



***STATUTES FOR CHILDREN'S  
NURSERIES IN THE  
MUNICIPALITY OF HOLE***



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## **1. Scope**

- 1.1. These statutes include children's nurseries that are owned and run by the municipality of Hole.
- 1.2. The following children's nurseries are covered by the statutes:
  - 1.2.1. Løken barnehage
  - 1.2.2. Sundvollen barnehage
  - 1.2.3. Vik formingsbarnehage
  - 1.2.4. Sollihøgda barnehage
  - 1.2.5. Svendsrud naturbarnehage
  - 1.2.6. Sundvollen oppvekstsenter
  - 1.2.7. Helgelandsmoen barnehage

## **2. Administration**

- 2.1. The Council Chairman (Rådmann) has overall responsibility for the operations and planning in the children's nurseries.
- 2.2. The nurseries subject to point 1.2 must have a leader who is the manager.
- 2.3. Beyond point 2.2 and 2.3, the children's nurseries in the municipality of Hole are organised with a common service manager. The resources for this are determined by the Council Chairman (Rådmann).

## **3. Law, regulations and framework**

- 3.1. The children's nurseries are run in accordance with the law of 01.01.06.
- 3.2. New regulations for the framework are effective as of 01.08.17.
- 3.3. Municipal decisions and plans for types of nurseries that are put into operation.

#### **4. Purpose Clause 1 – Barnehageloven (Law of children’s nurseries)**

- 4.1. The nursery must, in co-operation and understanding with the home, safeguard the children’s need for care and play, and promote learning and formation as the foundation for all-around development. The nursery must build on core values in Christian and humanistic heritage and tradition, such as; respect for human dignity and nature, intellectual freedom, compassion, forgiveness, equality and solidarity, values which are expressed in different religions and spirituality and which are rooted in human rights.
- 4.2. The children must be able to experience the joy of creativity, wonder and the need to explore. They must learn to take care of themselves, each other and nature. The children will develop basic knowledge and skills. They have the right to contribute according to their age and ability.
- 4.3. The nursery must show the children trust and respect and recognise the value of childhood. It must contribute to joy and wellbeing in play and learning and be a challenging and safe place for friendship and togetherness. The nursery must promote democracy and equality and prevent all kinds of discrimination.

#### **5. Work Committee and Parents’ Committee**

- 5.1. The nursery must have a parents’ committee and a work committee (in accordance with the Law of children’s nurseries (Barnehageloven) §4 and the nursery regulations § 4).
- 5.2. The nursery’s parents’ committee must comprise of parents/legal guardians and employees in such a way that each group is evenly represented. (in accordance with the Law of children’s’ nurseries (Barnehageloven)).
- 5.3. The owner of the nursery participates with 1 representative.
- 5.4. The parents’ committee and the employees each elect the number of representatives.
- 5.5. The representatives for the employees and parents/legal guardians, are elected for one year at the nursery’s work committee. The representative for the owner of the nursery is elected for the period of the local council.
- 5.6. The work committee establishes itself. The manager of the nursery has the right be present and to speak.
- 5.7. The parents’ committee consists of all parents/legal guardians who have children at the nursery.
- 5.8. The parents’ committee must promote cooperation between the home and the nursery.
- 5.9. The nurseries have a municipal parents’ committee. It consists of the leader in the parents’ committee from each nursery. They meet by September 30th and choose a leader and a secretary. Different rules apply to Sundvollen oppvekstsenter.

## **6. Payment by Parents/Moderation/Free Places**

- 6.1. The council determines the current rates for parents within the frames which are set by the department. In addition to these rates, payment for food is required each month. The amount is regulated by the number of days the child attends nursery. The amount is determined by the council.
- 6.2. A full-time place is paid monthly for 11 months. July is not chargeable.
- 6.3. A discount for siblings above the current minimum rates set in the Royal decree of 23.04.2004, is determined by the council in association with the budget negotiations each year.
- 6.4. Free places/reduced payment is considered following an application on a separate form. The deadline for applications is 1st June each year.
- 6.5. Payment for places in nurseries is due on the 20th of each month.

## **7. Admissions**

- 7.1. Admissions for public and private nurseries is done by the office of nurseries in cooperation with the nursery managers (in accordance with the Law of nurseries (Barnehageloven) § 12). Allocation of places is decided by the office of nurseries. Refusal of prioritised criteria can be appealed in writing to the appeal board in the municipality and sent to the office for nurseries. In connection with the main intake, there is a right to complain about not being allocated a place.
- 7.2. The right to a place at nursery (in accordance with §12a) applies to applicants who:
  - Have applied by the deadline for the main intake
  - Turn 1 year old by the end of November in the year in which a place at nursery is applied for
  - When the child lives in Hole municipality

The right to a place is fulfilled when a place has been allocated within the municipality.

Newcomers to the municipality, can apply for a place when the address and time of the move is known.

The application for a place at nursery takes place via an established application form. The application can be sent to the office of nurseries throughout the year, but to be a part of the main intake, the application needs to be registered by March 1st. When applying for a prioritised place, documentation must be enclosed (see 7.3.1 – 7.3.4).

7.3. Criteria for the intake in order of priority

7.3.1. Children with disabilities that are prioritised by the educational and mental health service in the municipality.

7.3.2. Children with documented health, social or psychological difficulties.

7.3.3. Children from homes where there are documented health, social or psychological difficulties.

7.3.4. Children with parents who:

- Are ethnic minorities
- Are working single parents
- Are single parents in full-time primary education

7.3.5. Children in the final year before starting school

7.3.6. Siblings in the same nursery

7.3.7. Switching/changing of places between the nurseries within the municipality, takes place before placement of new applicants who do not already have a place. When the offer of a change is granted, the child will automatically lose the old place. There is no guarantee of a place in the preferred nursery.

7.3.8. Date of birth (the eldest). When children are born on the same date and the other criteria are the same, there will be a draw to see who will get the place.

7.4. At the intake, the approved guidelines for admittance of children to the nurseries in the municipality of Hole, are applied.

7.5. At each intake, a minimum of 2 places in the municipality can be set aside for families with special needs. The places must be offered/filled by August 1st each year.

7.6. Children who are offered a place will keep this until they start school. It is not necessary to apply every year. New applicants must apply by March 1st each year. Children who are given a place until they start school, have a duty to report to the nursery where they have a place, of any changes in their life situation, which results in them no longer fulfilling the criteria set at the time of being allocated the place.

7.7. The nursery year starts on August 1st and ends on July 31st the next year.

7.8. It is possible to apply for a nursery place in public nurseries across municipal boundaries. Applicants living in Hole will be given a place first, but if there is capacity, applicants living in other municipalities will be processed according to Hole municipality's intake criteria. For a child from another municipality than Hole to be allocated a place at nursery, it is a condition that there is a written agreement with the relevant municipality, regarding a scheme for the refund of costs.

## **8. Resignation and Absence**

- 8.1. Resignation must be in writing and at the latest two months from the 1st or the 15th of the month before the child will leave the nursery.
- 8.2. The child should make use of the place as according to the agreement. A 100% place is 5 days a week and a 60% place is 3 days a week.
- 8.3. The right to a place at nursery can be lost if one or more of the following situations arise in the time the child attends the nursery:
  - 8.3.1. Irregular attendance over a long period of time. Children that own a place at nursery but use it very little without the parents letting the nursery know.
  - 8.3.2. Incorrect information in the application.
  - 8.3.3. By lack of payment for 2 consecutive months, or by regularly being an unreliable payer.
  - 8.3.4. Repeatedly picking up children too late. Too late picking up of children will be registered. Too late pick-up is defined as not being out of the nursery by closing time.
    - 8.3.4.1. After 3 times picking up late there is a written warning
    - 8.3.4.2. From the 4th time, a charge of kr. 300.
    - 8.3.4.3. From the 7th time, the place at a nursery in Hole municipality is lost and it is required to re-apply in the normal way at the main intake.
  - 8.3.5. The resignation of a place in such circumstances, is without a notice period and from the date determined by the individual nursery manager.
- 8.4. In the event of absence, the manager of the nursery must have notification on the same day. Notification from the children will not be accepted. The manager of the nursery has a duty to report irregularities of a serious nature to social services (according to the Law of nurseries (Barnehageloven) §22).
- 8.5. In the event of moving outside of the municipality (according to the National registry (folkeregisteret)), the right to a nursery place is lost after the period of resignation.

## **9. Utilisation of Area (The Children's Outside and Inside Area)**

9.1. Play and living space per nursery place (children over 3) in nurseries in the municipality of Hole, must not be below the norm of the net inside play area of 4.2m<sup>2</sup> which is determined by the ministry. The outside play area should be 6 times the inside area.

## **10. Basic Staffing**

10.1. In the municipality of Hole there must be one educational leader employed in a 100% position per 14 children when the child is over 3 years old, and per 7 children when the child is under 3, assuming the child's daily hours are more than 6 hours. Otherwise, the regulations on educational staffing in nurseries from 12.1.1995, applies.

10.2. Beyond point 10.1, basic staffing is decided to be two 100% positions as nursery assistants. Optionally, one 100% position as a nursery assistant and one 100% position as a children-and youth worker.

## **11. Opening Hours**

- |                                 |                          |
|---------------------------------|--------------------------|
| 11.1. Løken barnehage           | – from 07:15am – 16:30pm |
| 11.2. Sundvollen barnehage      | – from 07:15am – 16:30pm |
| 11.3. Vik formingsbarnehage     | – from 07:15am – 16:30pm |
| 11.4. Sollihøgda barnehage      | – from 07:15am – 16:45pm |
| 11.5. Svendsrud naturbarnehage  | – from 07:15am – 16:30pm |
| 11.6. Sundvollen oppvekstsenter | – from 07:15am – 16:30pm |
| 11.7. Helgelandsmoen barnehage  | – from 07:15am – 16:30pm |



## **12. Holidays and Planning Days**

- 12.1. All municipal nurseries are closed for three weeks in July. The weeks are during the Norwegian fellesferie.
- 12.2. The nurseries are closed between Christmas and New Year, Christmas Eve and New Year's Eve. It is also closed Monday, Tuesday and Wednesday of the Easter week.
- 12.3. The children must have a minimum of 4 weeks holiday throughout the year.
- 12.4. 37.5 hours per year is set aside for planning for the staff at the nursery. The nursery will then be closed. The planning days should be on days when the schools are also closed.

## **13. Quota Places**

- 13.1. Professions which the municipality of Hole have difficulty in recruiting, are given preferential rights to a place at nursery. The child is not guaranteed a place at the same nursery every year. Employees are encouraged to apply for a place in their own municipality. The Council Chairman (Rådmann) considers the need for quota places on a yearly basis.

## **14. Effective Date**

- 14.1. 01.08.2016. Approved to be updated in the living conditions selection (Levekårsutvalget) on the 23.08.2016 according to the approval of the budget on the 21.12.2015.
- 14.2. 26.06.2019. Updated due to changes in the Law of Nurseries (barnehageloven) of 22.06.18 with effect from 01.08.18.