

## **The Children's House – Guidelines of The Children's House.**

### **1. The foundation.**

The Children's House is a foundation and is registered in the institutions register. The foundation has its own rules that are enforced in conjunction with the kindergartens rules.

### **2. The Kindergartens Organisations.**

#### **2.1 The Board and the Annual Parent Meeting.**

Refer to the foundations rules for a description of the APM and The Board.

#### **2.2 S.U. Co-ordination Committee.**

The co-ordination committee is the kindergartens organisation where parents/guardians and the staff are represented including the principal. The committee has the right to express its opinions on issues that affect the school.

#### **2.3 Parent representatives**

- a) Parent representatives are 2 parents or guardians from each department within the kindergarten.
- b) The parent representatives shall encourage the co-operation between home and the kindergarten
- c) Parent representatives shall support the kindergartens charitable activities.

#### **2.4 AMU (work environment committee)**

The committee shall work for a responsible working environment in the business. The work environment committee shall discuss:

- Questions that concern the works health service and the internal protective services.
- Questions about training, instruction and information that have an impact on the working environment
- Plans that require the labour inspectors to give approval according to §18-9
- Other plans that can have a real impact for the working environment, such as building plans, the buying of machines, rationalisation, work processes and preventative measures in the establishment.
- Take part in recording, establishing and the composition of procedures and give advice in relationship to priorities and initiatives
- Evaluate the health and welfare aspects of the hours of work. Go through reports about accidents and sicknesses that can be attributed to the working environment. Have a focus on the cause of the incident and seek solutions to prevent its recurrence

- Go through all the reports regarding work hygiene examinations and the statistics that are provided. Look at the issues involved in making the work place amenable to workers with reduced capacities.
- Produce a yearly report about the work place.

### **3. ADMISSIONS**

3.1 The principal is responsible for the admissions to TCH through the co-ordinated admissions service of the municipality and in accordance with the admissions priorities of TCH.

#### **3.2 Admission priorities.**

The admission priorities for TCH areas are as follows

1. All children with special needs (§13) subject to availability in the age group and the groups composition.
2. Siblings of children currently attending TCH
3. All children with applications to transfer placements within Sola municipal kindergartens.
4. Children turning 5 within December.
5. All staff requesting places for their children.
6. International children and those with another language other than Norwegian.
7. The date of application.
8. All others seeking places are subject to availability.

All children currently placed in classes are guaranteed places for the following school year. Subject to class numbers, TCH reserves the right to change the composition of the classes.

#### **3.3 Catchment area**

Registration is accepted from all areas of the world and our users are international as well as from the local community in Sola and the surrounding district.

TCH does not limit its catchment area.

#### **3.4. Registration period and the notification of the termination of a place.**

Registration is continuous, but mainly at the co-ordinated admissions to kindergartens in February.

The decision as to admissions at TCH and the offer of a place is taken by the kindergarten after a written application and in compliance with kindergarten laws of co-ordinated admissions.

### **3.5. The right to complain**

In the co-ordinated admission period parents can complain about the rejection of a place. They can also complain about not receiving their first or second choices.

The complaint must be done in writing and shall be sent to the municipality. This must be done within 3 weeks after the decision has been communicated.

### **3.6 Termination of place**

TCH requires a written letter of notice to the manager if a child is to relinquish its place at TCH. Termination of an accepted place must be given in writing with **three months notice**. Tuition fees must be paid during this period.

If a notice is given **before** the 15<sup>th</sup> of the month, termination will have effect from the 15<sup>th</sup> of the same month.

If a notice is given **after** the 15<sup>th</sup> of the month the termination will not have effect until the 1<sup>st</sup> of the following month. Should a place be terminated after the 15th of April, the parents/guardians are liable for payment until the rest of the school year.

### **3.7. Parent Payments**

TCH offers full-time places.

Payments are due before the 10<sup>th</sup> of each month and runs from the 15<sup>th</sup> til the 14<sup>th</sup>.

The payment is regulated by Norwegian laws. Payment is for 11 months each year, the first bill being in August. There is no payment in July. This is applicable as children are required to take 3 weeks holiday between June 1<sup>st</sup> and September 1<sup>st</sup>.

Delayed payments are subject to a charge of interest fee of 8.75%. Extra reminders are billed at NOK 70 for each reminder.

If a payment is not made after the last warning letter the case will be sent to our debt collectors. If a bill is still outstanding after 2 months you risk losing your child's place at TCH.

### **3.8 Sibling reduction**

The youngest child pays full price. Child no. 2 receives a reduction of 30%. Subsequent siblings receive a 50% reduction.

#### **4. Available space for children**

TCH upholds the requirements of the kindergarten law §10 with its use of both inside and outside areas.

The norm for play space inside is 4kvm for a child over 3 years and approximately 1/3 more for a child under 3. The outside requirements for space should be approximately 6 times as large as the inside space. This is excluding the parking area.

#### **5. Opening hours**

The kindergarten is open for 5 days a week from 7:30 to 16:30.

All children must have vacated the building by 16:30.

The kindergarten is closed on Christmas Eve and New Years Eve. The kindergarten is open until 12:00 on the Wednesday before Easter.

The kindergarten is closed on all national holidays.

#### **6. Holidays**

Each child shall have a minimum of 4 weeks holiday per year. Three consecutive weeks shall be taken between the dates of June 21<sup>st</sup> and August 16<sup>th</sup> (week 26-33).

#### **7. Planning Days**

TCH is closed for 5 days for planning in the course of a school year.

#### **8. Food**

A packed lunch shall be brought each day. Children who wish to eat breakfast at TCH are welcome to do so. TCH encourage children to have healthy lunch boxes without sugar. There should also be a snack available for the afternoon. Fruit is advisable.

#### **9. Health Certificate**

a) TCH complies with the kindergarten law §23 "health control of children and staff." The staff is required to have a tuberculosis control.

b) Health policies-absence

Please give a message to your child's department as soon as possible if a child is sick or is absent for other reasons. Children that are sick should stay at home as long as they have a contagious illness. The child should stay home until they are able to take part in all activities in kindergarten. If your child cannot be outside and play then they need to be home. In the case of doubt the principal will decide.

### **c) Medication Agreements**

If it is necessary for your child to take medication while attending our kindergarten the following applies:

All medication must be in the original pharmaceutical container with the doctor's and child's name and prescribed dosage.

A medication permission slip must be filled out and signed by the parent stating the name of the medication and the time and amount of medication to be administered.

## **10. Responsibility**

The staff is responsible for the children when they are attending kindergarten.

The school is required by law to have an accident insurance for the children whilst they are in attendance.

The parents are responsible for the delivery and collection of the children. The child is insured through the Children's House from the time the child is logged in and out of our systems or they have been in contact with the staff. All children must be signed out from TCH on collection.

A message must be given in good time if the child is to be collected by someone other than those that usually collect the child. Messages to the staff shall be in writing.

The staff is not responsible for the children's clothing or any other personal items.

The staff is not allowed to take children as passengers in their own vehicles without written permission from the parents/guardians. (on the appropriate documentation).

## **11. Late pick ups**

Sometimes lateness is unavoidable. **If you are going to be late, please call the school.**

All children must be picked up by 16:30. We ask that you please strive to be on time for pick up. If you are habitually late picking up your child from childcare at closing hours, and staff members have to stay longer as a result of this, you may be required to give up your child's place in our Kindergarten.

## **12. Security**

The Children's House takes your child's security very seriously. Our playground is equipped with fencing along the perimeter and has 3 childproof gates. For safety reasons only the gate located by the car park will be open on a daily basis. We want parents/guardians to practise reverse parking on our school parking lot to increase safety for all our students and staff members. Please do not block the exit from the car park. At busy times, parents/guardians can use the public car park at Åsenhallen, or the car parking space to the **far end** of the red Kindergarten down the road. Use the pavements of the car park area to walk to the entrance gate. ***DON'T CROSS the parking area. Think safety. USE THE PAVEMENTS.***

We regularly practise fire drills so that we know what to do and where to go in the event of an emergency. Please find detailed evacuation details by the exit door of your child's classroom or contact the administration. We also do not allow the publication or any pictures of our students on our website or promotional materials without parental consent. Actions of this kind could be reported to the police.

### **13. Conduct between Parents and the Staff**

Communication between staff and parents is vital to your child and to the smooth running of the school. We believe in positive and regular communication. In all communication it is expected that parents and staff act in a civil manner and show general politeness.

The staff is committed to resolving your concerns. If you are not able to reach a mutually satisfactory resolution you may discuss your concerns with the principal.

#### **Teasing or harassment**

Teasing or harassment is unwanted and unwelcome behaviour from another person that interferes with an individual's life and well-being. When the behaviour is motivated by a prejudice against another person's race, ethnicity, religion or gender it is discrimination.

The Children's House is a multicultural school. This means that people come from many different countries with different backgrounds, religions and beliefs. We want The Children's House to be a safe and trustful environment. **We therefore do not tolerate any teasing or harassment by anyone.** If you are, or your child is a victim of teasing or harassment you should report this to the school directly. Any reports will be taken seriously and dealt with professionally. Please bring your concerns to the principal.

### **14. Internal control**

Our internal control system is based on the system offered by PBL. We have a separate description of our IC system and we refer to this document for further information.

**August, 2019**