



CODES OF PRACTICE for Birralee International Kindergarten AS

1. Ownership:

Birralee International Kindergarten is privately owned by a non-profit foundation, Birralee International Kindergarten AS, and all profits are applied toward resources that benefit the children. The kindergarten shares its building with Birralee International School at Kalvskinnet School, which is owned by Trondheim municipality. The kindergarten comprises three groups of children, ages three to six years old.

Birralee International Kindergarten is a multicultural kindergarten consisting of children and staff of diverse language, cultural and religious backgrounds. The kindergarten uses both Norwegian and English on a daily basis .

2. Mission:

Birralee International Kindergarten's mission is to operate a safe kindergarten designed to improve children's developmental experiences. The kindergarten shall, in collaboration and close understanding with the home, safeguard the children's needs for care and play, and promote learning as a basis for all around development.

The kindergarten endorses fundamental values from Christian and humanist heritage and tradition, such as respect for human dignity, religious beliefs, intellectual freedom, charity, forgiveness, equality and solidarity, values that also appear in different religions and beliefs and are rooted in human rights laws. (Kindergarten Act, section 1 and Framework Plan for Kindertartens, Objectives and content.)

The kindergarten operates in compliance with:

- relevant laws and regulations, for example the Kindergarten Act and the Law on Internal Control, current regulations issued by the Ministry of Education and Research
- and subsequent written regulations applicable to kindertartens and schools
- guidelines issued by the Department of Education
- the Framework Plan for Kindertartens
- the kindergarten's Annual Plan and Codes of Practice
- the kindergarten's internal controls and safety and security policies and routines
- regulations concerning health and safety in kindertartens and schools
- the kindergarten Board's policies and guidelines

3. Kindergarten area:

The kindergarten is approved for children ages three to six years old, comprising total usable area of 210.3 m², in accordance with the Kindergarten Act.

4. Opening hours/holidays/planning days:

The kindergarten is open daily from 7:30 a.m. to 4:30 p.m. Children must be collected from the kindergarten before 4:30 p.m., when the doors lock automatically. The hours of operation are permanently established by the kindergarten.

The kindergarten year runs from 1 August through 31 July of the following year. The children are to have four weeks free during the kindergarten year. Birralee International Kindergarten is normally closed three weeks in July. Information about which week it will be open is announced in advance.

The kindergarten has five planning days per year, wherein the kindergarten is closed. These planning days are recognized as the fourth holiday week.

The kindergarten leader makes the final decision about the summer schedule. SU is to be consulted about whether the kindergarten can close for an additional week in consideration of scheduling holidays.

In addition, the kindergarten is closed on Christmas and New Years day, and from the Wednesday before Easter.

5. Parent fees:

Parent monthly fees follow the maximum allowable payment schedule set by the municipality (kommune). The municipality provides income support payments. Reduced fees to parents with multiple school-aged children are also provided for children within the same municipality and in accordance with policies. Parent invoices will also include set costs. Invoicing begins with the admittance date established in the acceptance letter.

Parents receive invoices monthly for 11 months; there are no invoices in July. Invoices are sent for the current month and are delivered electronically in the form of an e-faktura. Parents are individually liable for the invoices despite fees being associated with one parent's identity.

Significant breach can result in forfeiture of a place in the kindergarten upon a one month warning from either the 15th or 30th of the month. Significant breaches include unpaid invoices.

6. Admissions:

1. The same admissions process applies to both private and public kindergartens in Trondheim kommune. Admissions follows the Kindergarten Act, section 12 with coordinated admissions. Offers of admission to the kindergarten utilize an established format, utilizing standardized content and documentation.

Admissions/Resignation of Place

Children offered and who are accepted for a place in the kindergarten maintain their place until they reach school age, until parents/guardians withdraw the child, or until the kindergarten ceases operations. Parents wishing to withdraw from the kindergarten must give two months notice, registered from the first of the month. Withdrawal notifications received after 1 April require payment through the

conclusion of the kindergarten year, which runs 1 August through 31 July. The kindergarten offers only 100% places.

1. Admissions restriction:

Admissions limited to residents of Trondheim municipality.

1. Admissions criteria:

General criteria for all kindergartens in Trondheim municipality

1. Children with disabilities shall be entitled to priority for admission to a kindergarten. An expert assessment shall be carried out to determine whether the child has a disability. (Kindergarten Act, §13.1).
2. Children who are the objects of an administrative decision pursuant to sections 4-12 and 4-4, second and fourth paragraphs, of the Child Welfare Service Act shall be entitled to priority for admission to a kindergarten. (Kindergarten Act, §13.2).

Criteria for Birralee International Kindergarten

3. Siblings of children at Birralee International Kindergarten
4. Children of Norwegian or foreign origin with English as mother-tongue
5. Children of Norwegian or foreign origin with English as second language
6. Children transferring from other international kindergartens or schools
7. Children of Norwegian or foreign origin with need for placement in an international kindergarten
8. Other children

The above placement criteria is applied at the kindergarten's discretion (group assignment and age)

1. Applicants who list Birralee International Kindergarten as first or second priority
2. Other applicants

Consideration is given to the admissions criteria when new children are admitted, although discretion may be applied in accordance with the kindergarten's composition. In instances of oversubscription and candidates meeting criteria equally, a draw will be employed.

7. Complaints:

Under main admissions, applicants can complain if they were not selected for a kindergarten place. Likewise, applicants can complain if their first or second choice for placement goes unfulfilled.

During supplementary admissions, only applicants with priority rights to placement under the Kindergarten Act §13 may complain if they are not offered placement in a chosen kindergarten.

8. Meals:

Parents supply their children with breakfast and lunch each day. The kindergarten supplies fruit and food for an afternoon snack each day. Birralee International Kindergarten encourages and practices healthy meals.

9. Clothes:

All clothes and shoes must be marked with the child's name. Children also need to have extra clothes to change into. The children need to also have a pair of shoes or sandals for daily indoor use.

10. Responsibility:

The children are insured against injury. Contact the kindergarten office for information about the policy.

The kindergarten's property insurance covers only the kindergarten's contents. The kindergarten does not have liability for personal property stolen, damaged or destroyed on the kindergarten's premises.

11. Illness:

All parents must provide a declaration of child's health before their child starts in the kindergarten.

Children who have been sick (e.g., vomiting, diarrhea, fever or other symptoms that indicate illness) must remain at home for 48 hours after the symptoms have passed. In instances of childhood illness or signs of other contagious illness, the child shall remain at home. The kindergarten should be informed so that (anonymous) notifications can be sent to other parents.

When a child develops illness during the day at the kindergarten, the kindergarten will notify parents to collect the child.

Parents are expected to notify the kindergarten by 9:30 a.m. if their child will be away from kindergarten on a given day.

12. Cooperation:

The kindergarten encourages close and open communication. Parents/guardians are welcome to visit throughout the day to see how we conduct our days and to talk with staff.

13. Internal controls:

The kindergarten follows internal control protocols in accordance with applicable guidelines, laws and regulations.

14. Leader:

The kindergarten's leader is employed by the Board. The leader is the kindergarten's executive, administrative and senior pedagogical member of personnel. The leader reports to the kindergarten Board.

15. Police clearance:

Any person who is to work in a kindergarten must present a satisfactory police certificate. (Kindergarten Act, §19)

16. Confidentiality:

The kindergarten adheres to relevant laws and regulations concerning confidentiality. Information can be shared with social services (Kindergarten Act, §22 and 23)

17. Disclosure:

In accordance with the Kindergarten Act (§21 and 22), all kindergarten employees have an obligation to aid social services and child welfare authorities in client cases. In their work, employees should be alert to circumstances which can lead to action on the part of social services, and they shall on their own initiative provide social services with information on circumstances of concern.

18. Default:

Wherever parents/guardians, who have a child in the kindergarten, break from or fail to adhere to the kindergarten's Code of Practices, policies and/or decisions, the leader can decide that the child will lose its place in the kindergarten. Such decisions to terminate a place can stem also from irregular payments or missed payments of one month or more.

If warranted under extreme circumstances, a child can be moved to another kindergarten or lose its place in the kindergarten. Before such a decision is made, other solutions need consideration. Such options must be discussed with the parents/guardians.