

ENGLISH

Trondheim City Council has approved the following statutes pertaining to the after-school-programme scheme:

1. **Purpose:**

The goal of the after-school-programme scheme is to provide children in the first four (4) grades of primary school, as well as children with special needs in the first seven (7) grades of primary school, with supervision and care. At the same time, children with special needs are to receive good opportunities to develop (cf. the Act relating to Primary and Secondary Education, §13-7). The after-school-programme scheme is to arrange for each individual child's development through communication and social interactivity, have a focus on what is in the child's best interest and include play as an activity. Children are to have the opportunity to actively utilize their leisure time for the purposes of varied play, culture and leisure-time activities that take a child's age, level of functionality and interests as their point of departure. This is to happen in close understanding and cooperation with a child's home, as well as in a manner that is consistent with the school's purposes as expressed in §1 of the Act relating to Primary and Secondary Education (the Education Act). After-school programmes are to be run in accordance with central administrative decisions, municipal statutes and the after-school-programme quality plan, as well as in accordance with an individual plan for each unit offering such a programme.

2. **Ownership:**

Trondheim Municipal Authority is responsible for the operation of the municipal after-school-programme scheme. The Municipality operates the after-school programme-scheme at owned, or rented, locations.

3. **Space to play and stay:**

An after-school programme is to have a space to play and stay that is suitable for the activity engaged in and that has a minimum of four (4) square meters per child. In the function and space programme, 0.35 square meters per child are earmarked for the after-school-programme scheme. The rest of the space is required to be shared with the school's other functions (general and special learning space, a gymnasium, a cafeteria, etc.).

4. **Admissions:**

4.1 All children in grades one-through-four (1-4), as well as all children with special needs in grades one-through-seven (1-7), have a right to receive an after-school-programme offering, both before and after school. Children with special needs are defined as students with lasting impairments to their functionality that entail a comprehensive and lasting need for assistance. They are moreover defined as students on whose behalf adjustments are made within the scope of the ordinary curriculum and as students who, possibly, receive special education.

4.2 The Department of Early Childhood and Education (the Education Office) is in charge of admissions. Students with special needs (cf. the definition in point 4.1 above) apply for placement within the after-school-programme-scheme and the school principal makes an administrative decision regarding the matter. The appellate body is the Education Office.

5. Parental fees:

5.1 Trondheim City Council sets the level of parental fees and makes any rules in place regarding fee moderation or free placement, doing so in connection with its annual budget deliberations.

5.2 Information on parental fees and the basis for calculation of them is prepared in the context of the annual budget deliberations.

5.3 All activities, including whole-day trips during a school's holidays, are to be free of charge and accessible to all students enrolled in the after-school-programme scheme.

5.4 Placement in the after-school-programme scheme is to be paid for from the date on which placement is offered to the family.

5.5 The termination notice period is one month from the first day of the month. Notice is to be sent electronically through Trondheim Municipal Authority's after-school-programme-scheme portal.

5.6 Dues are to be paid through the termination notice period.

5.7 In the event of a failure to pay, Trondheim Municipal Authority can give notice of termination. Admission to the after-school-programme scheme cannot take place if one has unpaid dues/costs from a previous preschool/after-school-programme-scheme offering.

5.8 The after-school-programme scheme has two (2) offerings when it comes to placement hours a week: 1) placement for under twelve (12) hours a week and 2) placement from, and including, twelve (12) hours a week.

5.9 A change in placement hours takes place from the first day of the month with one month's advance notice.

6. Opening hours:

6.1 The after-school-programme scheme provides an offering on all weekdays with the exception of after-school-programme-scheme planning days and the two first weeks of the summer public holidays (week 28 and 29). Following discussion by its user council, an after-school programme can be closed on 24/12, 31/12 and the Wednesday before Maundy Thursday.

6.2 An after-school programme's daily opening hours are to be within the time-frame 7:00AM-5:00PM, adjusted in accordance with an individual school's needs and following discussion by the programme's user council.

6.3 Within the allotted budget framework, the school alone, or in cooperation with others, shall offer an after-school programme on its days off and during holidays (the exception being the two weeks that the after-school programme is closed during the summer public holidays).

6.4 All children are to have a vacation from the after-school-programme scheme. The vacation is to consist of min. three weeks of summer public holidays and five days in the course of the school year, the latter coinciding with after-school-programme-scheme planning days.

6.5 Placement hours are the sum of time that a child is to be in the after-school programme both before and after school hours. The sum arrived at as such for a whole week shall be consistent with the number of hours for a given payment level.

6.6 Agreement can be reached to count an average of attendance hours over a longer period if the parents' working hours require it.

6.7 During weeks when there is no school, students with shorter-time placement in the after-school programme have access to three (3) whole days in the programme, consisting of Monday, Tuesday and Wednesday.

7. **Leadership and staffing:**

7.1 The school principal is the administrative and academic director of a school's after-school programme. The programme's manager shall have relevant higher education and time set aside for administration pursuant to the central association special agreement on day care institutions, after-school programme schemes and schools. It is furthermore desirable that he/she have varied competence and work experience.

7.2 Staffing for the child-groups must be in accordance with the number of children present and the children's age, as well as in accordance with any need for individual follow-up of particular children or groups. As a rule, there are not to be more than fifteen (15) children per adult, which number is to be adjusted to somewhat fewer children per adult in youngest year-based groups.