

Statutes for Municipal Preschool Day Care Centres

(Approved by the City Council on January 1st, 2017)

1. Ownership and area of operation:

Trondheim Municipal Authority owns or rents the properties where the municipal preschool day care centres are located and is responsible for their operation.

2. Purposes:

The preschool day care centres are operated pursuant to §1 of the Act relating to Day Care Institutions (the Day Care Institutions Act) (purposes), as well as pursuant to municipal statutes and plans made for individual centres.

The preschool day care centres follow the stipulations contained in the Day Care Institutions Act, as well as the regulations and guidelines determined by the Royal Norwegian Ministry of Education and Research.

3. Right to a place:

Children with a right to placement pursuant to §12a of the Day Care Institutions Act.

A child who will be one year old by the end of August (at the latest) in the same year that application is made on his/her behalf for a place at a municipal preschool day centre has a right to one starting in August. A child who will be one year old in September or October in the same year that application is made on his/her behalf has a right to a place starting in the month that he/she turns one.

In its main admissions for 2017, Trondheim Municipal Authority will offer places at a municipal preschool day care centres to children who turn one year of age by the end of November 2017.

4. Admissions:

The Municipal Specialist Unit for Adolescence and Education conducts admissions and allots places at municipal preschool day care centres pursuant to approved admission criteria. Trondheim Municipal Authority's admission criteria provide constraints when it comes to prioritization in the order of admissions to centres/locations specifically desired by parents for their children.

Trondheim Municipal Authority offers only full-day placement. With reduced hours at a preschool day care centre, we mean a reduction in the total number of days per week there.

Geographic area for admissions: Children residing in the Municipality of Trondheim. One can apply for a place at a municipal preschool day care centre regardless of where in the municipality one resides. For a child to start at a municipal preschool day care centre, his/her family must reside in Trondheim at the time that he/she starts at the centre.

Children with a Sami linguistic and cultural background:

The Sami department at Ferista Open-Air Preschool Day Centres offers placement to children with a Sami linguistic and cultural background.

Children of newly settled refugees:

The Tellus department of Øya Preschool Day Care Centre offers placement to children of newly settled refugees in the Municipality of Trondheim. After one year, the children are transferred to other preschool day care centres. The transfer of children from the Tellus department takes place before ordinary admissions.

4.1 Main admissions:

The main admissions process applies to children who have a legal right to a place at a municipal preschool day care centre (cf. point 3.1) and who are currently without a place at one. The time limit for making an application is March 1st.

Joint criteria for prioritization for admission to municipal, and non-municipal, preschool day care centres:

1. Children with a reduced ability to function and children for whom an administrative decision is in effect pursuant to §4-12 and §4-4, paragraphs 2 and 4, of the Act relating to Child Welfare Services (the Child Welfare Services Act), cf. the Day Care Institutions Act, §13.

If many children are prioritized, the Municipal Specialist Unit for Adolescence and Education will make assessments on an individual basis.

Documentation requirements: an attachment from Children and Family Services (CFS) and/or a hospital.

Additional criteria for prioritization for admission to municipal preschool day care centres:

2. A sibling of child at the same centre.

There are no documentation requirements, but the sibling must be listed in the population registry as residing at the same address.

3. A child residing in the centre's geographical area for admissions.

4. Drawing lots (the child who draws the lowest number wins).

4.2 Transfer admissions:

The transfer admissions process applies to children who have a place at a preschool day care centre in Trondheim, but for whom application is made on their behalf for a place at another unit/preschool day care centre. The time limit for making an application is February 1st. Allotment of places starts in August.

Applications to have a child transferred to a preschool day care centre within the same area are to be sent to the unit director of the centre concerned.

Joint criteria for prioritization for admission to municipal, and non-municipal, preschool day care centres:

1. Children with a reduced ability to function and children for whom an administrative decision is in effect pursuant to §4-12 and §4-4, paragraphs 2 and 4, of the Child Welfare Services Act, cf. the Day Care Institutions Act, §13.

If many children are prioritized, the Municipal Unit for Adolescence and Education will make assessments on an individual basis.

Documentation requirements: an attachment from Children and Family Services (CFS) and/or a hospital.

Additional criteria for prioritization for admission to municipal preschool day care centres:

2. A child with a place at a family preschool day care centre is to be prioritized if application is made on his/her behalf for transfer to an ordinary preschool day care centre. A condition for such prioritization is that the child be three years old, or turn three, in the course of the year.

3. A sibling of a child at the same centre.

There are no documentation requirements, but the sibling must be listed in the population registry as residing at the same address.

4. Children who reside within a preschool day care centre's geographic area for admission and who have a place at preschool day care centre outside of it.

5. Children who reside within a preschool day care centre's geographic area for admission and who have a place at a preschool day care centre inside of it.

6. Drawing lots (the child with the lowest number wins).

4.3 Supplemental admissions:

Admissions take place on a running basis if places become available in the course of a preschool year. Such admission apply to children with, or without, a place at a preschool day care centre and for whom application is made outside of the time limits set for main admissions and transfer admissions, respectively.

Joint criteria for prioritization for admission to municipal, and non-municipal, preschool day care centres:

1. Children with a reduced ability to function and children for whom an administrative decision is in effect pursuant §4-2 and §4-4, paragraphs 2 and 4, cf. the Day Care Institutions Act, §13.

If many children are prioritized, the Municipal Specialist Unit for Adolescence and Education will make assessments on an individual basis.

Documentation requirements: an attachment from Children and Family Services (CFS) and/or a hospital.

2. A child who loses his/her place at a preschool day care centre in the course of a year due to closure of the centre or leave for/closure of the centre at the end of the preschool year. A child who loses his/her place due to planned closure of a centre, or due to leave for/closure of it at the end of the preschool year, will be granted a new place during main admissions/transfer admissions.

Additional criteria for prioritization for admission to municipal preschool day care centres:

3. Children from families that are under great hardship due to illness and/or other factors.

Documentation requirements: an attachment from a doctor, hospital or CFS.

4. A sibling of a child at the same centre.

There are no documentation requirements, but the sibling must be listed in the population registry as residing at the same address.

5. Children who reside within the preschool day care centre's geographic area for admission, but who do not have a place at a centre or have one outside of the area.

6. Children who reside within the preschool day care centre's area for admission and who have a place at a centre inside the area.

7. The oldest child.

5. Parental fees:

Every year, the Norwegian Parliament determines a maximum price per month, as well as per year, for a place at a preschool day care centre. The price is for a full-day, ordinary offering. In connection with its annual budget handling, the City Council sets the levels of parental fees and the rules for receiving moderation of fees or free placement.

The maximal price is divided into payments to be made on a monthly basis over eleven months, the twelfth, July, being a payment-free month.

Payment for food is additional. The price is to be determined by a preschool day care centre's director in cooperation with its user council.

5.1 Sibling fee-moderation

Sibling fee-moderation is 30% for a second child and 50% for a third or later child. Sibling fee-moderation is granted for the cheapest place. Sibling fee-moderation is applicable to children who regularly reside together. Children are considered to reside regularly at the address at which they are listed as residing in the population registry.

If a child's parents have an agreement in place stipulating split regular residency for him/her, he/she is considered to reside regularly at both addresses/with both his/her parents. In such cases, documentation on the parental access agreement (which must stipulate a minimum of 40%) must be turned in.

5.2 Reduced parental fees on an economic basis and free core time:

Trondheim Municipal Authority processes applications for reduced parental fees pursuant to the national rules for income-graded parental fees.

Application can be made for reduced payment for a child at a preschool day care centre if his/her family's collective income is under the nationally determined amount.

For children aged 3-5 years, application can also be made for 20 hours of free core time if a child comes from a family with a low annual income (in accordance with the nationally determined amount). If application is made for reduced parental fees, the application will also regard free core time.

No reduction of parental fees that has a retroactive effect will be granted. If granted, a reduction shall apply from the beginning of the first whole month after Trondheim Municipal Authority receives the application (documentation inclusive).

5.3 Reduced parental fees due to extraordinary closure:

If a preschool day care centre closes under extraordinary circumstances, a child's parents can receive a refund of the amount of parental fees payed for the days the centre is closed.

6. Termination:

6.1 Termination of a child's placement at a preschool day centre is to take place via the ID-port.

One-month notice of termination must be provided, calculated from the first or fifteenth of the month. Parental fees, as well as food expenses, must be paid for the period during which the notice is in effect.

The rules regarding notice of termination also apply to those who have accepted a place, but who then decide against taking it before it is to be assumed.

6.2 Termination of a child's placement at a preschool day care centre if he/she switches to another centre within the municipality:

If a child switches to a place at another municipal preschool day care centre, his/her current place will automatically be vacated when his/her parents have accepted the new one on his/her behalf. If a child switches from one private preschool day care centre to another, or switches between private and municipal centres, his/her parents must terminate his/her current placement.

Exception: In the event of transfer admissions, the child's current placement is automatically terminated if he/she switches to another preschool day care centre in Trondheim. This applies whether a child is placed at a municipal, or at a private, centre.

6.3 Termination by the municipality:

The municipality can terminate a child's placement at a preschool day care centre by giving one month's advance warning from either the first or the fifteenth of a month.

Such termination can happen if there is a failure to pay, if a child moves from the municipality or if his/her placement has been made based on false information.

7. Moving from the municipality:

If a child's family moves from the municipality, he/she can keep his/her current place at a preschool day care centre for up to one month. If special grounds suggest that a child be allowed to continue at his/her current centre for more than a month, his/her family can make application for this to the Municipal Specialist Unit for Adolescence and Education.

8. Leave from one's place at a preschool day care centre:

Application for leave from one's place at a preschool day care centre is to be sent to the centre before the first of the month and at least one month prior to the leave being taken.

Leave cannot be granted before the child begins at a centre. If another child can take his/her place at the centre during the period of the leave, the application for leave can be approved with a payment exemption.

9. Vacation:

As a general rule, a child at a preschool day care centre is to have four weeks of vacation every year. A minimum of three weeks of it should be continuous in the course of the summer. Parents/guardians are to provide notice of their child's summer vacation to the centre's director before May 1st.

Municipal preschool day care centres are closed for two weeks during the annual public summer vacation. In consultation with its user council, a centre's director is to decide on which weeks the centre is to be closed.

When a preschool year begins (on August 1st), parents/guardians are to receive information on which weeks preschool day care centres are to be closed during the summer.

10. Common planning days:

A preschool day care centre's staff have five planning days in the course of a year. The centre is closed on these days. Information on which days a preschool day care centre is to be closed on is to be provided at the beginning of the preschool year (August 1st).

11. Opening hours:

A preschool day care centre's opening hours can vary from one municipal centre to another. Information on its opening hours is to be provided on a centre's homepage. In consultation with a centre's user council, a centre's director determines the centre's opening hours and makes any necessary changes. For Christmas eve, new year's eve and the Wednesday before Maundy Thursday, preschool day care centres close at 12:00 unless something else has been decided. Opening hours for the other days of Christmas, as well as of Easter, are to be decided on by the centre's director in consultation with its user council after consideration of the need for a centre to be open.

12. Parental council and user council

All preschool day care centres are to have a parental council. All parents of children at a given centre are members of its parental council. Furthermore, they choose their own representatives for the centre's user council. The user council meets the requirement of §4 of the Day Care Institutions Act regarding the presence of a cooperative representative body. It is to consist of parents/guardians and staff members in a manner that provides for equal representation of both groups.

The parental council and the user council shall safeguard the interests of the children and the parents and contribute to good cooperation between the centre and parents.

13. A preschool day care centre's common and play areas:

A preschool day care centre's common and play areas shall be in accordance with the indicative norm of there being 4 square meters per child over three years of age and 5.3 square meters per child under three years of age.

14. Insurance:

Collective accident insurance is taken out for all children placed at municipal preschool day care centres.

With the exception of the statutory stipulations regarding preschool day care centres' summer closure that become effective from the summer of 2018, revised statutes for municipal preschool day care centres become effective once they are approved by the City Council.