

STATUTES FOR THE SiO KINDERGARTEN

FOUNDATION FOR STUDENT LIFE IN OSLO AND AKERSHUS

Section 1 Purpose

SiO Kindergarten are owned and managed by the Foundation for Student Life in Oslo (SiO). The purpose is to contribute to equal access to education by giving students with children a safe and educationally sound kindergarten facility that focuses on play, learning and experiences. SiO Kindergarten shall provide services that are appropriate for students.

Section 2 Definitions

For the purposes of these Statutes, 'student' means a person with a study place at one of SiO's centres of learning who has paid the term fee to SiO for the current term. People who are planning to study may also apply and it is a precondition that student status is verified prior to start-up. Students who are on sick leave or other leave are also covered.

Parents who work shifts or who are on a work experience placement linked to SiO's learning centres shall also be deemed to be students.

Section 3 Allocation criteria

Students who have paid the term fee to SiO maybe allocated a kindergarten place. Applications for the main admission in August must be received by 1 March. Applications for places may be submitted throughout the year and children are admitted on an ongoing basis. Places within the various categories are allocated in the order in which the applications are received.

I. Students affiliated to SiO

- a) Children with a disability shall be given priority in connection with admission to a kindergarten. An expert assessment shall be carried out in order to assess whether the child has a disability.
- b) Children who are covered by a decision made pursuant to Sections 4-12 and 4-4 second and fourth paragraphs of the Norwegian Act on child welfare services shall be given priority in connection with admission to a kindergarten.
- c) Siblings of children who already have a place
- d) Single guardians
- e) International students
- f) Other students affiliated to SiO

II. Students affiliated to educational institutions which are not associated to SiO

III. Former students who have completed their course of study but are not yet in employment

IV. Students with a PhD/Doctoral scholarship at a learning institution associated to SiO.

V. Others

Section 4 Duty of notification

Applicants shall be obliged to provide accurate and complete information which is of relevance to an assessment of their application.

Section 5 Complaints and appeals

All rejections of applications for kindergarten places may be appealed to the Control Committee for SiO Kindergarten.

The appeal must be submitted to SiO Kindergarten no later than two weeks after the rejection is received. The appeal must be justified and documented.

Section 6 The Control Committee for SiO Kindergarten

The Control Committee shall consist of three members appointed by SiO's Executive Board following nomination by the Welfare Council. The primary task of the Control Committee is to ensure that kindergarten places are allocated in accordance with these statutes.

Members shall sign a non-disclosure agreement and treat all personal information confidentially. The Control Committee shall be given access to all relevant information.

Section 7 Contract

Everyone who is allocated a place shall enter into a contract with SiO Kindergarten. A contract is established through acceptance of the offer received via an e-mail link. A contract shall be established for the entire planned period of study.

Children who have up to two years remaining before starting school shall retain their kindergarten place until they start school even if their parents are no longer students.

Section 8 Determination of fees

The Executive Board shall determine the fees for the kindergarten. The rate shall be calculated on the basis of the household's combined personal income in accordance with Chapter 12 of the Norwegian Tax Act.

'Household' means married persons, registered partners and cohabiting partners.

'Cohabiting partners' means two unmarried persons over the age of 18 who live together and who have lived together in a marriage-like relationship for at least one year or who have joint children.

If a guardian is separated or divorced and lives alone, the calculation shall be based on their income only.

In cases where the child lives with both parents in a fixed alternating arrangement, e.g. one week with each parent, the fee shall be determined on the basis of the income of the guardian who is registered in the National Registry at the same address as the child.

Student parents who pay the semester fee to SiO do not pay for meals

The rates may be revised with six weeks' notice.

Section 9 Documentation and change of rates

In connection with the allocation of places, parents must submit the application form and most recent tax return by the fixed deadline.

If the application form and most recent tax return are submitted after the deadline, or if a change to income is submitted which may result in a lower rate, the change will become effective the following month. If the change results in a higher rate, it will be retroactive.

Parents are obligated to notify SiO Kindergarten of any significant and lasting changes to income which may result in changes to the fee.

NB ! Everyone must re-apply every year from August to get reduced price!

It is not necessary to submit an application and documentation in the case of combined income greater than NOK 486 750. The highest fee will apply.

From income NOK	To income NOK	Percent / amount
0	486 750	6 %
486 750	-	Maximum fee NOK 2 655

If you have more than one child in SiO Kindergarten and they are living at the same address you will pay 70 % for the second child and 50 % for the third child (or more children).

An exemption from the Kindergarten fee for 20 hours per week applies for children who have their second to last and last year in the kindergarten, with a combined household income of 405 000 NOK.

Section 10 Payment

The payment deadline is 14 days after the invoice date. The annual payment shall be distributed over 11 months. July shall be payment-free.

Unutilised places must be paid for if the place is not relinquished and the period of notice has not expired. No payment exemption shall be granted for illness, travel or similar.

In the case of admission during the period 1st – 15th of a month, full price shall be paid for the month concerned. In the case of admission from the 16th, half price shall be paid for this month.

In the event of late payment, interest shall accrue pursuant to the Act No. 100 of 17 December 1976 on interest on late payments. A reminder fee may be charged for reminders sent no earlier than 14 days after the claim has fallen due for payment.

Non-payment may result in forfeiture of the place.

A subsistence fee shall be paid for children who are not children of students affiliated to SiO.

Section 11 Termination

Kindergarten places may be terminated with at least two months' notice before the 1st or 15th of a month.

Notice of termination may be given via "My Page" on www.sio.no.

Section 12 Opening times

Opening times are from 07.30 to 17.00 on all working days.

SiO Kindergarten is closed in July, but places on the summer kindergarten may be offered upon application.

SiO Kindergarten has up to five planning days per year. SiO Kindergarten is closed on these days. Planning days shall be announced well in advance.

Section 13 Parents Committee and Collaboration Committee

The Parents Committee consists of the parents/guardians of all the children at the kindergarten and, together with the Collaboration Committee, has the purpose of promoting the common interests of parents and helping to ensure that the collaboration between the kindergarten and the parents group creates a good kindergarten environment. The Parents Committee elects parent representatives to the Collaboration Committee. In connection with voting in the Parents Committee, one vote is given for each child. Decisions are taken by general majority.

The Collaboration Committee consists of parents/guardians and employees of the kindergarten, so that each group is represented equally. The Collaboration Committee shall act as an advisory, contact-creating and coordinating body. The representatives may provide advice and input and organise voluntary events, thematic evenings and other events which can promote contact between the families and the kindergarten. There shall be no fewer than two and no more than four representatives from each of the parent/employee groups. There shall also be a manager, who has no voting rights and acts as the Committee's secretary. The Parents Committee and Collaboration Committee shall be briefed concerning, and have the right to express its views on, matters that are of importance to the circumstances of parents in relation to the kindergarten. The Collaboration Committee shall adopt an annual plan for the educational activity.

Section 14 Value plan and annual plan

SiO Kindergarten shall have a common value plan and an annual plan shall be prepared for each kindergarten. The value plan and annual plan are the overarching educational management tools and set out the framework for the activity.

Section 15 Minimum area per child

Each child shall have a minimum of approx. 4 square metres for play and other activities while at the kindergarten.

Section 16 Non-disclosure agreement

The rules concerning non-disclosure in Sections 13 to 13f of the Public Administration Act shall apply correspondingly.

Section 17 Criminal records certificate

Employees of SiO Kindergarten shall present a criminal records certificate.

Section 18 Amendments

These statutes may be amended by the Executive Board of SiO at the recommendation of the Welfare Council. Editorial changes may be made on an ongoing basis by the senior management.

Section 19 Entry into force

These statutes shall enter into force with effect from 1 August 2012.