

Cooperation with your household

The kindergarten will ask you to attend parent orientation meetings and individual conference meetings a few times a year. If prompted, the kindergarten will inform the parents of a child regardless of whether the parent is currently living with the child. This is in accordance with the Children and Parents Act of 1981, § 47, 8 April - no. 07.

The kindergarten cooperates with numerous agencies, such as the PPT (child psychiatric services), pediatricians and schools, both in general and concerning individual children. Cooperation concerning individual children will always happen in coordination with the child's parent or legal guardian.

All staff employed in the kindergarten have signed a confidentiality agreement in accordance with the Kindergarten Act.

The Kindergarten Act stipulates that every municipal kindergarten has a *foreldreråd* (loosely translated: parents' council) and a *samarbeidsutvalg* (a cooperative forum between parents and kindergarten).

The Foreldreråd is composed of all the parents/guardians in your child's kindergarten.

Delivering and fetching your child

When you bring and pick up your child from the kindergarten, the staff in your child's section/base must be notified. This is to insure the safety of your child and that the staff knows how many children are present at any one time. The kindergarten will not send children home unattended.

As parents, you are held accountable that your child has been picked up before closing time. Parents who do not act in accordance with this will have to sign a form. This form may be used additional billing purposes to cover staff overtime.

Staff must be notified if anyone except the parent/guardian will be fetching your child.

Arriving and leaving

We ask that parents make sure to close the kindergarten gates when coming and going. And please show the utmost care in the kindergarten's parking lot.

Transferring between kindergartens

If you wish to change kindergartens, a written request can be submitted to the kindergarten your child is currently attending. The request will be registered and passed on to the kindergarten you wish your child to be transferred to.

Leave of absence

Children in attendance can be granted a leave of absence and be exempted from paying the attendance fee. This leave of absence must run to the end of the kindergarten year. The request for a leave of absence must be submitted to the kindergarten two months beforehand.

Termination

The parent/guardian is obligated to pay fees for a period of two months once a written notice of termination is submitted. Your child may however attend kindergarten as usual in this period.

Closing of sections/kindergartens

If a section/base or the entire kindergarten is closed as a result of unforeseen events for longer than three full days, you are entitled to a fee deduction. If the total number of children in attendance is less than three, the kindergarten in question will be closed at the end of the calendar- or kindergarten year. Children affected by this will be transferred to other municipal kindergartens.

Change of address

We ask that you notify the kindergarten of any changes in parents' addresses, telephone numbers and workplaces. This notification should be submitted in writing to the kindergarten's fagansvarlig.

Parent Orientation

Tromsø Municipal Kindergartens



This orientation is based on provisions made in the Kindergarten Act, with regulations and statutes for Tromsø's municipal kindergartens, as adopted by the municipal council on 26 May 2010.

Regulations for Tromsø's municipal kindergartens may be found in your child's kindergarten.

The unit manager is responsible for the operation of the kindergarten.

The kindergartens role is, in cooperation with your household, to fulfill your child's needs for stimulation, nurturing and to further learning and education as a basis for development (Act on kindergartens § 1).

Holidays and planning

Municipal kindergartens are open year round. Kindergartens are closed on Christmas- and New Years Eve. Wednesday, before Maundy Thursday, the kindergartens close at 12.30. In the week between Christmas and New Years Eve, as well as Easter, the unit manager may decide to reduce opening times, provided that all users have been asked in writing and there is shown to be no need for ordinary opening hours.

The municipal kindergartens are entitled to five full days for planning per year. On these days, the kindergartens will be closed.

Attendance

All municipal kindergartens offer part-time attendance. Attendance may be between 20-100%. Part-time spots will consist only of whole days.

A written request for changes in attendance may be sent to the kindergartens fagansvarlig (person in charge of day-to-day operation) no later than two months before the requested changes are to be made.

Entitlement to financial aid is related to the attendance agreed upon in kindergartens that receive government funding. The parent/guardian must notify NAV of attendance. The municipality is required to give information pertaining to the attendance of children under the age of three. The parent/guardian's social security number and the amount of attendance for a child will be used to calculate financial aid for families with young children.

Attendance	Oldest child	Second Sibling	Third Sibling
100% 45 hours/week	2 330	1 630	700
90 % 40,5 hours/week	2 180	1 550	690
80 % 36 hours/week	2 020	1 460	680
70 % 31,5 hours/week	1 800	1 310	660
60 % 27 hours/week	1 570	1 150	590
50 % 22,5 hours/week	1 340	990	520
40 % 18 hours/week	1 100	820	450
30 % 13,5 hours/week	870	660	380
20 % 9 hours/week	640	500	310

Fees

The price of attendance is determined by the municipal council. Changes to these fees will be announced in writing by the kindergartens and presented in local media. A 30 % moderation is granted to second siblings and 70 % to third siblings. Meal expenses are additional.

The attendance fee needs to be payed in advance monthly. A bill is sent to the parent or guardian's private address. The attendance fee is to be payed from the day your child is granted attendance, even if a later start date is desired. There is an 11-month obligation to pay this fee. July is exempt.

If you have not received a bill within one month of your child being granted attendance, please notify the fagansvarlig of your kindergarten.

In case of delayed payments, interest will be calculated from the date payment was due (as required in the Delayed Payments Interest Act of 17 December 1976, no. 100). In addition, a 65 kr. reminder fee will be charged per reminder. Legal

action may be taken to terminate your child's attendance in cases of substantial lack of payments.

Vacation

The children are bound by law to have four weeks of vacation time each year. Three of these weeks must be taken uninterrupted during 1 June – 30 September. Parents are obliged to notify the kindergarten of vacation time, in writing, no later than 25 April. Under special circumstances, the unit manager may grant dispensation. A written statement of these circumstances must be submitted before the date mentioned above. The planning days mentioned earlier can be counted as vacation days. Children who begin attendance after 1 May are also obliged to have four weeks of vacation time, or you may choose to be billed for July.

The merging of kindergartens in the same unit or area may be undertaken during summer vacation and holidays.

Health and medication

A sick child must be kept at home until he or she is well enough to play outside and participate in the normal day-to-day activities of the kindergarten. The kindergarten should be notified of any infectious diseases as soon as possible. If medication is required while the child is in kindergarten, a written agreement should be made between the parents and staff.

Declaration of health

In accordance with The Kindergarten Act, § 23, a declaration of the child's health must be presented before the child starts attending kindergarten.

Insurance

There is a communal insurance policy which covers the children while they are in kindergarten. The policy also covers trips, outings and other events outside the kindergarten where the staff is responsible.

The kindergarten is not responsible for private belongings being kept on our premises.