



**Bamble  
kommune**

# **ARTICLES OF ASSOCIATION FOR MUNICIPAL NURSERIES IN BAMBLE**

**Effective from 01.08.2011**



**Unit for Schools and Nurseries**



## **1 OWNERSHIP**

- 1.1. Municipal nurseries are owned, run and managed by Bamble Municipality in accordance with the Day Care Institution Act and applicable regulations, directives and other municipal and governmental decisions and plans applicable at any one time.

## **2 OBJECTS**

- 2.1 In partnership and agreement with the children's homes, the nursery shall meet the needs of the children as regards care and play and promote learning and education as a basis for rounded development. The nursery shall build on the core values of Christian and humanistic heritage and tradition, such as respect for human dignity and nature, freedom of thought, charity, equality and solidarity, values which are expressed in different religions and life philosophies and anchored in human rights.

The children shall be able to develop their creative urge, inquisitiveness and need to explore. They shall learn to look after themselves, each other and nature. The children shall develop fundamental knowledge and skills. They shall have the right to participate as appropriate for their age and preconditions.

The nursery shall treat the children with trust and respect and acknowledge the intrinsic value of childhood. The nursery shall contribute to well-being and the joy of play and learning, and be a challenging and secure place for togetherness and friendship. The nursery shall promote democracy and equality and work to eliminate all forms of discrimination.

## **3 LIAISON COMMITTEE AND PARENT COUNCIL**

- 3.1 Each nursery shall have a liaison committee and a parent council; see Section 4 of the Day Care Institution Act.

- 3.2 The liaison committee shall act as an advisory, communicative and coordinating body for guardians, staff and owners. The municipal council shall decide whether the owner should be represented.

The liaison committee for municipal nurseries in Bamble shall consist of three representatives of the parents/guardians and three representatives of the nursery's staff, as well as one representative of the owner.

The liaison committee shall constitute itself and elect its own chairperson.

The manager shall attend liaison committee meetings in the capacity of case administrator and secretary.

- 3.3 The liaison committee shall be informed about matters which are of importance to the nursery's content, activity and relationship with parents/guardians, and shall have the right to express opinions concerning such matters. Based on the framework plan for nurseries, the committee shall establish the nursery's annual report for educational activity; see Section 2 of the Day Care Institution Act.

- 3.4 The parent council shall consist of the parents/guardians of all the children at the nursery concerned, and shall promote their shared interests and help to ensure that the cooperation between the nursery and the parent group creates a good atmosphere at the nursery.



- 3.5 The parent council shall be entitled to comment on matters of importance to the relationship between the parents/guardians and the nursery. The parent council shall elect its representatives to the liaison committee.  
In connection with voting within the parent council, one vote shall be given for each child and decisions shall be taken by ordinary majority.
- 3.6 The nursery owner shall ensure that important matters are presented to the parent council and liaison committee.

## **4 ADMISSION**

### **4.1 General information concerning admission and admission procedure**

- 4.1.1 Admissions shall be processed in accordance with Section 12 of the Day Care Institution Act and associated regulations.
- 4.1.2 Bamble Municipality has established a procedure for the coordinated admission of children to municipal and private nurseries.
- 4.1.3 The main admission will take place following announcement in the local press. Applications shall be submitted on a specific form, if appropriate with the necessary additional information enclosed. Admission shall apply to the end of the admission period; see Article 4.3.2.
- 4.1.4 The deadline for receipt of applications for the main admission is 1 March each year.
- 4.1.5 Applications received after the application deadline will not be considered under the main admission, but after the main admission has been concluded.
- 4.1.6 If vacancies become available during the year, supplementary admissions will be processed based on applications that are received. The admission applies to the end of the admission period.
- 4.1.7 Admission shall take place following recommendation from the nursery's manager.
- 4.1.8 The municipal council or a party that has been delegated the requisite authority by the municipal council shall be responsible for processing admissions to the nurseries.
- 4.1.9 In the case of the main admission, applicants may appeal if their application for a nursery place is rejected.  
Applicants may also appeal if they have neither their first nor their second preference approved.  
The deadline for receipt of appeals is three weeks.

### **4.2 Catchment area and admission criteria**

- 4.2.1 Bamble municipality shall be the catchment area for municipal nurseries.



- 4.2.2 Children who are entitled to a place under Section 12a of the Day Care Institution Act, i.e. children who reach the age of one before the end of August.
- 4.2.3 Children with a disability and children who are covered by Sections 4-12 and 4-4 of the Child Welfare Act shall be given priority in connection with the processing of admissions; see. Section 13 of the Day Care Institution Act.
- 4.2.4 Other children with special needs and children from families with special challenges shall be given priority.
- 4.2.5 Children who will be in their last year at nursery before they start school shall be given priority in connection with admissions.
- 4.2.6 In connection with the processing of admissions, consideration shall be given to the composition of the group of children, e.g. age and gender, family structure, cultural and social affiliation.
- 4.2.7 It is assumed that children who are admitted to the nurseries are resident in Bamble municipality. If a child moves out of the municipality during the year, they may retain their place until 31 December or 31 July, depending on when during the year they moved.
- 4.2.8 Families who have outstanding payments from a previous place at a nursery will not be given priority.

### **4.3 Admission period**

- 4.3.1 The nursery year is 1 August to 31 July.
- 4.3.2 The admission period is the period from the child being offered a nursery place until they reach school age, or until written notice of termination is given by one of the parties; see Article 5.
- 4.3.3 If a guardian wishes to alter the child's admission period established through a decision, a written application shall be submitted to the nursery concerned. The manager shall reach a decision concerning the application.

## **5 NOTICE OF TERMINATION**

- 5.1 The mutual period of notice required for termination is one month. Notice of termination shall be given in writing to the nursery's office.  
The notice of termination shall apply from the first or fifteenth day of each month, depending on when it is received.
- 5.2 Termination of a percentage share of a nursery place is not permitted, see Article 4.3.3.



- 5.3.1 If the place is terminated after 1 April, the place must be paid for through to the end of the nursery year,  
i.e. up to and including June.
- 5.4 In connection with applications for transfer to another nursery, the place at the original nursery shall be deemed to have been terminated upon approval of the application for transfer to another nursery.  
Children shall retain their place until they start at the new nursery.

## **6 HOLIDAY**

- 6.1 The child shall have four weeks' holiday every year, of which three weeks shall be taken consecutively.  
Children who will leave the nursery shall take their holiday before the end of the nursery year, i.e. 31 July.
- 6.2 The manager shall be notified of the child's holiday in good time and by no later than two days prior to the holiday.  
The manager shall be notified of the child's summer holiday by 1 May.
- 6.3 Municipal nurseries shall be closed for two weeks in the middle of July, weeks 28 and 29.

## **7 OPENING HOURS**

- 7.1 The nursery's opening hours may be adapted to meet local needs within the time frame of 7am to 5pm.  
The opening hours of each nursery shall be determined by the municipal executive in collaboration with the manager. The liaison committee shall issue a statement on the matter.
- 7.2 Children may not attend the nursery for more than nine hours on any one day.
- 7.3 Nursery staff shall have five course and planning days per year.  
Nurseries shall be closed on the aforementioned course and planning days.
- 7.4 Nurseries shall be closed on Christmas Eve and New Year's Eve.  
On the Wednesday before Maundy Thursday, nurseries shall close at 12 noon.

## **8 MANAGEMENT FORM**

- 8.1 Wherever possible, a flexible range of services shall be offered based on the needs of users.  
The management form of the nurseries may therefore vary from year to year and from nursery to nursery. Changes in management form shall be determined by the owner in collaboration with the manager. The liaison committee shall be consulted.



## **9 ABSENCE**

- 9.1 The nursery shall be notified in the event of absence.
- 9.2 Long-term absence without prior agreement with the manager may result in the child forfeiting his/her place.

## **10 PAYMENT**

- 10.1 Payment for a child's place shall be made in accordance with the rates applicable at any one time.
- 10.2 The municipal council shall establish regulations concerning payments within the framework of the Day Care Institution Act and the Norwegian Parliament's decisions; see the Day Care Institution Act's regulations concerning parental payments to nurseries.
- 10.3 Reduced rates shall be given in accordance with applicable payment regulations upon submission of an itemised tax assessment statement as documentation.
- 10.4 Outstanding payments may result in the child forfeiting his/her place at the nursery.

## **11 HEALTH REGULATIONS**

- 11.1 Before a child may start at a nursery, a personal declaration must be submitted concerning the child's health;  
see Section 23 of the Day Care Institution Act.
- 11.2 Parents/guardians are asked to notify the nursery's manager if there is an infectious disease in the home.
- 11.3 The nursery's manager shall decide whether or not a child may attend the nursery as a result of illness out of consideration for the child in question or the other children.

## **12 AREA UTILISATION**

- 12.1 Nurseries shall have the following minimum net play and accommodation areas per child:
- children over the age of three: 4 square metres.
  - children under the age of three: 6 square metres.

## **13 HEALTH, SAFETY AND ENVIRONMENT**

- 13.1 All municipal nurseries have an HSE system which is intended to safeguard the physical and mental working environment of the children and adults.  
See the Working Environment Act and the Regulation on environmental health protection at schools and nurseries.



## **14 OTHER RULES**

- 14.1 Use of a nursery's premises outside opening hours:  
Occasional hiring out and loaning of the premises shall be determined by the manager.  
Regular hiring out over time shall be determined by the Unit for Technical Services and Property Management in collaboration with the manager.  
The Unit for Technical Services and Property Management shall draw up a contract.
- 14.2 No compensation shall be given for any lost property belonging to the children.
- 14.3 Dispensation from one or more of the articles may be granted in the event of extraordinary circumstances.  
A decision shall be taken by the nursery's administration in collaboration with the manager upon submission of a reasoned application.
- 14.4 The articles of association may be amended by the body that adopted them.

These articles of association were adopted by:  
Bamble Municipal Council on 26.02.87  
and amended during meetings of the municipal council on  
01.09.87, 10.02.94, 16.11.95,  
22.02.96, 08.03.07,  
16.12.2010 and 22.06.2011