

Articles of Association
for the Outside School Hours Supervision Scheme
(SFO)
in Bamble municipality

These articles of association for the outside school hours supervision scheme (SFO) were prepared on the basis of Section 13-7 of the Norwegian Act relating to primary and lower secondary education. Revised articles of association applicable from 01.08.07.

1. OBJECTS

The municipal authority shall offer an SFO before and after school hours for children in the 1st to 4th grades and for children with special needs in the 1st to 7th grades. (Section 13-7 of the Education Act)

The SFO shall promote **healthy** play, cultural and leisure activities based on the age, functional ability and interests of the children.

The SFO shall provide a healthy diet with guidelines which follow the Directorate of Health's guidelines for food and meals at schools.

The SFO in the municipality shall be run in accordance with the guidelines adopted by the municipal executive.

2. OWNERSHIP

The SFO is owned by Bamble municipality. The municipal executive is the responsible governing body.

3. ADMISSIONS AUTHORITY

The following procedure shall apply to admissions:

- The Head of the School and the SFO Leader at the school concerned shall be responsible for admissions.
- The municipal executive for schools and nurseries shall receive a collective overview of admissions for the year.

In the event of appeals, Section 28 of the Public Administration Act shall be followed. The deadline for appeals shall be three weeks after the date on which the applicant receives the decision; see Section 29.

4. ADMISSION CRITERIA

- a. Applications for admission shall be submitted to the SFO in the school district/admissions area to which the child belongs.
- b. Wherever possible, all children who apply shall be given a place in the SFO.
- c. If there are more applicants than the SFO has places for, admissions shall be decided according to the following prioritised criteria:
 - Children with special needs may be admitted ahead of other applicants. It is assumed that there is an underlying specialist assessment and a recommendation for admission and that the SFO has sufficient resources to safeguard the child in an appropriate manner.
 - Younger children should take preference over older children, but a certain age spread should be achieved where possible.
- d. Pupils in the 5th to 7th grades may be admitted following a professional assessment and a recommendation from the pedagogic/psychological service (PP) or other expert body, provided the SFO has sufficient resources to adequately provide for the child.

- e. The school shall withhold at least two to four places (depending on size) after the main admissions round pending appeals, etc.

5. ADMISSIONS PERIOD AND RESIGNATION OF PLACES

The main admissions round shall take place in the spring term every year. The admissions period shall extend from the date on which the child is offered a place at the SFO until the child finishes the fourth grade or until the child's place is resigned in writing by one of the parties.

In the case of children with special needs in grades 5-7, the admissions period shall extend until the date on which the child finishes the seventh grade or until the child's place is resigned by one of the parties.

Admissions during the academic year may take place if the SFO has places available.

Registration shall be binding once the child's guardian has accepted the offer of a place.

If the place is terminated during the school year, the appropriate fees must be paid for the month of termination plus a further month. Places may not be resigned after 1 April. The municipal authority will then require payment until the end of June.

Notice of resignation must be given in writing.

A day care place may not be used as a permanent arrangement, only in emergencies. The SFO may accept children for shorter periods of time if there are special reasons for doing so (sickness in the home, etc.). The condition is that the SFO has a place available.

Changes in daily attendance shall be agreed in writing with the SFO Leader at least one month before the change takes effect, and apply from the first day of the month.

6. SFO FEES

The municipal executive shall determine the fees, provisions concerning sibling discounts, etc.

Changes to fees over and above an ordinary price adjustment in accordance with the consumer price index shall take effect from 1 August with at least six months' notice.

Payment shall be made for 11 months a year.

Outstanding payments for two months or more may result in the child losing their place at the SFO.

7. INDOOR AND OUTDOOR AREAS

SFO shall facilitate play, cultural and leisure activities. The law does not lay down any national standards for indoor and outdoor areas. Nonetheless, it is emphasised that such areas shall be appropriate for the activity concerned.

8. DAILY ATTENDANCE AND ANNUAL OPENING HOURS

The opening hours shall be within nine hours per day (including school hours) and shall be determined by the school concerned.

Small SFO schemes will generally be coordinated during the school holidays, with the exception of August.

SFO shall also be open during the school holidays with the exception of July, Christmas Eve, New Year's Eve and on the school's planning days.

On the Wednesday before Maundy Thursday, SFO shall close at 12:00 noon.

9. ORGANISATION AND CHANGES TO THE SFO

The municipal executive shall delegate competence to the administration as regards other organisation of the SFO.

The municipal executive may amend such decisions.

The administration shall give Bamble municipal parental committee (BKFU) the opportunity to comment before any amendments are adopted.

Changes to the SFO shall take effect from 1 August with at least six months' notice.

10. STAFFING AND MANAGEMENT

The Head of the School shall be the administrative and academic manager of SFO. SFO shall also have its own SFO Leader. The SFO Leader shall be a member of the school's management team.

Bamble municipality shall impose qualification requirements on its employees. The SFO leader should have

three years of relevant pedagogic education at college level.

Other employees of SFO should be skilled workers with child/youth worker qualifications.

SFO shall be staffed with one employee per 10–15 children. For children with special needs, additional help shall be appointed following consultation with the pedagogic/psychological service.

In connection with the coordination of SFO schemes during the school holidays, employees of all SFO schemes shall be represented.

Each SFO shall appoint one representative along with a deputy representative to the parent council's working committee (FAU). The representative shall have a right to attend and speak at meetings of the liaison committee (SU).

If the liaison committee deems it appropriate, the SFO

Leader may attend committee meetings with a right to speak regarding matters which concern SFO.

These articles of association were amended by the municipal executive on 12.02.2015