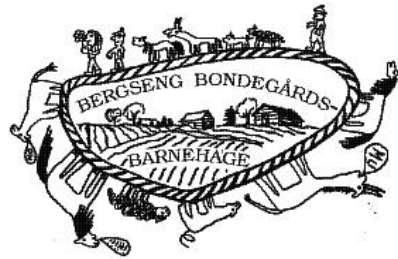


Bergseng Farm & Kindergarten
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STATUTES OF BERGSENG FARM & KINDERGARTEN

PURPOSE

Kindergarten should in cooperation and understanding with the home, safeguard the children's need for care and play, and promote learning and education as the foundation for all-round development. Kindergarten should be based on fundamental values in Christian and humanist heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity, values that are expressed in different religions and beliefs and are rooted in human rights.

The children are to expand their capacity for joy, wonder and desire to explore. They will learn to take care of themselves, each other and nature. Children should develop basic knowledge and skills. They have the right to participation, appropriate for age and circumstances. The kindergarten will meet children with trust and respect and recognize the value of childhood. It will contribute to the well-being and joy in play and learning, and be a challenging and safe place for fellowship and friendship. Kindergarten should promote democracy and equality, and counteract all forms of discrimination. The kindergarten will help to give children an upbringing in accordance with cultural values.

LAWS

Kindergartens operated in accordance with the Law on kindergartens 17 June 2005 no. 64, regulations, guidance letter from the Ministry of Education, municipal decisions and annual plan for the individual nursery.

APPROVAL

Kindergartens in Gran approved by the nursery leader by the prevailing laws and regulations. The kindergarten is obliged to follow the rules at any time, current to the internal control of public and private kindergartens.

PLAY AND LIVING SPACE

Standards for children's play area inside is 4 sqm net pr. children over 3 years and 1/3 more pr. children under 3 years. Norm for land use applies all-day stay. Bergseng Farm & kindergarten have indoors living spaces built on 96 sq.m for children under 3 years. There is a heated stroller room about 13 m², with room for 12 strollers. For children over 3 years Bergseng farms & kindergarten is 90 sqm inside. They also has year-round heated cabin; The cabin at 18 sqm, attached playground. On the playground, we also have fire-heated cabin on 8 sqm, and fire-heated cabin with room for 25 people in the field. Staff room totals 58m² with office space, break room and WC / bathroom.

Norm for children's outdoor play area is there should be about 6 times indoor space, with the opportunity to be exempt given other easily accessible areas may be allocated.

Bergseng Farm & kindergarten has a fenced playground affiliated kindergarten premises, ca. one acre.

We have a fire-heated cabin closeby with its own fenced playground, ca. two acres. In addition, we have a fruit and berry orchard, fields and meadows and a small forest, a total of 20 acres, which we use in our outdoors time. This gives us an outdoor area pr.child at: 20 acres = 20.000m². 34 children = ca.58,8m².pr.children. We additionally have easy access to large areas of grass cultivation, pasture, uncultivated land and forest, just below and around the farm.

OWNERSHIP - MANAGEMENT - ADMINISTRATION

The kindergarten is a privately owned company in a private home, where the institution disposes 264m² of its own premises, divided into two departments, in addition to the the playground, as well as the farm on 20acres. The premises are regarded as private except kindergarten hours. Manager owns, manages, and is educational leader pluss administrator.

THE INSTITUTION'S COOPERATION'S COMMITTEE

Kindergarten has a cooperation committee consisting of:

- 4-5 representatives elected by the parents' council
- staff
- Manager

Cooperation Committee assignments are as follows:

- be responsible for the control of the general operating in close contact with the kindergarten manager via SU-meetings.
- ensure that the kindergarten is run within the framework of bhg.loven, kindergarten statutes and budget, as well as by the current year-plan.
- approve the use of and accounting for parent account.
- approve the use of and accounting for trip / party / gift account.
- take part in responsibilities for voluntary work, Christmas party and summer party, as well as ticket sales / flea market.
- take responsibility for catering at parent meetings, voluntary work, parties, etc.
- Read and approve; Year-plan, Statutes and kindergarten fees.

PARENTS COUNCIL

consists of all parents / guardians in the nursery, and is to promote cooperation between home and kindergarten.

In votings during the parents council, each attendee gives one vote.

ADMISSION

of children occurs after application on the prescribed form, common to private and public kindergartens. Kindergarten Admission is published in the local press and on the website of Gran Municipality. Refusal of space can be appealed to a joint appeal board for kindergartens.

ADMISSION RULES BERGSENG FARM & KINDERGARTEN

Kindergarten admission is offered to children aged 1 to 5 years, in a 4 or 5 day deals. We have two departments, "chicken" for children 1 to 3 years and "foal" for children 3 to 5 years. All children of appropriate age residing in Gran municipality and who have applied by the deadline, meet the requirements for entitlement to space. Once the child has been admitted, it retains automatic nursery space until school starts, if it is not sought and offered admission in another kindergarten. By availabilities arising during the kindergarten year, the kindergarten children have priority for amended deals, rather than new applicants. Desire to change deals is granted as far as it is possible in advance of the new nursery admissions. Manager have the opportunity to assess group composition, and admission rules can be waived for reasons of the manager. Admission of children can be made during the kindergarten year, if the offer is over a longer period, and there is space in the nursery.

Under these assumptions manager makes in cooperation with the nursery leader, according to the following priority:

ADMISSION CRITERIA:

1. Childeren under §13 after expert assessment.
2. Siblings of children who already have a admittance.
3. Children previously applied and / or show a strong interest in our kindergarten program.
4. New applicants.

KINDERGARTEN YEAR

runs from mid-August one year to mid-August next year. Deadline for kindergarten admissions is March 1. at common admittance system in the municipality.

VACATIONS

kindergarten is closed Christmas and Easter, as well as weeks 29-30-31-32.

PLANNING DAYS

The kindergarten is closed 5 planning days each year. The dates for the planning-days are notified at the beginning of the year.

OPENING HOURS

4 and 5-day deal	06: 30-17: 00
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PS! It must be requested a day in advance if you deliver in time 06: 30-07: 00, and no later than the morning the same day if you pick up 16: 30-17: 00 to ensure the proper staffing.

CORE HOURS

are 08: 30-14: 30. In this time the personalized program around the main theme and our focus area. We look forward to know in advance whether the child comes later, or are picked up before the core hours is over.

PAY RATES

Parents' pay rates will be determined by each budget negotiation. We have price-cap and have their own dietary supplements. It is paid for 11 whole months. divided in 12 installments. If there are many new children in a children's group, it may take a few days before everyone gets started. This does not entail a reduction in payments for August.

Decisions on special educational assistance has been moved from the Education Act to Kindergarten Act (§19a-h) from 08.01.2016. Decisions made by the Kindergarten Act provides no exemption in parental contributions. Guardian / low-income households (under 533,500) may apply for a reduced parental fees (national scheme).

PAYMENT

happens in advance, with a deadline of 01. each month. It is calculated late fee and interest on overdue payments. (Act on interest on delayed payment of 12/17/76 no. 100 and Debt Collection Act of 13/05/88 no. 26 of the Regulations of the Royal Decree of 14/07/89). Guardian is obliged to report to the kindergarten v / accountant if bill is absent or incorrect. Absence from kindergarten up to 1 month are not eligible for reduced payments. Standing payment for 2 months or more, you lose admittance to the kindergarten. **Spending on food and beverages is in addition to parent payment. It is paid for 11 months.** Failure to observe bhg. open hours; 06: 30-17: 00, required a fee of 300.- from 1. minute.

SIBLING DISKOUNT

will be given 30% concession for 2 children and 50% for 3 or more children who live in the same home. Moderation applies within and between public and private kindergartens. Moderation is given at the most affordable offer.

TERMINATION OF KINDERGARTEN ADMITTANCE

By prolonged absence without cause the child may lose kindergarten admittance. Termination of admittance happens after written notification to the kindergarten administration. The notice period is one month, and it must be submitted by the 01. of the month. It must be paid for the notice period. Termination policy is effective from the date of the child's guardian in writing has accepted admittance to kindergarten. Termination of kindergarten admittance from the 1st of April ensues payments for the rest of the year. Termination of a kindergarten admittance must be delivered to kindergarten administration by 1 March. On special occasions kindergarten manager may dispense of the rules for termination of kindergarten admittance.

BOARD OF HEALTH

Health authorities in the municipality supervises health and hygiene conditions in the kindergarten. Kindergarten safety representatives, in cooperation with the kindergarten manager, is responsible for the daily supervision.

INTERNAL CONTROL

We follow new regulations on environmental health in kindergartens and schools = HMS and that all approved kindergartens in Gran municipality, subject to approval of Health Safety and Environment via Gjøvik region's health and environmental oversight.

INSURANCE

kindergarten draws group accident insurance for children with admittance to the kindergarten. We use Tryg Forsikring.

CONFIDENTIALITY

Both staff and members of the cooperation committee has confidentiality agreements of all matters known by their function, about individuals. (Kindergarten Act chp.VI § 20). Substitutes and students must be familiar with and must follow the same confidentiality agreements.

POLICE CERTIFICATE OF CONDUCT

All employees and substitutes must deliver a police certificate of conduct before they can assume the position. Cf. Kindergarten Law §19 and Regulations for police certificate of conduct.

AMENDMENTS

Amendments to the statutes, may only be made after the approval of the cooperation committee for Bergseng Farm & Kindergarten.

STATUTE VALIDITY

statutes come into effect from 12.18.18 and the new provisions adopted by the Coordination Committee for Bergseng Farm & Kindergarten.

ACCOUNTANT

Vekstra Hadeland Accounting AS performs accounting and auditing of the kindergarten operating, and employees' salaries.

LIQUIDATION OF BERGSENG FARM & KINDERGARTEN

In the event of closure the parents and district kindergarten/school manager must be notified in writing and good time (preferably one month), prior to admissions of the new kindergarten year.