

Regulations

Bergen Student union's kindergartens (Rev. 10.02.2017)

Applies to:

1. BLOKKSBERG KINDERGARTEN, Øyjordsveien 11	5038, Bergen	Tel. 55 25 65 41
2. BORTIGARD KINDERGARTEN, Natlland Student Homes, box 142	5082, Bergen	Tel. 55 54 50 59
3. FANTOFT KINDERGARTEN, Fantoftveien 14 S	5075, Bergen	Tel. 98 82 55 51
4. FANTOFT GÅRD KINDERGARTEN, Øvre Fantoftåsen 52/54	5071, Bergen	Tel. 55 54 50 74
5. JEKTEVIKEN BARNEHAGE, Magnus Lagabøtes plass 5/7	5010, Bergen	Tel. 55 90 19 64
6. NERIGARD BARNEHAGE, Birkelundsbakken 54 B	5081, Bergen	Tel. 55 28 19 80
7. OPPIGARD BARNEHAGE, Birkelundsbakken 56 B	5081, Bergen	Tel. 55 28 20 21

REGULATIONS FOR STUDENT KINDERGARTENS IN BERGEN

Section 1 OWNERSHIP

The kindergartens are owned and run by the Student Union in Western Norway. The Student Union also has operational responsibility for Fagertun Kindergarten which is owned by the University of Bergen. Specific regulations apply to the latter.

Section 2 OBJECT

The kindergartens are run in accordance with the current Kindergarten Act.

Section 3 DUTY OF CONFIDENTIALITY

All members of staff and the kindergarten liaison committee are bound to professional secrecy according to Section 21 of the Kindergarten Act. Notwithstanding, members of staff are under the obligation to provide information according to Section 22 and 23.

Section 4 KINDERGARTEN ADMISSION

The Student Union Board stipulates the admission criteria for the kindergartens. For Kindergarten places at the UiB and NHH's disposal, the criteria are stipulated by these.

Kindergarten boards are responsible for the admission of places at the disposal of student's children.

The appeal committee consist of a kindergarten leader and two student representatives appointed by the student welfare council.

Section 5 ADMISSION CRITERIA

Introductory provisions

Primary admission area includes students who pay semester fee to the Student Union. Within the different primary admission groups, the applicants are prioritized by date of application.

Secondary admission area includes PhD candidates and employees at the educational institutions and the Student Union's Kindergartens. Within these groups, recruitment needs are initially prioritized, other applicants are prioritized by seniority.

By absence of applicants from any of the two admission areas, applicants from the municipality may be accepted.

Admission is effected in collaboration with Bergen municipality. Where admission is concerned, the manager may emphasize age distribution and home address if the children in question are offered a place in a nearby or prioritized kindergarten.

The following groups are given priority for admission:

1. Children with a disability, in accordance with Section 13 of the Kindergarten Act. A written certification of disability from a physician/psychologist/speech therapist/educational and psychological counselling service and/or social medical institutions is required.
2. Children affected by Section 4-4 2nd and 4th paragraph and 4-12 in the Child Welfare Act. A resolution from the child welfare service is required.
3. Children of parents suffering from serious illness/disability and who receive rehabilitation allowance, time-limited disability benefit, disability benefit, aid, basic benefit, or have been granted occupational rehabilitation. A decision/confirmation from NAV is required.
4. Children of single parents who receive transition benefit. A decision from NAV is required.
5. Children of parents who receive introductory benefit in accordance with the Introduction Act for newly arrived immigrants or who take part in a quota scheme at the educational institutions.
Written documentation from MOKS or the educational institution is required.
6. Siblings of students' children who already have a place.
7. Children of students who have been granted student housing.
8. Children of other students.
9. Children of PhD candidates at the educational institutions.
10. Up to 15 children of staff members at the Student Union's kindergartens.
11. Children of employees at the educational institutions.
12. Children of other applicants from the Norwegian Universities and College Admission Service.

Section 6 ADMISSION PERIOD

There is an annual main admission for the kindergartens with closing date 1 March. The application applies to the following year of study. Applications received after the closing date will be considered and placed on a waiting list. Vacant places are consecutively granted based on the continuously updated waiting list.

Children keep their place until school start.

It is assumed that one parent is a student if one is to take part in the student related activities in the kindergartens.

Documentation of paid semester fee must be presented at the kindergarten during August and January each year.

Section 7 NOTICE

The rules for giving notice applies from the date the contract is signed. The notice is to be given in writing and presented to the manager of the kindergarten.

There is one month's notice on either side, valid from the 1st or the 15th.

If notice is given after the 1 April, one must pay throughout June.

The Student Union may terminate the contract for a kindergarten place under the following circumstances:

- the kindergarten is closed down
- breach of payment
- breach of opening hours or when the place is not being used as intended
- incorrect information concerning admission or self-declaration on study situation

Section 8 PAYMENT

Parents' fees for places for children of students and employees of the Student Union are stipulated by the Student Union. Parents' fees for employees, PhD candidates and others are stipulated by the University of Bergen and the Norwegian School of Economics.

Section 9 PLAY AND PUBLIC AREA

The play and public area should be minimum 4 square metre per child above three years old and 5,3 square metres per child below three years old.

Section 10 OPENING HOURS

The kindergartens are open between 07:00 and 17:00 on weekdays.

The kindergartens are closed between Christmas and New Year and during Easter week. The kindergartens are closed during summer weeks 28, 29, and 30.

There are 5 planning days throughout the year. The dates are set by the managers each year and parents are informed of these in good time. Parents or guardians need to find other care for their children during these days.

Section 11 LIAISON COMMITTEE

Each kindergarten has a liaison committee consisting of three parent representatives and two staff representatives. One of the parent representatives must be a student. The kindergarten manager attends as the owner's (the Student Union's) representative and serves as the liaison committees secretary.

Section 12 INTERNAL CONTROL

The kindergartens apply internal control systems in accordance with current legislation and demands stipulated by the Student Union in Western Norway. The system concerns regular internal control including inspection of the outdoors playground and fire protection work. The kindergarten manager is responsible for the internal control in each kindergarten.