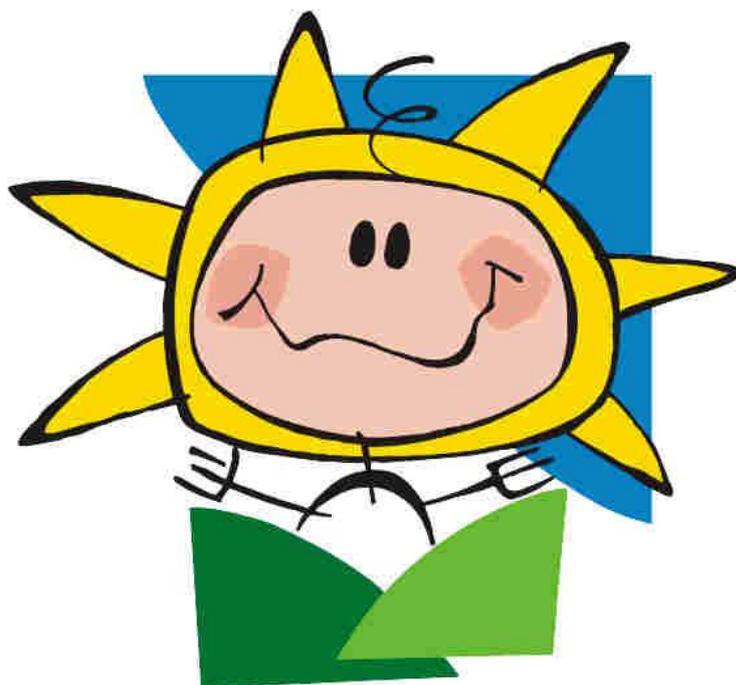


REGULATIONS
LYSSKAR BARNEHAGE SA



LYSSKAR
BARNEHAGE

Changes passed by the board 22.05.2019.

1. THE KINDERGARTEN IS OWNED AND RUN BY: Lysskar barnehage SA.

2. PURPOSE

The purpose of the enterprise is to in the best way possible establish and run a kindergarten in Haugesund kommune for the children of its members.

The kindergarten is going to offer the children a good environment with focus on play in company with other children and adults. The kindergarten is going to develop every child's personality, help the children to develop tolerance and to care for others, give them possibilities to express themselves through different games and activities. Together, the home and the kindergarten are going to contribute to an environment which will secure the children care and support both individual and in a group, and also stimulate learning and ethical guidance.

The kindergarten is run as an idealistic, not economic enterprise.

The kindergarten is run in accordance with:

- a) The kindergarten law and the government's regulations and guidelines.
- b) The general plan for kindergartens.
- c) The regulations of Lysskar barnehage SA.
- d) The kindergarten's annual plan.
- e) The law about internal control and the kindergarten's procedures concerning safety and internal control.
- f) The regulations about health care in kindergartens and schools.

3. THE KINDERGARTEN'S BODIES:

3.1 The board of Lysskar barnehage SA

The board is responsible for the running of the enterprise and is a controlling body of the kindergarten. The board is the kindergarten's highest body between the annual meetings. The board consists of 4-6 persons, where one representative is chosen among the kindergarten's employees. The general manager has to attend the board meetings, but has no vote.

3.2 The annual meeting

The annual meeting is the highest body of the enterprise.
An own set of regulations is determined for the enterprise.

3.3 The Works Council

- a) The Works Council is an advisory, contact making and coordinating body.
- b) The Works Council should consist of 6 members.

- c) The Parent Council, the employees and the board choose two representatives each for the Works Council. The Works Council constitutes itself.
- d) The general manager has the right to participate, speak and come with suggestions in Works Council meetings. The general manager has no right to vote unless the general manager is a chosen member.
- e) Representatives from the Parent Council and the employees are chosen for one year. The board decides how long its representatives will sit in the Works Council.
- f) The Works Council will meet when its leader, a member or the kindergarten's board see it necessary.
- g) The Works Council's leader is responsible to call in the meeting. The meeting then has to be scheduled within 14 days after the leader has received a request for a meeting.
- h) If there is an equality of votes the leader of the council's vote is decisive.
- i) The Works Council is going to discuss the kindergarten's annual plan and has the right to speak its mind about important matters concerning the kindergarten.

3.4 The Parent Council

- a) The Parent Council consists of the parents/guardians to all the children in the kindergarten. The Parent Council is going to promote the collaboration between the home and the kindergarten.
- b) The Parent Council can ask to be handed matters of importance for the parents/guardians' relationship to the kindergarten. The Parent Council has the right to speak its mind in such matters before decisions are made.
- c) Meetings in the Parent Council will be led and called in within 14 days of notice by its representatives in the Works Council. The agenda will be handed out together with the call in. The general manager is responsible for the call in.
- d) In the Parent Council there is one vote for each child, and decisions are made by simple majority.

4. ADMISSION - DISMISSAL

4.1 Main purpose:

With the admission of a child age and gender will be considered, so that the different groups of children will be as good as possible, according to the government's law about kindergartens.

4.2 The kindergarten can offer:

The kindergarten offers:

- 100 % 5 days a week
- 80 % 4 days a week, which days are agreed with the manager
- 60 % 3 days a week, a week, which days are agreed with the manager
- 50 % which days are agreed with the manager

How many shared places the kindergarten can offer will depend on the kindergarten's staffing and the kindergarten group's composition.

4.3 Admission area

Applicants from all municipalities can apply for a place in the kindergarten.

4.4 Priority:

If the kindergarten cannot offer a place to all applicants, admissions will take place in following order:

1. Children with disabilities, according to the government's law about kindergartens § 13.
2. Siblings to children already in the kindergarten.
3. Applicants with Lysskar barnehage as their number 1 or 2 priority will be admitted before others, no matter date of birth.
- 4 Children of staff can be given priority if needed to secure recruiting of qualified staff.
5. Other applicants.

Applications have to be done on the local government's web page:
www.haugesund.kommune.no.

Children not yet born cannot be put on the waiting list.

The local government's time of registration of the application is not an admission criterion, but a place in the order with other similar applicants with same priority, age, gender and so on. When applicants are equal, the applicant who has been waiting the longest will be offered the place. When applicants are equal and have been put on the applicant list on the same date, the admission will be decided by drawing carried out by the general manager.

4.5 Admission authority:

The local government has organized a coordinated admission. The local government controls the waiting list, the general manager proposes candidates to the local government, the local government makes the final decision.

Admission will be decided as soon as possible after the kindergarten has received a dismissal.

Parents/guardians with a child on the waiting list can make a formal complaint on the decision made to the local government, which will make a final decision in accordance to current regulations. A formal complaint must be delivered in writing within 14 days.

When admission is granted parents/guardians have to sign an approval to the kindergarten's current regulations.

4.6 Admission period:

Children who get admission will keep their place until school age or until their parents/guardians hand in a dismissal.

4.7 Dismissal of membership/a place in the kindergarten

If a child starts the autumn term, the payment must continue throughout December 31st the same year. The rest of the year a dismissal of the place in the kindergarten has 3 months term of notice and must be in writing. Term of notice will then start the first day of the following month. The board reserves the right to claim full payment these 3 months if the place cannot be handed over to others.

If a child quits during the autumn term, one can after handing in a written application get the period of payment shortened if there is a new child on the waiting list.

If a child quits after May 15th the payment continues to July 15th.

5 AREA

The kindergarten's area for each child is set to 4 square metres for children over 3 years of age, and 5,5 square metres for children under 3 years of age. How many children the kindergarten then can admit must still be considered with every admission. This is according to the government's law about kindergartens. (circular Q-0902 B).

6 OPENING HOURS

The opening hours are from 07.00 to 16.30 Monday to Friday. The board reserves the right to change the opening hours after the Works Council has given its opinion.

A child can maximum stay in the kindergarten 45 hours every week, and maximum 9 hours every day.

The kindergarten closes 12.30 the Wednesday before Maundy Thursday. The kindergarten is closed on Christmas Eve and on New Year's Eve.

During the year the kindergarten is closed 5 planning days. Further notice will be given in good time.

The children must be delivered and picked up within opening hours.

A year in the kindergarten starts August 15th and ends August 14th the following year.

7 VACATION

The kindergarten is open all year long. Still every child must have a vacation together with parents/guardians. All children in the kindergarten have an obligatory vacation of 4 weeks. At least 3 weeks need to be continuous during the school vacation. The parents/guardians must as soon as possible during April let the kindergarten know when their children will have vacation, at latest within April 30th. The general manager can if an application is handed in, grant divergent vacations. This must not cause problems for the running of the kindergarten. With this information the general manager sets up the staff's vacation and a plan for how the kindergarten is run during the summer.

8 PAYMENT

The amount of payment will always be according to what is set by the government. The amount is on a poster in the kindergarten. Parents/guardians must pay for 11 months a year. There is no payment between July 15th and August 14th.

Parents/guardians still need fulfill the payment in case of absence of their child. If a child is not back at the agreed time after vacation it will be considered as absence. Irregular payment can cause loss of the place in the kindergarten. The payment has a due date the 15th every month. The year the child starts school the payment is until July 15th.

9 MAINTENANCE WORK

All members must every year participate in maintenance work.

10 FOOD

There are 2 meals every day. The kindergarten focuses on healthy and nutritious food.

Cookies, candy etc. are not allowed to bring to the kindergarten. Exceptions can be made for special occasions after agreement with the staff.

The current monthly payment is kr 300 with due date the 15th, in addition to the payment for the place in the kindergarten. It is the board of Lysskar barnehage SA which determines the amount.

11 HEALTH ISSUES/ABSENCE

If a child is sick or absent for other reasons the kindergarten needs to be informed as soon as possible. Irregular attendance without informing the kindergarten can cause loss of the place in the kindergarten.

Children who have caught a strong cold or the flu must stay at home if there is a danger of contagion.

If the child cannot stay outdoors or take part in activities together with the others, the child must stay at home. In cases of doubt the general manager decides if the child can stay in the kindergarten.

12 RESPONSINILITY

The staff members are responsible for the children the hours the children stay in the kindergarten. The board is imposed to take out accident insurance for the children.

The parents/guardians are responsible to deliver and pick up the children. The parent/guardian who brings the child to the kindergarten must not leave the child before making contact with the staff. The children must be picked up by an adult known to the staff. If the child is picked up by a person other than the ones who normally pick up the child, the parents/guardians need to inform the staff who this person is.

The staff must not bring the children in their own cars or public transport without proper security measures according to the law, and a written approval from the parents/guardians.

13 INTERNAL CONTROL

The kindergarten must have an internal control system in accordance with the regulations relating to systematic health, environment and safety (internal regulations). Documentation is kept in the kindergarten. Internal perm for health, environment and safety is prepared for the kindergarten and is constantly updated by the general manager.

14 GENERAL MANAGER/STAFF

14.1 Employment

The general manager is employed by the board. The general manager represents the kindergarten's owners and is the kindergarten's administrative and pedagogical leader. The general manager reports to the Works Council and the board. Other members of the staff are employed by the general manager. A certificate of good conduct issued by the police must be presented.

15 BREAK OF CONTRACT

If parents/guardians break or do not follow these regulations, the guidelines and decisions made by the Parent Council and the board, or fail to fulfill the monthly payment in due time, the board reserves the right to cancel the contract, and the child will lose its place in the kindergarten.

The board can in such matters cancel the contract with immediate effect.

If the child is not picked up within the kindergarten's opening hours and this leads to extra wage costs for the kindergarten, the board will instruct parents/guardians to pay kr. 200 for every started 30 minutes.

16 PROFESSIONAL SECRECY

The kindergarten must follow the Public Administration Act according to its regulations on professional secrecy, §§13 to 13 f and the Kindergarten Law §§ 20, 21 and 22.

17 CHANGE OF KINDERGARTEN REGULATIONS

The kindergarten regulations were passed in a board meeting June 12th 2012, with the latest changes from 2009. The board can change the regulations after

the kindergarten became a cooperated enterprise. Suggestions to changes in the regulations will first be handled by the Works Council for comment.

New name: LYSSKAR BARNEHAGE SA.

Haugesund, 12.06.2012.

Hilde Lunde Johannessen
General Manager