

Constitution for BISS Preschool (org 976108884)

Name and owner

The name of the preschool is BISS Preschool. BISS Preschool is a department under the BISS Foundation that owns the Preschool. BISS Preschool has its individual budget and accounts and operates in Stavanger Municipality.

Purpose

The purpose of BISS Preschool is to run a Preschool in collaboration with BISS Sentrum (org 818476272) and BISS Gausel (org 920222315). BISS Preschool is an English-language Preschool that offers International Baccalaureate PYP in line with the Norwegian Framework Plan for preschools (Rammeplan). BISS Preschool will ensure the children good development opportunities in collaboration with the parents. The business shall be run in accordance with the applicable laws and regulations for preschools in Norway, cf. Preschool Act §1.

The Preschool shall, in cooperation and understanding with the home, take care of the children's needs for care and play, and promote learning and education as a basis for all-round development. The Preschool shall be based on fundamental values in Christian and humanistic heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity. These values are expressed in different religions and worldviews and are rooted in human rights. In addition, we value the children's background by focusing on different holidays in their culture such as Diwali, Chinese New Year and Ramadan.

Preschool organisation

BISS Foundation

BISS Preschool is chaired by the board of BISS Foundation which has 4-8 members who are elected for a 2-year period. The board of BISS Foundation shall, among other things:

- a) Ensure that BISS Preschool is run within the framework of the Norwegian Preschool Act, the constitution, and the budget.
- b) Submit proposals for budget and annual accounts.
- c) Decide on amendments to the constitution.
- d) Comment on personnel matters.

The BISS Foundation is responsible for the finances and staffing of BISS Preschool. The board shall be presented with matters that are of an unusual nature, of a principled nature or of great importance. The board has the right to express an opinion on such matters before decisions are made. The board shall request the Samarbeidsutvalget (SU) committee's views on matters that must be considered important to the parents.

The Foreldereådet (FAU) committee

The Foreldereådet (FAU) committee consists of parents / guardians of all children in the Preschool. The parents' council shall promote cooperation between the home and the Preschool. The Foreldereådet (FAU) committee may request that matters of importance to the parents' relationship with the Preschool be submitted to them and has the right to express an opinion in such matters. The Samarbeidsutvalget (SU) committee's parent representatives convene and chair meetings of the Foreldereådet (FAU) committee. Notice of the The Foreldereådet (FAU)) committee meetings is given with 14 days' notice, the agenda must be presented at the notice.

The Head of Preschool is responsible for sending out notices of The Foreldereådet (FAU) committee meetings. When voting in the The Foreldereådet (FAU) committee, one vote is given for each child they, the parents/guardians have in the Preschool, and the usual majority decision applies.

The parents' council elects 2 representatives to the *Samarbeidsutvalget (SU)*.

The Samarbeidsutvalget (SU) committee

At the annual meeting at the beginning of each school year, two employees and two parents are elected who are together the Samarbeidsutvalget (SU) for Preschool. BISS Foundation has the right to attend, speak and make proposals in the Samarbeidsutvalget (SU) Committee. The Samarbeidsutvalget (SU) Committee in BISS Preschool shall be an advisory, contact-creating and co-operating body for parents/guardians, staff and owner.

Tasks:

- Participate in discussing the Preschool's values and focus areas.
- Determine the Preschool's annual plan
- Comment on the Preschool's business plan.
- Must ask for parents' views on matters that must be considered important to parents.
- Provide views on changes within the budget framework.
- Ensure that the Preschool is operated within the framework of the Norwegian Preschool Act, the Preschool's constitution and budget.
- Comment on changes in the Preschool's constitution.

Admissions, offers and terminations

Applications for admission

Our 'Admission policy and procedures' document applies when applying for a place. The document is available on our website. Application for a place in the Preschool takes place at: <https://www.biss.no/admissions/applying-tothe-british-international-schools-of-stavanger> . When the child has received confirmation of an offer of a place, parents must also apply for a place through Stavanger Municipality: <https://stavangerg2.ist-asp.com/N001103pub/login.htm>

Admissions groups

BISS Preschool is open to children from 18 months to 6 years. The Preschool divides the children into age groups:

- Early Years 1 and 2: 1 and 2 year olds
- Early Years 3: 3 year olds
- Early Years 4: 4 year olds
- Early Years 5: 5 year olds.

The primary admission group is international or multilingual families who live in Stavanger and the surrounding area.

Admissions criteria

1. Children with priority according to §18 in the Preschool Act, depending on accessibility in the age group.
2. Children of employees in BISS (Preschool / Gausel or Sentrum) according to guidelines laid down by the board.
3. Siblings of children attending BISS (Preschool, Gausel or Sentrum).
4. Parents of children who show interest in the IB teaching program.
5. Children in an international or multilingual family.
6. If several applicants are equal after this prioritization, an assessment is made according to individual group factors such as date of birth (oldest child is given priority) and application date.

Admissions period

Children who are admitted to the Preschool have a permanent place until compulsory school age or until the place is terminated.

Admissions Authority

The Head of BISS Preschool has admission authority. The Samarbeidsutvalget (SU) can express an opinion in case of doubt.

Terminations

Termination in the Preschool year:

The notice period is 3 months. The notice period/parental payment begins on the first day of the month after receipt of notice.

Termination before the start of the Preschool year:

- If termination of accepted place is received before 1 May before the start of the Preschool year, the notice period / parental payment is reduced to one month.
- In the event of termination from 1 May to 1 June, the notice period / parental payment is reduced to two months.
- In the event of termination of accepted place after 1 June before the start of the Preschool year, the notice period / parental payment is three months.

Parental payment

Parental payment is 11 months a year and is paid in advance. The board of BISS Foundation determines the rates for parental payment. After repeated reminders and if the deadline for parental payment is exceeded by more than 30 days, the child loses the place immediately.

Food allowance is collected in addition to the parental payment. There will be 2 fruit meals in the Preschool per. day served by the Preschool. The Head of Preschool determines the rates.

Payment may be required for late collection expenses in addition to the parental payment. These costs are determined by the board. In addition, compensation may be demanded for expenses for staff costs if parents pick up the child outside opening hours. These costs are set at NOK 300 per 15 minutes.

Families with low income can apply for a lower parental payment at the municipality in which they live. Families with more than one child in Preschool receive sibling moderation as determined by Stavanger municipality.

Area utilization, opening hours and holidays

Premises

BISS Preschool has approved play and living areas outside / inside, within the given limits and norms for children's play areas. The Preschool's norm for area utilization is 4.0 sqm of play and living area for children in the age group 3-6 years and 5.3 sqm for children in the age group 0-3 years. The outdoor area in the Preschool should be about six times as large as the play and living area inside. Total indoor

area is 460 m² and 3200m² outdoor area. There is 5.3 sqm indoor area per child under 3 years and 4 sqm indoor area per child over 3 years.

Opening hours and Holidays

BISS Preschool is open 10.5 months a year and is closed throughout July and during the Easter and Christmas holidays. The Preschool offers 100% places: 5 days / week and from 07.30 to 16.30. The Preschool is kept closed on planning days (up to 5 planning days in the Preschool year). Efforts are made to add the Preschool's planning days to the nearby schools' / district's planning days. Further information will be given in good time.

HMS

Internal control

The Preschool shall have an internal control system in accordance with regulations on systematic health, environment and safety work (the internal control regulations), cf. the Day Care Centers Act §9. Documentation will be stored in the Preschool. Internal control documentation for health, environment and safety work has been prepared for the Preschool and is continuously updated by the Head of Preschool.

Responsibility

The staff are responsible for the children during the time they are in the Preschool. BISS Preschool is required to take out accident insurance for the children.

Manager / staff

Employment in BISS Preschool shall take place in accordance with the Norwegian Preschool Act, Chapter V and associated regulations. The Head of Preschool is employed by the board of BISS Foundation. The Head of BISS Preschool shall be the professional and administrative leader who is responsible for teaching, employment, admission of children, determination of the Preschool's budget, etc. Other staff are employed by the BISS Foundation board on the recommendation of the Head of Preschool. A police certificate without remarks must be submitted before appointment can take place, cf. Norwegian Preschool Act §30.

Economy

BISS Preschool must be run in accordance with sound financial principles. In the long term, the operation shall not show either profit or loss, but funds shall be allocated for future investments and for further development of BISS Preschool. BISS Preschool shall follow the procedures determined by the BISS Foundation regarding internal control.

In the event of a closure of BISS Preschool, the funds from this will go to the BISS Foundation.

Duty of confidentiality

For activities covered by these articles of association, pursuant to §44 of the Norwegian Preschool Act, the rules on the duty of confidentiality in the Public Administration Act §13 to §13 f apply correspondingly, and the Norwegian Preschool Act, §§ 45 and 46.

These articles of association were adopted by the board of the BISS Foundation on August 11, 2021.

Andreas Middelthon

Andreas Middelthon
styreleder

John Peter Hernes

John Peter Hernes
styremedlem

Kai Detlev Michaelsen

Kai Detlev Michaelsen
styremedlem

DAMB

Dag Atle Meinich-Bache
styremedlem

Halvor Øgreid

Halvor Øgreid
styremedlem

Cathrin Wedul Sæter

Cathrin Wedul Sæter
styremedlem

Jorun Beate Fylkesnes

Jorun Beate Fylkesnes
styremedlem