

BISS Preschool Parent Handbook and Guidelines 2026 - 2027



BISS PRESCHOOL AS
British International Schools of Stavanger

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Welcome to BISS Preschool

a new, exciting experience for you and your child.

We look forward to meeting all the children and starting the adventure of a new school year together.

Our mission is to be a Preschool that creates the role models of the future in the belief that true role models inspire us through their actions, attitudes, and achievements as a source of inspiration and motivation. True role models exhibit integrity, kindness, perseverance, empathy, and other positive traits that positively influence and shape our lives. They have a genuine impact on us, igniting a desire within us to emulate their qualities and become better versions of ourselves. True role models are successful in their respective fields and make a positive difference in the lives of others, making them a beacon of inspiration and guidance.



*"Wonder is the beginning
of wisdom" - Socrates*



Our Preschool

At BISS Preschool, we accept children from 18 months to 6 years who wish to start their education in the English language, following an inquiry play-based programme. Our children represent a wide range of cultural and religious backgrounds from all five continents. Their everyday experiences in preschool are broadened and enriched by being part of a multicultural community.

Our Classes

BISS Preschool accepts 1.5-year-old to 6-year-old children. The classes are divided into calendar year groups from Early Years 1 - 5:

Early Years 1 & 2:

Children who turn 18 months in 2026 (born in 2025)

Children who turn 2 in 2026 (born in 2024)

Early Years 3:

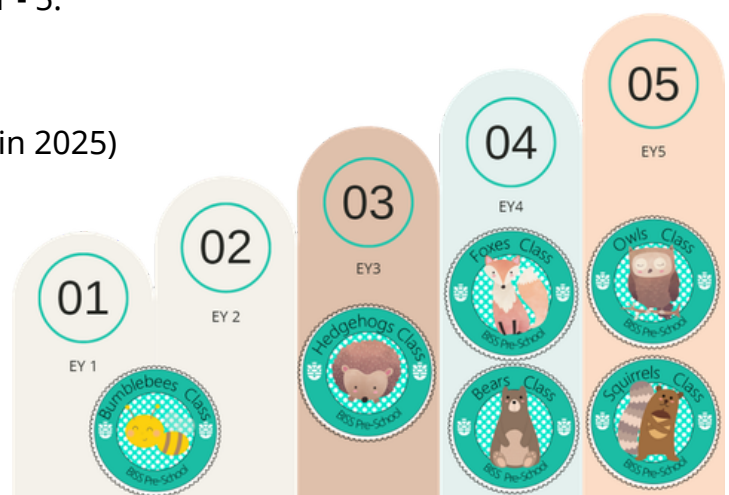
Children who turn 3 in 2026 (born in 2023)

Early Years 4:

Children who turn 4 in 2026 (born in 2022)

Early Years 5:

Children who turn 5 in 2026 (born in 2021)



Our Teaching Team



Class Lead Teachers and Leadership Team:

Fiona Jørgensen
Josipa Johnson
Marion Oliverio
Marzena Kulak
Mona Ahmadi
Natalie Selvaggi

Class Teachers:

Aparna Biswas
Kasha Katarzyna Szalega
Kelsey Waite
Noor Ul Ain
Shelia Bilu Rodriguess Hogberg

Accounting/Admissions Officer:

Alison Gildert

Head of Preschool:

Jen Watson

Deputy Head of Preschool:

Hilde Hystad

Teaching Assistants:

Alaa Mustafa
Alisha Haroon
Amy Middleton
Anastasija Jegorova
Egita Ivanova-orji
Eirini Trivyzadaki
Emeline Forest
Jessica Wendland
Joanna Polec
Marion Nadeau
Marzhan Kyrgyzbayeva
Natalia Porshneva
Sarah Hussein
Sreya Mukherjee

Special Educational Needs Coordinator:

Ewa Badowiec

Special Educational Needs Team:

Ewa Badowiec
Rameen Jafri

Contact details

BISS Preschool
Forusbeen 35
4031 Stavanger
Tel: 41517439

Website: www.biss.no

Head of Preschool:
Jen.watson@biss.no

Deputy Head of Preschool:
Hilde.hystad@biss.no

Classes

Bumblebees: Bumblebees@biss.no

Hedgehogs: Hedgehogs@biss.no

Foxes: Foxes@biss.no

Bears: Bears@biss.no

Squirrels: Squirrels@biss.no

Owls: Owls@biss.no

Mobile Numbers

You can call the Preschool Office on this number: **415 17 439**

Class Mobile Numbers

For emergency SMS use only:

Bumblebees: 415 17 814

Hedgehogs: 415 16 476

Foxes: 415 15 734

Bears: 415 15 736

Squirrels: 415 15 739

Owls: 415 15 797

Starting Preschool

Some tips for parents

- Arrive in plenty of time so your child feels relaxed and relaxed. Take your time when taking off their coat and putting on their indoor shoes. Relax and chat with other parents and children; many new friendships start this way!
- Come into the class with your child and encourage them to choose an activity to do at the start of the day. Spend a little time playing together.
- We advise parents not to slip out of the classroom without saying goodbye to their child, as this will violate their trust. Please let your child know that you are going out and will return at the end of the school day.
- Some children may find the first few sessions a little difficult though we will comfort them as long as it is needed to make them feel more relaxed. If a child is severely upset, we will, of course, call you.
- Most children settle and start looking forward to Preschool within a week or two.

The most important thing is to talk to your child about Preschool, to ask what they did during the session, and to be enthusiastic and responsive. Use the pictures from our app and ask your child to retell their day.

If your child knows you are involved and interested in their experiences at BISS Preschool, they will gain confidence and self-esteem rapidly. To help with this settling-in process, we maintain a simple routine that your child will soon become familiar with.

*"You're off to great places. Today is your first day!
Your mountain is waiting, so get on your way"*
- Dr. Seuss

Settling in

We have staggered starting days to allow each child to settle in the best way possible. Therefore not all children will begin on the same day. This enables teaching teams to give each child the time and attention they need during the first few days.

During the first few weeks of starting BISS Preschool, your child (and parents, too) may feel a little unsure and possibly upset at the thought of leaving you. This is perfectly natural. We will do everything we can to help you go through this process.

Parents and their children will be invited to a 'meet your teacher' appointment where you'll meet the teaching team who will work with your child. You'll have a 30-minute appointment to tell the class team all about your child's needs and preferences.

Settling in Early Years 1 & 2 and 3

- On the first day, children will stay for two hours in Preschool with their parents for the first half an hour.
- On the second day, children will stay for three hours.
- On the third day, children will stay for three hours.
- On the fourth day, children will stay for a full day if they are feeling safe and are settled.



A Typical Day in Preschool

Our classes open at 07:30 and close at 16:30. Our core activities are usually held between 9 and 3pm. Our classes are flexible with their day in order to support the children's individual needs.



We start our day with exploration through play in our class rooms

We come together for circle time and our inquiry discussions.

We take our learning outside to our local environment

We have a break in the middle of the day for some quiet time and a rest

We then continue with our learning inside or outside in the afternoon

Some of our Activities

We provide many fun play opportunities such as sand, water, play dough, puzzles, large construction, dressing up, role play, imaginative play, early science experiments, craft activities, cooking, music, gym, and a wide range of outdoor activities both in our playgrounds and in the local woods and fjord area.

The Preschool classes have provocations connected to their unit each week, introducing them to many different experiences.

Daily Routines

Every Preschool aged child is eager to be independent and takes pride in accomplishing tasks independently. Children this age thrive off consistency and patience, letting them care for their needs as much as possible. Please allow enough time to encourage your child to enter the preschool confidently, knowing they have time to hang up their clothing and put on their indoor shoes.

The Preschool day starts at 7:30 and ends at 16:30, Monday to Friday. We ask that all children arrive by 9 am to allow them time to settle into the classroom as independently as possible. It is essential that the children feel settled and comfortable in Preschool. Each child has their own labelled coat hook and basket, and knowing they will follow a familiar routine is reassuring. Parents may be assured that children who find it difficult to say 'goodbye' quickly become absorbed in play under the watchful eyes of staff. This transition time rarely lasts for more than a few seconds! At the end of the day, we ask that you arrive before 16:20 if you wish access to the building or have a handover conversation with the team. Pick-up times between 16:20 and 16:30 are a very busy time and its important that our staff leave promptly often to pick up their own children.

Sleeping at BISS Preschool

We provide an opportunity for each child to rest during our busy day.

- In EY1&2 the children have a set sleep time every day. The children are encouraged to sleep and will sleep for as long as needed.
- In EY3 the children are given a fixed quiet resting period. The children are encouraged to rest and relax listening to soft music. If needed the children can sleep for a short time.
- In EY4 & EY5 the children are offered a quiet time each day to lie down and rest. Stories are read and soft music is played. Sometimes children sleep during this period however this is not actively encouraged.

Toileting Policy

Our BISS Preschool staff are experienced in supporting children in their toileting journey.

If you think your child is developmentally ready to start using the toilet, we will endeavour to support you and your child to the best of our ability. Please make an appointment with your Class Lead to discuss the process.

Toilet learning can be a very daunting process for parents, but please be assured that our staff will work with you every step of the way to ensure the process is smooth.

Please be aware that it can take longer for a child to gain independence in their toileting at preschool as so much more is happening within the preschool environment than at home. This is why we'd like to ask you to briefly start toilet learning your child at home before it is introduced at BISS Preschool.

Please be aware of the following protocol your child's Teaching Team will follow.

1. Once you have introduced toilet learning to your child at home, we will start encouraging your child to sit on a potty or toilet at preschool.
2. Your child needs to wear suitable clothing. Clothing needs to be easy to pull down and up to encourage independence. Bodysuits and buttoned vests, dresses and overalls are not manageable during this time.
3. While your child is toilet learning, the Class Teaching Team will inform you of their progress. When you feel your child is ready to wear knickers/pants to preschool, we ask that you discuss this with your child's Class Leader beforehand.
4. Initially, we will put your child back in nappies for sleep time until your child is consistently dry throughout the day.
5. If your child has three or more accidents in one day, they will be put back into a nappy, and we will try again on their next session.
6. Accidents will be dealt with calmly, sympathetically and in a way that does not make the child think they have done anything wrong.

7. We would like to ask that you bring sufficient spare clothes for the staff to dress your child if they have an accident. (This includes extra socks and spare indoor shoes)
8. We understand that some children occasionally regress due to changes in routines at home. If your child has been dry for a while and begins to have accidents, your Class Leader will work with you to support your child through this temporary phase. Children will not be put back into nappies again but will be encouraged to visit the toilet more often to avoid accidents.

Please Note -

Please remember that your child should always have in school the following items:

- Nappies, reusable or disposable
- Wipes,
- Nappy sacks

Last but not least - toilet learning should be done in a fun way. If children feel pressured, they may lose interest or become anxious, which could have a negative effect. Praise and positive reinforcement are very beneficial.

Should you need any help or support then, please let us know.

"Creativity is intelligence having fun"
- Albert Einstein

Communication and Parent Partnership

Communication

BISS Preschool uses the MyKID app, where we easily exchange information about activities, napping times etc. Parents will receive information and pictures about ongoing activities and planning. Should you wish to send a message, have a quick handover chat with the Preschool staff, and pass on necessary information when you drop your child off, we ask that you do this before 9:30 am. After this time, the teaching teams become busy with the children. Any important information after 09:30 can be given through the Preschool Office via email or telephone.

Parents can request a meeting through the app if there is anything lengthy to discuss or something of a private nature. Class leads are also available on request. There will be a parent-teacher conference at least twice a year to discuss your child's progress.

The Preschool children will host events for their parents during the year. Parents may also be asked to contribute to their children's learning experiences where their expertise and culture may be relevant to the classroom activities.



Parent Committee or FAU

Parents are encouraged to become active Parent Committee (FAU) members. Two representatives for each class are elected at the beginning of the year during the parent information evening.

In accordance with barnehageloven, BISS Preschool has a samarbeidsutvalg (SU) which consists of elected BISS Preschool parent representatives, BISS Preschool staff representatives, and the Head of Preschool representing the owner.

The committee members meet every year in various formations to improve the Preschool. They meet during Parent Council meetings and Parent Information Night meetings. They can meet at other times when needed.

Working Together with Others

The Preschool works with other Kommune services, such as health stations, Barnevern - the child protection authority, PPT and BUPA, to ensure that children receive the correct help to empower themselves to reach their full potential.

Students from institutes of learning, both from Norway and abroad, are welcomed to the Preschool to learn from our staff and to have an opportunity to practice teaching. We are happy to share our experience with them and feel their contribution enriches our knowledge as we continually strive to evaluate and improve our work.

Parent Survey

Every year the Education Authority UDIR sends a questionnaire to parents with children attending a preschool/barnehage in the Kommune. This is for quality control purposes to see how satisfied parents are with the service they receive. The questionnaire is available in different languages. It will be an electronic document that parents can fill in online, it is usually available in many languages. Please take your time to answer it, as we wish for the best possible service for you and your children and always welcome feedback from parents.

Collaboration for your Child's Best Development in Early Years Learning

We Notice and Observe

The Preschool Team observe and monitors the safety and ensures a healthy environment for every child in their care. Adapting and supporting each child as they develop and progress.

We Talk and get in Touch

The Teaching Team engages on a daily basis with your child, and you as their parent regularly.

Meeting with Teacher and Parents

Within the first six weeks, the Class Lead Teacher meets with all parents. They present the observations based on the expectations in each level, and how we as a team around your child can support, both at preschool and at home.

We decide together

If no progress in the developmental stages within three months, the Preschool Team will discuss with you the options on going further to helplines at the lowest level of external support.

We approach TBT for a meeting time

Through the collaboration, the Preschool approaches the TBT (Interdisciplinary Preschool Team or Tverrfaglig Barnehageteam) in Stavanger Kommune for a support and advice meeting. You are either directly involved as part of the team, or the Teachers will engage into collaboration anonymously, gaining support and advice.

We meet the TBT Interdisciplinary Team

The meetings take place at Hinna Healthstation. We go together, the Class Lead Teacher, the Management and the Parents. The TBT is a reflective team that can give options and recommendations at the lowest level, where the child and the parents are supported in every kind of need, as we are collaboratively working to support the child. .

We Support and Follow Up

We all have the child's best interests at heart. We also know based on knowledge, that effort in supporting into the early ages of childhood is critically useful for the learning aspects when they start school.

Finding Support

Stavanger Kommune and all other Kommune in Norway provide valuable resources for parents by offering support to families. These organizations are dedicated to assisting and guiding to ensure the well-being of families in various aspects of life. Whether you need support with parenting, wellbeing or health services, these agencies are here to help. We encourage you to explore the services they offer and reach out for assistance when needed. Remember, you are not alone, and there are valuable community resources available to support you and your family on this journey of parenthood.

Public Health Centres “ Helsestasjon”

The public health centre is free of charge, offering services for children aged 0-6 years and their families. We work on prevention and health promotion, provide advice and counselling, and wish to support parents in their role as parents. Children are offered health check-ups and vaccinations consistent with national guidelines and the National Immunisation Programme. Contact your kommune for your nearest centre.

Kommunalt tverrfaglig spiseteam Barne- og familiesenter

The Children and Family Centre has an interdisciplinary eating team that can provide support and guidance on how best to help children who have an eating difficulty. The team consists of a public health nurse, family counsellor, occupational therapist, physiotherapist, clinical nutritionist and special educator. This can be sourced from your local Helsestasjon or through the Child and Family Centre.

Child and Family Centre “Barne- og familiesenteret”

The Child and Family Centre help to ensure that children, young people and parents get the help and support they need. They can help you find the right offer of help, no matter the situation. Contact the family centre by phone.

Stavanger Kommune - Tel: 95275211

Sandnes Kommune - Tel: 51 33 64 00

Sola Kommune - Tel: 40921003

Child Welfare Agency “Barnevern”

The Child Welfare Service's task is to provide children, adolescents and families with help and support when there is a difficult situation in the home or a child is in need of help. Emergency Contact Tel: 116111

As always we are here to help also. You can always reach out to your teaching team or to the Head of Preschool by emailing jennifer.watson@biss.no

Food and Healthy Eating

Due to our international diversity, there are a lot of different food requirements for each child.

Therefore, the **Preschool does not provide lunches**; every child should bring their own.

In line with Norway's helsedirektoratet recommendations, BISS Preschool has implemented a healthy eating plan.

Our Healthy Eating Plan

A healthy diet enables your child to grow and develop properly. Eating a healthy balance of foods can also improve your child's mood and concentration, helping them to engage better with activities and get the most out of preschool.

Parents are asked to provide food for their children daily to ensure that all individual dietary and cultural needs are met. Children will need one main meal for lunch. Those staying longer in preschool may wish to bring additional snacks.

Due to food safety and handling requirements, **we are unable to heat food or keep food hot or refrigerate.**

Foods that are not allowed in preschool are:

- Nuts (including spreads and dishes made from nuts)
- Chocolate and Sweets
- Salty foods such as chips, crisps and salted crackers.
- Cakes, doughnuts and sweet waffles
- Cookies, cereal bars or yogurts containing nuts or chocolate
- Drinks which are high in sugar, carbonated or contain caffeine

If a child brings in these foods they will be wrapped up and returned home. When possible an alternative will be provided.

Fruit for Snack

To support the school's healthy eating plan, the preschool will send an invoice alongside your school fee invoice totalling 1650 NOK a year. This will allow us to provide fresh fruit, vegetables, or food required throughout the year according to the children's needs/ requirements. The children will be offered fresh fruit and vegetables in the morning as well as in the afternoon.

Children should bring their own lunch. Lunches and snacks should contain healthy foods: fruits, vegetables, sandwiches, yoghurt, milk or water. Please save sweet foods, chocolate and candies for home. Our Preschool is also nut-free to avoid strong allergic reactions to those who cannot have nuts.

Children will also need a small reusable bottle that can be refilled with fresh drinking water throughout the day.

Suggested additional snacks for hungry children

- A selection of cut-up fruits and vegetables.
- Hard-boiled egg, cheese, or low-sugar yoghurt are excellent protein sources that help your child feel full.
- Dried fruit or fruit pouches can also provide healthy nutrition but are often high in sugar, so they should be given in smaller portions and less often than fresh produce.



Suggested lunches

Sandwiches/pita bread/tortillas and wraps – wholegrain options and fillings which contain protein (such as chicken, fish, egg, cheese or chickpeas) will release energy slowly and are great for helping your child to stay alert through the afternoon.



Rice, pasta, couscous and noodle dishes can be a great way to include vegetables for fussy eaters by blending them into sauces.



Frittata, pizza or quiche – homemade options are better because they contain less salt and added vegetables.



Things to consider

- Children will need to be able to feed themselves. Please consider foods that are age-appropriate for your child to consume independently, for example, finger food for younger children.
- Please send in all necessary equipment for your child's meal, including plates/bowls, cutlery or bibs. All equipment sent to preschool must be named, as it is common for children to bring similar-looking items.
- It is not possible for preschool staff to safely reheat meals for every child. If you are sending your child a warm meal, please use an insulated container.
- In Norway, packaged foods with healthier choices (lower in salt, sugar, saturated fat or higher in fibre) are marked with a keyhole icon. Ask your child to help you look out for these options when shopping.



Nut-free policy

BISS Preschool has a nut-free policy, which means that children should not bring in any items which contain nuts. Individual classes may also need to request that certain other foods are not brought into school to protect children with other allergies. This policy is in place to protect children with allergies and to safeguard other children from having to witness distressing allergic reactions in the classroom.





Clothing and Outdoor Play

In order to give our children and families choice, we offer an optional dress code for our preschool.

Optional dress code

Our optional dress code consists of coloured T-shirts with the BISS logo. These items can be purchased online from BISS Gausel's suppliers and delivered to the BISS Preschool Office on your behalf. Coloured t-shirts can be purchased from:

<https://www.trutex.com/eu/>

Using the school "LEA CODE" for BISS GAUSEL: **LEA000132TF**

(Please use the correct code or your order will be delivered to the wrong school)

Preschool clothing

The clothing your child wears to preschool needs to be practical. Ease of toileting and promoting independence are paramount. We recommend dressing your child in layers throughout the year as the weather is usually changeable all year round. Wool is preferable and recommended. Marina Wool is recommended for younger children 18 months to 3 years of age.

Separate skirts and trousers are easier than dresses and overalls to allow your child to grow independence in their own self care.

Your child may often need changes of clothing, extra clothes (clearly named) should be left at their coat hook. We recommend a few full sets of clothing such as to a few pairs of underwear and socks, trousers and some spare tops and jumpers. outdoor activities require a warm hat, waterproof shoes, warm mitten and wool socks.

Please feel free to talk with a staff member if you have concerns about your child's clothing needs. We ask that every child dress appropriately for the Norwegian weather, as we will go outside every day, and we usually take excursions to the forest or the park in all weathers.

Clothing for Cold Weather Play



Layer 1 - wool socks, wool under trousers and thin wool jumper.



Layer 2 - cotton trousers and a jumper of fleece.



Layer 3 - Waterproof boots, winter suit, mittens and wool hat

Clothing for Rainy Weather Play



Layer 1 - wool socks, under trousers and thin jumper - wool is recommended



Layer 2 - cotton trousers and a jumper of fleece.



Layer 3 - Waterproof boots, waterproof suit, waterproof mittens and warm hat that fits under the hood.

Clothing for Windy Weather Play



Layer 1 - wool socks, under trousers and thin jumper - wool is recommended



Layer 2 - cotton trousers and a jumper of fleece.



Layer 3 - Waterproof boots, waterproof suit, waterproof mittens and warm hat that fits under the hood.

Clothing for Warm Weather Play

Layer 1 - cotton lightweight t-shirt, leggings or shorts



Layer 2 - cotton trousers and a jumper of fleece. sun hat or cap.

Helpful Clothing Tips

We follow the guidelines for outdoor clothing from Norsk Friluftliv and the Miljødirektoratet

- Several light layers are better than fewer thicker layers
- Under layers with at least 50% wool are best for warmth.
- All children require several sets of spare clothing in preschool.
- All children require a pair of supportive indoor shoes, ideal for play and indoor games.

Remember to label all your child's belongings



Celebrations and Special Events

Birthdays

We recognise the birthday of every child in the class and sing Happy Birthday in English and Norwegian. We do not have birthday parties as such. However, we celebrate each child with a crown, and preschool will provide a sugar-free treat to share with their friends.

Birthday party invitations can be distributed in Preschool **only** if every child in the class (or all girls/boys in EY4 or EY5) is invited. We would like to ask that you use the FAU class lists and contact families independently. Children do not like feeling left out; even children this young know when they have not received an invitation.

We ask that party bags or gifts be only distributed outside the preschool.

Important Celebrations and Whole School Activities

Shared Learning Events and Assemblies.

The Preschool has occasional assemblies with all classes. These assemblies allow all children to share their learning with the rest of the Preschool. Once a term each class holds a shared learning event so the children may share their learning with their parents. Advanced notice of any shared learning events will be given in MYKID and an email will be sent to parents.

United Nations Day

This is a whole school event with classes participating in different peace-related activities. It is celebrated on October 24 of each year. It is a day to celebrate the United Nations' creation and our international-mindedness. We will also mark the different and wide-ranging cultures of the students, parents, and staff members at the British International School. It is a school-wide event showcasing the wonderfully diverse community of our school. It explores different cultures through stories, music, art, dance, food, and tradition.



Autumn Costume party

In October, a costume party will be organised. Detailed information will be provided nearer the time.

Norwegian National Day, May 17th Celebrations

The Preschool comes together to celebrate the Traditional National Celebrations of Norway. The children participate in the "Barnetorg" parade around our preschool neighbourhood. We then celebrate with traditional food and play some games together.

End of the Year Event- EY1, EY2, EY3 and EY4.

To celebrate the end of the school year, the Preschool classes will invite their parents to a party. Further info will be provided by individual classes.

EY5 Graduation.

As their time in preschool draws to a close the EY5 children and classes organise their graduations. This is a child-led event planned by the children themselves with families invited to mark this special occasion.

Religious or Cultural Celebrations and Events.

The classes will celebrate the special events of the children in the classes. Families are invited to come into the classes and share any important events from their cultures or religions with their child's classmates in collaboration with the teaching teams.



Health, Safety, Wellbeing and Important Information

Preschool Opening Times

BISS Preschool is open five days a week from 7:30 to 16:30, 10,5 months per year. The Preschool is closed on all national holidays, the whole month of July, Easter & Christmas break, and 5 INSET days per year.

Absences and Late Arrivals

If your child is ill or you are running late, please let us know by registering this in the MYKID app or sending us a message to the Preschool Office. If your child is going to be absent from preschool because of a holiday, please tell us in advance to help us with our planning.

Mobile phone usage at Preschool

At drop-off and pick-up times, we ask parents to be fully present with their child and avoid using mobile phones. These moments are an important part of the child's day, helping them feel secure, connected, and supported during transitions between home and preschool. Being available and engaged also supports clear communication between families and staff.

To safeguard all children, mobile phones must not be taken into preschool bathrooms or toileting areas at any time. We appreciate everyone's cooperation in helping us maintain a safe, respectful, and child-focused environment for all.

Illness, Medications, and Accidents

If your child is not well during preschool, you will be informed and asked to collect them from school. If your child has an accident and you can not be contacted, the child will be cared for by a staff member and taken to Stavanger Legevakt for emergency treatment.

Please ensure that your emergency contact details are current and immediately inform the Preschool of any changes.

Please message your child's department as soon as possible if a child is sick or absent for other reasons. Sick children should stay home as long as they have a contagious illness. The child should remain home until they can participate in all preschool activities. If your child cannot be outside to play, they need to be home. In the case of doubt, the Head of the Preschool will decide.

Medication

Preschool staff do not give children medication unless a Health Care Plan is in place because of long-term medical needs. Parents must meet with the class teaching team to agree on a plan of action in the case of an emergency relating to the child's medical condition

If your child must take long-term medication while attending in the preschool day the following applies:

- All medication must be in the original pharmaceutical container with the doctor's and child's name and prescribed dosage.
- A health care plan must be filled out and signed by the parent stating the name of the medication and the time and amount of medication to be administered.
- We are unable to give children short term medication such as drops or antibiotics.

Children with inhalers or EpiPens should have these available in preschool everyday. Please ensure that the preschool is informed of any changes in your child's health so that our records are accurate and always up to date.

Head lice and infectious conditions, such as impetigo, can take hold wherever children play and work closely together. If long hair is tied back or plaited during the preschool day, this helps to minimise outbreaks of head lice. If you discover lice or another condition is diagnosed, please inform the preschool immediately. BISS Preschool will alert parents and offer guidance to prevent the spread of infection.



Deciding When Your Child Should Stay Home

Chicken Pox (Varicella)	Approximately 5-6 days from appearance of rash when ALL blisters are crusted over and dry
Colds	Until child feels well
Conjunctivitis (Pink Eye)	Until redness and discharge have gone and 24 hours after treatment
Diarrhoea	48 hours after free from symptoms
E coli infection (EIEC infection)	Until two samples have tested negative.
Fifth's Disease (Parvovirus or Slapped Cheek)	Until child feels well
Gastroenteritis, food poisoning, salmonellosis & dysentery	Until 48 hours after free from all symptoms and authorized by Doctor
Hand, Foot and Mouth Disease	Until child feels well
Head lice	Until appropriate treatment has been given
Hepatitis A	5 days from onset of jaundice
Hepatitis B and C	None
Herpes Simplex (Cold Sores)	None
Impetigo	Until skin has completely healed
Influenza	Until child feels well
Measles	4 days from onset of rash and the child feels well

Meningococcal Infection	Until fully recovered from illness
Mumps	Until all swelling has gone, usually about 5 days after the rash appears
Molloskum	None however they must be covered
MRSA infection	When wounds have started to heal and are kept covered
Pertussis (Whooping Cough)	24 hours from onset of treatment
Roseola (Sixth's disease)	Until the rash is healed and child feels well
Rubella (German Measles)	5 days from appearance of rash and child feels well
Ringworm	24 hours from onset of treatment
Scabies	24 hours from onset of treatment
Scarlet Fever & Streptococcal	24 hours after appropriate medical treatment of throat infection and the child feels well
Temperature/Fever	Child must be fever free for 24 hours without the use of medication
Threadworm	Until treated
Tonsillitis	Until at least 24 hours after starting antibiotics
Tuberculosis	Until declared free from infection by a doctor
Verrucae (Plantar Warts) and Warts	None however they must be covered
Vomiting	48 hours after free from symptoms

Jewellery

Wearing jewellery, especially dangling earrings and necklaces, is not permitted in preschool for Health & Safety reasons

Location Trackers

We are requesting that parents do not attach trackers to their children, their clothing or bags. Any tracker devices found in preschool will be removed and given to the preschool office for collection by parents. Location Tracking devices are not permitted in preschool for Health & Safety reasons

Lost Property

It is beneficial if all clothing items are identified with the owner's name so that we can reunite children with mislaid objects immediately.

Parking

There is limited parking directly at the building, and we expect this area to be busy, particularly during peak drop-off times.

The busiest period will be between 08:15 and 08:45, and it will not be possible to arrive and park at the location during this window.

To help make things easier and safer for everyone, we recommend using the following nearby options:

- Ullsberget car park
 - Approximately a 5-minute walk to the preschool
- Coop Extra Supermarket parking (Forus area)
 - Approximately a 1-minute walk

Late Pick ups

At the end of the day, we ask that you arrive before 16:20 if you wish access to the building or have a handover conversation with the team.

Sometimes lateness is unavoidable.

- If you will be late, please inform the Preschool before 16:30.
- All children must be picked up before 16:30. We ask that you please be on time for pick up.
- For all late pick ups, there will be a fine of 300kr within the first 15 minutes and every 15 minutes after that. This is to cover the overtime rate for staff members.

Preschool Guidelines and Policies

Guidelines at the BISS Preschool AS

BISS Preschool AS operates in Stavanger Kommune and is open to children between eighteen months and six years who reside in Stavanger and the surrounding area.

BISS Preschool is one of the organisations within the BISS family; this includes BISS Foundation, BISS Sentrum and BISS Gausel.

Aim

BISS Preschool provides an opportunity for children's development by working in cooperation with parents. The activities of BISS Preschool are carried out in accordance with the current laws and regulations for nurseries in Norway.

Admission criteria

- 1.To children with special needs (§13), subject to availability in the age group and the group's composition.
- 2.To staff requesting places for their children.
- 3.To siblings of children currently attending BISS.
- 4.To children who have an international or bilingual family.
- 5.To children who have a Norwegian personal number.

If there are several applicants who meet all criteria equally, the Head of Preschool will make a decision based on the individual class structure, for example, the number of girls or boys in the class and finally by lottery.

The right to complain

Parents have the right to complain if their child is not offered a place. They can also complain about not receiving their first or second choices. The complaint must be done in writing and shall be sent to the municipality. This must be done within 3 weeks after the decision has been communicated.

On acceptance of an offered place in Preschool.

When we receive your acceptance form, we will issue a deposit invoice. This is also your first month's preschool fee and registration fee and is non-refundable if the place is cancelled at any time after acceptance and before your child's start date. Your place is finalised once registration on the Stavanger Kommune Vigilo system has been completed.

Withdrawal from BISS Preschool

Cancellation of a place after the acceptance of a new BISS Preschool place

If you have not started your offered place and cancel your place at any time before your child's starting date, the deposit and registration fee are non-refundable.

Cancellation of a place from a current BISS Preschool place

A withdrawal form must be signed and delivered to the Admissions Office before the 1st of the month if a child is to relinquish their place at the Preschool. If notice is given after the 1st of the month, the termination will not have effect until the 1st of the following month. An invoice for the full three months will be issued on receipt of the withdrawal notice.

Where the withdrawal period is less than three months, the invoice will be issued in full. This is also the case if BISS Preschool terminates your place for any reason.

Long Term or Frequent Absences

Once your child is accepted into Preschool, there is an expectation that your child will attend Preschool every day. Your Preschool place might be jeopardised if the total absence in the academic year is above 40 school days.

Available space for children

The norm for play space inside is 4kvm for a child over three years and approximately 5.3kvm for a child under 3. The outside requirements for space should be about six times as large as the inside space. This excludes the parking area. The Preschool upholds the requirements of the kindergarten law §10 using both inside and outside areas.

Registration for Autumn, Winter and Summer breaks.

We offer places to every child upon registration during normal primary school closure periods. Registration will be requested through the MyKID app for the Autumn break in October, Winter break in February, the last two weeks of June and the first two weeks of August. All children have the right to attend Preschool during this period. It will not be possible to reserve a place after the given deadline.



Fees and Administration

Invoicing Guidelines

- All invoices are sent directly to parents; BISS does not enter into financial discussions with any third party (employer)
- It is the parent's responsibility to ensure all payments are made on time.
- If reimbursement is to be made by an employer, it must be processed directly by the parent with their employer in time for the payment due date to be met.

Invoices can be issued as follows:

- Monthly – invoices will be sent on the 1st day of each month from 1st August to 1st June – 11 invoices per annum
- Half Yearly – invoices will be sent on the following dates:-
 - 1st August (period August to December)
 - 1st January (period January to June)

Invoice Payment Due Dates

- Twice Yearly (August & January) 30 days
- Monthly Invoice 10 days

Parents are liable for any late fees or debt collection notices if the payment due date is not met.

BISS has an automated reminder service that will issue reminders and debt collection orders as follows.

- three days past due date - email reminder
- eight days past due date - reminder with fee 35kr*
- 13 days past due date - 2nd reminder with fee 35kr* and every 5 days thereafter.

*no refunds of reminder fees will be made for payments made after the due date.

- 28 days past due date - Referral to debt collection agency*

* When a referral is made to the Debt Collection Agency, payment must be made directly to them as instructed. BISS will not cancel collection notices once issued.

Invoices will be automatically set up for monthly payment. Please complete the payment authorisation form on the BISS website if you wish to change this.

Parent Reduction

If your annual family income is below the specified amount set by the Norwegian Government, you are entitled to apply for a reduction in Preschool fees. To do this, you must apply directly to your Kommune and will receive a letter from them advising of the discounted amount payable.

To apply this discount to your school account, you should forward the letter to Alison Gildert at accounting@biss.no.

Please note we are only able to apply a discount with the official documentation from your Kommune.

Sibling Discount

You are entitled to receive a sibling discount if you have two or more children attending BISS Preschool. This discount will be automatically included in your invoice. There is no discount available for children attending other BISS schools.

Accounting Enquiries

If you have any questions concerning the above, please do not hesitate to contact Alison Gildert at accounting@biss.no



BISS
PRESCHOOL AS
BRITISH
INTERNATIONAL
SCHOOLS
OF STAVANGER