

Statutes for the nursery schools Svanholmen, Regnbuen, Sandsli and Furuholtet

1. Ownership

Statoil's nursery school foundation (in the following referred to as SSB) is the owner of Svanholmen and Regnbuen nursery schools in Stavanger and Sandsli and Furuholtet nursery schools in Bergen.

The foundation's board of directors (in the following called the Board) is the owner and holds the employer's liability for the nursery schools and their staffs. The foundation and each of the nursery schools are registered in the Norwegian state electronic register as follows:

- Statoils Barnehager (Statoil's nursery school foundation) - Organisation number 977145228
- Svanholmen barnehage (nursery school) – organisation number 973861905
- Regnbuen barnehage (nursery school) – organisation number 974187566
- Sandsli barnehage (nursery school) – organisation number 974220946
- Furuholtet barnehage (nursery school) - organisation number 973448757

The nursery school director is the owner's representative in the nursery. Unless otherwise stipulated by the Day Care Institutions Act or other legislation, the Board is the appellate authority for decisions made by the nursery school director.

2. Purpose

Statoil's nursery school foundation, the Svanholmen, Regnbuen, Sandsli and Furuholtet nursery schools shall provide day care service to children of Statoil employees.

The nursery schools shall be operated in accordance with the Day Care Institutions Act and relevant regulations as well as the provisions applicable at any time for operation of day care institutions issued by the authorities or the owner.

The nursery schools shall give the children good opportunities for development and activities in close cooperation with the children's home.

The nursery schools are an ideal (non-profit) activity, and the service shall be flexible and adapted to the users.

Each nursery school has its own coordinating committee and parents' council to ensure parental influence and involvement in the content and operation of the nursery school.

3. Quality

The standard, area use and number of children per adult shall as a minimum be on the same level as comparable nurseries.

The nursery schools have established their own quality development systems.

4. Coordinating committee

Each nursery school has a coordinating committee consisting of six members:

- 2 representatives of the parents, elected by the parents' council
- 2 representatives of the staff
- 2 representatives of the owner

The nursery school director represents the owner in the coordinating committee. Deputies to each of the member groups shall be elected.

5. Age, number of places and area per child

All the nursery schools have places for children between the age of 10 months and school age - a total of around 260 children.

Applications for children under the age of 10 months will be considered in each individual case. It is not possible to apply for unborn children.

The nursery schools' areas for play and other activities comply with the standard stipulated in the Day Care Institutions Act:

Four square metres per child who is over the age of three, and 5.33 square metres per child under the age of three. The child is considered to be over three in the calendar year he/she turns three.

The type of places offered shall at any time be adapted to the funding schemes provided by public authorities. On this basis the applicants may be awarded the following places:

- Full time 45 hours per week
- Part time 22.5 hours per week (full days)

The part-time arrangement is to be agreed between the nursery school director and the parents in each individual case.

If a nursery school has available capacity, full days may be offered at unit price.

6. Opening hours

The nursery schools are open all workdays from 07.30 to 16.30.

The nursery schools are closed on Christmas Eve and New Year's Eve. On Wednesday before Maundy Thursday they close at 12.00.

All children shall in the course of the nursery school year have four weeks' holiday. Of these, at least three weeks shall be taken consecutively in the summer holidays. Planning days are additional. It is possible to apply for an exception to the holiday regulations based on the company's needs or in other special cases.

The nursery schools are closed five days every nursery school year for planning purposes. These planning days are determined by the coordinating committee of each nursery school.

7. Admission groups

First priority: Places can be allocated to children of Statoil employees, SSB employees and any other enterprises with whom SSB has entered into an agreement.

Second priority: Children who are residents of the nursery school's municipality.

8. Admission

The nursery schools are subject to the local authorities' coordinated admission.

The admission follows the guidelines issued by the local authorities and the statutes laid down by the Board of SSB.

The nursery school director is the admission authority. Admission decisions can be appealed to a local court. Employees of SSB have at their disposal a maximum of one place per unit (per 18/9 children).

Parents can apply for a different type of place and internal transfer between the SSB nursery schools. Such applications are given priority before new places are allocated.

The nursery school year starts on 15 August and ends on 14 August the following year.

9. Priority admission rules

The local authorities are responsible for a coordinated admission for all the day care institutions in Stavanger and Bergen. Applicants will be given priority according to application date in each of the groups over and under three years.

Admission criteria 1-2 apply provided that satisfactory documentation is presented. Processing of applications for a priority group is made by the local authorities.

Admission according to item three must be documented by the employee's supervisor in Statoil.

- 1) Children with disabilities are entitled to priority in connection with admission to a day care institution. An expert must evaluate whether a child has disabilities (cf. section 13 of the Day Care Institutions Act).
- 2) Children who have been subject to attention by the child welfare system and a decision has been taken in accordance with sections 4-12 and subsections (2) and (4) of section 4-4 of the Child Welfare Act, are entitled to priority admission to a day care institution.
- 3) In connection with relocation of personnel the company makes the following priorities:
 - a) Posting to Norway
 - b) Relocation in Norway
 - c) A foreign assignment is terminated earlier than planned
 - d) Planned return

The above items only apply if they are directly related to the relocation period (maximum four months).
- 4) Siblings of a child who already has a place.
Siblings shall be given priority admission provided that the child who already has a place will continue in the nursery school.
- 5) Children from the application list.
 - a) Available places are allocated first to the oldest age group (3-6 years).
 - b) If a child with siblings is allocated a place, the allocation applies to all siblings included in the application, provided that there are available places in the relevant age groups

10. Information on the allocation of places

When a place in a day care institution has been allocated, the applicant will receive the following material:

- offer letter
- the nursery school's statutes
- information about parent fee and rates
- information about the right to reduced parent fee
- health declaration form

11. Admission period

A child is entitled to keep the nursery place until he/she starts primary school or the place is terminated by the parents.

The right to a place ceases from the day the parent resigns from a position in Statoil or from an enterprise with whom SSB has signed an agreement. If the resignation is not intentional/voluntary (for example, if the resignation is caused by a disability pension or death), it may be considered in each case to allow the child to keep its right to a place until the child starts school or the place is terminated by the parents.

12. Leave

It is possible to apply for a leave of absence from the nursery school. The fee must be paid if the leave is less than four months. If the leave exceeds four months, the child may return to the nursery school when a place is available. It is not possible to apply for a leave of absence of more than one year at a time. The maximum leave of absence is two years.

The nursery school director grants and handles the leaves.

13. Notice

Termination of the place shall be made in writing to the nursery school director with at least 1 month's prior notice calculated from the first day of the month. If the child is leaving after 1 April, the fee must be paid through July the same year. If parents accept a place in the nursery school, but terminate the place after 1 April, they must still pay for the first month.

14. Parent fee

The Board establishes the regulations and rates for the parent fee in accordance with the Regulations on parent fee in day care institutions. Any price increases shall be communicated to the parents in writing with at least two months' notice.

- The fee covers 11 months per year, August is free.
- A sibling discount is given.
- Food and any other special services must be paid by the parents.

15. Food

Milk and fruit are included in the fixed parent fee.

The nursery schools have a nutritional and low-sugar diet.

Payment for food is extra.

The coordinating committee of each nursery school approves food schemes based on the budget available at any time.

16. Insurance

SSB has taken out a liability insurance, a collective life insurance and an accident insurance that cover the children during their stay in the nursery, as well as during transport to and from the nursery school.

17. Internal control

All the nursery schools have established an internal control system that ensures continuous focus on health, safety and environment issues in the nursery schools.

As part of this system the staffs shall obtain written consent from the parents before their children are taken on trips and activities outside the nursery school and before they are photographed and filmed in the nursery school.

18. Amendment of the nursery school's statutes

These statutes can be amended by the Board of SSB.