

REGULATIONS FOR MUNICIPAL DAY NURSERIES IN RANDABERG

A) Ownership

The day nurseries are owned and operated by Randaberg Municipality. The manager is the department head of the individual day nursery. The main committee for childhood and living conditions is the political steering committee for the day nurseries.

B) Purpose

The day nurseries shall be operated in accordance with the Act on daycare institutions and current regulations and guidelines as determined by the Ministry, municipal by-laws and plans for the individual day nursery.

C) Admittance criteria

c.1. Day nursery places are allocated to children living in Randaberg Municipality. Children are admitted to vacant places after the stipulated application forms have been submitted. Children are usually admitted up until they reach school age.

c.2. Criteria for prioritised admittance to day nurseries:

1. Children with disabilities are entitled to priority and children for whom a decision has been made under Sections 4-12 and 4-4, subsections 2 and 4, are entitled to be given priority. (Cf. Section 13 of the Daycare Institution Act)
2. Children who need a day nursery place for special reasons. Priority is granted on the basis of written documentation from an expert body.
3. Children of sole providers who either work or study.
4. Siblings attending day nurseries.
5. Recruitment places. The municipal Chief Officer may have day nursery places at his/her disposal as staff policy measures for vacancies that are difficult to fill.

c.3. For applicants without particular priority, the following rules for allocation apply:

1. Children aged 3-5 years: Drawing of lots according to age. The oldest children first. A drawing of lots among children having the same year of birth.
2. Children aged 1-2 years: Drawing of lots according to age. The child must have reached the age of nine months by the starting date of the year the child begins attending the day nursery.
3. The age composition of the group of children shall be taken into account.

c.4. Complaints are considered according to current regulations and municipal rules.

c.5. Termination of the day nursery place:

1. The municipality will terminate the place in case of unpaid charges.
2. A written notice of termination shall be handed in to the relevant day nursery. The period of notice is two months from the 1st of the month after the notice was received. If notice is given during the period between 31 March and 1 May, the notice period is three months from the 1st of the month after the notice was received.
3. Children in municipal day nurseries must be resident in Randaberg in order to retain their place. If the child moves to another municipality, the day nursery place is forfeited. If the move takes place during the autumn semester, the place may be retained until the end of December, and



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correspondingly the place may be retained up to the end of the day nursery year at the end of the spring semester.

D) Number of members in the liaison committee

In Randaberg Municipality's day nurseries, liaison committees have five members: two representatives for the parents, two for the staff, and one for the owner. The manager of the day nursery is the committee chairman.

E) The day nursery's opening hours

- e.1. The day nursery year runs from 15 August to 14 August the following year.
- e.2. In consultation with the Department for Children and Families, the manager of the day nursery has the authority to consider the opening hours in line with the needs within the framework under which the day nursery has approval. The children's daily period of attendance shall be maintained.
- e.3. New children start from one to two weeks after 15 August. Children in the system shall have priority when new day nursery places are allocated in the municipality. When determining the start-up day in a new day nursery – after 15 August – children already in the system shall be given priority.
- e.4. As a minimum, all children shall have four weeks' holiday during a day nursery year. Three weeks shall be a consecutive holiday during the period from 1 June to 30 September. The fourth holiday week may be taken as single days or collectively. The day nursery's planning days may be counted as the fourth holiday week. The manager of the day nursery shall be notified by 15 April when the child will be taking its main holiday.
- e.5. The part time day nursery remains closed throughout school holidays.
- e.6. The day nurseries have five planning days during the year. The day nurseries are closed during the planning days. Individual day nurseries will provide information about the dates of the planning days.
- e.7. During religious holidays and during the summer, the day nurseries may have reduced operations and may also be combined with other municipal day nurseries. Places at day nurseries will be made available to children who need them.

F) Play areas and general areas

The day nurseries' available areas for each child shall comply with the suggested norm of 4sqm per child over the age of three and 5.3sqm for children under the age of three.

G) If the day nursery is closed for more than three days

In the event of an extraordinary closure lasting for more than three days, the parents can be refunded the day nursery charge for the days the centre is closed.



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21/2-08 *Jan O. Aasev*