

# Parent information about student kindergartens in Tromsø.

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## General

The Student Kindergartens at the Arctic Student Welfare Organisation are operated pursuant to the current legislation and regulations. Staffing levels at the kindergartens fulfil the requirements of the Kindergarten Act. The kindergartens draw up an annual plan, cf. Section 12 of the statutes. The annual plan is based on the Framework Plan for kindergartens and the annual plan for the Student Kindergartens. The Student Kindergartens also fulfil the requirements stipulated in the Regulations relating to environmental health care at kindergartens and schools. All our kindergartens have safety instructions adapted to meet the local conditions at each kindergarten. These instructions are integrated in the kindergarten's internal control system, PBL mentor.

The kindergarten fees are set in accordance with the rules relating to maximum fees for parents, but parents may apply for reduced fees. You will find information about this scheme and the application form on Tromsø municipality's website: <https://www.tromso.kommune.no/barnehage-og-skole>

The kindergartens have their own website: <http://www.samskipnaden.no/barnehager>



## Transponder / Cooperation with the home

The Student kindergarten uses the electronic message book for communication between kindergarten and home. The solution is called **Transponder Meldingsbok** and may be downloaded as an app in **App Store and Google Play**. Search for “Transponder Meldingsbok”. The service can also be used in your web browser.

The kindergartens shall, in collaboration and close understanding with the home, safeguard the children’s need for care and play and promote learning and formation as a basis for all-round development, cf. the Kindergarten Act. The parents’ right to participation is in line with Article 5 of the United Nations Convention on the Rights of the Child concerning the parents’ right to provide direction and guidance. Good and close cooperation with the child’s home is an essential quality for a good kindergarten. However, the right to participate must not be perceived as a general right of participation in relation to the internal activities at the kindergarten.

Accompanying your child during their first few days at the kindergarten plays an important part in their ability to adapt to everyday life at the kindergarten. Starting at the kindergarten should occur gradually, based on the child’s needs. The most important collaboration occurs through day-to-day contact when dropping off and picking up your child. If there are important things about your child that the kindergarten staff should be aware of, please remember to notify them. If you have any questions, please contact the staff at your child’s base/department.

From time to time, we will invite you to parent cafés and other social events in the afternoon. Most of the kindergartens also have regular traditions of various types where the parents, children and staff can have a pleasant time together.

We hold parents’ meetings to inform you about and discuss the content of the kindergarten and raise relevant topics for discussion.

We also arrange parent-teacher meetings a minimum of two times per kindergarten year or as required by the parents and staff.



## Change of application, termination and transfer etc.

The Student Kindergartens are part of the coordinated admission process in Tromsø municipality. Applications for a kindergarten place, notice of termination, transfer to another kindergarten and change of address must be made via online application on the Tromsø municipality’s website: **www.tromso.kommune.no**.

Applications for changes must be submitted no later than two months before the date on which you want the change to take effect. To register changes, you will need to log in using **MinID/BankID**.

**Termination:** Section 8 of the statutes: A kindergarten place may be terminated with two months’ notice, effective from the 1st or 15th of each month. The final date for submitting notice of termination in the spring semester is 1 March with the final day in the kindergarten on April 30. The place may be used as normal during the period of notice and the kindergarten fee must be paid.

**Transfer:** Applications for transfer will be prioritized during the coordinated application process, if practically possible. The application deadline is 1 February. If your application is successful, you will receive a new offer of admission.

NB! When you accept the offer of a place at a new kindergarten, your place at the current kindergarten will be automatically stopped on 31 July.

The Customer Service Department at Tromsø municipality can provide information about the admission process and online applications. Phone: **+47 77 79 00 00**.



## Holidays

Section 9 of the statutes: The child must have at least four weeks' holiday in the period from 1 June to 1 September, of which a minimum of three weeks must be consecutive.

The parents must notify the kindergarten in writing by 25 April of the dates when their child will be on holiday.

The Student Kindergartens in Tromsø are closed for a two-week summer holiday in July. These two weeks are counted as part of the child's holiday. Apart from this, the kindergartens are open all summer with the following operational measures: The kindergarten's bases/departments will be combined in July/August. To the extent possible, we will attempt to have one staff member from each base/department working during the holiday period. However, you may experience weeks when your child will be supervised by staff from other bases/departments at the kindergarten. Temporary replacements will also be used during the holiday period. If necessary, two kindergartens will be combined for part of the holiday period.

It is extremely important that you notify us of when your child will be on holiday within the stipulated deadline. Holidays cannot be approved for the kindergarten staff until an overview of when the children will be on holiday has been completed.

## Start of new kindergarten year

The kindergarten year at the Student Kindergartens in Tromsø starts on 1 August. The admission of new children begins from the start of the new kindergarten year.

## Planning days

The kindergarten has five planning days per year. The kindergarten is closed to children on these days.

The dates of the planning days will be published as far in advance as possible on the websites of the respective kindergartens.

The kindergarten offers an examination guarantee and can assist parents who have examinations on or just before one of the planning days to arrange childcare, if



necessary. You will need to provide written documentation of the examination no later than 14 days before the planning day in question.

## Absence

Please provide notification of shorter or longer periods of absence in Transponder as soon as possible. Places that are vacant on a temporary basis due to illness, holidays or the like may not be used by others.

## Leave of absence

It is possible to gain leave of absence from a kindergarten place. The rules relating to leaves of absence are included in the statutes, which are published on our website. If you require further information, please contact the kindergarten's supervisor.

## Illness

Children who are ill must remain at home until they are well enough to participate in play activities both outdoors and indoors.

If a child falls ill at kindergarten, the staff will contact the parents to pick him/her up. In the case of diarrhoea and other infectious diseases, the child must stay at home.

Please notify the kindergarten as soon as possible about any infectious diseases so we can take the necessary precautions. Please refer to the information about "Sick children at kindergarten", which is provided before/when starting at the kindergarten.

Parents/guardians may arrange with the kindergarten's staff to administer medication to their child during the necessary period. In such cases, a written agreement shall be drawn up stating the relevant dates and dosage.

## Drop-off and pick-up

When children are dropped off at the kindergarten, it is important to contact the staff. Likewise, the staff at the base/department must be notified when children are picked up, so they know which children are at the kindergarten at any given time.



The kindergarten's core hours are from 09.30 - 14.30 (9.30 a.m. - 2.30 p.m.). Most organized activities, trips etc. take place during this period. Consequently, if a child will be late on certain days, it is important to notify the kindergarten.

With respect to picking up your child, we would like to remind you that the kindergarten closes at 16.30 (4.30 p.m.). This means all the children must be out of the kindergarten by this time.

## **Information and feedback**

We inform about activities at the kindergarten via Transponder.

The kindergarten staff wish to receive feedback about our work. In this way, you as parents can play a role in shaping the kindergarten.

The kindergartens send a monthly report to all parents via Transponder. Our report is in PDF format and contains photographs. We ask all parents for approval to use photographs for this purpose. All photography of children at the kindergarten is done using the kindergarten's own camera. Parents are not permitted to take photographs while their child is at the kindergarten.

## **Clothes and outdoor play**

It is important that the children wear robust clothes while at kindergarten. The children also need outdoor clothing suitable for the prevailing season. Please contact the staff if you want advice about clothing. An extra change of clothing is necessary. All clothes must be labelled with the child's name.

Our kindergartens attach emphasis to children of all ages being able to be outside all year round. Many of our bases/departments start the day outside. In such cases, we expect parents to help their children to dress in outdoor clothing when they arrive at kindergarten

## **Food and diet**

The children receive fruit, milk and lunch every day at the kindergarten. They must bring a packed breakfast. A hot lunch is served twice each week. This is



prepared by the staff and on occasions the children help with the cooking.

## **Birthdays**

It is a tradition for the kindergartens to celebrate all the children's birthdays. Ask the staff how they celebrate birthdays at your base/department. If you wish to invite children from the kindergarten to a privately organised birthday party, we kindly request that you send the invitations by e-mail or put them in the letterboxes of those concerned. The kindergarten can provide an address list.

If you have a place at the kindergarten, you may hire the kindergarten for birthday parties. Please contact the staff for more information.

## **Liability to pay compensation for material damage**

Material damage caused by children will only be covered by the Student Welfare Organisation in exceptional cases. In cases of doubt, a written application will be presented detailing the course of events. Any privately-owned toys that are lost or damaged at kindergarten will not be replaced.

## **Accident insurance**

The Student Welfare Organisation has arranged collective accident insurance that applies during the period the children are at kindergarten. This insurance also covers trips and events for which kindergarten staff are responsible.

## **Contact with other specialists**

The kindergarten will contact other specialist groups when the need arises. We cooperate with the Educational-Psychological Service (PPT), the Children and Young People's Psychiatric Out-Patients Clinic (BUP), health and social services, child welfare service, physiotherapists and speech therapists. The kindergartens are not permitted to contact other specialist authorities without the parent's consent. The kindergartens host students on practice placements from UiT. Many of our



teachers are employed as practice supervisors in the programme in early childhood teacher education. We will always notify you in advance if students or other people will be at the department for a shorter or longer period.

## **Transport declaration**

We would like to receive written parental permission to take the children on trips involving the use of public transport.

