

INTERNATIONAL MONTESSORI PRE-SCHOOL SA

BY-LAWS



Please read these by-laws.

International Montessori Preschool Bylaws

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Preamble

International Montessori Preschool is an English language-speaking organization established and operating in Bærum, Norway, in accordance with the laws and principles applicable to Norwegian kindergartens.

These Bylaws are written in English in order to be understood by the English-speaking families that make up the cooperative. The Norwegian terms and expressions are given in brackets and quotations marks (“ ”) immediately following the English expression. The Norwegian terminology and meaning are the intended and binding definitions.

Article 1. Form of Ownership and business location

The association is a cooperative enterprise (‘samevirkeforetak’) with the name International Montessori AS located in Bærum municipality

Article 2. Cooperative Membership

- a. The cooperative is open to parents / guardians who are offered enrollment in the preschool.
- b. When parents / guardians have accepted an offer from the preschool, they are obliged to become members of the cooperative.
- c. The membership is limited to one per family.
- d. Once a child is enrolled in the preschool, the family must pay a deposit per child. See Article 11 School fees for more information.
- e. Members shall not pay membership dues.
- f. The members are not liable to creditors for its liabilities.
- g. The cooperative may use electronic communication to convey information and documents etc. to members under the Cooperative Law as long as the member has expressly accepted it and there are no other provisions under the law on cooperatives.
- h. When a member shall provide notification etc under the Cooperative Law, they can do this by using electronic means to the e-mail address to the CEO or the Board of Directors for this purpose.

Article 3. Objective

The cooperative's purpose is to own and operate day care for the benefit of members and their children. The company will promote the economic interests of the members through their participation in the activity as buyers of child care services from the enterprise. The purpose is not capital return for the members. Any profit will be credited to the school's equity.

(Barnehageloven paragraph 1)

The preschool shall, in cooperation and understanding with the child's home, take care of the children's needs for care and play, and promote learning and education as the basis for comprehensive development. The preschool shall build on the fundamental values of Christian and humanistic heritage and tradition - respect for human dignity and nature, intellectual freedom, charity, forgiveness, equality and solidarity. These values are expressed in different religions and beliefs and are based on human rights.

Children shall develop creative enthusiasm, curiosity and the desire to explore. They shall learn to take care of themselves, each other and nature. Children shall develop basic knowledge and skills. They shall have the right to participate and influence their days in preschool in a manner appropriate to their age and abilities.

The preschool shall meet each child with trust and respect, and recognize the value of childhood. It shall contribute to the enjoyment and pleasure in playing and learning, and be a challenging and safe place for fellowship and friendship. The preschool shall promote democracy and equality and work to avoid all forms of discrimination.

International Montessori Preschool (IMS) is established to provide English language instruction and activities based on the Montessori principle for the children of its members. IMS aims to provide a basis for individualized activities by encouragement, assistance and protection of the normal development of each child. Parental involvement is required (see Article 14). The preschool is run in accordance with all applicable laws, the Day Care Institutions Act and associated regulations, municipal directives, these Bylaws, and the approved budget and curriculum.

Article 4. Governing Bodies

Section 1.

Representatives to the Board and the Coordination Committee are voted on at the Annual General Meeting or the Annual Board Meeting.

There cannot be more than one representative from any one family (parent-child) to a Board or Committee position.

Section 2. Board of Directors ("styre")

a. The Board of Directors ("styre") is responsible for the management of the cooperative.

- b. The Board of Directors (“styre”) employs an Administrator to carry out the daily administrative duties of the preschool. In turn, the Administrator keeps the Board of Directors (“styre”) informed about the preschool’s administrative status. The administrator is the permanent secretary for the board.
- c. The Board of Directors (“styre”) shall consist of a chairperson and two other members and one alternate. The term of the chairperson and the two other members is two years. Alternates are elected for one year at a time. The alternate shall step in if one of the elected Board of Directors (“styre”) members is unable to complete their term.
- d. The Chairperson, Board members and alternates may be reelected.
- e. The Board shall be elected at the AGM or ABM
- f. The Board shall keep minutes of board affairs in accordance with the cooperative law. Minutes must be issued to all attendees (and absent board members) within two weeks of the meeting.
- g. The minutes shall be signed by the directors who participated in the meeting.
- h. The responsibilities of the Board of Directors (“styre”) include:
 - 1. Management of the cooperative in compliance with applicable laws and regulations, these Bylaws, annual meetings and an approved budget. The Board may make any decisions that are not assigned to other governing bodies by law or the bylaws.
 - 2. The Chairperson shall ensure that Board meetings are held as often as needed. A board member or the administrator can demand a Board meeting to discuss specific matters.
 - 3. The board shall keep minutes in accordance with the Cooperative Law. The minutes must be signed by those Board members who were present at the meeting.
 - 4. Financial management of the preschool, including a satisfactory standard of bookkeeping
 - 5. Employment of the head teacher (“pedagogisk leder”) and other personnel consistent with the recommendations of the head teacher (“pedagogisk leder”)
 - 6. Conflict management
 - 7. The Board shall ensure a properly organized cooperative.
 - 8. The Board shall, with the administrator, establish plans and budget for the cooperative activities and inform members about the budget at the annual meeting.
 - 9. The Board shall keep themselves informed about the cooperative’s financial situation, and shall keep adequate control of the business, accounts and asset management.
 - 10. The Board appoints the accountant.
 - 11. The Board has responsibility for presenting the financial statements together with the Directors' Report at the annual meeting.
 - 12. The Board shall conduct any investigations that the Board considers necessary to perform its duties. The Board shall make such investigations at the request of one or more of the directors.
 - 13. The Board shall oversee the daily manager and the operations of the enterprise as a whole.
 - 14. The Board should establish guidelines for the general manager.
 - 15. Board has employer's responsibility in the preschool.
- i. The Board of Directors (“styre”) will organize itself at the first Board meeting.

- j. The head teacher (“pedagogisk leder”) (or his/her representative) and the Administrator have the right to participate in the Board of Directors (“styre”) meetings and to make proposals to the Board of Directors (“styre”), but do not have a vote.
- k. Decisions impacting the classroom shall be made jointly with the Coordinating Committee.
- l. The signature of the chairman (“styreformann”) of the Board of Directors (“styre”) obligates the preschool to external parties.
- m. The Board of Directors (“styre”) shall respect the privacy of the cooperative members and is bound to strict confidentiality on all issues concerning individual cooperative members or employees. Member of the Board of Directors (“styre”) are required to sign a confidentiality agreement at the beginning of their service on the Board of Directors (“styre”).
- n. A Board of Directors member may not hold a position within the teaching staff or administration which could be deemed a conflict of interest.
- o. The Board may make a decision when more than half of all the directors are present or involved in the proceedings. The Board cannot make a decision unless all members have been given a reasonable opportunity to participate in the discussion. Should any director not be able attend, the alternate should be called in.
- p. A board resolution requires a majority vote from the directors who are involved. Should there be a tie, the Chair's vote will decide the case. A resolution that involves a change must have the vote of at least a third of all directors.
- q. In the case of elections and appointments, the person with the most votes will be appointed. The Board may determine in advance that a second vote must be taken if no one receives a majority of the votes given. In the event of a tie in the selection of the chairperson or the deputy, the election will be decided by pulling the name from the hat. In other cases where the votes are equal, the chairperson's vote will be decisive.

Section 3. Coordination Committee (“samarbeidsutvalg”)

- a. The Coordination Committee (“sammarbeidsutvalg”) is responsible for developing the curriculum/annual plan for the preschool (reference barnehageloven § 2).
- b. The Coordination Committee (“sammarbeidsutvalg”) has the right to review and comment on the budget and proposed changes in the program, fees, and Bylaws prior to their presentation to the cooperative as a whole.
- c. Coordination Committee shall create a rota or parents to help with general maintenance work throughout the year.
- d. The Coordination Committee (“sammarbeidsutvalg”) shall consist of four members: two elected from the teaching staff, and two elected from the cooperative’s members.
- e. All members are elected at the Annual General Meeting or the Annual Budget Meeting (“årsmøter”) and shall serve for a period of one year.

- f. Representatives from the Board of Directors (“styre”) and the Administrator may choose to attend the meetings of the Coordination Committee (“samarbeidsutvalg”), but have no vote.
- g. The Coordination Committee (“samarbeidsutvalg”) shall organize itself.
- h. The Coordination Committee (“samarbeidsutvalg”) shall meet when the chairman deems it necessary.
- i. Resolutions shall pass by a simple majority of committee members.
- j. Meetings of the Coordination Committee (“samarbeidsutvalg”) shall be recorded and signed by all participants.
- k. The Coordination Committee (“samarbeidsutvalg”) is required to notify the Board of Directors (“styre”) if they think the preschool or cooperative is not being run in accordance with applicable laws, these Bylaws, and/or the approved budget. If the Board of Directors (“styre”) does not satisfactorily address the issues brought to their attention, the Coordination Committee (“samarbeidsutvalg”) is required to notify the authorities (“kommune”).

Section 4. Parents’ Council (“foreldreråd”)

- a. The Parents’ Council (“foreldreråd”) represents the interests of the parents and promotes good cooperation and communication between the home and the preschool (ref. “barnehageloven § 4).
- b. The Parents’ Council (“foreldreråd”) consists of all the parents of the preschool. The Parents’ Council elects representatives to the Board, the Coordination Committee and maintenance.
- c. The representatives are elected at the Annual General Meeting (“årsmøte”) and shall serve for a period of one year.
- d. The Parents’ Council (“foreldreråd”) has the right to make recommendations on any matter perceived as significant to the parents’ relationship to the preschool. Recommendations regarding administrative matters should be forwarded to the Board of Directors (“styre”). Recommendations dealing with the curriculum should be forwarded to the Coordination Committee (“samarbeidsutvalg”).
- e. Parents’ Council (“foreldreråd”) representatives shall receive minutes from the meetings of the Coordination Committee (“samarbeidsutvalg”).
- f. In the event of a vote within the Parents’ Council (“foreldreråd”), each family is given one vote and resolutions shall pass by a simple majority.
- g. The parents’ representatives are not expected to accomplish their individual responsibilities single-handedly. Rather they shall serve as the coordinator and solicit help from the other parents to fulfill these responsibilities.

Section 5. Administrator/ daily manager (daglig leder)

- a. The company's administrator and head teacher are appointed by the Board (see section 16 for head teacher responsibilities).
- b. The administrator will be responsible for the daily administrative functions and the head teacher for the educational management of the activities of the entity. Both shall comply with the guidelines issued by the Board
- c. The daily management does not include matters that are unusual or of great importance for the cooperative.
- d. The administrator is otherwise authorised by the Board to make decisions on individual cases, or when there is a major inconvenience to the cooperative to wait for a board decision. The Board shall be notified of the decision as soon as possible.
- e. Enrollment of children based on the recommendation of the head teacher (“pedagogisk leder”)
- f. The administrator shall ensure that cooperative’s financial statements is in accordance with laws and regulations, and that the assets are managed in a prudent manner.
- g. The administrator is responsible for ensuring that the preschool has an internal control system in accordance with applicable laws and regulations.
- h. The administrator will notify the Board at least every four months, at a meeting or in writing, of the enterprise and financial status.
- i. The Board and each director may at any time require the administrator to provide a detailed report on specific matters.

Article 6. Annual Meetings (årsmøter)

Section 1

The annual meetings are chaired by the Chairperson unless the meeting chooses someone else to chair.

The Board of Directors convenes the Annual General Meeting (AGM) and Annual Budget Meeting (ABM).

At the start of each meeting the following must be observed:

- a. Election of who will take the minutes and two people to sign the protocol.
- b. Preparation of list of members present at the meeting, the number who have votes and how many votes they have.

Section 2: Voting Rules for Annual Meetings (årsmøter)

- a. Each member has one vote at the AGM and ABM.
- b. Each member may be represented by proxy at the annual meetings, but no one can be a proxy for more than one member. The representative must provide written and dated proxy.
- c. A decision by the Annual Meeting requires a majority vote. In the event a tie, the chairperson's vote is decisive. Blank votes shall be considered as not having been made.

There are no requirements as to how many voters must be present for the annual meeting to create a quorum.

Section 3. Annual General Meeting

- a. The Board of Directors ("styre") is responsible for the management of the cooperative. The Annual General Meeting and the Annual Budget Meeting is its ultimate authority ("øverste organ")
- b. The Annual General Meeting shall be held by the end of October. The Administrator shall issue a written notice of the meeting (including the agenda) to all cooperative members at least 14 days prior to the meeting
- c. The Annual General Meeting shall be recorded.
- d. The Board of Directors ("styre") determines the agenda for the Annual General Meeting. Cooperative members can submit agenda items to the Board of Directors ("styre") no later than one week prior to the Annual General Meeting
- e. Annual General Meeting agenda items can include the following:
 1. Review of the previous year's financial results ("regnskap")
 2. Election of new board members and parents representatives
 3. Selection and approval of auditor and approval of auditor's fee
 4. Determination of enrollment policy
 5. Discussion and approval of changes to Bylaws
 6. Discussion and vote on proposal for dissolution of the cooperative
 7. Approval of employee job descriptions
 8. Discussion of cooperative members' responsibilities/participation
 9. Other business as identified by the cooperative's members

Section 4. Annual Budget Meeting

- a. The Annual Budget Meeting shall be held by the end of April. The Administrator shall issue a written notice of the meeting (including the agenda) to all cooperative members at least 14 days prior to the meeting
- b. The Annual Budget Meeting shall be recorded.
- c. The Board of Directors (“styre”) determines the agenda for the Annual Budget Meeting. Cooperative members can submit agenda items (of a financial nature) to the Board of Directors (“styre”) no later than one week prior to the Annual Budget Meeting.
- d. Annual Budget Meeting agenda items can include the following:
 1. Review of the previous year’s financial results (“regnskap”).
 2. Review and approval of the proposed budget
 3. Review and approval of tuition rates and fees for the following preschool year.
 4. Any other financial business as determined by the Board of Directors (“styre”) or cooperative members
 5. Election of board members and parents representatives.

Section 5. Special General Meeting (“ekstraordinært årsmøte”)

- a. A Special General Meeting (“ekstraordinært årsmøte”) may be called by either the Board of Directors (“styre”), the auditor or at the request of at least 10% of the cooperative’s members stating what issues are to be discussed.
- b. The Administrator shall issue written notice of the meeting to all cooperative members 14 days prior to the meeting.
- c. Only the issues necessitating the call for a Special General Meeting shall be discussed at the Special General Meeting.
- d. Resolutions shall pass by a simple majority of votes cast.

Article 7. Dissolution and liquidation

- a. Dissolution of the cooperative will be decided at the AGM or ABM with the same majority vote that applies to bylaw amendments.
- b. Company members are entitled to be paid their share of deposits if there are funds in the cooperative after it has covered its liabilities.
- c. Remaining funds in excess of this will go to the cooperative purposes or charitable purposes.

Article 8. Application for Enrollment

Section 1

To apply for enrollment at International Montessori Preschool applicants must complete and application form and send it in to us.

Article 9. Enrollment Criteria

Section 1. Enrollment Priority

- a. In accordance with current law (barnehageloven § 13), children with reduced abilities have first priority for enrollment. There must be an expert evaluation to confirm whether a child has reduced abilities.
- b. In accordance with current law (barnehageloven § 4-12 and 4-4), children who have been identified by child protective services have second priority.
- c. Siblings of current and previously enrolled IMS children have a priority for enrollment over other applicants (excluding handicapped children).
- d. The head teacher (“pedagogisk leder”) can request that a child of a given age or gender be given a higher priority for enrollment in order to maintain the desired age/gender distribution in the classroom.
- e. Children with a Montessori background
- f. A child with a good working knowledge of the English language

Section 2. Conditions of Enrollment

- a. Enrollment is limited to a maximum of 24 children.
- b. IMS is approved to take children under the age of 3. Wherever possible, IMS will choose to enroll children from the age of 2.5
- c. A child is automatically enrolled until school age. For withdrawal procedures see Article 8.

Section 3. Enrollment Decisions

- a. The head teacher (“pedagogisk leder”) may choose to meet with a child and assess his/her readiness to attend the preschool (e.g., the child’s ability to speak and understand English and follow simple directions).
- b. The teaching staff, considering the recommendations of the head teacher (“pedagogisk leder”), makes the decision to enroll a child.
- c. Decisions on enrollment made by the teaching staff can be appealed to the Board of Directors (“styre”).

Section 4. Enrollment Procedures

- a. A child is considered enrolled when a signed enrollment agreement has been received by the preschool.
- b. The deposit fee must be paid prior to the first day of pre-school (see Article 7, Section 1 and 2).
- c. Cooperation members must acknowledge receipt and understanding of these governing Bylaws, in writing, prior to the child attending his/her first day of preschool.
- d. Cooperation members shall complete a health information card prior to a child's first day of preschool.
- e. Cooperation members shall complete an emergency contact card prior to a child's first day of preschool.

Section 5

The Board of Directors ("styre") may make exceptions to this enrollment policy based on the recommendations of the head teacher ("pedagogisk leder").

Article 10. Preschool Fees

Section 1. Deposit

- a. The deposit is payable upon acceptance of an offer of enrollment.
- b. The deposit will be equivalent to one month tuition fee and will follow the current maximum fee set by the Norwegian government
- c. The deposit may be carried over from year to year if the child is not withdrawn from school by April 1st.
- d. A deposit must be paid per child enrolled.
- e. The deposit is refundable if the following three criteria are met:
 1. There are no outstanding debts.
 2. A two-month written notice of withdrawal is received prior to April 1st.
 3. The child is not re-enrolled for the following preschool year.
- f. For withdrawal initiated by other means, the Board of Directors ("styre") will determine the appropriate compensation.

Section 2. Tuition

- a. The Board of Directors ("styre") shall determine tuition for the following preschool year based on the financial results and the budget. The Board of Directors ("styre") shall present the fees to the cooperative members for approval at the Annual Budget Meeting.

- b. Annual tuition is divided into eleven equal payments and is payable in advance on the 1st of the month.
- c. Payment of tuition is required regardless of absences for any length of time, as long as the child is enrolled.
- d. If tuition has not been received by the end of the month, payment is considered to be in default and a written warning will be issued.
- e. If payment is still not received within 15 days of this warning, the child will be considered withdrawn from the preschool.
 - 1. The cooperative member is liable for tuition for the two-month notice period in addition to the tuition currently in default.
 - 2. A cooperative member in default is not eligible for a refund of the entrance fee.
 - 3. While a cooperative member is in default, the preschool is free to enroll another eligible child.
 - 4. If payment is received and the preschool has not filled the opening, the cooperative member may request the child be re-enrolled. In this case, an entrance fee is not required.
 - 5. If payment is not received, the preschool shall refer the cooperative's claim against the defaulting member to a collection agency.
- f. Sibling discount on the tuition fee is available and refunded by the commune.
 - 1. There is a 30% reduction on tuition fees for the second child, and a 50% reduction for the third or more siblings.
 - 2. Sibling discount is given to siblings – whole and half siblings – who live together permanently. It does not include step siblings.
 - 3. When siblings both/all attend IMS, the reduction will be given automatically; the parents do not need to apply to Bærum commune for discount.
 - 4. When the siblings attend IMS and another preschool, the parents must apply to Bærum commune for discount.

Section 3 School lunch and snack charge

- a. This covers the weekly lunch made in preschool and the daily morning snack eaten by the children during the preschool year.
- b. This charge is paid on a monthly basis per enrolled child.
- c. The Board of Directors (“styre”) shall determine the supplies fee for the following preschool year based on the financial results and the budget. The Board of Directors (“styre”) shall present the proposed fee to the cooperative members for approval at the Annual Budget Meeting.

Section 4 Late fee

- a. Children must be collected by 16:15. This is when the preschool closes.
- b. If a parent is unavoidably detained, they must let the preschool know as soon as possible, and before 16:15.
- c. If a parent is late in collecting their child, they will receive a verbal warning the first time; a written warning the second time and will be charged a late fee from the third time.
- d. The late fee will cover the teacher's overtime, and be paid for each 10 minutes period started after 16:15.
- e. The Board of Directors ("styre") shall determine the late fee based on the Bærum commune pay scales.

Section 5 Extracurricular activities

- a. The monthly tuition fees cover the day-to-day running costs and staffing of the preschool.
- b. Extracurricular activities include excursions and the employment of a teacher for a specific activity.
- c. The cost of transport in connection with excursions will be paid by the preschool depending on the financial results and the budget.
- d. The cost of any extracurricular activity will be paid by the parents for each enrolled child. Where the cost of a particular extracurricular activity exceeds a certain amount, parents will have the option of paying in installments.
- e. The Board of Directors ("styre") shall determine and inform the parents which extracurricular activity will have the option of paying in installments.

Section 6 Additional Fees

In emergency situations, the Board of Directors (“styre”) has the right to assess additional fees. These fees shall be presented to and approved by the cooperative members in a Special General Meeting (“ekstraordinært årsmøte”)

Article 11 Families on low income

- a. Families on low income who have their child’s tuition fees subsidized by the commune will have the costs of extracurricular activities over a certain limit covered by the preschool.
- b. This limit will be set the Board of Directors (“styre”) based on the preschool’s financial results and the budget.
- c. Should there be a year when the preschool would have to cover the cost of extracurricular activities for a number of families, leading to financial difficulty for the preschool, the extracurricular activities would have to be removed from that year’s curriculum.

Article 12. Withdrawal

Section 1

A cooperation member must notify the Administrator, in writing, of their intent to withdraw their child from the preschool, and, at the same time, to withdraw from the cooperative, unless something else is agreed with the Board.

Section 2

Should a cooperation member have more than 1 child in the preschool, they must give written notification of withdrawal from the cooperative when the last child leaves preschool, unless something else is agreed with the Board.

Section 3

Notice of both withdrawals must be received two months prior to the child’s last day.

Section 4

If written notice is not received two months prior to the child’s last day, the cooperative member will lose the deposit and be liable to pay two months tuition

Section 5

If parents decide to withdraw their child from pre-school, despite their child being eligible to continue for the following pre-school year, they must notify the administrator, in writing, by April 1st of the current pre-school year.

Section 6

For withdrawal initiated by other means, the Board of Directors (“styre”) will determine the appropriate notice period.

Article 13. Opening Hours and Holidays

Section 1. Opening hours

IMS is open from 08:00 – 16:15. For more information please consult your IMS handbook.

Section 2. Orientation Days

New children will be given an individual plan for orientation days and their settling in period.

Section 3. Holidays

a. Holidays in addition to the Norwegian public holidays are:

Autumn holiday	2 days, usually in October
Christmas	approximately two weeks
Winter holiday	2 days, usually in February
Easter holiday	Palm Sunday to the Tuesday following Easter Sunday
Summer holiday	the month of July

b. In addition, the preschool is closed for 6 planning days per year.

c. In the event of a fire, contagious disease (e.g., meningitis) or any other potentially health hazardous situation, the school may also be closed.

Article 14. Approved Classroom Area

Section 1

The preschool has an approved 103 square meters classroom area.

Section 2

The area per child is calculated to 4 square meters per child over 3, and 5.3 square meters per child under 3.

Article 15. Care of the Children

Section 1

The Board of Directors (“styre”) shall provide appropriate insurance coverage. The coverage shall extend to both the preschool’s liabilities (“ansvar”) and contents (“løstøre”).

Section 2

The teachers are responsible for the children and their well being during the time the children are at the preschool.

Section 3

The Cooperation members are responsible for the delivery and collection of the children. The person delivering the child must deliver the child directly to one of the teachers. The teachers shall deliver the children directly to the person responsible for collecting each individual child.

Section 4

The Cooperation member shall inform the preschool if anyone other than him/herself shall pick up the child from the preschool.

Section 5

The teachers are not responsible for Cooperation members or children's personal belongings.

Section 6

The employees cannot take the children as passengers in their own cars or on any official means of transportation without the parent's permission.

Article 16. Head teacher ("pedagogisk leder") Responsibilities

Section 1

The head teacher ("pedagogisk leder") shall be experienced in the application of the Montessori principles for children's development.

Section 2

The head teacher ("pedagogisk leder") shall formulate a proposed curriculum ("årsplan") with due consideration of the Montessori principles and present it to the Coordination Committee ("samarbeidsutvalget") for approval.

Section 3

The head teacher ("pedagogisk leder") shall train and support the other teachers and assistants.

Section 4

The head teacher ("pedagogisk leder") shall communicate any classroom-related problems to the Board of Directors ("styre").

Section 5.

Enrollment of children

Article 17. Internal Control

Section 1

The daily manager/administrator shall develop and maintain an internal control system.

Section 2

The daily manager/administrator, in cooperation with the head teacher ("pedagogisk leder"), shall implement the internal control system. (barnehageloven § 15)

Article 18. Responsibilities of Cooperative Members

Section 1

The Maintenance Representative shall schedule two workdays per year (one in the fall and one in the spring) at which the major maintenance and repair of the preschool will be completed. Each cooperative member is required to attend both of these workdays.

Section 2

Cooperative members may be asked to fill in as a substitute in the classroom in the case of a teacher's absence.

Section 3

Once each semester, cooperative members shall launder the preschool's towels.

Section 4

Once a year, cooperative members shall provide the preschool with a homemade batch of "play dough".

Section 5

Cooperative members are responsible for providing their child's lunch and, if the child attends the afternoon program, an afternoon snack.

Article 19. Police Clearance

Section 1

All employees are to produce a valid police clearance prior to their first day of work.
(barnehageloven § 20)

Article 20. Privacy Act

Section 1

The Board of Directors ("styre"), Coordination Committee ("samarbeidsutvalg"), and all employees are bound by the Privacy Act and must exercise strict confidentiality. Each shall sign a confidentiality agreement at the beginning of their tenure.

Article 21. Amendments to the Bylaws

Section 1

Changes to these Bylaws must be presented to the cooperative for discussion and vote.

Section 2

Changes can be presented and voted on at the Annual General Meeting or the Annual Budget Meeting ("årsmøter") or at a Special General Meeting ("ekstraordinært årsmøte").

Section 3

Changes to the bylaws requires two-thirds of the votes given unless the Cooperative Law imposes stricter requirements.

Section 4

Coordination Committee (“samarbeidsutvalg”) and Parents’ Council (“foreldreråd”) representatives have the right to review the proposed changes prior to their presentation to the full cooperative membership.

Section 5

These Bylaws shall be submitted to Bærum Kommune as required by law.

Article 22. Conditions for Municipal Grant (“kommunal støtte”)

Section 1

The conditions set by the kommune shall be included in our bylaws. These Bylaws shall be submitted to Bærum Kommune.

Article 18: Conditions for municipal grant (kommunalt tilskudd) to approved private preschools (‘godkjente ikke-kommunale barnehager’)
Local guidelines approved 15.05.2012

The local guidelines are authorised by regulations dated 29 October 2011 regarding the allocation of public funding to private day care institutions.

1. The grant is based on information from the preschool

In accordance with the regulations dated 29 October 2011, the owners of private preschools must complete an official form providing information of the number of children, their age and length of time spent in preschool on 15 December.

The municipal grant for the following year is based on this information.

Private preschools may enroll children throughout the year.

The municipal grant will be adjusted monthly in accordance with changes in the number of enrolled children. It is only a real increase/decrease in the number of enrolled children which will result in an adjustment in the amount of grant given. An increase/decrease of 1 child will result in a grant adjustment .

2. Grant adjustments throughout the year.

a) Real increases/decreases in the number of enrolled children

In order for any grant to be paid out in the first month of a child beginning in the preschool, the commune must be informed of the change by the end of the first month at the latest.

The commune should be told immediately of a reduction in the number of children attending the preschool. The grant will be reduced after the period of notice has been finished.

Changes in the amount of grant will be calculated and adjusted quarterly.

b) Major changes during the year.

If there are any major changes during the year, the municipal grant will be calculated afresh.

Major changes include creating or closing down a section or large group within the preschool.

The grant will be calculated anew from the month when the major changes were introduced.

The Owners of the preschool are responsible for informing the commune of any major changes.

c) Grant adjustments for family run day care

Bærum commune do not have any family run preschools. The commune therefore uses the nationally set grant amounts which do not change through the year.

d) Adjustments made for municipal preschools

Should adjustments be made in the budget for municipal preschools during the year, adjustments will be made for private preschools within the same year.

Grant adjustments for private preschools as a result of the annual salary negotiations, will happen in the autumn. Adjustments due to other changes in the communal preschools will also happen at this time. Minor changes that happen after autumn will be worked into the grant during the following year.

e) Deviations in grant usage in municipal preschools

The commune determines the financial statements annually in May/June. If the accounts show that the requirements of the municipal preschools differ from when the grant rates were set, adjustments in the grant to private preschools will then be determined.

f) Errors in information reported

The commune can recalculate, lower or withhold grant to a private preschool if there are inaccuracies in the information reported.

3. Children from other municipal areas

The commune pay a grant for every child in preschool irrespective of where the child lives.

4. Conditions for public grant

When a commune gives more grant than obliged, they can set reasonable and relevant requirements to the running of the preschool

Bærum commune requires that:

- If the commune is the guarantor for a loan, any profit must be ploughed back into the running of the preschool
- If the commune is the guarantor for a loan, the preschool must have an annual maintenance fund.