



International Montessori Preschool

Bylaws (vedtekter) for cooperative International Montessori Preschool (IMS) under Barnehageloven

Contents

1	Form of ownership and location	3
2	Objective (Formål)	3
3	Membership	3
4	Governing bodies (Parents council, The Board, Coordination committee)	3
4.1	Parents' Council (Foreldrerådet)	3
4.2	The Board (styret)	4
4.3	Coordination Committee (Samarbeidsutvalget)	4
5	Enrollment	5
5.1	Application and Enrollment	5
5.2	Enrollment Priority	5
5.3	Enrollment Procedures	5
6	Withdrawal	5
7	Preschool Fees	6
7.1	Deposit	6
7.2	Tuition	6
7.3	School lunch and snack / food charge	7
7.4	Late fee	7
7.5	Extracurricular activity-fees	7
7.6	Additional Fees	8
8	Opening Hours and Holidays	8
8.1	Opening hours	8
8.2	Orientation Days	8
8.3	Holidays	8
8.4	Planning days	8
8.5	Other	8
9	Approved Classroom Area	8
10	Care of the Children	8
11	Internal Control	9
12	Responsibilities of Cooperative Members	9
13	Police Clearance	9
14	Privacy Act and Duty of Disclosure	9
17.	Amendments to by laws (vedtektsending)	10

1 Form of ownership and location

International Montessori Preschool is a private, non-profit, parent owned cooperative located in Bærum kommune (Bærum municipality.)

2 Objective (Formål) (Barnehageloven §1)

- 2.1 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.
- 2.2 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.
- 2.3 Children shall develop creative enthusiasm, curiosity and the desire to explore. They shall learn to take care of themselves, each other and nature.
- 2.4 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.
- 2.5 The preschool shall meet each child with trust and respect and recognize the value of childhood.
- 2.6 The preschool shall contribute to the enjoyment and pleasure in playing and learning and be a challenging and safe place for fellowship and friendship.
- 2.7 The preschool shall promote democracy and equality and work to avoid all forms of discrimination.

3 Membership

- 3.1 The cooperative is open to parents / guardians whose child is offered enrollment in the preschool.
- 3.2 When parents / guardians have accepted an offer from the preschool, they are obliged to become members of the cooperative.
- 3.3 The membership is limited to one per family.

4 Governing bodies (Parents council, The Board, Coordination committee)

4.1 Parents' Council (Foreldrerådet)

- 4.1.1 The Parents' Council consists of all the parents of the preschool.
- 4.1.2 The Parents' Council represents the interests of the parents and promotes good cooperation and communication between the home and the preschool (ref. barnehageloven § 4).
- 4.1.3 The Parents' Council has the right to make recommendations on any matter perceived as significant to the parent's relationship with the preschool. Recommendations regarding administrative matters should be forwarded to the Board. Recommendations dealing with the curriculum should be forwarded to the Coordination Committee.

- 4.1.4 If a maximum limit for parental payment has been set in regulations pursuant to Barnehageloven § 20, only the parents' council may consent to parental payment above this.
- 4.1.5 The Parents council elects representatives to the Board and the Coordination committee.
- 4.1.6 The Parents council shall receive minutes from the meetings of the coordination Committee.

4.2 The Board (styret)

See separate information in By laws under Samvirkeloven

4.3 Coordination Committee (Samarbeidsutvalget)

- 4.3.1 Members are elected at the Annual General Meeting/AGM (Årsmøte) or the Annual Budget Meeting/ABM (Årlig budsjettmøte) and shall serve for a period of one year. (Add from Samvirkeloven vedtekter)
- 4.3.2 The Coordination Committee shall consist of four members: Two elected from the teaching staff and two elected from the cooperative's members.
- 4.3.3 The Coordination Committee shall organize itself with one person appointed head of the committee. This person is chosen by simple majority vote on the committee's first meeting after the AGM and is chosen each year. One person cannot lead the committee for more than 2 years.
- 4.3.4 Representatives from the Board and the Administrator may choose to attend the meetings of the Coordination Committee but have no vote.
- 4.3.5 The Coordination committee is an advisory, contact-creating and coordinating body (Barnehageloven § 4).
- 4.3.6 The Coordination Committee is responsible for developing the curriculum/annual plan for the preschool (reference Barnehageloven § 2)
- 4.3.7 The Coordination Committee 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.
- 4.3.8 The Coordination Committee shall create a rota of parents to help with general maintenance work throughout the year.
- 4.3.11 The Coordination Committee shall meet regularly when the head of the committee decides or when a majority of the committee members request it.
- 4.3.11 Resolutions shall pass by a simple majority of committee members.
- 4.3.12 Meetings of the Coordination Committee shall be recorded and signed by all participants.
- 4.3.13 The Coordination Committee is required to notify the Board 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 does not satisfactorily address the issues brought to their attention, the Coordination Committee is required to notify the authorities (Bærum Kommune).

5 Enrollment

5.1 Application and Enrollment

- 5.1.1 Preschool is included in the coordinated enrolment process in Bærum commune – see our website www.internationalmontessori.no for more information
- 5.1.2 Enrollment may happen throughout the year if there are available places. The main enrolment process starts in March with offers being made for the following preschool year starting in August.
- 5.1.3 A child is automatically enrolled until school age. For withdrawal procedures see item 6.
- 5.1.4 Enrollment decisions are made by the head teacher with the school manager and follow the priorities set below.
- 5.1.5 Decisions on enrolment can be appealed to the Board

5.2 Enrollment Priority

- 5.2.1 In accordance with current law (barnehageloven § 18), children with reduced abilities have first priority for enrollment. There must be an expert evaluation to confirm whether a child has reduced abilities.
In accordance with current law (barnehageloven § 18, barnevernloven § 4-12 and 4-4), children who have been identified by child protective services have second priority.
- 5.2.2 Siblings of current and previously enrolled IMS children
- 5.2.3 The head teacher (styrer) 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.
- 5.2.4 Priority may be given to children with Montessori background.
- 5.2.5 Children resident in Bærum kommune
- 5.2.5 Priority may be given to children with a good working knowledge of the English language.

5.3 Enrollment Procedures

- 5.3.1 A child is considered enrolled when they have accepted the offer through Bærum commune.
- 5.3.2 The deposit fee must first be paid prior to the child starting.
- 5.3.4 Cooperation members must acknowledge receipt and understanding of these and any other governing Bylaws, in writing.
- 5.3.5 Cooperation members shall complete an emergency contact and health information form prior to a child's first day of preschool.
- 5.3.5 The board may make exceptions to this enrolment policy only in accordance with the governing law (Barnehageloven).

6 Withdrawal

- 6.1 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 upon with the Board.

- 6.2 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 upon with the Board.
- 6.3 Notice of both withdrawals must be received two months prior to the child's last day.
- 6.4 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.
- 6.5 If parents decide to withdraw their child from preschool, despite their child being eligible to continue for the following preschool year, they must notify the administrator, in writing, by April 1st of the current preschool year.
- 6.6 For withdrawal initiated by other means, the Board of Directors (Styre) will determine the appropriate notice period.

7 Preschool Fees

7.1 Deposit

- 7.1.1 A deposit is applicable upon acceptance of an offer of enrollment to ensure the child's place.
- 7.1.2 The deposit will be the equivalent of one month tuition fee and will follow current maximum fees set by the Norwegian government.
- 7.1.3 A deposit must be paid per child enrolled.
- 7.1.4 The deposit is refundable if the following these criteria are met:
 - a. There are no outstanding debts.
 - b. A two-month written notice of withdrawal is received prior to April 1st or the child is not eligible for enrollment the following preschool year.
- 7.1.7 For withdrawal initiated by other means, the Board will determine the appropriate compensation.

7.2 Tuition

- 7.2.1 Parents shall not pay more in tuition than the maximum price for preschools in Norway as set by the government, see item 4.1.4
- 7.2.1 Annual tuition is divided into eleven equal payments and is payable in advance by 1st of the month.
- 7.2.2 Payment of tuition is required regardless of absences for any length of time, as long as the child is enrolled.
- 7.2.3 If tuition has not been received by the end of the month, payment is in default and a written warning will be issued.
- 7.2.4 Sibling discount on the tuition fee is available and refunded by the commune. See link below for more information:
<https://www.baerum.kommune.no/tjenester/barnehage/informasjon-til-foreldre/foreldrebetaling/>
- 7.2.5 Families with an income under a certain amount are eligible to reduced parental payments. Information on this is available on the municipal website and the application must be sent to the municipality with supporting documentation.

7.3 School lunch and snack / food charge

- 7.3.1 The charge covers warm lunch provided by outside caterers during the preschool year plus daily snack provided by preschool.
- 7.3.2 It does not cover food for special occasions such as celebrations, birthdays etc.
- 7.3.3 The charge is paid on a monthly basis per enrolled child
- 7.3.4 The amount is set to cover the actual food costs

7.4 Late fee

- 7.4.1 Children must be collected by 16:15. This is when the preschool closes.
- 7.4.2 If a parent is unavoidably detained, they must let the preschool know as soon as possible, and before 16:15.
- 7.4.3 If a parent, without prior notice, 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 for the third time.
- 7.4.4 The late fee will cover the teacher's overtime, and be paid for each 10 minutes period started after 16:15
- 7.4.5 The Board of Directors (styret) determines the late fee based on Bærum Kommunes payment scales.

7.5 Extracurricular activity-fees

- 7.5.1 The monthly tuition fees cover the day-to-day running costs and staffing of the preschool.
- 7.5.2 Extracurricular activities include excursions and the employment of a teacher for a specific activity.
- 7.5.3 The cost of transport in connection with excursions will be paid by the preschool depending on the financial results and the budget.
- 7.5.4 The cost of any extracurricular activity will be paid by the parents for each enrolled Child/ the child attending the excursion.
- 7.5.5 Where the cost of a particular extracurricular activity exceeds a certain amount, parents will have the option of paying in installments.
- 7.5.6 The Board of Directors ("styre") shall determine and inform the parents which extracurricular activity will have the option of paying in installments.
- 7.5.7 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.
This limit will be set the Board of Directors (styret) based on the preschool's financial results and the budget.
- 7.5.8 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.

7.6 Additional Fees

In emergency situations, the Board of Directors (styret) 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).

8 Opening Hours and Holidays

8.1 Opening hours

The preschool year runs from 01 August to 30 June.
IMS is open from 08:00 – 16:15.

8.2 Orientation Days

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

8.3 Holidays

Holidays in addition to the Norwegian public holidays are:

Autumn break	2 days, usually October. Week 40
Christmas	Approximately 2 weeks
Winter break	2 days, usually February. Week 8
Easter holiday	Palm Sunday to Tuesday following Easter Sunday
Summer holiday	The month of July

8.4 Planning days

The preschool is closed for 6 planning days per year.

8.5 Other

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

9 Approved Classroom Area

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

10 Care of the Children

- 10.1 The preschool shall provide appropriate insurance coverage. The coverage shall extend to both the preschool's liabilities ("ansvar") and contents ("løsøre").
- 10.2 The teachers are responsible for the children and their well being during the time the children are at the preschool.
- 10.3 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.

- 10.4 The Cooperation member shall inform the preschool if anyone other than him/herself shall pick up the child from the preschool.
- 10.5 The teachers are not responsible for Cooperation members or children's personal belongings.
- 10.6 The employees cannot take the children as passengers in their own cars or on any official means of transportation without the parent's permission.

11 Internal Control

The Preschool shall provide, update and maintain an internal control system. This shall be developed, maintained and updated by the school manager (daglig leder) and be approved by the board. All updates shall be approved by the board.

The school manager (daglig leder) is, in cooperation with the head teacher, responsible for implementing the internal control system. (barnehageloven § 15)

12 Responsibilities of Cooperative Members

- 12.1 Once each semester, cooperative members shall launder the preschool's towels.
- 12.2 Once a year, cooperative members shall provide the preschool with a homemade batch of "play dough".
- 12.3 Attendance at work days arranged by the Coordination Committee, once in the autumn and once in the spring.
Should a representative from a family be unable to attend, work will be assigned to them.
Should there be no work that can be assigned, the family will be charged a fee for non-attendance. The size of this fee will be set by the Board.
- 12.4 Cooperative members are responsible for providing their child's lunch and an afternoon snack.

13 Police Clearance

All employees, substitutes or anyone in regular contact with the children are to produce a valid police clearance prior to their first day of work. (barnehageloven § 20). The school manager (daglig leder) is responsible for acquiring police clearance prior to employment

14 Privacy Act and Duty of Disclosure Barnehageloven §44-46

- 14.1 The Board, Coordination Committee 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.
- 14.2 All employees have a duty of disclosure (opplysningsplikt) to health and social services provided it does not come under confidentiality agreement.
- 14.3 All employees have a duty of disclose to child protective services irrespective of the confidentiality agreement.

15 Condition for municipal grant

- 15.1 The municipality provides funding to approved private preschools.
- 15.2 The preschool shall follow the local guidelines for grants to the preschool.

16 Inspection of preschools

- 16.1 The municipality inspects preschools to ensure they are run according to barnehageloven.
- 16.2 The directorate of education inspects the financial situation of private preschools.

17. Amendments to by laws (vedtektsendring)

- 17.1 Changes to these Bylaws must be presented to the cooperative for discussion and vote at AGM or ABM.
- 17.2 Changes to these Bylaws requires two-thirds of the votes given unless the Cooperative Law imposes stricter requirements.
- 17.3 Changes in the bylaws shall be sent to, and approved by, Bærum kommune.