

# REGULATIONS FOR DET NORSKE VERITAS BARNEHAGE FOUNDATION

Determined by the Executive Board of  
Det Norske Veritas Barnehage Foundation  
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## Part 1 - PURPOSE AND ORGANISATION

### §1 The Kindergarten's purpose

The purpose of the Det Norske Veritas Barnehage Foundation ("the Kindergarten") is to run a not-for-profit kindergarten for children of DNV employees.

The Kindergarten 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 an all-round development. The Kindergarten shall be based on fundamental values in the Christian and humanist heritage and tradition, such as respect for human dignity and nature, on intellectual freedom, charity, forgiveness, equality and solidarity, values that also appear in different religions and beliefs and are rooted in human rights. The children shall be able to develop their creative zest, sense of wonder and need to investigate. They shall learn to take care of themselves, each other, and nature. The children shall develop basic knowledge and skills. They shall have the right to participate in accordance with their age and abilities. The Kindergartens shall meet the children with trust and respect and acknowledge the intrinsic value of childhood. They shall contribute to well-being and joy in play and learning and shall be a challenging and safe place for community life and friendship. The Kindergarten shall promote democracy and equality and counteract all forms of discrimination. (The Kindergarten Act § 1)

### §2 The management of the Kindergarten

The management of the Kindergarten is as follows:

- The Executive Board of the Det Norske Veritas Barnehage Foundation ("the Executive Board") has the main responsibility for running the Kindergarten.
- A Manager hired by the Executive Board takes care of the day-to-day running of the Kindergarten.
- The Cooperation Committee ensures cooperation between the home and Kindergarten.
- The Parent Council helps to ensure that the Kindergarten is run in accordance with the children's and parents' expectations.

#### 2.1 The Executive Board

The Executive Board consists of five members, of whom:

- Two are elected by and from among the parents, including at least one DNV employee.
- Two are appointed by DNV.
- One is elected by and from among the Kindergarten staff.

Representatives of the parents and employees are elected at the beginning of the kindergarten year for a two-year term of office. The term of office for board members

appointed by DNV is four years. The parents' representatives on the Cooperation Committee and Kindergarten staff whose children attend the Kindergarten may not be elected as board members.

The Executive Board elects its chair and deputy chair for one year at a time.

The Executive Board holds meetings as often as this is decided on by the chair or at least two of the board members. The Manager is entitled to attend, speak, and make proposals at the Executive Board meetings. The Executive Board is quorate when at least three of its members are present, at least one of whom is appointed by DNV and at least one of whom is elected from among the parents. All decisions are to be reached by a normal majority vote. In the case of a tied vote, the chair of the board has the casting vote.

A board member may not take part in discussions or decisions on any issue in which the board member has a special interest.

### 2.2 Manager

The Manager has the educational, financial, and administrative responsibility for the day-to-day operations in accordance with prevailing laws and regulations as well as guidelines determined by the Executive Board. The Manager may determine the necessary allocation of the budget funds within the frameworks set by the Executive Board.

### 2.3 Cooperation Committee

The Cooperation Committee is a collaborative body composed of two parents' representatives and two members elected by and from among the Kindergarten staff. The Cooperation Committee establishes itself.

The Manager has the right to attend Cooperation Committee meetings and to speak and make proposals to the Committee. The Executive Board may, if it so desires, send up to two representatives to a Cooperation Committee meeting.

The Cooperation Committee shall be an advisory, contact-creating and coordinating body. The kindergarten has prepared instructions for the cooperation committee

### 2.4 Parent Council

The Parent Council is composed of the parents or guardians of all the children in the Kindergarten and is to promote their common interests and help to ensure that the cooperation between the Kindergarten and the parents creates a good kindergarten environment.

The Parent Council elects the parents' two representatives on the Executive Board and two representatives on the Cooperation Committee. It is incumbent on the Parent Council's representatives on the Executive Board to make the Parent Council's views known to the Executive Board. The term of office for both the Executive Board and Cooperation Committee is two years.

Parent Council meetings are to be held at least twice a year, including one meeting at the start of the kindergarten year to elect the parents' representatives on the Executive Board and Cooperation Committee. One vote is cast for each child.

If the parents' representatives on the Cooperation Committee are unable to convene a meeting of the Parent Council, the Manager is to convene such a meeting.

## Part 2 - Conditions for being allocated, maintaining, and terminating a place

### §3 Criteria for a Kindergarten place

A Kindergarten place may be applied for by parents who are:

- A permanent employee of a company in the DNV Group
- A permanent employee of the Kindergarten

Permanent employees of companies in which a company in the DNV Group owns at least a 50% stake may be given the right to a Kindergarten place following a separate agreement between the company in question, DNV and the Executive Board.

Pursuant to a separate agreement, children of employees of companies with which DNV has a special agreement may be awarded a Kindergarten place. The number of places is to be regulated in a separate agreement between the company in question, DNV and the Executive Board.

Employees who have children in the Kindergarten and who are no longer covered by the above provisions due to restructuring/company formations or changes in ownership are ensured a place from the formal date of the change and until the start of the Kindergarten's summer holiday unless otherwise agreed on between the company in question, DNV and the Executive Board.

Permanent employees are those whose place of work is the Veritas Centre at Høvik and who work full-time or at least 50% of full-time for one of the companies described above.

The closing date for applications for the main intake is always the same as the closing date for applications for the coordinated intake in Bærum municipality. The Manager considers the applications and submits admission proposals to the Executive Board, which makes the final decision on the allocation of places. The main intake ends on 15 August and after this date the waiting list will be adjusted to take account of new applicants.

After the main admission has been completed, in periods when kindergartens have not filled all places, it may be deviated from the allocation criteria. In such cases, the period is time-limited and clearly defined in the post on DNV's Intranet page.

### §4 Allocation criteria

#### 4.1 Priority for admission

Children with disabilities are entitled to prioritised admission to a kindergarten. An expert assessment shall be carried out to determine whether the child has a disability.

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Children regarding whom an administrative decision has been made under sections 4-12 and 4-4 subsections 2 and 4 of the Norwegian Child Welfare Service Act are entitled to prioritised admission to a kindergarten. (ref § 18 in the Kindergarten Act)

### 4.2 Seniority in DNV and DNV -owned companies

Kindergarten places are awarded based on seniority. Seniority is calculated as the accumulated period of employment in the DNV Group. An applicant employed by a part-owned company can only begin to accrue seniority on the date when the company becomes at least 50% owned by DNV.

DNV has the use of four Kindergarten places. DNV decides whom these places are to be allocated to and must give notice by the closing date for applications for the main intake if these places are to be used. If DNV does not use the places, they may be allocated by the Kindergarten.

### 4.3 Additional seniority

If both parents are employed by DNV GL or a DNV GL-owned company as mentioned in §3, seniority will be deemed to equal the longer seniority plus 25% of the shorter one.

### 4.4 Sibling priority

The kindergarten prioritizes siblings. Siblings of children who attend the kindergarten or of children who have been accepted through the main admission will be prioritized before other applicants, even if the seniority is lower than the other applicants. When there are several siblings on the waiting list, we will follow the principles of seniority as described in section 4.2 to decide the order of admission.

### 4.5 Age and gender distribution

Regarding the admissions, the daily manager may make exceptions to the principle of seniority to accept children who accommodate the group in terms of age and gender.

### 4.6 Departure from the seniority principle

The Executive Board may in special cases depart from the seniority rules when admitting children. For example, the Board may allocate places to the children of Kindergarten staff when necessary as an incentive to recruit or retain qualified personnel.

Vacancies, during periods when the kindergarten is unable to fill up its places with children of DNV parents, are allocated according to the following criteria:

- Parents working at DNV campus
- Grandchildren of DNV employees

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- Children from the local environment. The allocation of space is based on the distance between the child's permanent address and the kindergarten. Distance is measured as the crow flies and the municipality's official map is used.

### §5 Conditions for retaining a place

An allocated Kindergarten place may be kept until 1 August of the year when the child starts school provided the conditions in §3 are fulfilled until then Parents must give notice of whether they wish to keep the place by 15 February of each year and at the same time they must confirm that the conditions in §3 are still fulfilled Should circumstances arise which mean the conditions in §3 are no longer fulfilled; the parents must notify the Kindergarten immediately.

### §6 Termination of a Kindergarten place

The Kindergarten place is to be terminated by giving at least two months' notice in writing. The termination applies from the 1st day of the month after the notice of termination is received by the Kindergarten. The notice of termination is to be sent to the Manager of the Kindergarten. The place needs to be paid for during the resignation period.

The above termination criteria apply to children who have been allocated a Kindergarten place in the main intake and on whose behalf, this Kindergarten place has been accepted.

For children starting school the place will be terminated 31<sup>st</sup> of July without notice. The place cannot be terminated after 1<sup>st</sup> of March the year the child starts at school.

## PART 3 - THE OPERATION OF THE KINDERGARTEN

### §7 Opening hours

The Kindergarten's opening hours are from 7.45am to 4.40pm.

The Kindergarten is closed on planning days, Saturdays, Sundays, public holidays, Christmas Eve and New Year's Eve. Parents are not entitled to reduced fees for days when the Kindergarten is closed. The kindergarten is closed the two whole last weeks of July.

The opening hours are reduced to 8.15am to 4.15pm the week before and after the kindergarten is summer closed, between Christmas and New Year and in the Easter week.

### §8 Holidays

The children shall have at least four whole weeks' holiday during the kindergarten year, three of which are to be taken consecutively during the school summer holidays. The kindergarten closes the 3 last whole weeks in July.

Many individual vacation days may equal the fourth week outside the summer holidays. The kindergarten year starts on 15 August.

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Children who are to start school keep their place until 31 July inclusive. All holidays must thus be taken before this date. It is desirable that the children take their holidays so that they can start attending the after-school service (SFO) immediately after their holidays.

Parents must submit a holiday notice by 1 March. Holidays which are notified at that time cannot be changed unless there are special grounds for this. Special grounds are death, serious illness, the breakdown of a marriage/relationship or other critical events in the family. A documented mandatory change to a DNV employee's planned holiday may also provide grounds for applying to change a holiday. A written application must be submitted to the Manager if the employee wishes to change any holiday.

In vacation periods where less than four children are enrolled, the Kindergarten will close unless there are special reason for this.

Parents must notify of holiday during the school's Easter and Christmas holidays within the given deadline from the manager.

### §9 Fees

Parental payment occurs monthly on invoice. The price is the maximum price fixed by the government at any given time. Parents pay for 11 months a year. July is free of charge

Children who are offered a place at the main entrance in August start the payment the month the child starts in the kindergarten but at the latest by the month the child is 1 year old.

Parents who have siblings in kindergartens automatically receive sibling's discounts per the local regulations. If the child has siblings in another kindergarten, the parents must apply for siblings' reduction to the municipality.

Parents can apply to the municipality for reduced parental payment, adjusted per the municipality's current rules for this.

Extra charge is required for food served in the kindergarten. The food offer is voluntary, and parents must sign up for this. Fees shall only cover the actual expenses the kindergartens have for the purchase of food.

### §10 Planning days

The Kindergarten has five planning days a year. The Kindergarten determines its planning days when it determines the year plan.

### §11 Age limit

Children who are 1 year before 1<sup>st</sup> of December will be included in the main intake in August. The child can begin in kindergarten from 10 months to school until compulsory school age.

### §12 Play area

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The net play area in the Kindergarten is 4 sq. m for children over 3 years and 5.3 sq. m for children under 3 years. The approved net play area is 254 sq. m. The Kindergarten's play area is approved by the municipality.

### §13 Internal controls (HSE)

The Kindergarten has prepared an internal control system in accordance with the Regulations on environmental health care in kindergartens and schools, § 4

The kindergarten has an internal control system to ensure that the requirements of the Kindergarten Act and regulations are followed as stated in The Kindergarten Act §9

### §14 Police certificate of good conduct

All employees must submit a satisfactory police certificate of good conduct before they start working in kindergarten (The Kindergarten Act §30). The certificate must not be more than 3 months old. The certificate must be shredded after it has been confirmed of the manager.

### §15 Duty of confidentiality and reporting obligation to the child welfare service

The Executive Board, the members of the Cooperation Committee and the Kindergarten's employees have a duty of confidentiality pursuant to the Public Administration Act §§13 to 13 f, cf. that stated in The Kindergarten Act in § 44

All staff have individual obligation to report to child welfare service if they are concerned about the child's welfare or safety due to the § 46 in the Kindergarten Act.

### §16 Insurance

The children are insured with a group accident insurance which applies during the Kindergarten's opening hours and while the children are on a direct route between their home and the Kindergarten.

The insurance pays a lump sum in the case of permanent medical disability resulting from an accidental injury.

## PART 4 - THE PARENTS' DUTIES

### §17 COMPLIANCE WITH DEADLINES

Parents are obliged to comply with the deadlines set by the Kindergarten for holiday notification, meetings, events, and anything else.

## §18 DELIVERING AND COLLECTING CHILDREN

Parents must ensure that children are delivered and collected in accordance with the Kindergarten's fixed plans. The children must be present before announced activities start. Once the parents have collected the child, they are responsible for the child and must ensure that activities are not disturbed.

Children and parents must be out of the Kindergarten by the Kindergarten's closing time of 4.40pm. Parents must plan so that they have time to get the child dressed and exchange information with the staff by that time.

Parents must always give notice if anyone else is to collect the child. If no notice has been given, the Kindergarten cannot hand the child over.

If the child is not collected, the parents will be contacted by telephone and thereafter other contact persons stated by the parents will be contacted. If no contact can be achieved, the Manager will contact the Child welfare service or the Police.

## §19 INFORMATION

The parents are obliged to fill out necessary information on the kindergartens operative system. Any changes must be updated by the parents

The consent forms needed for the kindergarten will also be filled out by the parents in the operating system.

The child must submit a declaration of health before it begins in kindergarten (ref. § 50 of the Kindergarten Act). If the child has attended ordinary examinations at a health station, such a declaration can be given by the child's parents. If not you will need a declaration from a GP in Norway.

If parents are unavailable, the Kindergarten must be informed of this.

Parents must inform the Kindergarten of any drastic changes in the child's life in so far as possible.

You can find the kindergartens updated privacy policy terms on the kindergartens website. For admission to kindergarten you need to agree to these terms. You will give your agreement to this on the reply for accepting a place in the kindergarten.

## §20 PICTURES AND SHARING PICTURES IN KINDERGARTEN

Parents cannot share pictures of other children in the kindergarten electronically or on social media. When parents are invited to gatherings, they can take pictures for their own use, but they are not to be shared electronically with others if there are other children than their own on the picture.

The kindergarten takes pictures of the children in everyday life which is used for documentation. These pictures are shared with parents on our communication platform and can be downloaded by parents. Do not share pictures of other than your own children further.

The employees have ethical guidelines in relation to which images are used for documentation. If parents react to any of the documentation, this must be reported to the educational head of the department.

Parents are giving kindergarten their consent regarding pictures when starting up.

### §21 ABSENCES

If the child is to be absent from the Kindergarten, the absence is to be notified by the operating system.

Apart from in the case of illness, the place cannot be retained if the child is absent from the Kindergarten for more than two months during the kindergarten year. The parents must pay for the place if the child is absent.

### §22 ILLNESS

All parents are obliged to follow the guidelines for illness in kindergarten. The guidelines are to be found at the kindergarten's website.

### §23 PARENTAL COOPERATION

The parents undertake to attend at least one individual parent/staff meeting each year. Parents are also expected to attend parents' meetings and communal work gatherings. Parents must attend meetings to which they are summoned in addition to the annual individual parent/staff meetings.

If a parent is dissatisfied with the Kindergarten's services, the head of the department or the Manager is to be contacted.

Parents with a child who is about to start school must, in collaboration with the Kindergarten, fill in a transition form which is to be sent to the school.

### §24 FOOD ARRANGEMENT

The kindergarten offers a food arrangement with hot lunch from extern supplier and sandwiches for second meal prepared by the staff. The arrangement is voluntary and if not joined the parent's need to supply the food needed for the day.

There is a monthly fee paid for the food. There will be no deduction in the fee when absent or being on vacations except if the absent is a whole month.

The fee is to cover expenses for the food throughout the year.

There is normally no offer of food in the holidays of Easter, summer, and Christmas.

### §25 AMENDMENT OF REGULATIONS

Amendment to these regulations can only occur in a legally called Executive Board meeting where there is approval of at least four board members. Proposed amendments to the regulations must be sent out at least 7 days before the Executive Board meeting that will discuss and consider the proposal.

It is always the latest version of the regulations that applies to everyone regardless of the start date for the child. All dates for changes because of administrative decisions

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shall be included in the front page of the Regulations. The manager is obliged to inform all parents about changes.