

ARTICLES OF ASSOCIATION FOR Skjetten Familiebarnehager Avd.: Hakkebakkeskogen.

§ 1 OPERATION AND OWNERSHIP

Skjetten family kindergartens are privately owned and consist of 2 departments: Department: Owner: Rosenknoppen Mette Haugen Johnsen, Glostrup road. 13, 2013 Skjetten Hakkebakkeskogen Elisabeth Borgersen, Hellaveien 71, 2013 Skjetten

The kindergarten is operated in the provisions of the "Act relating to kindergartens", § 1. The kindergarten is intended to help give the children an upbringing in accordance with Christian basic values. Furthermore, the kindergarten is operated in accordance with the instructions and other provisions laid down by the owners. Approval: The departments have been approved by Lillestrøm municipality for 5 children aged 0-6 years. If the majority of the children are over the age of 3, the number of children in a ward may be 5. If the majority of children are under the age of 3 years, there may be a maximum of 4 children. Lillestrøm municipality is responsible for supervision of the family kindergarten.

§ 2 PURPOSE

The purpose of the kindergarten is: • Provide children with a good environment where emphasis is placed on play and companionship with other children, and with adults. • Help children develop tolerance and care for others. • Provide self-expression through versatile play and activity options. • To make children feel safe in a community with each other and develop the individual child's personality. • To set up children's outdoor and indoor activities according to their age, goals and interests. • To create a good community between children, parents and employees. Together with the home, the kindergarten will help to provide the children with expression, learning and ethical guidance. The ethical guidance must be based on a common foundation on which the home can coalesce. The kindergarten shall convey the cultural values and traditions that are central to our society.

§ 3 CREW

The kindergarten buys in assistant and kindergarten teacher services. The owner is an assistant in his own home. The owner is responsible for day-to-day operations and contact with the parents.

§ 4 ADMISSION

The owner makes admission in accordance with the rules of the "Act relating to kindergartens". Kindergarten places allocated during the main admission are for 1 year at a time with effect from August. At the main admission, the family kindergarten prioritises those who already have space – they are given the opportunity to renew the space, it is renewed as a kindergarten year. The award takes place in writing. Admission can take place at any time of the year as long as there is free space. The cooperation with Lillestrøm Municipality entails, among other things, that children who are allocated a place in a family kindergarten and who live in the municipality are secured kindergarten space for the start of school, in the municipal kindergarten. Transfer from the family kindergarten is guaranteed by main admission in the year the child turns 3 years old, if the family kindergarten has an age restriction until the age of 3 years. Upon admission, the applicant has the right to appeal in accordance with the "Regulations relating to case processing in case of kindergarten admission". Criteria for admission: The following shall have preferential rights to space: • Children with disabilities, if it can benefit from the stay, cf. 1999/2020. Section 13 of the Act. • Priority is given to

children in family with owner. • Priority places for children who want a place in our department are given priority. • Children living in Lillestrøm municipality will be given priority, but we can rightly go beyond the municipality's borders. It is a prerequisite that the admission of new children must be viewed in connection with the child's age, the age composition in the individual ward, as a whole, and approval of the wards.

§ 5 TERMINATION / DEFAULT

After the space is accepted, a two-month notice period runs. The notice period is calculated from the last day of the month in which the termination takes place, at the earliest during the start month – even if the child does not start kindergarten after the space is accepted. Termination received on 1 April or later entails a duty to pay out the month of July. The same deadlines apply for transfer to other kindergartens. Termination takes place in writing, and payment is incurred during the notice period. If the space is not used according to the conditions, such as • that the payment deadline is exceeded / that the payment is missed (cf. § 7) In case of late paid parental payment, a fee of NOK will be charged. 400,- supplement, to be paid immediately. In the event of payment default, the kindergarten may require a late payment rate in accordance with the Act relating to interest on delays. • failure to observe opening hours (cf. § 6) Failure to observe opening hours – delivery/pick-up of children outside opening hours will incur a fee of NOK. 400,- per time, to be paid immediately. Repeated breaches may constitute a material breach, and the kindergarten place can be terminated immediately. In the event of termination of the place, the kindergarten must notify the guardian and justify this in writing, as well as give the guardian a deadline of 14 days to rectify the matter where there is a payment default. The kindergarten may be closed down in whole/in part at short notice if serious illnesses, accidents or death affect the owner or the owner's immediate family. In cooperation with Lillestrøm municipality, efforts will be made to find new places for the children.

§ 6 OPENING HOURS / HOLIDAY

Opening hours are understood the time the child can stay in kindergarten. This means that parents and children must be out of kindergarten no later than closing time. Hakkebakkeskogen: Monday – Friday 07.30 – 16.15. The kindergarten is closed on public holidays and closed days. For the kindergarten year, the following holidays apply: The kindergarten follows the school route in Lillestrøm municipality (with the exception of the summer holidays which is one month), and is closed for closed days, as well as public holidays. This includes 1 week during the school's autumn holiday and 1 week during the school's winter holiday. Check the current school route at all times. The summer holiday is 1 month and ends continuously primarily in July, but regardless in the period 15 June - 15 August. The owner will, no later than the end of March, announce the date of liquidation of the summer holiday. The kindergarten will be closed 5 course and planning days during the kindergarten year. The planning days are determined by the owner and notified well in advance, at least 1 month in advance.

§ 7 PARENTAL PAYMENT

Payment for the stay in kindergarten is in accordance with the current rules from Lillestrøm Municipality, which follow the state's maximum price rates. The parental payment for the stay in kindergarten is NOK 3315,- per month and is made by auto move. The parental payment is made in advance and must be received in an account by the due date. The account number is in the contract, monthly payment is made according to the agreement of place so the invoice is not normally printed. Payment must be received in account on 01st – first of each month. If this date falls on a weekend/public holiday or non-working day, payment shall take place no later than the last business day before this occurs. After this date, a fee of NOK will apply. 400,- to be paid immediately. The outstanding amount must be paid in full, and the claim may be sent to the debt collection agency, which forwards the claim as well as the accruing fee. Sibling moderation is granted, in the order of guidelines and conditions stipulated at all times by Lillestrøm Municipality, as well as reduced payments for families with low ability to pay. It is paid for 11 months a year, also when the kindergarten is closed or when the child is kept at home due to illness/holiday, as well as possibly

holidays outside the kindergarten's fixed days off. The month of July is free of payment, regardless of when the holiday is discontinued. If the parents choose to take the child out of kindergarten for a period of time (e.g. holiday), this will not be refunded. The same applies if children start kindergarten, for example, in the middle of the month.

§ 8 THE KINDERGARTEN'S PARENT COUNCIL, CO-OPERATION COMMITTEE AND CHILDREN'S PARTICIPATION (Cf. Section 4 of the Act relating to Kindergarten and Chapter 2 of the Regulations, § 4.)

The parent council consists of all the children's parents. The chairman and deputy representative of the Council shall represent the parents in the co-operation committee SU. The parent representative of the co-operation committee SU is elected for one year at a time. The owner decides how long he or she sits on the committee. Those owners who are not elected as members of the Co-operative Committee (SU) may attend meetings of the Committee as an observer. The kindergarten shall have a co-operation committee SU consisting of the same number of representatives from the owner/ employee and parents. One of the most important tasks of the Co-operation Committee (SU) is to ensure that the family kindergarten is operated in the following rules given in the Act relating to kindergartens. Children in kindergartens have the right to express their views on the day-to-day activities of the kindergarten. Children shall regularly be given the opportunity to participate actively in the planning and assessment of the kindergarten. The child's views should be given weight in accordance with its age and maturity.

SECTION 9 ANNUAL PLAN

The annual plan is prepared by the owners in close cooperation with the board/pedagogical supervisor. The annual plan shall be adapted to the family kindergarten's mode of operation, the age of the children and the group's composition. The plan shall be in line with the Framework Plan for Kindergartens, cf. Section 12 of the Framework Plan for Kindergartens. Section 2 of the Act relating to kindergartens. The adopted annual plan is distributed to the parents.

§ 10 TRIPS AND EXCURSIONS

Private cars are often used for excursions. The children are then securely strapped into approved car seats / cushions adapted to the age of the children. In such cases, the children bring their own car seats / pillows. If the parents/guardians wish to make use of car seats available to the kindergarten, if the kindergarten offers this, this must be agreed upon. Bus, train or taxi/ maxi taxi can also be used.

§ 11 INTERNAL CONTROL

The family kindergarten has an internal control system in accordance with the Regulations relating to environmental health care in schools and kindergartens. The points are reviewed with boards once a year.

§ 12 HEALTH AND HEALTH SUPERVISION / ILLNESS / INSURANCE

The owner can keep the kindergarten closed for up to 5 days a year in case of own or own children's illness. If the owner or owner's family is affected by an acute illness, accident or death, the family kindergarten can be closed for up to five working days at short notice. In severe cases, the period can be extended. Other absences with the assistant will be covered up by substitutes if possible. In the event of a child's illness, the children must be kept at home until it is fresh enough to participate in indoor and outdoor activities. No refund is given for the time the child is not in kindergarten. If the child shows signs that it is not healthy, in case of a strong cold, vomiting, diarrhea or fever, the child

should not attend kindergarten. After fever, vomiting and diarrhea, the child should have two healthy and fever-free days at home before returning to kindergarten. In case of eye cataracts, the child may at the earliest meet in the kindergarten 24 hours after starting treatment. Infectious diseases should be reported to the kindergarten as soon as possible. Guardians are responsible for informing about special circumstances concerning the child's health that may have an impact on the child's stay in kindergarten. In case of infectious disease in the child's home, the kindergarten must be notified. Necessary information that the kindergarten needs about the individual child's health must be stated on the contract between the parents and the individual department in the kindergarten. The children in Hakkebakkeskogen family kindergarten are accident-insured during kindergarten opening hours, even when we are on a trip.

SECTION 13 DUTY OF CONFIDENTIALITY AND DUTY OF DISCLOSURE

In accordance with Sections 20, 21 and 22 of the Kindergarten Act, the kindergarten will comply with the provisions on duty of confidentiality and duty of disclosure to the social and child welfare services. Please note that both owners and employees are subject to a duty of confidentiality regarding the internal life of the kindergarten. Parents are obliged to provide information in connection with a control register for cash support.

§ 14 DURATION OF THE ARTICLES OF ASSOCIATION

These articles of association apply from the date of the amendment .m. The articles of association are laid down by the owner. When the articles of association are amended, they are presented to the su-representative for briefing. A copy of the current articles of association is sent to Lillestrøm municipality for information, as well as to the children's parents in connection with admission.

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