

# Articles of Association



STIFTELSEN AURORA

## Articles of Association for Aurora Baldershage barnehage AS pursuant to Section 8 of the Norwegian Kindergarten Act

In addition to these Articles of Association for the kindergarten, the Agreement concerning a place at kindergarten applies, as well as the rules pursuant to the Norwegian Limited Liability Companies Act.

Organisation number NO-930 758 809

Address: Baldershage 111, NO-7045 Trondheim

### New Articles of Association applicable from 1 January 2023

The Articles of Association for the Aurora Foundation, which also dealt with the kindergartens, were adopted for the first time on 5 April 1989.

The Articles of Association were then revised as a result of internal changes in the AURORA FOUNDATION and new legislation.

Changes were adopted/came into effect from:

25 April 1996, 1 November 1996, 1 January 2003, 1 December 2006, 1 January 2008, 1 January 2009, 1 September 2010, 1 January 2013 and 1 January 2014

# Contents

- 1. Ownership ..... 3
- 2. Objectives ..... 3
- 3. Admission authority, admissions pool and admissions criteria ..... 3
- 4. Leave and withdrawal ..... 4
- 5. Determination of the parental contribution ..... 5
- 6. Right of appeal to rejected application for a kindergarten place in the main intake ..... 5
- 7. Play and activity space ..... 5
- 8. Opening hours and holidays ..... 5
- 9. Holiday ..... 5
- 10. Voluntary activities ..... 6
- 11. Parents' Council ..... 6
- 12. Parent-Staff Liaison Committee ..... 6
- 13. Duty of confidentiality ..... 7
- 14. Insurance ..... 7
- 15. Internal controls ..... 7
- 16. Amendments to the Articles of Association ..... 7

## **1. Ownership**

Aurora Baldershage barnehage AS is a limited company which is wholly owned by the Aurora Foundation, organisation number NO-967 405 639.

The Board of Directors is the governing body.

The kindergarten's site and premises are leased by SINTEF Property Management.

## **2. Objectives**

The kindergarten shall, in collaboration and close agreement with the home, safeguard the children's need for care and play, and promote learning and formation as a basis for 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 kindergarten shall treat the children with trust and respect and acknowledge the intrinsic value of childhood. It 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 purpose of the kindergartens that are wholly owned by the Aurora Foundation is to operate child care centres for the staff employed at SINTEF.

The kindergarten shall be operated in accordance with the acts, regulations and articles of association in force at any given time, and with the budget and annual plan as adopted for the kindergarten's pedagogical operations, and with provisions adopted by the owner, the Aurora Foundation.

## **3. Admission authority, admissions pool and admissions criteria**

### **3.1 Admission authority**

The head teacher of the kindergarten manages the admission of children to the kindergarten. The kindergarten participates in the coordinated admission process for all kindergartens in Trondheim.

Children are admitted throughout the year, but mainly through the coordinated admission process. The head teacher may offer kindergarten places outside the coordinated admission process if there are places available. Admission of children to the kindergarten and the allocation of available places is managed by the kindergarten following digital application on Trondheim municipality's application portal. SINTEF employees must also complete a form which confirms their employment relationship with SINTEF.

### **3.2 Admissions pool**

The kindergarten's admissions pool comprises:

- I. Children and grandchildren of the founders of the Aurora Foundation
- II. Children and grandchildren of SINTEF employees.
- III. Children and grandchildren of employees of Aurora Baldershage barnehage AS and children of employees of Aurora Regnbuen barnehage AS and Aurora Sluppen barnehage AS.

- IV. The kindergarten accepts children with a residential address in all of Trondheim's surrounding municipalities: Melhus, Skaun, Orkanger, Malvik and Stjørdal.

The kindergarten accepts children between the ages of 0 and 6 years. Children who have been awarded a place may keep that place until the end of the kindergarten year of the year in which the child reaches the age of six.

Children who have been awarded a place on the basis of their parents' employment relationship with SINTEF may lose that place if the parents leave SINTEF. See *"Agreement on a kindergarten place."*

### **3.3 Admissions criteria**

#### **General admissions criteria**

- a. Children with disabilities pursuant to Section 18 of the Norwegian Act relating to kindergartens. Documentation will be required from the child and family welfare services/Educational Psychological Service(PPT) and/or from a hospital.
- b. Children who are subject to a resolution pursuant to sections 4-12 and 4-4, subsections 2 and 4, of the Norwegian Child Welfare Services Act (*Lov om barnevernstjenester*).

#### **Own admissions criteria**

- c. Children and grandchildren of the founders of the Aurora Foundation
- d. Children of SINTEF employees.
- e. Grandchildren of SINTEF employees.
- f. Children and grandchildren of the kindergarten's employees – up to four places
- g. Children who are not in the admissions pool, but who have siblings already attending
- h. Children who are not in the admissions pool.

When assigning priority to children in the admissions pool, the cumulative seniority of the parents or grandparents with links to SINTEF will be used as a criterion. For every child that has siblings in the kindergarten, four years will be added to the parent's seniority criterion.

Educational criteria may also be considered when allocating kindergarten places. Consideration may be given to the composition of the kindergarten group (factors such as age and gender), difficult family circumstances or staffing considerations.

In the event of equal priority, pursuant to the criteria above, admission will be decided by the drawing of lots.

## **4. Leave and withdrawal**

### **4.1 Leave from the kindergarten place**

Leave cannot be granted prior to your child starting at the kindergarten.

Applications for leave shall be submitted to the kindergarten's head teacher.

Temporary leave from a kindergarten place may be granted, with no obligation to pay attendance fees, if the place can be taken by another child during the period of leave.

### **4.2 Withdrawal from a place**

The period of notice for withdrawal from a kindergarten place is two (2) months.

The place must be paid for until the end of the period of notice. If the kindergarten admits new children during the period of notice, the obligation to pay during the period of notice may be reduced proportionately.

Notice of withdrawal shall be given in writing via Trondheim municipality.

Notice issued by the kindergarten to remove a child from its place will require a valid reason and shall be made in writing. Notice may be issued for reasons including non-payment of the parental contribution. See *“Agreement on a kindergarten place.”*

#### **5. Determination of the parental contribution**

The kindergarten adheres to the maximum rate set by the Norwegian parliament every year in the national budget. Meal fees are payable in addition.

Fees are payable for 11 months, with no payment due for July.

See *“Agreement on a kindergarten place.”*

#### **6. Right of appeal to rejected application for a kindergarten place in the main intake**

Applicants whose application for a kindergarten place has been rejected, and applicants who do not get either their first or second choice when kindergarten places are allocated can appeal against the decision. Appeals shall be submitted to Trondheim municipality.

#### **7. Play and activity space**

The kindergarten norm for space utilisation is 5.3 m<sup>2</sup> of play and activity space for children under the age of 3, and 3.8 m<sup>2</sup> for children over the age of 3.

The total approved indoor play and activity space in the kindergarten is 291.7 m<sup>2</sup>. The kindergarten’s fenced-in outdoor area around the buildings, is approximately 2,630 m<sup>2</sup>.

#### **8. Opening hours and holidays**

The kindergarten year runs from 1 August to 31 July.

##### **8.1 Opening hours**

The kindergarten opens at 07:15 and closes at 16:45 (Mondays to Fridays).

All parents must arrive at the kindergarten to collect their child no later than 16:30. Employees will use the last 15 minutes to tidy up and prepare the kindergarten for the following day.

##### **8.2 Closure on public holidays and planning days**

The kindergartens are closed on all public holidays, on Christmas Eve and New Year's Eve. The kindergartens are closed for the whole of Easter week, on the Friday after Ascension Day and from 24 December until 1 January (inclusive).

Due to staff holidays, kindergartens may be organised differently for a period of between two and four weeks in July. The kindergarten may be only partly open, or even closed entirely, for a period of up to three weeks. Notification will be made in November of opening hours for the following July.

The kindergarten will be closed for staff planning and courses for five days during the year. If possible, these are coordinated with Trondheim municipality’s planning days for kindergartens and primary schools. No later than the start of the new kindergarten year, parents/guardians will be notified in writing of such closures.

#### **9. Holiday**

The holiday year is the same as the calendar year. During the year, children must take at least four (4) weeks’ holiday, including an unbroken period of at least three weeks. New starters and children who will leave during the summer must take a minimum of four weeks’ holiday between 1 January and 31 July.

The parents must, within stipulated deadlines, notify the kindergarten of their holiday plans.

#### **10. Voluntary activities**

The kindergarten organises voluntary activities. It is estimated that there will be a need for approx. eight hours of voluntary activity per family per kindergarten year.

#### **11. Parents' Council**

The Parents' Council is made up of the parents/guardians of all the children in the kindergarten. The aim of the Parents' Council is to give parents' shared interests a voice and to enable them and the kindergarten to work together to promote a healthy kindergarten setting.

The Parents' Council elects a minimum of four parental representatives (one from each department/group) for the Parents' Working Committee (*Foreldrenes arbeidsutvalg*, FAU). The FAU attends to its own internal organisation and elects two representatives to the Parent-Staff Liaison Committee.

The kindergarten's head teacher is responsible for convening the first Parents' Council meeting in the kindergarten year.

For voting on the Parents' Council, each child represents one vote, and the standard rules for majority decisions apply.

#### **12. Parent-Staff Liaison Committee**

The Parent-Staff Liaison Committee (*Samarbeidsutvalg*, SU) shall act as an advisory, communicative and coordinating body. The committee shall work to promote collaboration between the kindergarten and the homes.

- a) The SU shall be presented with cases and is entitled to make statements on cases which are of importance to the kindergarten's content, activities and relationship with the parents. Using the framework plan as its basis, the SU shall establish an annual plan for pedagogic activities and shall be involved in discussions about the kindergarten's ideological basis. Other matters of importance may be budget proposals, operational changes, use of space etc.

The SU has the right to submit a statement if the kindergarten has to apply for exemption from the norm regarding the staff-child ratio. The SU's statement shall be attached to the owner's application for exemption. The SU essentially has an advisory function, with the exception of its adoption of the annual plan.

Matters that apply to employees' employment relationships, admission of children and the like shall not be discussed by the SU.

- b) The SU has four members, consisting of two parent representatives and two staff representatives. The parents and the staff shall participate with equal numbers of representatives.
- c) The kindergarten's Board of Directors decides whether the owner may be represented on the committee, and if so, by whom. The owner may not participate with more representatives than the other groups (parents and staff).
- d) The SU attends to its own internal organisation and elects its own chair. The SU's decisions/advisory statements shall be that which the majority of the attendees have voted

for. In the event of equal votes, the Chair has the casting vote. If the Chair is not present, the Deputy Chair has the casting vote.

Meetings of the SU are held according to a schedule decided by the SU, with additional meetings to be held when the SU's Chair or the kindergarten deems it necessary.

The SU shall keep records/minutes, which shall contain the recommendations and statements issued by the SU. The time and venue of the meetings shall be shown on the records, as shall the distribution of votes and any disagreement which requires minuting. The SU's members shall sign the minutes. The minutes are only available to the SU's members, Board of Directors, head teacher, and any persons to whom the SU grants access.

### **13. Duty of confidentiality**

Members of the Parent-Staff Liaison Committee, Board members and kindergarten staff have a duty of confidentiality pursuant to Section 20 of the Norwegian Act relating to kindergartens.

### **14. Insurance**

The kindergarten has taken out insurance via the Norwegian Private Kindergarten Association (PBL) for all children and staff. The children's accident and injury insurance is effective 24 hours a day, worldwide.

### **15. Internal controls**

The kindergarten has internal controls to ensure that it complies with the requirements of the Kindergarten Act.

The kindergartens have prepared effective inspection procedures for their indoor and outdoor play areas.

Safety procedures are carried out at regular intervals throughout the day.

Once a year, the kindergartens also undergo a very thorough third-party safety inspection of their play areas.

### **16. Amendments to the Articles of Association**

The Board of Directors of the kindergarten are entitled to amend the kindergarten's Articles of Association. Reasons for amendments may be internal changes in the Aurora Foundation, new municipal or governmental guidelines.

See *"Agreement on a kindergarten place."*

**Adopted by the Board of the Aurora Foundation on 13 December 2022**

Björg Været  
Managing Director for the Aurora Foundation