



# Charter for Frogner International Pre-School

## § 1 Name

The name of the association is Frogner International Pre-School (FIP).

## § 2 Location

The office and premises of the association are located in the Municipality of Oslo

## § 3 Purpose

The purpose of the association is to operate a private international pre-school with English as the language of instruction.

FIP is dedicated to fostering curious children that become confident, independent individuals who thrive in and respect the multicultural community they are a part of. FIP is not affiliated with any religious organization and does not offer any religious instruction. FIP operates under a policy of non-discrimination based on race, gender, or creed.

## § 4 Definition

FIP is a self-owning, non-profit association (forening) whose membership is open solely to parents of enrolled students. No member can dispose of the association's assets, receive capital returns, or incur debt on behalf of the association.

FIP was officially recognised as a private preschool (privat korttids barnehage) by the Municipality of Oslo on 7 September 1983. FIP operates under Norwegian law and relevant regulations issued by the Municipality of Oslo. FIP's educational programme is based on the Early Years Foundation Stage of the National Curriculum of England and adheres to the Norwegian framework plan for kindergartens.

## § 5 Governance

The "Parent Council" the body legally comprising the membership of FIP. It elects Board members, including a chairperson, who are accountable to the parent council.

## § 6 Parent Council Meetings

Three regular Parent Council meetings shall be held in the course of the academic year:

- 1) Before the end of September, to elect the Chairperson and parent members of the Board. This meeting also serves as a general information meeting at the outset of the academic year.
- 2) Before the end of the calendar year, to approve the Board's budget proposal for the following year.
- 3) In spring, to approve the annual financial report and financial statements.

The Parent Council also approves as necessary, any amendments to this Charter and decides on any other matter required by law or by this Charter.

Parent Council meetings shall be called, the agenda and proposals shared at least three weeks prior to the date of the meeting. Submissions by members shall be received and distributed to parents a minimum of one week prior to the meeting.



It is mandatory for parents to attend this meeting or to return their vote by a proxy letter before the meeting is held. Staff shall also attend the meeting.

### **§ 7 Extraordinary Parent Council meetings**

An extraordinary meeting can be called by the Board or by parents representing at least one fifth of the members. Extraordinary meetings have no fixed notification period.

### **§ 8 Voting**

Parents/Guardians are entitled to one vote per child attending FIP. Decisions taken at Parent Council meetings require a simple majority of members present or represented by proxy, with the following exceptions:

- a) Amendments to the Charter, requiring two thirds of the votes.
- b) Removal of a Board member, requiring two thirds of the votes.

### **§9 Board**

The Parent Council elects a Board of 3 to 5 parent members at the start of each academic year, for a term of one academic year until a new board is elected at the start of the next academic year. Board membership ends when your child's enrolment ends. Only FIP members are eligible to volunteer as parent Board members. The Board Chairperson is elected by the Parent Council. Board membership is renewable if members have a student enrolled at FIP. The Parent Council shall seek to have parents of all three classes represented on the Board.

The FIP staff shall present an additional candidate as a non-voting staff representative of the Board for approval by the Parent Council. The Director, ref §10, is a non-voting member.

The Board shall oversee the management of FIP and ensure that the school is run in accordance with; relevant laws and regulations, this Charter and decisions made by the Parent Council. The Board shall ensure that FIP follows regulations pertaining to health and safety and other internal control standards.

The Board determines the level of authority for the Director to sign contracts and pay bills, above which the Chairperson's signature will be required alongside that of the Director for out of the ordinary expenses.

In the event of a vacancy on the Board during the school year, a Parent Council meeting shall hold a new election to fill the vacant post(s).

### **§ 10 Director**

FIP must have a Director in charge of the daily management of the school. The Director is appointed by the Parent Council upon recommendation of the Board. The Director is accountable to the Board and the Parent Council.

The Director is responsible for developing and executing an annual strategic plan and budget for the school which outlines educational and administrative goals and objectives, allocation of staff responsibilities and division of labour, and allocation of financial resources. The Annual Strategic Plan and budget shall be presented through the Board to the Parent Council.



The Director is responsible for ensuring that the necessary administrative policies, guidelines, and procedures for the operation of the school are in place at all time. These documents and other important and useful information for parents shall be available in a Parent's Handbook.

### **§ 11 Parent/Teacher Committee**

FIP shall have a collaborative Parent/Teacher Committee comprised of seven members, three Class Representatives, three class teachers. The Director is the secretary to the Committee.

Parents from each class shall elect one Class Representative for a one-year term at the first parent council meeting held before the end of September.

### **§12 Admission**

Admission to FIP is authorized by a panel comprised of the Director (chair), the Administrative Coordinator and the respective class teacher. Applications shall be sent simultaneously to the Municipality of Oslo and FIP. FIP's primary region for admissions is the Municipality of Oslo. FIP admits students aged 3 to 6 years, divided into three classes according to year of birth. To be admitted to nursery class at the start of an academic year, the child must turn three years old before 31 December of the year of entry. All children must be fully toilet trained before starting at FIP.

Children with disabilities have a right of priority in accordance with the Norwegian kindergarten Act section 13.

#### *Section 13. Priority in connection with admissions*

*Children with disabilities are entitled to priority for admission to a kindergarten. An expert assessment must be carried out to determine whether the child has a disability.*

*Children who are the objects of an administrative decision pursuant to Sections 4-12 and 4-4, second and fourth subsections of the Child Welfare Act are entitled to priority for admission to a kindergarten.*

*The municipality is responsible for ensuring that children who are entitled to priority are given a place in a kindergarten.*

Information regarding any circumstances requiring special attention and/or supervision must be submitted in writing. In such cases parents/guardians must provide an official health record for their child to be granted admission to FIP.

The places for children who fulfil the admissions criteria at FIP and who are not given priority under the legal provisions referred in section 3 above, are distributed as follows and in order of priority:

1. Siblings of children already attending the Pre-School
2. Children whose first language is English, or where English is used in the home or where English is required to function in an international environment.

### **§ 13 Tuition fees**

A non-refundable registration fee is payable upon admission to FIP. The registration and tuition fees, including discounts for siblings and families qualifying for reduced fees, limited



to what is granted by the Municipality of Oslo are determined by the Board and approved by the Parent Council as part of the annual budget.

Fees are invoiced monthly. The fee structure shall be posted on the FIP website at any time. The Pre-School reserves the right to charge reasonable interest and apply other standard processing penalties to any late payments.

#### **§ 14 Withdrawal**

If a child must withdraw prior to the end of the school year, FIP must receive two calendar months' written notice. If less than two months' notice is given, the fee for two months must be paid. Resignation must also be given to the Municipality of Oslo via its website.

If notice is given after 1 March, the fee for the remainder of the academic year must be paid in full.

#### **§ 15 Dismissal**

The Board may terminate membership of parents on one or more of the following grounds:

- a) If admission was obtained through incorrect information given by the parents/guardians.
- b) Total or partial failure to pay tuition fees.
- c) Consistent and/or extended absence from the school without notification
- d) Repeated neglect by parents/guardians to fulfil obligations derived from this Charter and their unwillingness to cooperate with the school.

Upon documentation by the teacher and the Director that a child's behaviour is destructive to the class and/or poses a serious threat to the safety and well-being of the other children, and repeated efforts to correct the situation have proven unsuccessful.

#### **§ 16 School year and opening hours**

FIP opening hours are 08.00 - 16.30 (pick-up at 16.20). FIP reserves the right to demand penalties from parents if the pick-up time is not respected.

FIP's school year is based on the calendar for primary schools in the Municipality of Oslo. The Director schedules the Staff Planning Days and informs parents of these at the outset of the academic year.

#### **§ 17 Audit**

FIP's financial statements shall be approved by a chartered auditor. The auditor shall oversee that the association operates in accordance with its purpose and is managed responsibly in line with principles and regulations for the use of public funds.

#### **§ 18 Charter Amendments**

This Charter may be amended by the Parent Council with a 2/3 majority vote. Proposals by the Board for amendments shall be distributed to members at least 3 weeks in advance of a Parent Council meeting. Proposals by members shall be submitted and distributed to members at least one week in advance of a Parent Council meeting.