

## STATUTES

### NORLIGHTS INTERNATIONAL SCHOOL PYP AFTER SCHOOL CARE PROGRAM

#### 1 GUIDELINES

The After School Care Program in Norlights International School Oslo, from here on referred to as ASCP, operates by the school's own statutes.

#### 2 PURPOSE

The After School Care Program (ASCP) is the department for the PYP students of the school, where children are enrolled for care and creative enrichment. The ASCP is a dedicated children's space where we will experience learning, play, support and exploration in a collaborative environment. Activities are creatively based and self-expressive with a balance of imaginative play, visual art, crafts, drama, literature, sports and music.

The ASCP is dedicated to the well-being of each child in our care and works closely with the PYP teaching staff in order to provide the best experience for our children. Our aim is to provide opportunities for discovery in a warm and comfortable setting where attention is on children's needs, ideas, interactions and awareness of their surroundings. We consider our program to be a stepping stone between home and school. By placing your child in the Care Program, you ensure a flexible routine and primary supervision in the hours before and after school, as your family needs demand. ref. Education Act § 13-7 and § 9 A.

#### 3 RESPONSIBILITY AND GOVERNING BODY

The school board is responsible for the ASCP at Norlights International School Oslo. The principal is administratively and financially responsible for the program within limits set by law, regulations, decisions and budget.

#### 4 OWNERSHIP

The ASCP is owned and operated by the Norlights International School Oslo.

## 5 ADMISSION CRITERIA / RECORDING AUTHORITY

Any student attending Norlights International School Oslo and seeking within the stipulated deadline, fit, ref. Statute Section 2.

Application for space occurs through the application form. Deadline; see item 7. The allocation is done by the head of the ASCP, together with the principal. The allocation is a Single Decision (Enkeltvedtak) in accordance with the Administration Act (forvaltningsloven).

## 6 APPEALS

County Governor of Oslo is final appellate.

## 7 ADMISSION PERIOD AND WITHDRAWAL OF AFTER SCHOOL CARE

Main admission is in the spring before the new school year with a deadline of June 1<sup>st</sup>. Continuous admission can happen throughout the year if the staffing and premises allows this. Allocation of space happens by a Decision letter (enkeltvedtak) and runs from the written start date to the end of the termination period after a written withdrawal. It is not necessary to apply separately for each school year. The allocated space in the after school care can be terminated with a period of notice of 1 month from the 1<sup>st</sup> of the following month. The withdrawal shall be made in writing to Head of ASCP and the school's principal.

## 8 FEES

Fees are determined by the school board. New rates are applicable from August each year. Updated fees are as follows:

Full time place (more than 12 hours per week) – 3079 NOK per month

Part-time place (up until 12 hours per week) – 2081 NOK per month

Single days (extra days) – 300 NOK

The invoice for the ASCP is payed fully for 11 months. July is a payment-free month. When 3 payments do not happen within the given deadlines, this is reason for dismissal of the space. Although one does not use the space to a maximum, it must still be paid for the offer one has accepted.

When a child is picked up too late, a fee of 300 NOK will be charged in the next invoice. An extra single day in the ASCP is 300 NOK per day and will be charged in the next invoice.

## 9 HOURS

The ASCP runs Monday to Friday, from 07.30 – 08.30 and from school end – 16.45. Families are welcome to pick up their child anytime during ASCP hours. The ASCP will be closed during school breaks, red days on the school calendar and when there are no regular lessons.

## 10 PLAY AND LIVING SPACES

The ASCP has their own room in the school building that they will use in the period between 07.30-08.30 and from school end-16.45. Besides that, the ASCP also uses other rooms in the school building and the outdoor playground.

## 11 STAFFING AND MANAGEMENT

The principal is the Head responsible, in addition there is a head of the ASCP and ASCP teachers when needed. All the communication with the parents and interests will be via the head of the ASCP. ASCP teachers will be educational skilled workers and can vary due to the need and number of children in the ASCP. The school board must approve amendment of the statutes.

***Effective from August 2016***

***Revised August 2019***