



INFORMATION BROCHURE UNIVERSITY KINDERGARTEN



Street address: Gaustadallèen 7, 0371 Oslo

Postal address: P.O. Box 1163 Blindern, 0316 Oslo

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The University Kindergarten

The University Kindergarten is owned and operated by the University of Oslo, and spaces are reserved for the children of employees at the University. The kindergarten opened in 1970. The current premises were inaugurated in 1996. The kindergarten is centrally located at Blindern.

The organization complies with the Day Care Institution Act, with a parent council and coordinating committee. In addition there is the Kindergarten Council, appointed by the Senate (see attachment).

The kindergarten is approved for 63 full day spaces for children between the ages of 1 and 6, in five departments. There are three departments of 9 children in the 1-3 years age group and 2 departments of 18 children in the 3-6 years age group.

The kindergarten is physically divided between two buildings, one for the 1-3 years and one for the 3-6 years departments. The buildings have separate outdoor playgrounds and a common area for joint activities. The playing grounds are spacious with various playing equipment, and have a varied and somewhat undulating surface that provides good opportunities for acquiring motor skills and for allowing the children to express themselves.

The kindergarten has appropriate premises with adequate space.

A common kitchen in both buildings facilitates assembling the children across departments for common activities.

Addresses and telephone numbers

Visiting address: Gaustadalléen 7

Postal address: Universitetets barnehage, P.O. Box 1163 Blindern, 0316 Oslo

Manager's e-mail address: t.m.l.valderhaug@admin.uio.no

Manager's assistant e-mail address: mette.hovdar@admin.uio.no

Telephone numbers:

- Office 22856225
- Glassberget 22857344 (Older children building)
- Gullslottet 22854039 (Older children building)
- Bukken Bruse 22857725 (Younger children building)
- Veslefrikk 22856154 (Younger children building)
- Tyrihans 22857791 (Younger children building)

Kindergarten opening hours

Daytime opening hours:	07:45-16:45
Summer opening hours:	07:45-16:00 (1 June – 1 September)
23 December:	07:45-16:00
Christmas Eve and New Year's Eve:	Closed
Between Christmas and New Year's Eve:	09:00-16:00
Wednesday before Maundy Thursday:	07:45-12:00

The University Director may in exceptional cases deviate from the regular daily opening hours. This may occur when the children's holidays result in very few using the kindergarten, e.g. less than 5-6 children in all in all departments. Any decision on closure must be communicated to the parents in reasonable time.

Due to low demand for spaces in the last two weeks of July in recent years, it has been decided that as from the summer of 2010 the kindergarten will be closed for these two weeks.

The kindergarten has 2 planning days, one in each semester. Then the kindergarten is closed.

Staff

Each department has three employees. One or two pre-school teachers/department supervisors and one or two assistants/children's nurses.

The kindergarten also has an extra employee at each building who rotates in the different departments.

The staff have a rota duty system.

The head of department has 4 hours of unscheduled working time a week. This time is used for planning and documenting the pedagogical activities in the department.

The manager is the head of the whole kindergarten and has administrative, staff and pedagogical responsibility for the operation of the kindergarten.

The kindergarten cooperates with the cross-sectoral resource team in the Nordre Aker district and with the districts pedagogical/psychological counselling service. If advice and assistance is requested for individual children, this will always be done in cooperation with parents.

Staff cooperation

Department meeting: approx. one hour every week where each department summarizes the week and plans content and activities.

Staff meeting. Approx. four times each term in the afternoon. For information purposes, planning and discussion of various subjects.

Meeting for heads of department: Approx. once a week per building, and jointly for all departments as required. Heads of department and manager discuss various subjects and plan activities that concern the entire kindergarten.

Guidance for new employees. This takes place at the department and staff meetings, in the day-to-day work and separate meetings as required.

Appraisal interviews. The manager has interviews with all heads of department, heads of department with their employees, once a year or as required.

Planning days. One Saturday in the autumn term for preparing term/year plan, two afternoons in the spring term for evaluation.



Cooperation between kindergarten and home

The day-to-day contact is the most important form of cooperation between the kindergarten and the home. It is primarily through this contact we get to know each other. We appreciate if parents have the time and opportunity to stay for a short while at the kindergarten when delivering or picking up children. Parents should provide information on events that may affect the child's day in

the kindergarten, and the staff may provide information if anything special has happened during the day.

Parent meetings are usually held for each department once during the autumn term and are a forum for discussion and information about the kindergarten and the individual department. Here parents will be given information on the work at the kindergarten, and they are given the opportunity to influence the content at the kindergarten.

Parent interviews primarily take place once a year, but there is a possibility to arrange more if required. No special reasons must be given to request this, a desire to know how the child is getting on in the kindergarten is sufficient. There will be 1-2 interviews with parents of school starters in the last semester before the start of school.

Parent volunteer work is usually organized once a year, preferably in the spring. Here parents will be given the chance to put in an effort for the kindergarten. This effort is important for the kindergarten's physical environment, while also being a good opportunity to get to know the other parents.

Kindergarten parties - some traditions have been established after many years of operation. The Lucia celebration, Christmas party, Easter breakfast and summer party are such events. Parents and siblings are invited to participate. The children greatly appreciate these events, and it is therefore important that parents who are unable to attend ensure that someone else attends on these special days.

Working committee meeting (FAU) – here parent representatives from each department meet to discuss the kindergartens day-to-day work, planning of volunteer work, parties and parent meetings. The manager summons the first meeting in the autumn, then it is up to the parent representatives to assess the need for meetings. The manager attends as required.

Coordinating committee meeting (SU) - held as required. Here parent employee and University representatives attend to plan, discuss and decide on the annual plan, budget, accounts and other issues that are relevant for the operation of the kindergarten.

For your information we would also like to inform that all kindergarten employees are bound by a duty of confidentiality.

Payment

Payment is made in the form of deductions from wages in the case of parents that are salaried by the University, and who approve this.

Payment follows the municipal rates for Oslo. Payment is for 11 months every year. The discount

for siblings is 30%. If changes in income occur such that the fee should be adjusted, the kindergarten must be notified.

If the child leaves the kindergarten during the course of the year, there is a one month period of notice from the 1st or 15th of the month.

The kindergarten has group accident insurance that applies during the kindergarten opening hours and on the way to and from the kindergarten.

Finances

The kindergartens income is threefold: grant from municipality, University subsidy and payment from parents. The operating budget allows the kindergarten to maintain a satisfactory standard in terms of furnishings, play equipment, trips and replenishing of toys and other equipment.

In addition the parents pay to a parent fund. This amounts to NOK 200 once or twice a year.

The seniors (last year before school) will be given the opportunity to participate in skiing courses, but fees must be paid by parents.

Other information

The staff should be notified if the child is absent due to illness or for other reasons. Notice should also be given if the child is to be picked up by persons other than the parents.

The child's space should always be equipped with a change of clothes, rainwear and nappies if required. All clothes must be labelled.

The children are given one sandwich meal in the morning, but must bring a packed meal for the afternoon. During school holidays everyone must bring two packed meals. The children have milk to drink throughout the year.

Children who are admitted are entitled to attend until they reach school age, or until the parents terminate their employment with the University of Oslo. A simple application form must nevertheless be submitted every year. Parents who terminate their employment with the University may keep the child in the kindergarten for the remainder of the kindergarten year. Decision that children who have a year left before the school start may continue even if the parents have joined the UiO.



ORGANIZATION AT THE UNIVERSITY KINDERGARTEN

Kindergarten Council

Appellate body for decisions by the admissions committee.
Advisory body for the University /University Senate on issues concerning the operation of the kindergarten.

Composition:

- * 1 joint representative from civil service organizations.
- * 1 representative from Equality Committee.
- * 3 representatives from UiO
- * Kindergarten manager

Coordinating Committee (SU)

Task: Propose budget, annual plan and prepare annual accounts, in cooperation with manager.
Ensure that kindergarten is operated in accordance with

applicable decisions and within framework of grants.

Composition:

- * 2 parent representatives
- * 2 employee representatives
- * 2 UiO representatives.
- * The kindergarten manager has right to attend and speak.

Parents' Council Working Committee (FAU)

Task: Summon and chair parent council meetings.
Chairman and deputy are parents' representatives on coordinating committee, 2 are deputy representatives.

Composition:

1 parent representative from each of the kindergarten's departments

Parents' Council

Task: Cooperate with staff to maintain interests of children and parents in terms of providing children with good opportunities for development and activities.

Composition:

All parents/guardians of children in kindergarten