ARTICLES OF ASSOCIATION FOR HAUGESUND INTERNATIONAL PRESCHOOL FUS AS

Adopted by the board of Haugesund International Preschool FUS AS

1. **The kindergarten is owned and operated by** Haugesund International Preschool FUS AS

2. **PURPOSE**

The limited company's purpose is to establish and operate Haugesund International Preschool FUS AS as an international kindergarten in Haugesund municipality in the best way possible, with an internationally recognized academic platform where English and Norwegian are used as the primary languages.

With the cooperation and understanding of the home, the kindergarten shall safeguard the children's need for care and play, and promote learning and education as the basis for all-round development. The kindergarten shall build upon fundamental values in Christian and humanist heritage and tradition, such as respect for human dignity and nature, for intellectual freedom, charity, forgiveness, equality and solidarity; values that are expressed in different religions and beliefs and are rooted in human rights.

The children shall develop creative zest, wonder and the desire to explore. 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 involvement in relation to their age and abilities.

The kindergarten shall meet children with trust and respect and recognize the value of childhood. It will contribute to well-being and joy in play and learning, and be a challenging and safe place for fellowship and friendship. The kindergarten shall promote democracy and equality and oppose all forms of discrimination.

The kindergarten shall be run in accordance with:

a) The Norwegian Act relating to kindergartens and the prevailing regulations and guidelines stipulated by the Ministry of Education and Research

b) The Framework plan for kindergartens

c) Resolutions adopted by Haugesund International Preschool FUS AS.

d) Annual/operating plans for the kindergarten.

e) The Internal Control Regulations and the kindergarten's own safety/internal control procedures.

f) The Regulations on Environmental Health in Kindergartens and Schools.

g) The Safety Regulations for playground equipment

Specific check lists and documentation for internal control are found in the kindergarten's HSE system and contingency plan.

3. THE KINDERGARTEN'S GOVERNING BODIES:

3.1 Board of Directors

The Board of Directors is financially responsible for the limited company and shall function as a supervisory body for the kindergarten. Furthermore the Board of Directors functions as the kindergarten's supreme body between general meetings.

3.2 Annual Meeting (general meeting)

The annual meeting (general meeting) is the kindergarten's highest authority. There are separate articles of association for the limited company.

3.3 Parents' council

To ensure cooperation with the child's home, the kindergarten shall have a parent's council.

a) The parent's council shall be made up of all parents/guardians in the kindergarten and shall promote their common interests and contribute to ensure that cooperation between the kindergarten and the parent group creates a good kindergarten environment.

b) The parents' council has decision-making powers to resolve that the parental contribution may be set higher than the maximum rate, ref. Section 4 of the Regulations on parental contributions.

c) The kindergarten owner shall ensure that important matters are presented to the parent council.

d) For voting in the parent council, one vote is allocated for each child, and a common decision by majority vote applies.

3.4 Parent-Staff Liaison Committee (SU)

To ensure cooperation with the child's home, the kindergarten shall have a Parent-Staff Liaison Committee (SU).

1) The SU shall function as an advisory and coordinating body that promotes contact between parents and staff.
2) Parents and staff elect one representative per department/base to the SU. This means that each department/base will be represented by a guardian and an employee.
3) The general manager is the owner's representative in the SU. As the owner's representative, the general manager has the right to vote, attend, speak before and submit proposals to the SU.
4) The SU is elected for one year at a time and constitutes itself (election of chairman and secretary).
5) The SU holds meetings according to a schedule, or as required. The chairman of the SU convenes and chairs meetings of the SU. The agenda will accompany the meeting invitation.
6) In the event of a tied vote in the Parent-Staff Liaison Committee the general manager will have the deciding vote.
7) The duties of the SU shall include reviewing the annual plan for educational operations, being presented with and having the right to comment on issues that are of importance to the kindergarten's operation, activities and relationship with parents. In addition, the committee is responsible for planning and implementing various social events at the kindergarten such as the Christmas party and end of term party before the summer holiday.

3.5 Parents' meetings

At least two parents' meetings must be held each year. The general manager is responsible for convening and implementing the meetings.

4. ADMISSIONS - WITHDRAWAL

4.1 Overall objective:

When admitting children, emphasis shall be placed on ensuring compliance with the preamble in the Kindergarten Act and that the kindergarten's capacity and premises are utilised in the best way possible.

There shall be an appropriate composition of age and gender.

The main rule is that admissions shall cover children residing in Haugesund municipality at the time of application. If the kindergarten does not fill the available places with children residing in the municipality, the kindergarten can admit children from surrounding municipalities.

4.2 Places offered: The kindergarten offers

100% - 5 days/week

4.3 Prioritisation:

If the kindergarten is unable to offer places for all who apply, admission shall be based on the overall objective (section 4.1) and according to the following order of priority:

1. 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. Cf. Section 13.*Priority in connection with admissions*

2. Children with a statutory right to a kindergarten place pursuant to Section 16 of the Norwegian Act relating to kindergartens.

3. Children of staff can be given priority if the offer of a kindergarten place is required in order to ensure the recruitment of qualified personnel.

4. Children of international parents or with international connections.

5. Siblings of children who already have a place at the kindergarten with priority given according to the first child's seniority. Places are allocated through the drawing of lots if all other conditions are equal.

6. Children who have a place in a FUS kindergarten and who move within the municipality and/or to another municipality. Notice period is maintained in the event of a kindergarten change.

7. Other children who are on the kindergarten's waiting list. Places are allocated through the drawing of lots if all other conditions are equal once the group's composition has been considered, cf. 4.1.

4.4 Admissions:

The kindergarten participates in Haugesund municipality's coordinated admissions process. An application form is sent to the municipality and the kindergarten receives the applicant list within the agreed deadline.

The general manager makes recommendations in accordance with the coordinated admissions process and allocates places according to sections 4.1 and 4.3.

Decisions on admission shall be taken as soon as possible after a withdrawal notification is received. In the event of supplementary admissions during the kindergarten year, the overall objective of the admissions process, section 4.1 and the priority list, section 4.3 shall be followed. The allocation of a place shall be made in writing.

When allocating a place the parent/guardian shall sign to declare that they have approved kindergarten's articles of association.

If a parent/guardian has been terminated due to non-parental payment, and applies for a place in another FUS kindergarten, the outstanding amount must be paid before it will be possible to be allocated a new place.

4.5 Right of appeal

Applicants who have been denied their 1st or 2nd choice of kindergarten place in the main admission process have the right of appeal. The deadline for appeals is 3 weeks after notification is received or the applicant should have gained knowledge of the decision, cf. Section 9 of the Regulations on case processing rules for admission to kindergarten. Appeals must be submitted in writing to the municipality and must be substantiated. The municipality shall examine the circumstances submitted as grounds in the appeal and submit the appeal to the kindergarten owner, cf. Sections 7 and 8 of the Regulations.

Those applicants who are successful in their appeal will be offered the next available space in the kindergarten.

For supplementary admissions, only applicants with a legal right to a kindergarten place may appeal if they are not offered a place, cf. Section 6 of the Regulations.

4.6 Admission period:

The child has a place from the start date specified in the offer letter.

Children admitted to the kindergarten have a permanent space until 1August of the year the child starts school or until the space is withdrawn.

The kindergarten year in HIP FUS runs from 1 August to 31 July.

The kindergarten year in the municipality runs from 15 August to 14 August.

4.7 Leave of absence:

Leave of absence can only be granted for a limited period if particularly compelling reasons suggest that this is reasonable. Particularly compelling reasons can for example be that the child's parent loses his/her capacity to provide financially, or that the child becomes seriously ill and for health reasons cannot use the place. The latter is documented by a doctor.

4.8 Withdrawal from a kindergarten place

A space may be withdrawn in writing by giving 2 months' notice. The notice period is calculated from the 1st of the following month.

The notice period applies if an applicant accepts a place, but would like to remain on the waiting list for their 1st choice.

The board of directors reserves the right to demand full payment during the notice period. The space may, however, be taken over by another child during the notice period if the kindergarten has filled all its places and the new child who is offered a place wishes to begin early.

A kindergarten place that is withdrawn from 1 April inclusive must be paid for the rest of the kindergarten year. Check the dates of the kindergarten year in section 4.6 of the articles of association. This means that a kindergarten space used after 31.05 will be invoiced and must be paid for the remainder of the kindergarten year.

4.9 Change to attendance time:

Requests to change the type of space/length of attendance must be submitted in writing to the general manager. A reduction in the size of space is deemed a withdrawal of part of the kindergarten space for which the two month notice period for withdrawal applies.

5. UTILISATION OF AREA

The kindergarten's play and living space is set at 4.0 square metres net per child over 3 years of age and 5.3 square metres net for children under 3 years of age. The number of children under this rule that can have space inside the kindergarten's total area must

still be assessed specifically for each admission. With regard to the utilisation of area the prevailing "Norwegian Act relating to kindergartens" applies (circular Q-0902 B).

6. OPENING HOURS

The kindergarten is open five days a week from 06.30 - 16.30 except for

- Summer weeks 26 till 32: The kindergarten's opening hours are then 07:00-16:00.
- Weeks 29 and 30: Closed
- Christmas between Christmas Eve and New Year's Eve: The kindergarten's opening hours are then 07:00-16:00
- Monday and Tuesday during Easter week: The kindergarten's opening hours are then from 07:00-16:00.
- The Wednesday before Maundy Thursday, the kindergarten is open until 12:00 noon.
- Christmas Eve and New Year's Eve are closed.

A requirement survey can result in changes to the actual opening hours. The attendance period for each child shall be limited to within the specified opening hours. Children must be brought to and collected from the kindergarten within the prescribed opening hours.

On the Wednesday before Maundy Thursday, the kindergarten will be open until 12.00 noon. On Christmas Eve and New Year's Eve the kindergarten is closed.

The kindergartens will be closed for 5 planning days a year. Further information will be provided well in advance.

7. HOLIDAYS

The kindergarten is closed for the last two consecutive weeks in July. It is assumed that all children will have a holiday together with their guardians. All children must have 4 weeks' holiday during the year. 3 of those weeks must be consecutive and mainly during the school summer holiday period between week 26-32. The three weeks must be taken in connection with the holiday closed weeks. The child can of course take more vacation if desired. The children who are going to start school and/or children who have cancelled their place with the last day 31.7 must take these holiday weeks before the end date 31.7

Parents shall notify when their child is to take their holiday as soon as possible in April, and no later than 15 April. All registration of holiday during the rest of the

kindergarten year has a deadline of 14 days before it is taken for it to be valid as holiday days.

Children who start during a kindergarten year take holiday on the same terms as for children who start on 1 August.

8. PAYMENT

The parental contribution for a place at Haugesund International Preschool FUS AS shall not be higher than the maximum limit. The maximum limit is fixed in the Norwegian Parliament's annual budget statement. Fees are paid for 11 months of the year. Food is in addition. No payments are made for July. Payment for meals is not included.

In the event of absence, fees must still be paid. If the child does not attend at the agreed time after the holidays this is considered absence. Irregular payment can result in the child losing his/her place.

The parental contribution is payable in advance on the 1st of each month. If the parental contribution is not paid by the due date on the collection notice the child will lose his/her place at the kindergarten. The standard rules for withdrawal will then apply, see section 4.8
In the event of missing or incorrect registration of parental payments, this can be adjusted retrospectively and have retroactive effect.

9. FOOD

The kindergarten serves all meals. Breakfast, lunch and afternoon meal

10. HEALTH MATTERS/ABSENCE

The Regulations on Environmental Health in Kindergartens and Schools, as well as the Working Environment Act stipulate that the kindergarten as an enterprise and workplace should promote health. This means that children and staff shall not be exposed to unnecessary infection.

If a child is sick or is absent for other reasons, the kindergarten must be notified as soon as possible. Irregular attendance without notification being given to the kindergarten may result in the child losing his/her place.

Sick children should be kept at home so they do not infect other children or staff.

If the child cannot be outdoors and participate in activities on an equal footing with the other children, the child should be kept at home. In case of doubt whether the child can be at kindergarten it is the general manager who will make the decision.

11. RESPONSIBILITY

Staff are responsible for the children while they are in kindergarten. The board of directors is required to take out accident insurance for children.

Parents/guardians are responsible for the delivery and collection of children. The person who accompanies the child to the kindergarten must not leave the child before contacting the staff. The child shall be collected by an adult who is known to the kindergarten staff. If the child is collected by a person other than the person who usually collects the child, the kindergartens shall be notified about who will collect the child by the child's parents/guardians.

Messages must be given directly to staff.

The limited company/staff are not responsible for clothes or other belongings brought by the child, such as prams.

Staff may not take the child as a passenger in a private car or on public transport without the child being properly secured and the prior written consent of the parent/guardian.

12. INTERNAL CONTROL

The kindergarten has an internal control system in accordance with the regulations relating to systematic health, environment, and safety work (Internal Control Regulations) and the The Kindergarten Act Section 9. Government supervision.

Documentation is stored at the kindergarten. An internal control manual for health, safety and environmental work has been drawn up for the kindergarten and is continuously updated by the general manager.

13. GENERAL MANAGER/STAFF

13.1 Appointments

The general manager of the kindergarten is appointed by the board of directors. Other staff are appointed by the general manager. The manager represents the kindergarten's owners and is the kindergarten's administrative and educational manager on a daytoday basis. The owner board may, if necessary, appoint 2 general managers at the same time, if the original general manager has a long-term and/or unresolved absence due to illness.

The general manager reports to the board of directors.

A police certificate must be submitted upon appointment.

13.2 Instructions

The instructions for the general manager are determined by the board of directors of the kindergarten.

14. DEFAULT

If parents/guardians who have children in the kindergarten violate or fail to comply with the kindergarten's articles of association, parents' council policies and decisions the board of directors can initiate the withdrawal of the place with immediate effect. The standard rules for withdrawal will then apply, see section 4.8.

If the child is repeatedly collected after the kindergarten's normal closing time and this results in extra payroll costs for the kindergarten, the board of directors can order the parents/guardians to pay this additional cost.

15. SNUFF AND SMOKING

Snuff and smoking are not permitted at the kindergarten

16. DUTY OF CONFIDENTIALITY AND DUTY OF DISCLOSURE

Kindergarten staff have a duty of confidentiality pursuant to Section 44 of the Norwegian Act relating to kindergartens and a duty of disclosure pursuant to Sections 45 and 46 of the Norwegian Act relating to kindergartens. Anyone who performs services or work pursuant to this Act is also obliged to provide information pursuant to orders under the Child Welfare Act § 13-4.

Section 44. Duty of confidentiality

For enterprises governed by this act the rules of confidentiality in Sections 13 to 13f of the Norwegian Public Administration Act apply accordingly.

Section 45. Duty of disclosure to social services and the municipal health- and care services.

Kindergarten staff shall provide social services and the health- and care services assistance in client cases. In their work they shall be observant of conditions which should lead to action by the municipality, and they shall provide social services or the municipal health- and care service with information about such facts on their own initiative. On their own initiative, information can only be provided with the consent of the client, or as far as information can be provided notwithstanding the duty of confidentiality. Information shall normally be given by the general manager.

Section 46. Duty of disclosure to child welfare services

Anyone who performs services or work under this statute must, in their work, be alert to circumstances which may lead to action on the part of the child welfare service.

Notwithstanding the duty of confidentiality, anyone who performs services or work under this statute must report to the child welfare service without undue delay

a) when there is reason to believe that a child is being or will be mistreated, exposed to seriously deficient daily care, or other serious gross neglect,

b) when there is reason to believe that a child has a life-threatening or other serious illness or injury and does not receive medical examination or treatment, or that a child with disabilities or a child that needs special assistance does not have his or her special needs for treatment or education met,
c) when there is reason to believe that a child is or will be exploited in human trafficking.

Anyone who performs services or work under this statute is also obliged to provide information when obligated to do so pursuant to Section 6-4 of the Child Welfare Act.

17. CHANGES TO THE KINDERGARTEN'S ARTICLES OF ASSOCIATION

These Articles of Association were adopted by the board of Haugesund International Preschool FUS AS on 23.11.2025

The board of directors has the authority to change the kindergarten's Articles of Association Statute after the proposed amendment has been submitted to the ParentStaff Liaison Committee for comments.

When children and guardians are registered in MyKid, parents must confirm that the kindergarten's statutes have been read and accepted. In the event of changes to the articles of association, this will be submitted to SU, and further informed to parents via MyKid.