



REGULATIONS GOVERNING THE PRE-SCHOOL AND KINDERGARTEN PROGRAMME OF THE INTERNATIONAL SCHOOL OF BERGEN

1. The Pre-school and Kindergarten programme of the International School of Bergen is owned and operated by Stiftelsen International School of Bergen.
2. The International School of Bergen aspires to provide children with an education of the highest quality, in English. By its nature, the school strives to bring together local and world communities to promote global perspectives and act as a catalyst for the development of Bergen and the surrounding region.
3. The School operates as a non-profit educational institution. The School is governed by a Board of Trustees. The Board of Trustees consists of six members: three elected by the parents, one by the staff and one by the sponsoring companies. The sixth member is selected from the local community by the Board members.
4. The School is non-sectarian. (*Lov om barnehager §1 andre ledd, jf. tredje ledd*)
5. The School Director, in consultation with the professional staff, is responsible for all admissions.
6. Admissions criteria:
The School wishes to accept all qualified applicants and shall make every effort to provide the facilities needed for expected enrolment. Admission shall be based on data submitted as required by the Director to determine:
 - a. The potential of the applicant to benefit from the educational services available, and
 - b. The capacity of the School to meet the educational needs of the applicant.

The School does not have the facilities to cater for students with severe physical disabilities. Please also note that the child must be free of nappies/diapers at the time of admission.

Students enrolled as of the end of the previous school year who are able to meet the Board's tuition requirements, shall automatically be enrolled for the following year. Entry priority for new students will be given to:

- i. internationally mobile students, including company sponsored students
- ii. siblings of previously enrolled students

- iii. those children whose language background, sex and age best meet the needs of the group as a whole
- iv. students wishing to enroll on a five-day basis

Admissions follow the regulations determined by *Bergen bystyre* by their resolution of 211105, *sak* 297-05.

7. The deadline for admission in August each year is March 1st. A main admission will take place in April of each year for the following August. Supplementary admissions will take place on an as needs basis. An admission before the start of the school year in August is confirmed by the payment of a non-refundable deposit.

Notice to vacate a place must be made in writing. Since fees are charged on a monthly-basis, notice must be given at least one month in advance. Students enrolling after the start of a month will be charged for the entire month during which they enroll. No refunds will be given to departing students for uncompleted fractions of a month which they have attended.

Within any school year, parents who wish to apply for a leave of absence must do so in writing at least one month in advance. Tuition payments will be in accordance with the current tuition schedule.

Non-payment of fees may result in the discontinuation of enrolment.

8. The Board of Trustees sets the annual tuition fees at the time the budget is adopted.
9. The approved area available is 260m². An outside play area is located in the immediate vicinity.
10. The Pre-school and Kindergarten year follows the International School of Bergen school calendar from August until June and has the following opening hours:

Monday – Friday 07:30 – 16:30

11. The Pre-school and Kindergarten programme is subject to the internal control procedures outlined by *Forskrift om miljørettet helsevern i barnehager, skoler, m.v.* These guidelines regulate such factors as psychosocial and physical environment, indoor climate and air quality, and accident and fire prevention.

Date of approval: January 16th 2006