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## AGREEMENT CONCERNING A PLACE AT KINDERGARTEN

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Name of parent/guardian/invoicee

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Name of parent/guardian

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Address

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Address

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Postcode/district

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Postcode/district

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E-mail

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E-mail

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Phone number

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Phone number

**AND**

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**Aurora Sluppen barnehage AS**  
**Organisasjonsnummer/ Bus. Ent. no. NO 930 761 486**

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**has entered into the following agreement:**

**1. Type place**

\_\_\_\_\_, date of birth \_\_\_\_\_ has been granted a full-time place from \_\_\_\_\_ until 31 July in the year in which the child starts at school.

**You will receive more detailed information about the start date from the kindergarten.**

**Additional information for employees at SINTEF**

This kindergarten place is linked to your employment status at SINTEF. This employment status must be valid on the date at which your child starts attending the kindergarten.

If your employment status changes, the kindergarten must be notified in good time. This may apply in cases of a transfer to another department within the SINTEF Group, leave, overseas secondment or termination of employment.

If your employment status is terminated, please contact Bjørg Været, Managing Director of the Aurora Foundation, in order to discuss your options regarding retention of the kindergarten place.

**2. Fees**

A kindergarten place must be paid for from the date on which it is offered to the family in question. The fee paid by parents/guardians as of 1. August 2024 is **NOK 2,000**. This fee covers **11** months of the year. No fees are due for July.

The Aurora Foundation will send an invoice for the amount(s) due. The payment due date will be on the first of each month.

**Direct debit (AvtaleGiro) and Electronic invoicing (eFaktura)**

You will have the opportunity to pay via Direct debit or Electronic invoicing, and we recommend that

you set up an agreement to this effect. The payment will be recorded immediately in our accounting system, and we will avoid having to send out reminders.

Both of the parents/guardians that sign this agreement are equally responsible for payment of the fees, including following any separation/breakdown of their relationship. The kindergarten reserves the right to refer only to the parent/guardian with whom the child lives permanently following the separation/breakdown.

#### **Discounts/reduced fees:**

Sibling discounts and discounts due to reduced financial circumstances.

Further information and an application form for discounts due to reduced financial circumstances can be found here: <https://www.trondheim.kommune.no/english/category/kindergarten/#heading-h2-1>

The Norwegian Labour and Welfare Administration (NAV) offers a variety of support schemes. Information about these and application forms can be found at [www.nav.no](http://www.nav.no)

### **3. Food**

The kindergarten will provide meals for your child. The meals fee is **NOK 450** per month, and is not included in the main fee.

### **4. Opening hours and holidays**

The kindergarten year starts on 1 August.

The kindergarten opens at 07:15 and closes at 16:45 (Mondays to Fridays).

All parents/guardians must arrive at the kindergarten to collect their child no later than 16:30. During the period 16:30 to 16:45, staff will be clearing up and preparing for the following day.

The kindergarten will be closed on public holidays and in the period from 24 December up to and including 1 January.

The kindergarten will be closed during Easter week (from Palm Sunday up to and including to the Monday after Easter Sunday) and on the Friday after Ascension Day.

The kindergarten is closed for 2 weeks in July.

The kindergarten will be closed for staff planning and courses for five days during the year. Every effort will be made to arrange these days on dates when other kindergartens and primary/lower secondary schools in Trondheim are also closed. Parents will be notified of the days on which the kindergartens will be closed at the start of the kindergarten year.

All children attending the kindergarten must take at least four weeks' holiday during the kindergarten year. At least three of these weeks must be consecutive, and preferably during the period 20 June to 20 August.

### **5. Voluntary work**

The staff at the kindergarten will ask you to join voluntary work at the kindergarten. In the spring the work will be to tidy up outside at the playground after the winter together with other parents. You may also be asked to help with other tasks.

### **6. Withdrawal (termination) from a kindergarten place**

Notification of withdrawal from a kindergarten place must be made via the applications portal by Trondheim municipality and to the kindergartens Head Teacher.

The standard period of notice is two (2) months, with the following exceptions:

If the child intends to leave during the period 1 May to 31 July, attendance fees must continue to be paid up to and including the month of June.

If the kindergarten admits a new child during the period of notice, the obligation to pay the attendance fee will be reduced proportionately.

Notice issued by the kindergarten to dismiss a child from its place will require a valid reason and shall be made in writing.

Breach of this agreement on the part of the parents/guardians:

In the event of notice being issued to dismiss a child on the basis of a breach on the part of the parents/guardians, the kindergarten shall issue a written notification of the consequences of the breach and provide a period of 14 days during which the breach may be remedied.

If the breach concerns the non-payment of fees, the kindergarten may demand interest on late payments pursuant to the Norwegian Act relating to the payment of interest on late payments (*lov om forsinkelsesrente*).

Breach of this agreement on the part of the kindergarten:

In the event of a breach of this agreement on the part of the kindergarten, the parents/guardians may be entitled to resort to general remedies such as fees reductions and/or compensation. If the breach is deemed to be material, the kindergarten place may be terminated with immediate effect.

If your family moves from Trondheim municipality, the child will retain its place at the kindergarten.

## **7. Leave**

An application for your child to take temporary leave from a kindergarten place must be submitted to the kindergarten at least one month on which the leave shall apply.

Leave cannot be granted prior to your child starting at the kindergarten. Temporary leave from a kindergarten place may be granted, with no obligation to pay attendance fees, if the place can be taken by another child during the period of leave.

## **8. Illness, medical examinations of children and medication**

Parents/guardians are responsible for notifying the kindergarten of any special circumstances related to their child's health that affect the child's attendance at the kindergarten. The kindergarten shall decide on whether a child is healthy enough to attend. If there is an infectious disease in the child's home, the kindergarten must be notified.

Prior to your child starting at the kindergarten, you must complete a child health declaration. This is required by Section 50 of the Norwegian Act relating to kindergartens (*barnehageloven*). The provision of medication to a child while it is attending the kindergarten is the responsibility of the parents/guardians. The Head Teacher at the kindergarten may enter into an agreement with the parents/guardians regarding the provision of medication.

## **9. Administration of personal data**

The kindergarten administers personal data about children and their parents/guardians as part of the work necessary to provide an appropriate kindergarten service.

The objective of processing personal data is to ensure the proper care of the child. If a parent/guardian wishes to receive information about personal data being processed by the kindergarten, they may contact the Head Teacher.

This agreement concerning the kindergarten place constitutes a legal basis for the processing of personal data that is necessary to administer the kindergarten in an appropriate manner. The processing of information for any other purpose may only be carried out with the consent of the parents/guardians.

Personal data is administered in compliance with requirements stipulated in law, statutory regulations and internal procedures, and in such a way that only persons with access entitlements and employees, who require access in order to carry out their jobs, will become privy to said data. The data is archived in the kindergarten in such a way that it is protected from unauthorised third parties, while at the same time being accessible to employees when required.

The data will be stored for as long as your child attends the kindergarten. When a child stops attending the kindergarten, the data will be transferred to the parents/guardians, if they so wish. If not, the data will be deleted/shredded by the kindergarten.

Parents/guardians are entitled to ask the Head Teacher if they can inspect personal data. They also have the right to correct and/or delete data. Parents and guardians are also entitled to submit a protest against the processing of personal data, although such protests will be evaluated in relation to the kindergarten's need to provide its services in an appropriate manner.

In situations in which the processing of personal data requires the consent of the parents/guardians, they have the opportunity to withdraw said consent if they so wish.

In situations in which parents/guardians opt not to provide personal data that are considered necessary by the kindergarten, they may risk the dismissal of their child from the kindergarten place.

Parents/guardians are entitled to submit complaints concerning the processing of personal data by the kindergarten. Such appeals shall be submitted to the Norwegian Data Protection Authority (*Datatilsynet*).

#### **10 . Changes to terms and conditions**

The Board of Aurora Sluppen barnehage AS reserves the right to change the terms and conditions of this agreement. Notification of such changes must be made in writing no later than two months prior to implementation. Changes to terms and conditions provide parents/guardians with the right to terminate the kindergarten place on provision of two months' notice from the date on which the notification was received. Such changes may be related, but are not limited, to attendance fees, charges and meals fees.

**On signing this agreement, the parties accept that the prevailing statutes constitute a part of the terms and conditions governing this agreement. A copy of the statutes is attached to this agreement.**

**The Aurora Foundation will file the sign agreement.**

**This agreement will be shred when the child leaves and all invoices are paid.**

#### **Aurora Sluppen barnehage AS**

Name of kindergarten

Trondheim

Place and date

\_\_\_\_\_

Aurora Sluppen barnehage AS

\_\_\_\_\_

Place and date

\_\_\_\_\_

Signature of parent/guardian

\_\_\_\_\_

Signature of parent/guardian

**Name of the child's parent or grandparent who is employed at SINTEF, including department/institute at SINTEF**

\_\_\_\_\_