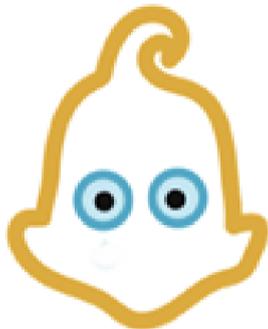




BERGEN  
KOMMUNE

# My Child at Kindergarten

Information for parents with a child  
attending a municipal kindergarten in  
Bergen



English

# Welcome to kindergarten!

*Starting kindergarten can be an exciting transition for both children and parents. We hope that the starting period is as good as possible for both you and your child, and we are looking forward to your child starting kindergarten here. The aim of this brochure is to provide you with some information about daily life at the kindergarten.*

## **Cooperation between the home and kindergarten**

Parents are primarily responsible for the development of their child. We therefore welcome your contributions regarding what you want your child to experience, encounter and learn at the kindergarten.

Along with the kindergarten, parents shall become involved and cooperate on providing the best possible day in kindergarten adapted to the child and family.

With focus on play, well-being, care and learning, we will cooperate with you to make the kindergarten a positive learning arena for your child.

Parents and personnel are jointly responsible for the well-being and development of all the children, and as parents, we expect you to show an interest in your own child, other children at the kindergarten, and consider the kindergarten's work and priorities from a holistic perspective

## **Children with reduced functional ability and special needs**

The kindergarten shall ensure that children with reduced functional ability can participate in the kindergarten's services. If the child has a *special need* for special education, parents can send a referral with the kindergarten's help (if necessary) to the Educational and Psychological Counselling Service. The service has a special responsibility for helping kindergartens facilitate children with special needs. The service is free.



## **Educationally adapted**

The kindergarten is an educational establishment and offers a safe, versatile and developmental childhood environment for the best of the child. We are concerned with the involvement, well-being and life management skills of the child. One of the most important initiatives of the kindergarten is the production of a good psychosocial environment where we work on attitudes and values, whilst focusing on equality, inclusion and diversity. The educational content of the kindergarten is built on research on children's needs, development and learning. All kindergartens create an annual plan setting out the kindergarten's educational work in terms of goals, methods and activities. The annual plan is based on the Framework Plan for Kindergartens and is available on the kindergarten's website during the first half of September each year. The Framework Plan for Kindergartens provides guidelines for the core values, content and tasks of kindergartens.

## **Including and caring environment**

The kindergarten focuses on all children experiencing that they are cared for and listened to, and we actively work to ensure that children are not exposed to bullying and insulting remarks at the kindergarten. SKYFRITT is the Municipality of Bergen's plan to strengthen efforts to prevent, detect and manage bullying in kindergartens, schools and during spare-time activities. The aim of the plan is to reduce bullying and offensive remarks in early years education in Bergen. The Municipality of Bergen has prepared a guide and process map on how a safe, good and inclusive psychosocial environment at kindergarten can best be prevented, handled and maintained.



# Laws and Statutes

## Norwegian Kindergarten Act

The current Kindergarten Act and regulations, in addition to the Ministry of Education's comments on the provisions of the Act, regulate kindergarten operations. National regulations define what kindergartens are, set out requirements for the educational content, and provide detailed rules on staffing, space and controlling bodies.

## Municipal statutes

In compliance with the Norwegian Kindergarten Act, Bergen City Council has adopted common [statutes for municipal kindergartens](#). The statutes contain general provisions on how kindergartens are run and provide information especially important to the parents' relationship with the kindergarten. The statutes are enclosed when a kindergarten place is offered.



# Our Values

The work of the kindergartens owned by the Municipality of Bergen is based on: **warmth, recognition of the child** and **inclusion**.

You can find more information about this in the Quality Development Plan for Municipal Kindergartens in Bergen 2018-2021: Together for Quality – Play and Learning

## **Warmth**

We provide care and security. When meeting children, our heartfelt warmth shall nourish and provide the opportunity for growth.

## **Recognition of the child**

We see the self-worth of each child. The child is given good conditions for learning and development based on recognised relations and communication with professional adults.

## **Inclusion**

We create good communities where the child is seen, noticed and acknowledged. Each child shall experience the pleasure of belonging to small and large groups, and experience equality and cultural diversity.

*The values have been created in compliance with the Framework Plan and the Municipality of Bergen's general core values.*



# Kindergarten's Cooperating Bodies

Parents and the kindergarten staff have several different means of cooperation.

Everyone who works in the kindergarten is subject to the duty of confidentiality (Kindergarten Act, Section 20).

## Parent-teacher meetings and conversations

Parents will receive a written invitation to parents' meetings held at the kindergarten, which are primarily informational and cooperation meetings. Parent-teacher meetings are confidential conversations about your child. The educational supervisor will send you an invitation or you can request one yourself.

## Parents' council

The council, which aims to promote the parents' interests, consists of the parents of all the children attending the kindergarten. The parents' council shall cooperate with the staff to create a good environment for the children at all times. A leader and working committee should be elected.

In addition, the parents' council must elect representatives for the cooperating committee. For more information, see the framework plan for the content and tasks of kindergartens.

## Cooperating committee

The cooperating committee consists of elected representatives from the parents' council, the kindergarten's employees and political representatives from the Municipality of Bergen. The cooperating committee shall be an advisory, contact-creating and coordinating body for the parties responsible for the kindergarten's content and operation. For more information, see the framework plan for the content and tasks of kindergartens.

The Kindergarten Act, Sections 1 and 4, authorises the creation of parent councils and cooperating committees.



# Practical Information

## **Privacy, communication and safety**

The kindergarten shall be considered a safe and good place for all our users. The threshold for parents to put forward any questions, their concerns or need for help or other matters shall be low. Pursuant to the [Kindergarten Act, Section 20](#) and the [Public Administration Act, Section 13](#), everyone who works at a kindergarten is subject to the duty of confidentiality. In some cases, for example, surrounding the issue of making videos, the use of images, various observations, etc., parental consent is required.

The goal of the Municipality of Bergen is that data security and privacy shall be a natural part of our undertaking. Read more about how the municipality handles personal data in [the Municipality of Bergen's Privacy Policy](#).

Children's personal data is especially protected. Parents give consent on behalf of the child, but when the child turns 15, he/she can give consent independently. Read more about [personal data](#) on the [Norwegian Data Protection Authority's website](#) and what [privacy](#) entails.

## **Accident insurance**

All children at the kindergarten have collective insurance. The Municipality of Bergen covers the insurance premium and excess in the event of an accident.



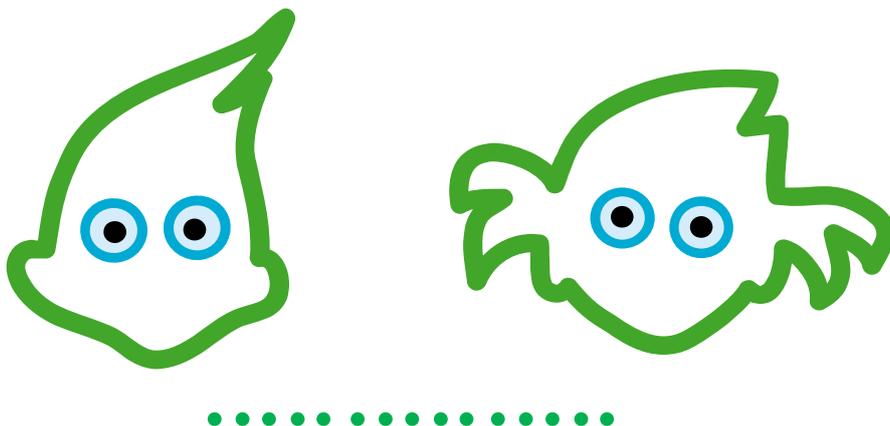
## Payment

Parents pay for eleven months each year from the date the kindergarten place is available. The month of July is payment free. Invoices are sent in the middle of each month with the due date being the first of each month. Payments are made in arrears.

Please use the issued invoice to pay for an offered kindergarten place or enter into an agreement for electronic invoices. You can find more information about current payment schemes and financial reductions by clicking on the links for [parent fees](#) and reduced [kindergarten fees](#).

## Termination

As a general rule the kindergarten place will be retained up until your child starts school. In the event of termination, there is a mutual notice period of one month calculated from the date written notice is given to the head of the kindergarten.



# Cooperation With Other Services

## Health and care services for children

The kindergarten shall facilitate cooperation between various health and care services should the child require them. Parental cooperation is important when assessing whether the kindergarten can provide the children with enough support and help or whether we need to involve additional services that can offer special competence. If this is the case, parents will always be invited to a meeting. The kindergarten is subject to the duty of confidentiality and cannot divulge information about the child without the parents' consent. See [privacy legislation](#).

The kindergarten and parents can request guidance and help, e.g. from well child clinics, the child welfare service, the educational and psychological service's office, children and family services office and physiotherapy and ergotherapy services. The kindergarten is obliged to give information to the child welfare service. See the [Kindergarten Act, Section 46](#).

## Agency for kindergartens, schools and sport (BBSI)

In the Municipality, the agency for kindergartens provides competence enhancement and guidance for staff working within the field of professional childcare.

- Migration pedagogy and multilingual work
- Uncovering neglect, violence and abuse
- Work on psychosocial environments and the counteraction of bullying, insulting remarks and exclusion
- Language, play and learning
- Mathematics
- Competence in pedagogical relations and parental cooperation
- Cooperation in conjunction with schools

## Cooperation with schools

To create a good foundation for lifelong learning, it is important to see the connection between kindergartens and schools whilst attending kindergarten. The kindergartens have their own routines for preparing and familiarising the children with school routines, so the child feels confident and has a good transition to school life. The Municipality of Bergen has a separate [plan for cooperation in conjunction with kindergartens and schools](#), which explains the cooperation between kindergartens and schools



# Relevant links:

## Local plans

- **Together for Quality:** [https://issuu.com/hg-9/docs/10491300\\_rapport-issuu?e=19530043/64108839](https://issuu.com/hg-9/docs/10491300_rapport-issuu?e=19530043/64108839)
- **No Dark Clouds (Skyfritt):** <https://www.bergen.kommune.no/politikere-utvalg/api/fil/1298542/SKYFRITT-inkluderende-oppvekstmiljo-for-barn-og-unge-i-Bergen>
- **Skyfritt in the Municipality of Bergen:** [Skyfritt – inkluderende oppvekstmiljø i Bergen](#)
- **Plan for cooperation and coordination between kindergartens and schools:** <https://bergen.extend.no/cgi-bin/document.pl?pid=bergen&UnitID=5129&DocumentID=13778>
- **Smart Childhood:** <https://www.bergen.kommune.no/politikere-utvalg/api/fil/1238283/Plan-for-Smart-oppvekst-i-Bergen>
- **Sexual Health Plan:** <https://www.bergen.kommune.no/politikere-utvalg/api/fil/1238283/Plan-for-Smart-oppvekst-i-Bergen>

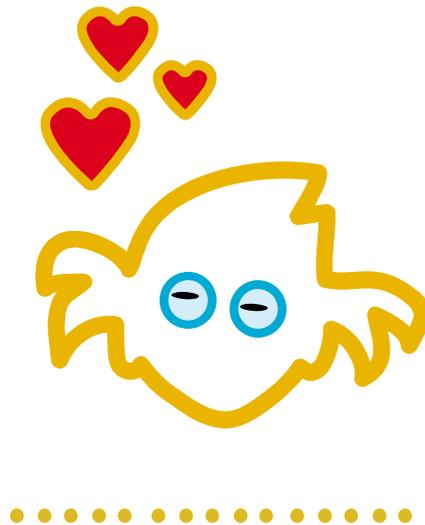
## Legislation and Statutes

- **Norwegian Kindergarten Act:** <https://lovdata.no/dokument/NL/lov/2005-06-17-64>
- **Framework plan for the content and tasks of kindergartens:** <https://www.udir.no/globalassets/filer/barnehage/rammeplan/rammeplan-for-barnehagen-bokmal2017.pdf>
- **Statutes for municipal kindergartens in Bergen:** <https://allmenningen.bergen.kommune.no/styringsdokument/SD-19-76>
- **Duty of confidentiality:** <https://lovdata.no/dokument/NL/lov/2005-06-17-64>
- **Norwegian Public Administration Act:** [https://lovdata.no/dokument/NL/lov/1967-02-10/KAPITTEL\\_3#%C2%A713](https://lovdata.no/dokument/NL/lov/1967-02-10/KAPITTEL_3#%C2%A713)

## Other useful links

- **Children with reduced functional ability:** <https://www.udir.no/utdanningslopet/barnehage/ansatte/tilrettelegging-av-barnehagetilbudet-for-barn-med-nedsatt-funksjonsevne/>

- **Referral form for the Educational and Psychological Counselling Service (PPT):**  
<https://www.bergen.kommune.no/skjema/Info.aspx?ShortName=BK030-SKOLE-ppt>
- **Parental fees:**  
<https://www.udir.no/regelverk-og-tilsyn/barnehage/foreldrebetaling/>
- **Reduced kindergarten fees**  
<https://www.bergen.kommune.no/innbyggerhjelpen/barn-og-familie/barnehage/barnehageplass/reduisert-pris-for-barnehage>
- **Municipality of Bergen's privacy policy:**  
<https://www.bergen.kommune.no/hvaskjer/tema/personvern/personvernerklaring-for-bergen-kommune>
- **Norwegian Data Protection Authority:** <https://www.datatilsynet.no/>
- **Personal data:**  
<https://www.datatilsynet.no/om-datatilsynet/datatilsynets-personvernerklaring/>
- **Privacy:**  
<https://www.datatilsynet.no/rettigheter-og-plikt/personvernprinsippene/grunnleggende-personvernprinsipper/>





# BERGEN KOMMUNE

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