

Bylaws for SFO Trondheim International School

1. Purpose

After School Care facilities aims to give children in primary school , grade 1-4 and children with special needs in primary school, grade 1-6 supervision and care. After School Care facilities should facilitate that children are given the opportunity to actively exploit their free time round play, culture and leisure activities based on children's age and interests. This will be done in close cooperation with the children's homes and in accordance with the school's purpose as expressed in the Education Act §1.

2. Ownership

Trondheim International School is responsible for the premises for school leisure and responsible for operations.

3. Play area and launch

School Leisure play and launch spaces should be a minimum of four square feet per child.

4. Admission – withdrawal

4.1 All children in Year 1-Year 4 and all students with special needs in Year 1-6, are entitled to be offered before and after school care.

4.2 Trondheim International School is responsible for admission.

4.3 Admission to SFO is in the beginning of the school year (August) and / or at the beginning of the second semester (February). Special considerations might be made. 4.4 The notice period is two months from the next following first of a month.

The termination shall be sent via email to Trondheim International School.

4.5 Subscription payable need to be paid throughout the resignation date.

4.6 Termination can be given by Trondheim International School at missing payments.

Admission to SFO cannot happen if there are unpaid dues / fare from previous offerings in the after-school program.

5. Parents' fees

5.1 Trondheim International School Board determines parental fees in connection with the annual budget process.

5.2 Information on household and calculation prepared in conjunction with the annual budget process.

5.3 All activities, including day trips during school holidays shall be free and available to all students in after-school activities.

Space in After School Care need to be paid from the date a space is offered to the family.

6. Opening

6.1 SFO is offered all working days except SFO's planning days and SFO vacations.

6.2 The daily opening hours shall be within the period from 07.30 to 16.30. During holiday club opening hours are between 08:00-16:00.

6.3 SFO is closed during 4 weeks in July, the schools Christmas- and Easter break, during public holidays and the published planning days.

7. Management and staffing

The principal has the overall responsibility for the school's SFO. The SFO coordinator is the administrative and academic leader of the SFO and has time allocated for administration according to agreements. Furthermore, it is desirable with varied expertise and professional practice.

Staffing in children groups will be compared to the number of children present, children's age, as well as any need for special monitoring of individual children or groups. As a rule it should not be more than 15 children per. Adult.