



MUNICIPALITY OF ELVERUM

Elverumskolen - a school for everyone with focus on individuals!

Adopted by the municipal council on 21.06.2012

Last administrative change, 09.11.17

Change adopted by the municipal council on 14.12.17

SCHOOL CHARTER FOR MUNICIPAL AFTER SCHOOL CHILD CARE IN ELVERUM (SEE SECTION 13-7 OF THE EDUCATION ACT)

1. GOALS

After school child care (henceforth SFO) is offered to pupils in grade levels 1 to 4. The service is intended to be safe, caring and full of fun experiences that stimulate growth and development in the natural interaction between children and adults.

SFO is also available to pupils with special needs in grades 5 through 7.

SFO is a voluntary part of primary school. It should cover the children's needs for rest, activity and care. SFO aims to supervise children during the normal working hours of the parents.

SFO in Elverum is run under the principles laid down in the National strategic plan for education and the Action plan for SFOs.

2. SUPERVISION AND PLAY ZONES

Each school has set aside at least one room indoors for activities during SFO opening hours. Other rooms may also be used by SFO at the school. The needs of each particular school's SFO space will be suited to school operations. The school's outside areas are also available for use by the children during SFO hours. If situations make it necessary to restrict the use of the school's indoor and outdoor areas, the school will always make sure there are adequate play and activity zones for the children during SFO hours.



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3. REGISTRATION. ADMISSION AND CONDITIONS FOR ADMISSION

You can sign up for SFO at the school your child attends. Space is reserved for the pupils who attend the school grades for which SFO is intended. Registration is done on the school's digital administrative system (Visma), which is found on the main menu here: www.elverumskolen.no or using this hyperlink. Parents will receive a confirmation by e-mail/ SMS that the application was received, and be notified after the application has been processed.

You do not need to apply each year. Cancellation and changes are described in Section 5 below.

The registration deadline is 01 April.

Late registrations (after 01 April) will be processed by the headteacher's office as long as there are sufficient space and staffing at the SFO.

4. OPENING HOURS AND HOLIDAYS

SFO is normally open on weekdays, Monday - Friday, between the hours of 07:00 - 17:00.

Adjustments to normal opening hours may occur from time to time. SFO is closed during the teaching hours for lower primary pupils.

SFO is closed:

- 5 weekdays during the school year for staff planning
- Christmas Eve and New Year's Eve
- The Wednesday before Maundy Thursday at 12:00
- Closed during weeks 28, 29, 30 and 31 (four full weeks in July)

The calendar of closed weekdays and staff planning days will be available when you receive the offer to accept a spot for your child.

During periods with few children attending any particular SFO, the municipality may decide to join several SFOs at one school. Some of the SFOs can therefore be closed during school holidays. Opening hours at the individual SFO are otherwise subject to similar changes. The school and SFO will take the children's and parent's needs into account when making such decisions.



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5. **PAYMENT AND CANCELLING YOUR SPOT**

The parents are obligated to pay for SFO for one year (11 payments) after accepting the spot. The new SFO year commences on 01 August. Payments are due on the 20th of each month.

The municipal council will set the payment rate each year. Adjustments to payment rates normally occur at a time between the two years of operation and come into force on 01 August.

From August to April, you can cancel your child's spot at SFO with one month's notice on the 30th day of the month. You may not cancel your spot after the first of April. You can cancel your spot by logging in to Visma Flyt Skole using ID-porten (the Norwegian ID portal).

You are obligated to pay the full price for your spot even if it remains unused and has not been cancelled. You are entitled to an exemption on the payment if your child has not been able to attend SFO for a month or more due to illness. A medical certificate from a doctor must be enclosed with the exemption application.

Failure to pay for two months after receiving a payment reminder will result in automatic cancellation of your child's spot and the loss of your right to utilise SFO, with immediate effect. Late payments are subject to interest on overdue payment as determined every six months by the Ministry of Finance. Payment reminders are subject to an administrative fee.

6. **STAFFING AND MANAGEMENT**

SFO is part of school operations and is under the leadership of the headteacher. The SFO is usually run by a professional educator trained in department management. This qualification is prioritised during recruitment of new SFO leaders.

The number of employees needed at each SFO in Elverum will depend on the number of pupils who need SFO space. The number of employees at each SFO can increase, depending on the number of special needs children who attend a particular SFO.

7. **INSURANCE**

The children are insured while they attend SFO in accordance with the insurance policies that apply to the pupils in primary school in Elverum.



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8.

MEALS

The children at SFO are fed a variety of foods. We focus on a healthy diet. At least one common meal that includes fruit is served every day.

9.

SELECTION AND REPRESENTATION

Each primary school has a board of operations. This board has the right to express its opinion on all matters pertaining to SFO. The board members are chosen according to the criteria stated in Section 11-1 of the Education Act. The school has the authority to summon parents to special meetings regarding the SFO and SFO activities.

10.

NOTIFYING ABOUT HEALTH CONDITIONS

The parents are obligated to inform the SFO about any special conditions concerning a child's health which may have relevance for the child's participation at SFO.