



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

1. The Pre-school and Kindergarten programmes of the International School of Bergen are owned and operated by Stiftelsen International School of Bergen.
2. The International School of Bergen provides an internationally accredited education serving the business and Bergen communities.
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 and enrolment criteria:
The preschool and kindergarten programmes are open to the children, aged 1 to 6, of internationally mobile families living in, or moving to the Bergen region. Families must complete and lodge an ISB application form with ISB and register an application with the central admissions database of Bergen Kommune (*Vigilo*)

When enrolling new students, the following priorities will apply for each programme:

- 1 A. company sponsored students
B. siblings of company sponsored students
- 2 A. siblings of previously enrolled students
B. children of other internationally mobile families
C. those children whose age, language background, place size and gender best meet the needs of the group as a whole.

In addition, admissions within each of the categories 1 and 2 above follow the regulations determined by Bergen bystyre.

7. The application 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 in April.

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 217 m². An outside play area of approximately 1500m² 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 programmes are 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.