

Statutes - SFO Tromsø International School

Statutes of October 2016 were amended in April 2018, after changes were presented to the board. This document sets out the new and updated statutes.

Introduction

The After School Care Club (SFO) at Tromsø International School (TRINT) offers care and supervision, before and after school, for children in Grades 1 – 4 and for children with documented special needs in Grades 5 – 10. SFO should offer the children in their care safe and enjoyable activities with an emphasis on play, according to the children's own culture and socialization, age group, functional level and interests.

§ 1. Ownership and administration

1.1: The SFO at Tromsø International School (TRINT) is owned and operated by Stiftelsen Tromsø International School under the provisions of the Education Act § 13-7.

1.2: The principal has the administrative and pedagogical responsibility for the operation and content in SFO.

1.3: As long as the students number is under 20 students the principal is the head of the SFO and assistants will fulfill the objectives and aims of SFO.

1.4: Things that affects SFO will be discussed in School Environment Committee.

1.5: The Parent Council Committee of TRINT is also the PCC for SFO.

§2. Admission criteria

2.1: All children in 1st-4th grade wishing to attend SFO should be offered a place.

2.2: The admission of children with special needs (1st – 7th grade) can take place only after a Statement of Needs is received from the appropriate authority in accordance with an individual plan. The principal will then write an individual decision in cooperation with the SFO-teachers.

§3: Admission period and termination of the SFO place

3.1: The SFO place is retained until the end of 4th grade, or until terminated. One month's notice is required from the 1st of the month should a place wish to be resigned. Written notice is required. The same applies if you wish to reduce or increase the hours during the school year. This can happen up to 2 times per school year. No new change allowed within 3 months of previous change.

3.2: If all or part of the place is resigned after April 1st, full payment is required until the end of June.

3.3: Parents of students with a part time place who want full time care over the holidays only, can purchase an additional holiday package, NOK 2000 per week for a full week only. The holiday package should be pre-booked and billed the same month as the holiday-care is provided.

§ 4: SFO fees

4.1: The SFO –fees at TRINT will align with the fees at SFO in Tromsø commune.

4.2: The SFO-fee is for 11 months per year; August – June. August is 75% of the original fee since SFO is only open three weeks in August.

4.3: Fees may be adjusted by the Board one time per school year. If fees are not paid correctly, the SFO place can be terminated by the School, with four weeks written notice.

4.4: *Current rates for this year*

4.4.1: Full space (85% of what Tromsø commune offers), 12 – 18 timer.

4.4.2: Reduced space (50%): up to 12 hours per week. Students who have 50% SFO may use the SFO for four hours on days where the school is closed, or they may instead use the SFO for full days if the amount of full days used is equal or less than the amount on full days of offer.

4.5: SFO will serve one daily meal; usually a cold meal consisting of sandwiches and fruit and vegetables. Occasionally a hot meal may be served.

4.6: The parents/guardians are responsible for picking up before the SFO closes. If the child is picked up after closing time, they get a fine. A late pick up notice is signed each time. 3 late pick-up notices lead to a fee equivalent to what other schools in Tromsø Kommune is charging. (Currently this is kr1098)

4.7: Parents / Guardians must complete the electronic form on the website stating the hours required at SFO Prior to the child being enrolled. Any changes must be communicated in writing to the SFO-teachers.

4.8: Parents / Guardians must notify, the SFO staff in writing, ahead of time if their child will be leaving with someone other than themselves and/or at a different time than normal.

§ 5: Opening hours

5.1: SFO is open every day the school is open from 7.30 – 16.30.

5.2: SFO is also open during days when the school is closes, except

- Five planning days, one being the day before the school starts in August.
- Five weeks in July/August
- Christmas Eve and New Year's Eve
- If there are three or fewer students attending SFO in a day where the school is closed, the school reserves the right to close the SFO for that day.

5.3: Opening hours on days between Christmas Eve and New Years's Eve day will be from 7.30 – 14.30. And from 7.30 – 12.30 on Wednesdays in the Holy Week (the week before Easter).

§ 6.3: Financing of SFO

SFO is financed by the SFO-fee alone. TRINT is not allowed to use any of the state-supply to support the operations of SFO.

§ 7.3: Confidential declaration

Members of PCC, employed in SFO, included students and substitutes and others who has a role in SFO are confidential under the Administration Act § 13 and 13 a-f.