

**REGLER FOR
BØRNEHAVEVIRKSOMHEDEN VED THE INTERNATIONAL SCHOOL OF BILLUND
(BILLUND INTERNATIONALE SKOLE)**

Præambel

Bestyrelsen for Den selvejende institution The International School of Billund, Skolevej 24, 7190 Billund, CVR nr. 34 76 33 56 (i det følgende benævnt: "institutionsbestyrelsen") har den 18 April 2013 i medfør af § 36 a i lov om friskoler og private grundskoler vedtaget at varetage opgaven som privatinstitution efter bestemmelserne herom i lov om dag-, fritids- og klubtilbud m. v. til børn og unge (dagtilbudsloven) efter den såkaldte "tostrengede model". I det følgende benævnes den pågældende aktivitet: børnehavevirksomheden.

Den tostrengede model fordrer, at der for skolens børnehavevirksomhed nedsættes en bestyrelse (i det følgende benævnt "forældrebestyrelsen"), som institutionsbestyrelsen på nogle områder deler kompetence med.

Som bestemt i § 36 a i lov om friskoler og private grundskoler har institutionsbestyrelsen den overordnede ledelse af børnehavevirksomheden.

Som bilag til skolens vedtægt har institutionsbestyrelsen herefter for børnehavevirksomheden fastsat følgende

R E G L E R

§ 1

Den selvejende institution The International School of Billund driver børnehavevirksomhed under navnet "The International School of Billund, Kindergarten"

Stk. 2. Børnehavevirksomheden drives fra skolens ejendom, Skolevej 24, 7190 Billund.

Stk. 3. Det er formålet med børnehavevirksomheden at virke som daginstitution for børn, der opfylder Billund Kommunes aldersbetingelser for børnehavebørn samt aldersbetingelsen i § 36 a i lov om friskoler og private grundskoler.

Stk. 4. Børnehavevirksomheden drives efter de til enhver tid gældende love og andre regler for private daginstitutioner, som modtager tilskud fra Billund Kommune. Børnehavevirksomheden drives endvidere i overensstemmelse med skolens målsætning, som den har fundet udtryk i skolens formålsbestemmelse.

§ 2

For børnehavevirksomheden nedsættes en forældrebestyrelse.

Stk. 2. Det er forældrebestyrelsens opgave

- i samarbejde med institutionsbestyrelsen at fastlægge principper for børnehavens arbejde, herunder udarbejdelse, evaluering og opfølgning af den pædagogiske læreplan,
- i samarbejde med institutionsbestyrelsen at fastlægge principper for anvendelsen af en budgetramme,
- at afgive indstilling til institutionsbestyrelsen i forbindelse med ansættelse af børnehavens ledelse samt deltage i ansættelsen af ledelsen,
- at afgive indstilling til institutionsbestyrelsen i forbindelse med ansættelse af fast personale. (Institutionsbestyrelsen kan delegere ansættelseskompetencen til skolens leder),
- at afgive indstilling til institutionsbestyrelsen vedrørende institutionsbestyrelsens godkendelse af budget og regnskab, og
- at afgive indstilling til institutionsbestyrelsen vedrørende placering af den daglige åbningstid og eventuel ferielukning.

Stk. 3. Opgaveløsningen skal ske inden for de mål, rammer og regler, som fremgår af § 1, stk. 3 og 4. Forældrebestyrelsens funktioner og opgaver vedrører således principper omkring dagligdag og indhold og rummer ikke kompetence i forhold til ledelse eller kompetence til konkrete dispositioner og handlinger, idet sådanne kompetencer ligger hos henholdsvis institutionsbestyrelsen, skolens ledelse og børnehavens leder.

§ 3

Forældrebestyrelsen består af fem medlemmer, der for et år ad gangen vælges /udpeges således:

- a.) Tre medlemmer vælges af og blandt forældre til børn i børnehaven (børnehavens forældrekræds).
- b.) To medlemmer udpeges af institutionsbestyrelsen.

Stk. 2. Funktionsperioden begynder den 1. december og slutter den 30. november.

Stk. 3. Hvert år vælges for et år af og blandt børnehavens forældre en suppleant for de under stk. 1, litra a nævnte medlemmer. Suppleanten optages automatisk i forældrebestyrelsen, hvis et forældrevalgt medlem træder ud af forældrebestyrelsen. Suppleanten indtræder i den udtrådtes resterende funktionsperiode.

Stk. 4. Udtræder et af de under stk. 1, litra b udpegede medlemmer, udpeger institutionsbestyrelsen et nyt medlem.

Stk. 5. Medarbejdere med børn i børnehaven er ikke valgbare som forældrevalgte medlemmer af forældrebestyrelsen.

Stk. 6. Af og blandt børnehavens fastansatte personale vælges en medarbejderrepræsentant, som deltager i forældrebestyrelsens møder uden stemmeret.

Stk. 7. Skolens leder og lederen af børnehaven deltager i forældrebestyrelsens møder uden stemmeret.

§ 4

Forældremøde afholdes hvert år på skolen eller et andet sted i hjemstedskommunen i tredje kvartal.

Stk. 2. Medlemmer af børnehavens forældrekræds er de personer, der har forældremyndigheden over børn i børnehaven, eller personer, som har et barn i børnehaven i pleje.

Stk. 3. Institutionsbestyrelsen er ansvarlig for, at der indkaldes til forældremøde. Indkaldelsen sker ved almindeligt brev, e-mail eller anden sikker indkaldelsesmåde med mindst 14 dages varsel med angivelse af dagsorden. Indkaldelsen til forældremøde skal mindst indeholde følgende dagsordenspunkter:

1. Valg af dirigent.
2. Forældrebestyrelsen og børnehavens leder orienterer om børnehavens forhold.
3. Valg af medlemmer til forældrebestyrelsen.
4. Valg af suppleant.
5. Eventuelt.

Stk. 4. Hvert medlem har én stemme.

Stk. 5. Der kan ikke stemmes ved fuldmagt.

Stk. 6. Forældremødet er beslutningsdygtigt uden hensyn til antallet af fremmødte medlemmer. Forældremødet træffer beslutninger ved almindelig stemmeflerhed.

Stk. 7. Skolens ledelse, børnehavens leder, de af institutionsbestyrelsen udpegede medlemmer af forældrebestyrelsen samt børnehavens medarbejdere har møderet og taleret på forældremøder. Herudover træffer forældremødet selv afgørelse om, hvorvidt personer uden for medlemskredsen kan deltage i forældremøder og i givet fald hvilke personer.

Stk. 8. Der skal føres protokol over det på forældremøder vedtagne. Protokollen skal underskrives af dirigenten.

Stk. 9. Valghandlinger skal være hemmelige, hvis et eller flere medlemmer ønsker det.

Stk. 10. Genvalg kan finde sted.

§ 5

Forældrevalgte medlemmer udtræder af forældrebestyrelsen, når medlemmets barn op-hører i børnehaven, hvorefter suppleanten indtræder. Såfremt der ikke er en suppleant, kan medlemmet fortsætte i forældrebestyrelsen frem til næste forældremøde.

§ 6

Medarbejderrepræsentanten i forældrebestyrelsen samt en suppleant for vedkommende vælges på et personalemøde for alle fastansatte medarbejdere i børnehaven. Børnehavens leder indkalder til mødet. Valgbare er det pædagogiske personale (fastansatte pædagoger og pædagogmedhjælpere).

Stk. 2. Lederen af børnehaven har ikke valget og er ikke valgbar. Personalemødet afholdes i tredje kvartal, idet valget af medarbejderrepræsentanten og suppleanten skal være foretaget inden den 1. december. Valgperioden er to år. Funktionsperioden påbegyndes den 1. december. Afstemningen skal være skriftlig, hvis en medarbejder ønsket det.

§ 7

Der udarbejdes hvert år en virksomhedsplan for børnehaven. Udarbejdelsen sker i samarbejde mellem forældrebestyrelsen, institutionsbestyrelsen og børnehavens leder og skolens leder. Børnehavens leder er ansvarlig for udarbejdelse af et forslag, som forelægges henholdsvis forældrebestyrelsen og institutionsbestyrelsen til godkendelse. Planens formål er, at den skal virke som arbejds- og styringsredskab samt som informationsmateriale for forældre, kommunen og øvrige samarbejdspartnere vedrørende børnehavens virksomhed.

Stk. 2. Planen skal bl.a. indeholde:

- Principper for børnehavens arbejde.
- Principper for anvendelsen af den afsatte budgetramme.

Stk. 3. I et samarbejde mellem børnehavens leder, skolens leder, institutionsbestyrelsen og forældrebestyrelsen kan der herudover – af børnehavens leder – udarbejdes generelle krav og ønsker til indholdet af planen.

§ 8

Forældrebestyrelsen konstituerer sig med en formand og en næstformand.

Stk. 2. Formanden indkalder til og leder møderne.

Stk. 3. Forældrebestyrelsen afholder mindst 4 møder årligt. Formanden drager omsorg for at der skrives referat af møderne.

Stk. 4. Forældrebestyrelsen er beslutningsdygtig, når mindst halvdelen af dens medlemmer er tilstede.

Stk. 5. Beslutninger træffes ved almindelig stemmeflerhed. I tilfælde af stemmelighed er formandens stemme afgørende.

§ 9

Der kan kun træffes beslutninger og handles på forældrebestyrelsens vegne på forældrebestyrelsens møder.

§ 10

Skolens ledelse forestår visitationen af børn til børnehaven efter følgende retningslinjer:

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- Ovenstående prioritering kan fraviges, når pædagogiske grunde taler herfor.

Stk. 2. Institutionsbestyrelsen fastsætter størrelsen af forældrebetalingen.

§ 11

Ifølge § 36 a, stk. 2 i lov om friskoler og private grundskoler skal forældrebetalingen sammen med kommunale og eventuelle private tilskud dække alle direkte driftsudgifter ved børnehavevirksomheden. Skolen skal udfærdige et særskilt budget og føre et særskilt regnskab for børnehavevirksomheden. Regnskabet skal være en del af skolens samlede regnskab.

Stk. 2. Institutionsbestyrelsen er ansvarlig for, at der hvert år udarbejdes et budget for det kommende år.

Stk. 3. Institutionsbestyrelsen er ansvarlig for, at der hvert år udarbejdes et retvisende årsregnskab i overensstemmelse med gældende regler.

Stk. 4. Regnskabsåret følger kalenderåret.

Stk. 5. Institutionsbestyrelsen har ansvaret for, at årsregnskabet underkastes betryggende revision i overensstemmelse med gældende regler.

§ 12

Institutionsbestyrelsen kan efter forudgående høring af forældrebestyrelsen ved simpel stemmeflerhed træffe beslutning om at ændre reglerne. En eventuel ændring skal godkendes af Billund Kommune.

Stk. 2. Institutionsbestyrelsen kan efter forudgående høring af forældrebestyrelsen ved simpel stemmeflerhed træffe beslutning om at nedlægge børnehavevirksomheden. Billund Kommune skal med tre måneders varsel informeres om en forestående nedlæggelse.

**RULES FOR
THE KINDERGARTEN AT THE INTERNATIONAL SCHOOL OF BILLUND
(BILLUND INTERNATIONALE SKOLE)**

Preamble

The Board of Directors of the private foundation known as The International School of Billund, Skolevej 24, 7190 Billund, Denmark, CVR no. (Danish Central Business Register number) 34 76 33 56 (hereinafter referred to as "the board") has on 18 April 2013, pursuant to § 36 of the Law on Private Independent Elementary Schools, agreed to assume the role of private institution in accordance with the relevant provisions of the Danish *lov om dag-, fritids- og klubtilbud m. v.* (Law on day care, leisure and club facilities also known as the *dagtilbudsloven* or the Day Care Act) for children and young people and in accordance with the so-called "two-channel model". In the following material this activity will be referred to as "kindergarten activities".

The two-channel model requires that the kindergarten activities of The International School of Billund set up a board (hereinafter referred to as "the parents' committee") with which the Board of Directors of the school shares competence in some areas.

As specified in § 36 of the Danish *lov om friskoler og private grundskoler m.v.* (Law on Private Independent Schools and Private Basic Schools), the board of the school is responsible for the overall management of the kindergarten activities.

As an attachment to the school's memorandum and articles of association, the board has established the following rules for the kindergarten.

RULES

§ 1

The private foundation known as The International School of Billund conducts its kindergarten activities under the name "The International School of Billund, Kindergarten".

Section 2 These kindergarten activities are run from the school's property at Skolevej 24, 7190 Billund.

Section 3 It is the purpose of the kindergarten activities to act as day care for children who comply with the Billund Municipality age requirements for kindergarten children and

the age requirements laid down in § 36 of the Law on Private Independent Schools and Private Basic Schools.

Section 4 The kindergarten activities are run in accordance with the legislation and other rules for private day care centres currently in force at any given time for private kindergartens that receive funding from Billund Municipality. The kindergarten activities are also run in accordance with the school's overall objectives, as expressed in the school's declaration of purpose.

§ 2

A parents' committee is to be set up for the kindergarten activities.

Section 2 It is this committee's task

- to establish principles – in collaboration with the board – for the kindergarten's work, including preparation, evaluation and monitoring of the educational curriculum
- to collaborate with the board in establishing the principles for the use of a budgetary framework
- to make recommendations to the board regarding the hiring of the head of the kindergarten and to participate in such recruitment
- to make recommendations to the board regarding the recruitment of permanent staff (the board may delegate responsibility for making such appointments to the head of the school)
- To make recommendations to the board regarding the board's approval of the budget and accounts
- To make recommendations to the board regarding scheduling the kindergarten's normal opening hours as well as any closing for holiday periods.

Section 3 The solution must lie within the objectives, scope and rules laid down in § 1, sections 3 and 4. The functions and tasks of the parents' committee thus pertain to general principles regarding everyday activities and their content, and contain no jurisdiction in relation to the running of the kindergarten or jurisdiction with regard to specific decisions and actions. Such responsibility lies with the board, school management and the head of the kindergarten, respectively.

§ 3

The parents' committee consists of five members, each elected/appointed for one year at a time, as follows:

- a) Three members who are parents to children in attending the kindergarten (the parent group), as elected by the parents
- b) Two members appointed by the board.

Section 2 The term of office begins on 1 December and ends on 30 November.

Section 3 Each year, a substitute is elected for one year by the kindergarten parents from among the kindergarten parents, as laid down in § 1, section 1, sub-section a. The

substitute is automatically included in the parents' committee if a parent representative withdraws from the committee. The substitute will complete the resigning member's remaining term of office.

Section 4 If one of the members of the parents' committee appointed as laid down in § 1, section 1, sub-section b resigns, the board is to appoint a new member.

Section 5 Employees with children who attend the kindergarten are not eligible as members of the parents' committee elected by the parents.

Section 6 A staff representative is to be elected from among the permanent staff of the kindergarten, participating in meetings of the parents' committee without voting rights.

Section 7 The head of the school and the head of the kindergarten participate in parents' committee meetings, without voting rights.

§ 4

A parents' meeting is held at the school or elsewhere in Billund Municipality in the third quarter of each year.

Section 2 The kindergarten parent group constitutes parents who have legal custody of children enrolled in the kindergarten, or foster parents to children enrolled in the kindergarten.

Section 3 The board is responsible for convening the parents' meeting. The summons is to take place by ordinary mail, e-mail or other secure means, with at least 14 days' notice and stating the agenda. The notice about the parents' meeting must contain the following agenda items, as a minimum:

1. Election of chairperson
2. Parents' committee and the head of the kindergarten inform the meeting about current conditions and status
3. Election of members of the parents' committee
4. Election of substitutes
5. Any other business

Section 4 Each member has one vote.

Section 5 Voting by proxy is not permitted.

Section 6 The parents' meeting has a quorum irrespective of the number of members actually in attendance. The parents' meeting takes decisions by a simple majority.

Section 7 The school management, the head of the kindergarten, the members of the parents' committee appointed by the board and kindergarten staff all have rights of

audience and the right to speak at parents' meetings. In addition, the parents' meeting can itself make decisions regarding whether persons who are not members can take part in these meetings and – if so – which people.

Section 8 Minutes must be kept regarding the decisions taken at parents' meetings. These minutes must be signed by the chairperson of the meeting.

Section 9 Ballots are to be conducted in secret, should one or more members request this.

Section 10 Re-election is possible.

§ 5

Members elected by the parents resign from the parents' committee when the member's child no longer attends the kindergarten. The substitute then takes over this place. If there is no substitute, the member may continue to serve on the parents' committee until the next parents' meeting.

§ 6

The staff representative in the parents' committee and a substitute for him/her is to be elected at a staff meeting for all permanent employees in the kindergarten. The meeting is to be convened by the head of the kindergarten. Those eligible for election are the teaching staff (consisting of qualified educators and child care assistants on the permanent staff of the kindergarten).

Section 2 The head of the kindergarten is not eligible for election, and cannot be nominated. The staff meeting must be held in the third quarter of the year, as the election of the staff representative and substitute must be undertaken before 1 December. The term of office is two years, with the term commencing on 1 December. The ballot is to be in writing, if any member of staff requests this.

§ 7

A business plan for the kindergarten is to be prepared each year. This is to be done in collaboration between the parents' committee, the board and the head of the kindergarten and the head of the school. The head of the kindergarten is responsible for preparing a proposal for submission to the parents' committee and the board, respectively, for approval. The purpose behind this plan is that it is to serve as a working tool and a management tool, as well as constituting information material for parents, the local municipal authority and other working partners regarding the activities conducted by the kindergarten.

Section 2 The plan should include:

- The principles behind the work being done by the kindergarten

- The principles behind the application of the allocated budget framework.

Section 3 The head of the kindergarten, the head of the school, the board and the parents' committee can also work together to prepare general requirements and wishes regarding the contents of the business plan.

§ 8

The parents' committee is to elect a chairperson and a deputy chairperson.

Section 2 The chairperson is to convene and chair the meetings.

Section 3 The parents' committee is to hold at least four meetings a year. The chairperson must ensure that written minutes of these meetings are taken.

Section 4 The parents' committee has a quorum when at least half of its members are present.

Section 5 Decisions are taken by simple majority. In case of a tied vote, the chairperson has the casting vote.

§ 9

Parents' committee meetings are the only instance at which it is possible to take decisions and to act on behalf of the parents' committee.

§ 10

School management is responsible for referral of children to the kindergarten, on the basis of the following guidelines:

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- The priorities mentioned above can be waived, if this is justifiable for educational reasons.

Section 2 The board determines the fees to be paid by the parents.

§ 11

In accordance with § 36 a, section 2 of the Law on Private Independent Schools and Private Basic Schools, the payments made by parents, together with financial support from local government and any private grants, must cover all direct operating expenses of the kindergarten activities. The school must prepare a separate budget and keep separate accounts for the kindergarten activities. These accounts must be part of the school's overall financial accounts.

Section 2 The board is responsible for ensuring that a true and fair budget is prepared each year for the forthcoming year.

Section 3 The board is responsible for ensuring that true and fair financial statements are prepared each year, in accordance with the rules and regulations currently applicable in Denmark.

Section 4 The accounting year follows the calendar year.

Section 5 The board is responsible for ensuring that the financial statements are subjected to satisfactory audit in accordance with the rules and regulations currently applicable in Denmark.

§ 12

The board may decide to change these rules by simple majority, after consultation with the parents' committee. Any such change must be approved by Billund Municipality.

Section 2 The board may decide by simple majority to discontinue the kindergarten activities, after consultation with the parents' committee. If so, Billund Municipality must be given three months' prior notice of any such impending closure.

Passed on

On behalf of the board,

Camilla Uhre Fog

Approved by Billund Municipality

Billund (date)