

Rules on leisure centre services at Grindavík Elementary School – Grunnskóli Grindavíkur

1. gr.

General information

The town of Grindavík operates a leisure centre for children 1-3 class in Hópskóli. The activities of a leisure centre are based on guidelines for the activities of leisure centres set by a Mennta- og menningarmálaráðuneytinu (February 2018) as well as these rules.

2. gr.

Applications, changes and resignation

Each year in May, applications are open for the after-school centre and it is assumed that parents apply before 15th of June each year for the upcoming school year. It is assumed that children who applied for a stay at the leisure centre within the above mentioned time limit will be given a place but the stay can be delayed until the council has been filled (leisure instructors/ support staff). In such cases priority groups are considered first (article 4) and then the timing of a registration. If you apply in a later date, it is not possible to guarantee a stay at leisure centre until staff can be hired.

An application for a leisure stay must be submitted to the residents portal (íbúagátt) on a town's website. It is possible to get a help with filling up an electronic application form the director of a leisure centre. Parents can choose between two kind of a leisure stay – everyday from 13:00 – 15:00 or everyday from 13:00 – 16:00. An additional 15 minutes can be requested for a special fee. The agreement is made for a whole school year.

An application for a changes in a residence time should be submitted no later than 1st of December each year , and changes take effect in the beginning of a next year.

Resignation of the residence agreement is permitted with one month's notice from the beginning of a next month.

3. gr.

Opening hours, organization days and summer holiday at the leisure centre

General opening hours in a leisure centre are from the end of a school day until 16 o'clock.

School calendar is the basis for co-operation between schools and leisure centre on the services that children 1-3 class and their parents use. In a school calendar is possible to find all the free days and non-traditional school days.

- a) Leisure centre is closed on Christmas, Easter, on school days and beginning and ending day of a school.
- b) On communication days is open from 08:00 for an additional fee.
- c) On reduced school days, when teaching is particularly cancelled, leisure centre is open from the time that school finishes without any extra payment.

4.gr.

Priority at the leisure centre

Applications for a residence at a leisure centre are processed in chronological order, children from a first class are first, from 2nd class are the second and at the end children from 3rd class.

In addition it is possible to apply for a priority in a written form to the director of leisure centre because of:

- a) Children that need a priority because of their disability. The specialist team of the municipality's school services is responsible for processing applications for children who have priority due to disability. Confirmation from an approved analyst and / or from social services must be added to an application.
- b) Children that need a priority because of their social situation. Employees of a social services, child protection or other institutions involved in children's affairs or the head of a department of the younger level can apply for a priority due to social situation or big changes in a family matters.
- c) Children that live in Iceland shorter than 2 years.

Applications for a priority should be processed within 14 days. When an application about the priority has been approved, child gets a place in a leisure centre as soon as circumstances allow.

5. gr.

Fees

The municipality pays a large part of the cost of children's stay at the leisure centre. Parent's fee for leisure centre and afternoon refreshments at any given time is according to a Grindavík's tariff as it is published on a website. Fee for a stay at the leisure centre and a summer leisure time are charged in advance. Payment day is on the 1st day of each month and a deadline is x days later.

The collection process for arrears is in accordance to collection processes in Grindavík. If a payment is not received within 3 months from due date, the municipality reserves the right to terminate an agreement. If a child is unable to attend a leisure centre for four weeks or longer due to sickness, parents can apply for up to 50 % discount on a residence fees. A discount is given for that time when child was sick after showing a certificate from a doctor that confirms that child was not able to attend a leisure centre. It is possible to apply for a discount within 3 months from the end of a sickness.

6. gr.

Special support

The principal, together with specialists inside and/or outside a school prepare an individual plan for each child that need a special support, in collaboration with parents. Resultantly the principal submits an application for a support for school services. The specialist team of a municipality's school services shall process an application as soon as possible.

7. gr

Cooperation

Cooperation and consultation between a leisure centre and school must be ensured. The school's management presents a school calendar in the spring for an upcoming winter for a director of a leisure centre, and then a director presents the activities of the leisure centre to the school's management and teachers. There should be a mutual flow of information between a school and leisure centre through the regular meetings. The school provides the director with a leisure access to Mentor. This access shall be used to introduce the activities to parents through an e-mail.

The director should be called for a meeting of a student protection council, a team meeting for 6-9 years old children who use a service of a leisure centre and other cooperation meetings. The director of a leisure centre attends information meetings for a preschools and schools for 6 years old children. It is done to ensure continuity in service to the child. A leisure centre shall look for a co-operation with the parties who carry out the leisure activities of children in the municipality with the aim that the children can pursue them within the time frame of the leisure centre.

8. gr.

Human resources

Each employee must normally supervise 13 children. In addition there are job values for children that need a special support, article 6. The director should have professional education in the field of pedagogy and / or leisure and social studies. It is desirable that leisure instructors / support staff have education and / or experience that is useful in their work.

The following criteria should be taken into account regarding the scope of management:

- If number of children is under 80, director's management ratio is 50 – 75%.
- if number of children is higher than 80, director's management is 100 % the duty of care is abolished
- If a number of children is higher than 125, the employment rate of one employee increases by 25%. The supplement is considered a management ratio

9. gr.

Evaluation of the activities of a leisure centre

The municipality regularly evaluates activities at the leisure centre.

10. gr.

Coming into force

These rules take effect from 1st of August 2018.