

Rules and regulations for preschool and educational care

-  Mål
-  Taxa
-  Reglemente
-  Policy
-  Plan
-  Delegationsordning
-  Riktlinje

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1. Forms of service

1.1 Open preschool

Open preschool is a meeting place with educational activities for parents and their children aged 0–6 years. Open preschool is free of charge.

1.2 Preschool

Each municipality is responsible for ensuring that preschool education is offered to children living in the municipality. The educational activities are based on the curriculum for preschool issued by the Swedish National Agency for Education.

All children whose parents are working, studying, actively seeking employment or on parental leave are entitled to attend preschool from the age of one until they start reception class. Children may also be entitled to attend preschool for other reasons.

These services are intended for children from age one until they start reception class. A place at preschool is subject to a fee.

1.3 Universal preschool

Universal preschool aims to provide all children with access to the educational stimulation offered by preschool regardless of their parents' employment situation. Universal preschool is offered during fixed hours from Monday to Friday based on the local circumstances of each preschool or daycare provider.

Children are entitled to universal preschool as of the autumn term of the year they turn three. Universal preschool is free of charge, encompasses 15 hours a week (525 hours a year) and has the same term times as compulsory school. This means the child is home from preschool during compulsory school holidays and on professional development days.

1.4 Educational care

Educational care is an alternative to preschool wherein daycare providers look after children in their own homes. These services are not a separate type of schooling, and while they are not governed by a curriculum, the preschool curriculum is to provide guidance.

These services are intended for children from age one until they start reception class. A place in educational care is subject to a fee.

2. Application

Applications are submitted via the municipality's 24Sju Barnomsorg e-service. If the parents' registered address is not in Markaryd Municipality, please contact the childcare coordinator.

2.1 Placement criteria, the child's right to a placement

A child's right to a placement is determined by the placement criteria. Children attending universal preschool, and children whose parents are working, studying, seeking employment or on parental leave, are entitled to a place at preschool or in educational care.

2.2 Children with special support needs or who need to develop their Swedish language skills

Children with special support needs for their development, whether due to physical, mental or other reasons, can be offered preschool. Children with special support needs shall be offered preschool as soon as possible.

Children who need to develop their Swedish language skills can also be offered preschool.

2.3 Childcare fees debt

If there is an outstanding debt from previous childcare fees, a payment plan must be in place when the application is submitted. The payment plan must be followed. If no payment plan is in place, the parents are to contact the finance department to have one drawn up. The application for a childcare place will be processed after this.

3. Placement

3.1 Waiting list

Markaryd Municipality has a combined waiting list for all municipal preschool and educational care services.

Applications can be submitted no earlier than eight months before the preferred placement date.

A placement can be offered with a starting date four months after the application was submitted, although no earlier than the child's first birthday.

Whenever possible, we offer the parents their preferred preschool or educational care choice, although on occasion we need to offer an alternative placement.

In the first instance, placement is based on the application date.

Children with special support needs for their development in preschool, whether due to physical, mental or other reasons, are given priority.

Whenever possible, children are placed with their siblings.

Applications for transfers between preschools are given precedence over new placements.

3.2 Offer

Once a placement is available, an offer is sent to the parents. Once the parents have received a placement offer, the application is removed from the system. The offered place is to be accepted within 14 days via the 24Sju Barnomsorg e-service. If we do not receive a response, the offer will be withdrawn and the parents will have to submit a new application.

If the parents have different registered addresses, both parents must accept the placement.

3.3 Multiple placements

A child cannot have placements at two preschools at the same time. Nor can a child have a placement at any of Markaryd Municipality's preschools at the same time as a placement at a preschool in another municipality or at an independent preschool.

3.4 Alternating custody

If a child lives alternately with each of their parents and both parents need childcare, the child is to have two places at the same preschool/provider. Each parent applies for a place via the 24Sju Barnomsorg e-service.

3.5 Adjustment period

The first day of the adjustment period is the same day as the first day of the placement. The preschool will contact the parents prior to the adjustment period. An introductory meeting is held before the adjustment period begins. The adjustment period is planned together with the preschool and usually lasts two weeks.

3.6 Switching preschools

Depending on availability, transfers between preschools are possible. Applications for placement at another preschool or educational care provider (transfer) are made by submitting a new application via the 24Sju Barnomsorg e-service. Applications are to be submitted no later than 1 February and the switch between preschools takes place in August. The adjustment period for the new preschool is handled by the parents. Throughout the rest of the year, new placements take precedence over transfers.

4. Opening hours

The Karlavagnen, Himlavalvet and Lyckoskogen preschools, as well as the Timsfors and Traryd preschools, are open from 6:30 am to 6:30 pm.

If there is a need for childcare outside normal opening hours at the preschools listed above, a written request must be submitted to the head teacher using the "Ansökan om dispens" exemption request form, which is available on the municipality's website – www.markaryd.se.

The Tranan and Järven preschools are open from 6:15 am to 5 pm.

Educational care is open from 6:30 am to 4:30 pm.

5. Attendance times

The child's attendance times encompass the parents' working hours or studies plus a reasonable amount of travelling time.

If necessary, the municipality may request that parents present an employment certificate, a work schedule or a certificate of enrolment to verify the child's right to the placement and attendance times.

5.1 Studies

If the placement criteria for an application comprise the parent's studies, a certificate of enrolment specifying the scope of the studies must be presented during the adjustment period and whenever there is a change in the scope of the studies. The form for a certificate of enrolment is available on the municipality's website – www.markaryd.se.

For full-time studies, the child may attend between 8 am and 4 pm. For part-time studies, the child may attend between 8 am and 12 pm. If different times are needed, a study schedule must be submitted to the preschool.

5.2 Night work

Night work means working hours plus reasonable travelling time that extend past midnight. In cases where children attend preschool during the day because a parent works night shifts, a reasonable amount of sleeping time is calculated based on the timing of their working hours. Reasonable sleeping time means a maximum of nine hours after returning home or the time spent sleeping before a night shift.

5.3 Schedule

Parents are responsible for ensuring that the current schedule is registered in InfoMentor.

If no schedule is registered within one week of receiving a reminder from the preschool, the parents must submit an employment certificate/certificate of enrolment and a work/study schedule to the head teacher. The certificates must confirm the need for childcare and the attendance times.

Unless a schedule is registered or certificates are presented, only universal preschool attendance will be offered.

If the child is not entitled to universal preschool, the placement will be terminated one month after the first reminder.

5.4 Changes in attendance times

Any temporary changes in attendance times shall be reported directly to preschool personnel and registered by the parents in InfoMentor.

If the attendance times are being changed until further notice, the parents shall register a new schedule in InfoMentor no later than two weeks before the changes come into effect.

5.5 Parents' holidays or other leave

Childcare is not offered during the parent's holidays or other leave. According to the Convention on the Rights of the Child, children have the right to leisure, play and rest. This means that children shall have time off and holidays just like adults. Accordingly, when the parents have time off, so does the child.

During their parents' holiday or other leave that falls within the academic school year, children with a placement at universal preschool for 15 hours a week may attend as normal.

5.6 Exceptions to the above

As an additional service for parents, each family has the option during the academic school year for their child to attend on 4 days for their normal hours while a parent in the family is not working or studying. The schedule may not be extended on these 4 occasions. The number of days applies per family. In cases where the child has two families, the days are divided equally between the families. These days may not be taken during preschool consolidation (see 5.9). It is the parents' responsibility to notify the preschool when they are on leave.

5.7 Parental leave and seeking employment

During parental leave or when a parent is seeking employment, the child is entitled to preschool/educational care for 15 hours a week. Attendance is at fixed times from Monday to Friday based on the local circumstances at each preschool/provider. In exceptional cases, such as for job interviews or temporary employment, attendance may be temporarily rescheduled after consulting the preschool/provider. However, attendance may not exceed 15 hours a week.

5.8 Sick parents, sick leave and care of a sick child

If a parent is unable to work or study due to illness, preschool personnel are to be notified.

If a parent is on sick leave or caring for a sick sibling, the normal schedule is followed for up to one month. The head teacher is then contacted to decide on any necessary adjustments to the attendance times. If attendance times need to be changed as a direct result of a parent being on sick leave, please contact the head teacher.

If a child has a stomach bug, healthy siblings should not attend preschool. This is a measure to reduce the spread of infection, which could otherwise become extensive and problematic.

When children are sick, parents are entitled to compensation from the Swedish Social Insurance Agency for the care of a sick child (Försäkringskassan, VAB, *vård av barn*). Sick children are not allowed to attend preschool and are to stay home until they are well enough to participate in preschool activities.

5.9 Professional development

To meet personnel's needs for professional development, normal activities are suspended on five days each year. Parents will be informed about these inset (in-service training) days via InfoMentor and the municipality's website at least two months in advance. Parents who are unable to arrange supervision on inset days should contact the head teacher at least one month before the concerned inset day. It may be possible to offer childcare at another preschool.

5.10 Preschool consolidation

During the summer and Christmas holidays, as well as long weekends, preschool and educational care services are reduced. As a result, childcare may be offered at another preschool/provider.

6. Cancelling a placement

You can cancel your child's place via the 24Sju Barnomsorg e-service. The notice period is two months. A place must also be cancelled when the child transitions from preschool to school-age educare. The notice period is subject to a fee.

6.1 Termination of a place due to absence

One month of absence, if not due to a parent being on sick leave or holiday, will result in the child's place being terminated. The parents will be contacted before this happens.

Parents shall notify the head teacher of any planned longer absence.

6.2 Termination due to unpaid invoices

Markaryd Municipality has the right to terminate a childcare place if invoices remain unpaid. To retain the child's placement, a payment plan must be drawn up and followed.

The parents will be contacted before the placement is terminated.

7. Outreach services

As of the autumn of the year a child turns three, the municipality will contact the parents of any child who does not yet have a place at preschool. The parents of children who have a place in

educational care are also contacted. The reason is to inform them of the purpose of preschool and the child's right to universal preschool.

Outreach services are conducted every autumn and spring up to the spring term of the year the child turns six.

7.1 Place for improved Swedish language skills

Before the start of each autumn term, the municipality offers a place at preschool to children over the age of three who need to attend preschool to improve their Swedish language skills, regardless of their native language.

Children under the age of three who do not fulfil the placement criteria may be offered a placement at any time during the year based on the above.

A place for improved language skills has a reduced fee.

8. Fees

The fee is based on the child's age, the placement criteria and the household's total annual income.

In the case of a shared placement, the invoice is split proportionally based on each household's total annual income.

Invoices are issued monthly in advance.

Parents are responsible for registering accurate income details in the 24Sju Barnomsorg e-service.

Parents are also responsible for promptly reporting any changes in their household that may affect the childcare invoice or the child's attendance times, such as when a cohabitation relationship begins or ends or when the child's placement criteria change.

8.1 Retroactive fee check

Each year, the income registered by parents in the 24Sju Barnomsorg e-service is cross-checked against the Swedish Tax Agency's data on taxable earned income. The check is conducted to ensure that everyone pays the correct fee. The check is based on the Swedish Tax Agency's final tax statements and means that parents may receive a refund or a retroactive invoice for childcare fees dating back two years.

9. Insurance

All children in Markaryd Municipality are covered by accident insurance. The insurance offers coverage around the clock, all year round. Be sure to keep all receipts in the event of an accident.

More information is available on the municipality's website – www.markaryd.se.