

# **Rules of application for preschool, pedagogical care and school-age educare**

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## Forms of service

### Open preschool

Open preschool is a meeting place and educational service for guardians and children aged 0–6 years. Open preschool is free of charge.

### Preschool

Each municipality is responsible for ensuring that preschool education is offered to all children registered as living in the municipality. All children whose guardians are working, studying, actively seeking work or on parental leave have the right to attend preschool from the age of one until they start preschool class. Children may also be entitled to preschool education for other reasons. A place at preschool is subject to a fee.

### Universal preschool

All children are entitled to attend universal preschool from the autumn term in the year of their third birthday. Attendance at universal preschool is free of charge, for 15 hours per week (525 hrs/year), and follows the same term times as compulsory school. The child is free during the school holidays of compulsory school and on professional development days. Universal preschools operate during fixed hours, Monday-Friday, according to the local conditions of the individual preschool or daycare provider. The aim of universal preschool is to give all children access to the educational stimulation provided by preschool, regardless of their parents' occupational status.

### Pedagogical care

Pedagogical care is an alternative to preschool or school-age educare, where daycare childminders look after children in their own homes. This service is available for children from the age of one until the spring term in the year of their 13th birthday. A place in pedagogical care is subject to a fee.

### School-age educare

All children whose guardians are working or studying are entitled to a place at school-age educare from preschool class until the spring term in the year of their 13th birthday. Children may also be entitled to school-age educare for other reasons. A place in school-age educare is subject to a fee.

### Holiday school-age educare

Schoolchildren who only need supervision during school holidays and study days are offered holiday school-age educare. Places at holiday school-age educare are time-restricted, so separate applications must be made for each period. A place in holiday school-age educare is subject to a fee.

### Children with special needs

In cases other than those specified above, children and pupils shall also be offered preschool education or school-age educare if they are in need of special support in their development for other reasons. This is regulated in Chapter 8, Sections 5, 7 and 9, and Chapter 14, Section 6 of the Education Act. Preschool is also offered to children who need to develop their Swedish language in accordance with Chapter 8, Section 14 of the Education Act.

## Applications

Applications for a place in preschools, pedagogical care or school-age educare are made via the Municipality's e-service 24sju Barnomsorg.

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For a place to be guaranteed, an application for preschool or pedagogical care must be received at least four months before the desired placement date.

For a place to be guaranteed, an application for school-age educare or holiday school-age educare must be received at least one month before the desired placement date.

If the application refers to the guardian's studies as the basis for the placement, a study certificate, stating the scope of the studies, must be presented at the start of the induction period. The study certificate form is available on the Municipality's website [www.markaryd.se](http://www.markaryd.se).

Markaryd Municipality has the right to request from guardians certificates of working hours and study certificates from employers or study providers. Checks may also be conducted directly with the employer/study provider regarding the guardian's working hours/study time.

## Placement

### Preschool and pedagogical care

When a guardian has applied for a place in a preschool or pedagogical care, the Municipality must, in accordance with Chapter 8, Section 14 of the Education Act, offer a place within four months. A place in a preschool or pedagogical care is offered at the earliest from the day of the child's first birthday.

Markaryd Municipality has one common queue for all municipal preschools and pedagogical care. Guardians should expect a four-month waiting period in the queue. Reasonable consideration is given to the wishes of guardians when offering places.

Placement offers are sent to guardians at least two months before the placement date. The offered place must be accepted within 14 days via the 24sju Barnomsorg e-service or via the Municipality's coordinators. If there is no response, the offer and application will be withdrawn and a new application must be made.

The first day of the induction period is the same day as the first day of the placement. The induction is planned in consultation with the preschool and usually lasts for two weeks.

### School-age educare and pedagogical care for pupils

When guardians apply for a place in school-age educare, holiday school-age educare or pedagogical care, a place is offered within one month. The offered place must be accepted within 14 days via the 24sju Barnomsorg e-service or via the Municipality's coordinators. If there is no response, the offer and application will be withdrawn and a new application must be made.

### Change of preschool

Applications for placement at another preschool or pedagogical care (re-placement) are made by submitting a new application via the 24sju Barnomsorg e-service. The application must be submitted by 1 February, and the change of preschool will take place in August. Induction at the new preschool will be conducted by the guardian. At other times of the year, new placements take precedence over re-placements.

## Attendance times

The opening hours for preschools and school-age educare centres are 06:30-18:30. The opening hours for pedagogical care are 06:30-16:30.

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The attendance times reflect the guardian's working hours or studies, including reasonable travel time.

If there is a need that exceeds the regular opening hours, a written application must be made to the responsible head using the form "Ansökan om dispens", which is available on the Municipality's website [www.markaryd.se](http://www.markaryd.se).

### Studies

In the case of full-time studies, the child may attend 08:15-16:15. In the case of half-time studies, the child may attend 08:15-12:15 for preschool and pedagogical care. If other times are needed, the study timetable must be presented.

### Night work

In cases where children attend preschool or school-age educare during the day because their parents work at night, the reasonable sleeping time is calculated on the basis of when working hours are scheduled. Reasonable sleeping time means a maximum of nine hours after the end of working hours. Night work means working hours that extend beyond midnight.

### Schedule

The guardian is responsible for ensuring that the correct schedule is registered in InfoMentor. If no schedule is registered, there is no basis for placement and the child cannot attend the service.

### Changes to attendance times

Temporary changes to attendance times shall be reported directly to the staff and registered by the guardian in InfoMentor.

In the event of a permanent change to the attendance time for preschool or pedagogical care, guardians shall register a new schedule in InfoMentor at least two weeks before the change takes effect.

In the event of a permanent change to attendance times for school-age educare, guardians shall register a new schedule in InfoMentor at least one week before the change takes effect.

### Placement basis for preschool and pedagogical care

In the event of a permanent change in the guardian's schedule and the child's attendance times, the guardian is responsible for notifying the coordinator of the change in the basis for placement.

In the event of temporary changes to the guardian's schedule, the existing placement basis is maintained.

### Guardians' holidays or other leave

Preschool, school-age educare and pedagogical care are not offered during a guardian's holiday 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 also have time off and holidays, just like adults. When the guardian is free, the child is also free.

Children with a place at universal preschool for 15 hours/week may attend in accordance with their regular schedule during the guardian's holiday or other leave that falls within the school year.

## Parental leave and job-seeking

### Preschool and pedagogical care

In the event of parental leave or when the parent is looking for work, the child is entitled to preschool/pedagogical care for 15 hours per week.

Children with a place at preschool or in pedagogical care and who attend 15 hours/week may, in the event of, for example, a job interview, temporarily reschedule their attendance at a different time.

### School-age educare and pedagogical care for pupils

If the guardian is on parental leave for a younger sibling or is looking for work, the child is not entitled to continue to be placed in school-age educare or pedagogical care.

### Parental illness, sick leave and care of a sick child

If the guardian is prevented from working or studying due to illness, the staff shall be notified.

If a guardian is absent from work due to sick leave or caring for a sick sibling, the regular schedule will be maintained for up to one month. After this, the head shall be contacted and any adjustments to the attendance time will be made as needed. If the need for a change in attendance times arises in direct conjunction with a guardian's sick leave, the head shall be contacted.

### Professional development in preschools, pedagogical care and school-age educare

In order to meet the staff's needs for professional development, regular preschools, pedagogical care and school-age educare services are closed for five days per year. Guardians are informed about such closures via InfoMentor at least two months in advance. If the guardian is unable to arrange supervisory care for the child, the guardian shall contact the head at least one month before the professional development day in question. Alternative preschool/school-age educare/pedagogical care within the municipality is always offered to parents who require supervisory care for their children.

### Merging of services

In conjunction with the reduced demand during summer and Christmas holidays, as well as on weekdays that fall between a public holiday and the weekend, providers of preschool, school-age educare and pedagogical care combine their services to be offered by fewer units. Care can then be offered at units other than the child's regular preschool, school-age educare or pedagogical care.

### Cancellation of a place

Cancellation of a place is done via the 24sju Barnomsorg e-service. The notice period for preschool, school-age educare and pedagogical care is two months. The duration of the notice period is subject to a fee.

For guardians who have become unemployed or are on parental leave, the notice period for school-age educare is one month. The duration of the notice period is subject to a fee.

There is no notice period for cancellation of a place at holiday school-age educare.

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## Termination of a place due to absence

One month's non-attendance of preschool, pedagogical care or school-age educare that is not due to the guardian's sick leave or holiday will result in the place being terminated. Guardians will be contacted before this happens.

## Outreach services

From the autumn in the year of the child's third birthday, the Municipality contacts the guardians of any children who do not yet have a place in a preschool. The purpose of this is to provide information about the purpose of preschool and about a child's right to attend universal preschool. Children who have a place in pedagogical care are also covered by the outreach services.

Outreach is conducted every autumn and spring until the spring term in the year of the child's 6th birthday.

## Places for better language development

Before each autumn term, the Municipality reserves places at preschool for children who need preschool to improve their Swedish language development.

## Fees

The fee is calculated on the basis of the child's age, the reason for the placement and the household's total earned income. It is the guardian's responsibility to ensure that up-to-date income information is registered in the 24sju Barnomsorg e-service. The guardian is also responsible for notifying coordinators of any change in the basis for the placement – for example, when returning to work after parental leave. Invoices are issued monthly and in advance.

In the event of a temporary change in the guardian's schedule, such as due to temporary layoff, the regular fee is maintained.

## Retroactive checking of fees

Every year, the guardians' registered income in 24sju Barnomsorg is cross-checked with the Swedish Tax Agency's information on taxed earned income. These checks are made to ensure that everyone pays the correct fee. The check is based on the Swedish Tax Agency's final tax statement, which means that guardians can receive a refund or an invoice with a demand for payment of the childcare fee for the past two years.

## Insurance

All children in Markaryd municipality are covered by accident insurance. The insurance applies 24 hours a day, all year round. In the event of an accident, remember to keep all receipts.

More information is available on the Municipality's website [www.markaryd.se](http://www.markaryd.se).

## Contact details for coordinators

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