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Implementing regulations for preschools, after- school childcare centres and educational care

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1 Background/introduction

The activities of preschools and after-school childcare centres are carried out according to applicable curriculums. Activities are available between 06:00 and 18:00, Monday to Friday. Parents and guardians who are in need of the services of preschool or after-school childcare on evenings, weekends and holidays (bank holidays, Christmas Eve, New Year's Eve and Midsummer's Eve) can be provided with childcare during inconvenient working hours in Borgholm. Please apply through the municipality's website under *E-services* www.borgholm.se.

2 Establishments

Preschool; one to five years of age

Preschool activities must be provided to an extent corresponding to the parent's or guardian's paid work or studies. The time available corresponds to the number of hours they work or study, plus reasonable travel time as well as any other particular needs the child has due to its family situation (Chapter 8, Section 5 of the Swedish Education Act).

Children whose parents or guardians are looking for employment, and children whose parents or guardians are on parental leave in accordance with the Parental Leave Act in order to care for another child must be offered fifteen hours per week of preschool from the age of one (Chapter 8, Section 6 of the Swedish Education Act).

Children must also be offered access to preschool if they need special support during their development in the form of preschool due to physical, psychological or other reasons (Chapter 8, Section 7). Enrolment is determined on a case by case basis following application and investigation. The decision is made by the principal. When parents or guardians are on holiday or other leave, their children must be free from preschool.

As a rule, children are offered a position no earlier than the date upon which the child turns one year of age.

Fees according to the rate.

Public preschool; three to five years of age

From the autumn term during the year in which a child turns three years of age, they must be offered public preschool for at least 525 hours per year (Chapter 8, Section 4 of the Swedish Education Act). Based on the educational activities, public preschool consists of five hours per day, three days per week. The exact times are decided by the principal of the preschool. Public preschools follow the same terms as regular school. Children in public preschools are free during all school holidays. See the municipality's website for the dates of the school year.

An invitation to municipal public preschool is sent out in the spring to children who turn three years of age and who are not already enrolled in preschool. The invitation is sent to the child's registered address.

Public preschool is free of charge.

After-school childcare; from six years of age until the spring term during which the pupil turns thirteen

After-school childcare is an activity that is offered before and after school hours, as well as during holidays and teacher training days. Pupils must be offered after-school childcare to the extent needed according to the work or studies performed by the parent or guardian, plus reasonable travel time, as well as according to any other particular needs the child has due to its family situation (Chapter 14, Section 5 of the Swedish Education Act). Pupils whose parents or guardians are looking for work or who are on parental leave are not offered after-school childcare.

Pupils must also be offered after-school childcare if they need special support during their development in the form of after-school childcare due to physical, psychological or other reasons (Chapter 14, Section 6). Enrolment is determined on a case by case basis following application and investigation. The decision is made by the principal. When the parents or guardians are on holiday or other leave, pupils must be free from after-school childcare.

The fee for preschool and educational care is exchanged for a fee for after-school childcare two weeks prior to the start of the autumn term for children who will begin preschool at the age of six.

Fees according to the rate.

Educational care, child minder; one year of age until the spring term during which the child or pupil turns thirteen

In educational care, a child or pupil is received into the home of a child minder under the same conditions that apply for preschool and after-school childcare.

Fees according to the rate.

Care provided during inconvenient working hours, evenings and weekends; one year of age until the spring term during which the child or pupil turns thirteen

Childcare is offered to parents and guardians who work during inconvenient hours. Activities are primarily provided for children and pupils who are registered in the municipality of Borgholm and whose parents, guardians or others they live with are all working at times when regular childcare providers are closed (Chapter 25, Section 5 of the Swedish Education Act).

The rules that apply to these activities can be found on the municipality's website, www.borgholm.se.

Fees according to the rate.

3 Rules and clarifications

Schedule

Schedules must be submitted 14 days before they apply in order to be able to adjust activities and staffing based on the children's needs.

Period of stay; preschool

The following applies within Borgholm municipality:

- For children who are enrolled due to their parent's or guardian's work or studies, the time in care is based on the amount of time the parent or guardian is at work or studying, together with reasonable travel time to and from their place of work/study.
- If the parent or guardian works nights, the child is entitled to preschool activities during the day.
- For children entitled to 15 hours of preschool activity per week, their time at the preschool is based on the educational activities and is determined by the principal of the preschool.
- If parents or guardians who are seeking employment or on parental leave begin to work or study, a child who needs to stay longer at the establishment must be offered extended hours without unreasonable delay. The need of extra time is met mainly by each respective preschool.
- If parents or guardians receive sickness benefit, sick pay or activity compensation, the child is entitled to retain its place at the preschool to the same extent as previously.
- If the child falls sick at preschool, the parent or guardian is contacted, who must then collect their child as quickly as possible. No sick child is permitted to stay at preschool.
- If one of the parents or guardians is on holiday or other leave, the child does not stay at preschool unless the child's needs dictate that there are special grounds for doing so.
- If there are special needs for spending extended time at the establishment, an application is made in writing by the parent or guardian. The child must in such cases have its own need of preschool due to their family situation in general or because they are in special need of support during their development in the form of preschool activities due to physical, psychological or other reasons. An individual assessment is carried out according to the child's needs, and a decision is made by the principal.

Period of stay; after-school childcare

The following applies within Borgholm municipality:

- For pupils who are enrolled due to their parent's or guardian's work or studies, their time in after-school childcare is based on the amount of time the parent or guardian is at work or studying, together with reasonable travel time to and from their place of work/study.
- If the parent or guardian works nights, the child is entitled to after-school childcare during the day.
- Children whose parents or guardians are on parental leave or looking for work are entitled to after-school childcare.
- If parents or guardians who are seeking employment or on parental leave begin to work or study, a child who needs to stay longer at the establishment must be offered extended hours without unreasonable delay. The need of extra time is met mainly by each respective after-school childcare centre.
- If parents or guardians receive sickness benefit, sick pay or activity compensation, the child is entitled to retain its place at the after-school childcare centre to the same extent as previously.
- If the pupil falls sick during after-school childcare, the parent or guardian is contacted, who must then collect their child as quickly as possible. No sick pupils are permitted to stay in after-school childcare.
- If there are special needs for spending extended time at the establishment, an application is made in writing by the parent or guardian. The pupil must in such cases have its own need of after-school childcare due to their family situation in general or because they are in special need of support during their development in the form of after-school childcare due to physical, psychological or other reasons. An individual assessment is carried out according to the pupil's needs, and a decision is made by the principal.

Closures

When staff have training days, holidays etc, departments and units may be closed or temporarily merged. Children and pupils may in such cases be offered a place at another unit. Fees are not reduced due to closures.

The obligation of parents and guardians to provide information

Upon request, parents and guardians are obligated to provide information in writing regarding their work/study hours and travel time. This information must be submitted when the child or pupil starts preschool or after-school childcare, as requested by the educational administration, as well as when circumstances change. The educational administration is also authorised to request certificates showing the number of hours of work or study, as well as other certification proving the needs of the parent or guardian.

If requested information proving the need of preschool or after-school childcare is not received in spite of reminders, or in the event that a parent or guardian neglects to provide notification of a change in circumstances, a limitation of the amount of time a child spends in the establishment may be considered. An overutilisation of the child's placement may constitute a

breach of contract or benefits fraud. If a parent or guardian reduces their working hours, they must report as much to the municipality, since these are details that may alter the entitlement to preschool and after-school childcare.

Fees

A fee is charged starting from the first introductory day and as long as the child is enrolled within the establishment, i.e., including periods of sickness, holiday, during the notice period, and when transitioning to after-school childcare. The fee is debited 12 months per year, which means that fees are paid during holidays and other periods of leave. Fees are calculated according to the household's collective gross income. In the case of joint custody, where the child lives alternately with each of its parents or guardians and both are in need of childcare, the fee is divided between the households according to the percentage. The parent's or guardian's fee for preschool or after-school childcare enrolment does not correspond to the cost incurred by the municipality.

The cost per child per month is calculated according to the following factors:

- The type of activity the child is enrolled in
- The number of children that a family has enrolled in the various establishments.
- The household's total collective gross income

Charge limit

Borgholm municipality applies a maximum charge limit. This limit means that there is a maximum amount that a fee may cost for a household. This amount is adjusted from year to year, and the current year's charge limit is published on www.borgholm.se.

Activities for children aged 1-5:

- Child 1 3% of income
- Child 2 2% of income
- Child 3 1% of income
- Child 4 no fee

After-school childcare, 6-12 years of age:

- Child 1 2% of income
- Child 2 1% of income
- Child 3 1% of income
- Child 4 no fee

The youngest child is counted as Child 1.

For children aged between three and five, the fee is reduced by 30% during school terms.

Benefits and contributions that are included in the total household gross income:

- Salary and other compensation connected to employment
- Foster care allowance

- Pension, national supplementary pension (though not orphan's pension)
- Life annuity
- Parental allowance
- Childcare allowance to the extent it constitutes remuneration (compensation for additional expenditure is not included)
- Sickness benefit and incapacity benefit
- Unemployment benefit
- Cash labour market assistance
- Study allowance (for employment training)
- Family benefit in the form of family allowance
- Daily allowance for military conscripts

Income from self-employment is calculated based on income qualifying for sickness allowance and the previous year's tax assessment.

Income statements must be submitted when children are enrolled. If income statements are not submitted, the maximum amount will be charged. A change in circumstances must be immediately reported. Information that is submitted is checked with the Swedish Tax Agency. If the check reveals that too little or too much has been paid, the fee will be adjusted by means of a retroactive invoice or disbursement, accordingly.

The information we receive from the tax authority shows the total assessed income from paid work. If the fee is not paid on time, interest on overdue payment is charged starting from the due date in accordance with the Interest Act, and a collection fee is charged in accordance with the Debt Recovery Act.

Insurance

The municipality has taken out accident insurance for all children. Information about this insurance is available on the municipality's website, www.borgholm.se. It provides cover around the clock and throughout the year, regardless of whether the child is present at the municipal establishment or not. The insurance may, however, need to be complemented with other insurance cover. If the child causes damage at preschool, the child minder's home, the after-school childcare centre or to another person during their time under supervision, the parent's or guardian's home insurance applies.

4 Applying for and cancelling enrolment

Application

Applications are made using *E-services* on the municipality's website, www.borgholm.se. An application can be sent no earlier than when the child has received its Swedish personal identity number. Applications are registered with the desired preschool and with the requested introduction date. When the application has been received by an administrator and registered, an email will be sent to the parent or guardian confirming receipt of the application.

According to the Swedish Education Act, the parent or guardian is guaranteed to be given a place at preschool for their child within the municipality and within four months of an application for a placement at preschool being made. Borgholm municipality aims to inform about placements as far in advance as possible. If the parent or guardian refuses a preschool placement offered by the municipality because they had desired a placement in a particular preschool, they may wait longer than four months. As far as possible, Borgholm municipality gives preference to siblings of existing pupils.

If space allows, preschool is also offered to children who are not registered in the municipality, such as in cases where the parents or guardians have seasonal work in Borgholm municipality, provided that an agreement is made with the child's home municipality.

Notice of termination and notice period

Cancellations are submitted to the school administrator via the E-service or by email no later than two months before the child will be leaving. Fees are paid during the notice period, and the child is entitled to make use of its enrolment during that time. Contact information for each school administrator can be found on www.borgholm.se.

5 Confidentiality and duty to report

Confidentiality

All personnel working at preschools, in educational care or at after-school childcare centres are not permitted to disclose anything about the children or their families' personal circumstances without the consent of the parent or guardian.

Duty to report

Regardless of confidentiality or secrecy, the staff have a duty to report to social services in cases where children are suspected to be in danger (Chapter 14, Section 1 of the Social Services Act).

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