



## Guidelines – Waiting list rules - Fees



Guidelines were established by the local Board of Childcare and Education 2019-12-11



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## **Different types of childcare:**

### **Preschool**

Preschool is available for children 1-5 years of age. The types to choose from are ordinary preschool, free of charge preschool and open preschool as well as preschool for children whose parents work irregular hours.

All children who are registered in the township of Askersund and have reached the age of 1 are eligible for placement at a local preschool. A placement in preschool is offered when a caregiver works, studies, searches for employment, or is on parental leave or sick leave, or if the child needs support in their development in accordance with the Education Act, chapter 8, § 7. You are also entitled to a placement in the childcare program while travelling to and from work or studies. You may at any time be asked to provide proof of employment or enrollment in education to confirm your right to childcare.

The township has the responsibility for accepting a child from another township if there is available placement. One does not have the right to different placements in several townships or within the township, with the exception of childcare on irregular hours. Placement of a child from another township is made after receiving a statement from the township where the child is registered.

Preschools are open between 11 and 12 hours a day depending on the possibility for the different preschools to coordinate and cooperate during opening and closing. Opening hours might vary within the township. For placement outside of those hours childcare on irregular hours is available, usually between 18:00-06:00.

### **Free of charge preschool**

The free of charge preschool is part of the preschool program and is offered to all children 3-5 years of age. This type of preschool is offered for a total of 525 hours a year. For children between 3-5 years of age, who need more than 525 hours a year, the free of charge preschool time is included in the placement time and the fee is then reduced from September the year the child turns 3 years old. One is not entitled to school transport to the free of charge preschool. To apply, contact administrative assistant at 0583-811 00.

### **Open preschool**

The open preschool is located at the Families' House and it is for parents who are at home with preschool aged children. In the open preschool, parents and children interact together with other families. You are responsible for your own child, while you at the same time have the possibility to get to know other parents and receive advice and support from staff. This program is free of charge and is operated together with Social Services and the Child Welfare Center. The open preschool is available for parents and children two days a week. You can find more information on [www.askersund.se](http://www.askersund.se) and on the Families House blog at: [www.oppnaforskolan.bloggplatsen.se](http://www.oppnaforskolan.bloggplatsen.se). To reach the Families House by phone, call: 0583-820 08.



## **Childcare on irregular hours**

Childcare on irregular hours is offered outside of ordinary working hours, which means between 18:00-06:00 and evenings and nights on weekends. The child care is closed during the day on weekends which includes holidays such as Christmas.

Childcare on irregular hours is available for children who have turned 1 years of age until the spring semester when the child turns 13, and whose parents work irregular hours. In order to apply for childcare on irregular hours the need must be consistent and recur for at least three months at two or more occasions per month. Parents who work irregular hours first need to turn to their employers for the possibility to change their schedules and have looked into other options for ensuring childcare before applying for childcare on irregular hours.

Children aged 1-5 should, if possible, have one childcare placement. It is, however, possible to apply for childcare on irregular hours even if the child is enrolled in childcare at another facility in Askersund. The condition for a so called double placement is that the parent/parents on their own makes sure that the child is moved from one placement to another. The exception is for children who attend after school care in Närlunda. These children are assisted to the second placement by the staff.

To make sure that children get proper rest we ask that you do not visit or leave children at childcare on irregular hours after 19:00 and pick children up after 20:00. Morning pick up is, at the latest, at 07:00 (with the exception of children who has continuous placement at Snörmakaren preschool where childcare on irregular hours is held).

Application to childcare on irregular hours is filled out on the form at the website of Askersund or by contacting assistant responsible for placements on 0583-811 80 to receive a form. After the application is returned to the assistant responsible for placements each individual application will be processed and evaluated before being granted or denied. There is no guarantee for a placement and if no placements are available, the granted application will be put on a waiting list. The application needs to be properly filled out with proof of work and schedule. The need for childcare on irregular hours will be processed every year. The township has the right to control the information given by you and to contact your employer. If there is a change in schedule the preschool needs to be notified at least two weeks in advance. If this is not possible, the parent/parents need to contact the preschool to make sure that childcare can be provided for the day/days that include change of schedule. Repeated failure to contact the preschool when changes in schedule occur will result in loss of placement.

## **After school care**

After school care is offered to children from preschool class until the spring term the year when the child turns 13 years old. After school care is usually situated next to the school where the child is enrolled.

After school care is offered to children from preschool class up until the age of 13 when the caregiver works, studies, searches for employment, is on sick leave, or if the child needs support in their development in accordance with the Education Act, chapter 14, § 5,6.

After school care is available for 11 or 12 hours a day, usually between 06:00-18:00 but opening hours vary within the municipality. Care outside of these hours is available through application to childcare on irregular hours. Opening and closing can be cooperatively



arranged between school areas. Changes in care, such as a need for care until 18:30 instead of 18:00 is individually assessed and needs to be decided in agreement with the preschool director.

### **Placement during vacations**

For children that have the right to after school care there is a possibility of choosing to only have a placement during school vacations, when school is closed for pupils. Application for reserving a place during these vacations can be done term by term on a form that is given to the child care administrator. For information contact the administrator on: 0583-811 80. A vacation place costs 50 SEK per requested day and child and is paid in advance.

### **LSS-placement**

LSS placement is for students over the age of 13 who are in need of extra support before and after the school day and who have a disability. Application is made to administrator at the department for Social Services.

### **Application for childcare**

A placement in preschool/after school care works as a subscription. When the child is enrolled caregivers pay for the placement even if the child is sick or on holiday. The fee for the placement is paid for 12 months a year. Form for application is available at [www.asksund.se](http://www.asksund.se). You can also call the placement administrator on 0583-811 77 to send out a form.

When you apply we advise that:

- The application has to be submitted at least four months before the starting date.
- Remember to include an acclimatization period of one - two weeks, when one of the parents is with the child at the preschool. The fee will be charged from the first day of this acclimatization period.
- No acclimatization is done during the weeks 24-32 as well as weeks 51-1 for the preschools (acclimatization can occur at after school care during week 32).
- Note in your application if your child has any allergies, illnesses or anything else we need to know about (this information is confidential and not recorded.)
- If the child has two guardians, both need to sign the applications.
- When we have received your application, you will get a confirmation sent to your home saying that you are on the waiting list.
- If you are applying for child care on irregular hours, proof of employment and work schedule need to be attached to the application.

### **The person holding the place on the waiting list and the caregiver**

By the term "person holding the place" we mean the caregiver/caregivers who continuously live together with the child. If caregivers live in the same household, they are both considered to be holding the place on the waiting list and are both responsible for the childcare fee. For children placed in family homes by Social Services, the caregivers appointed by the township are also the persons holding the place.

### **Waiting time**

A place in the preschool is normally within 4 months of the application being received by the placement administrator. A child cannot be placed before 1 year of age. In the case of large demand for childcare places, placement can be offered at another preschool than the one



requested. Children in need of special support in accordance with the Education Act chapter 8, §7, will be placed at the earliest possible opportunity.

Approximately one month before the child is placed, an offer of placement will be sent to the home. The offer shall be returned in writing within seven workdays. If the offer is not responded to within this time, the offer goes to the next person on the waiting list. If a placement is turned down the child will be taken off the waiting list and a new application for child care needs to be submitted.

Final information of placement will be sent to the home, with a copy to the preschool, when the application is complete with the copy of a work schedule and a declaration of income. When the caregiver has received the final proof of placement the caregiver will contact the preschool to set a date for the acclimatization period and placement to begin. The placement is not final until all paperwork has been sent to the placement administrator.

### **Waiting list and placement order**

Placement is done within 4 months of the application being received by the placement administrator. If there are available places, placement will be done according to the caregivers wishes. Children in need of special assistance according to the Education Act, chapter 8, §7 will be placed first. Other factors that might affect placement is the placement of siblings, the placement of a child within the township who is being relocated and age and proximity to the preschool. If caregivers are unhappy with the given placement one can apply for a relocation. A new application is necessary for relocation and the child will be placed at another preschool facility as an opening occurs. Applications to after school care consists of an individual and separate waiting list.

### **Attendance in preschool and after school care**

#### **Employment and studies**

A child may attend preschool during the time the caregiver works or studies, including reasonable travel time. The time is based on the caregivers overall need for childcare. The preschool director can authorize placement for other times with regards to the child's needs. For children scheduled for less than 15 hours per week, an additional 15 hours are offered within the framework of the free of charge preschool. The scheduling of this additional time is to be decided by the preschool director based on the situation at the preschool. A caregiver working nights may need time to sleep before and after a work shift. The sleep time can be authorized by the preschool director based on the needs of the caregiver working night and the preschool's opening hours, up to a maximum of 4 hours before and 8 hours after the work shift. Sleep time is only applicable for parents working during the night.

It is important that caregivers report any changes in work schedule which affects the child's time spent in preschool to the preschool. Such changes must be reported to the preschool at least 14 days before the changes applies. Repeated failures to report changes in schedule, which results in the child not attending the preschool without notice from the caregivers, may result in cancellation of the placement.

#### **When the caregiver has time off from work or studies**

When the caregiver is on vacation, has a day off according to the work schedule, or other free time, children do not attend preschool. Children enrolled in the free of charge preschool have a right to their 15 hours even when the caregivers are not working or studying. Free of charge



preschool follows the school terms. Sick children are not cared for at the preschool. If a child becomes ill at the preschool parents are contacted to pick the child up as soon as possible with reasonable travel time included. If parents are ill children cannot attend childcare on irregular hours.

### **In case of unemployment, parental leave for another child, pregnancy leave and pension**

The right to a placement in afterschool care stops when the caregiver is home for one of the above reasons. When a caregiver finds new employment or begins to study after a period of unemployment, the child is placed again. For children aged 1-3, 15 hours per week are offered. The scheduling of this additional time is to be decided by the preschool director based on the situation at the preschool.

Unemployed caregivers actively looking for work, have the right to an increase in childcare when the need arises because of, for example, searching for new employment, attending interviews or other obligatory meetings at the local job center.

If a caregiver is in need of short-period placement, because of a temporary job or part-time job or courses etc., the parent is not considered 100 % unemployed and the child is offered a scheduled time according to the rules for employed and studying caregivers. On the application form, the estimated number of hours needed per week is given, and the relevant schedule is to be given directly to the staff as soon as possible.

Children, 3-5 years of age, who do not need any additional care above 15 hours per week are offered two alternatives:

Free of charge preschool or a placement for which a fee is claimed, with the exception for caregiver's vacation time. The scheduling of this time is to be decided by the preschool director based on the situation at the preschool. More information is found under the headline "different types of childcare". (ta bort?)

### **The birth of a sibling**

Upon the birth of a sibling, including half-siblings, the space can be used according to the regular schedule for two weeks, and after that for 15 hours per week. The scheduling of this time is to be decided by the preschool director based on the situation at the preschool. In the event of more than one sibling being born, placement for 25 hours per week is offered for the first three months.

### **Caregiver's sickness or taking care of a sibling**

The placement time will be decided based on the individual need after agreement with the preschool director or principal. If possible, the child keeps the regular schedule during a period of 1-14 days. For periods of time extending over 14 days, there needs to be an agreement with the preschool director or principal. The time can either be reduced or increased depending on the circumstances.

### **Placement during school vacations**

During school breaks several care programs are combined. The staff will inform the caregivers in advance which programs will be open. The caregiver holds the responsibility for submitting applications in regards to the need for childcare during such a period. If the



application is not given to the staff, childcare cannot be guaranteed. For information and application contact administrator at 0583-812 50.

### **When a placement is not being used**

A placement that is not being used may be held for no more than two months if no other agreement has been made with the preschool director. Thereafter, a new application must be submitted. If the placement is not cancelled, a fee will be charged even if the placement is not used.

### **Transition from preschool to after school care**

Children who are attending a preschool and are starting preschool class (6-year-olds) will be offered placement in after school care if the place is not cancelled. If the caregivers are unemployed or on parental leave when the transition is due, the placement must be cancelled to avoid a fee being charged. These children have no right to placement in after school care.

### **Cancellation of placement**

A written cancellation must be sent to the child care administrator. If the child has two caregivers, the cancellation must be done together. If the child lives in two places rotating between the two caregivers, one of them may cancel their share of the placement. The cancellation time is one month. During the cancellation period the fee will be charged, even if the placement is not used. Cancellation of a placement between June-August does not mean that the caregivers are no longer responsible for paying the fee, if the child returns to preschool or after school care before the 1<sup>st</sup> of October that same year.

When moving from the township, the placement will be cancelled immediately, if an agreement on keeping the placement has not been made with the new township.

### **Cancellation of placement held by a caregiver**

The local Board of Childcare and Education can without further notice decide that the right to placement in preschool or after school care is cancelled if:

- The fees are not paid within a period of three months from the due date. A new placement will not be offered until the debt is paid off.
- Obviously false information concerning work schedule, income, residency and family situation is submitted.
- A placement has not been used during a period of two months and no agreement has been made.
- The child no longer has a right to the place.
- Repeated failure to contact the preschool when changes in schedule occur will result in loss of placement.

### **Placement holders move from the township**

When a placement holder moves from the township of Askersund the placement is immediately cancelled if agreement has not been made with the placement holder's new township. Cancellation of placement shall be done in writing to the child care administrator using the proper form at least one month ahead.

### **Planning days and training courses for the staff**

Preschools and after school care will be closed for training courses and evaluation of the programs five days every year. Two days per month the preschool and after school care have the right to close at 16.00 for staff meetings and planning. Parents will receive a notice when



these days will occur at least two months ahead of time. Parents who cannot find alternative childcare will be offered a place at another childcare facility for those days.

## **Fees**

The fee concerning childcare depends on the total income of the household where the child is registered. The fee is calculated based on a percentage of the total income of the household. A household can include single parents, cohabitants, spouses and family homes. Children who spend their time divided between parents are offered a placement that the parents share. The fee is claimed based on respective incomes of the households and the bill is not split between households.

The fee is claimed every month for the past month. Fees below 50 SEK are not claimed. If the fee is not paid according to the last day on the bill, the bill will be forwarded for debt collection. The first reminder of an unpaid bill does not carry with it a fee but thereafter fees and interest rates apply according to present law.

## **Income information**

The caregiver is responsible for paying the charges and submitting the correct information. When a caregiver accepts an offered place it is their responsibility to send information about income on a form to the childcare administrator. If the information is not submitted, the highest fee will be charged. The township can also confirm income with the caregiver's employer. If the application is only in regards to the free of charge preschool, no income information needs to be submitted. For children placed in family homes by Social Services, the parents in the family home are the placement holders and responsible for paying the fees.

## **Changes of income or changes in family situation**

If there are any changes in the family situation, caregivers are obliged to promptly submit a new income statement and/or new address to the Office of Childcare and Education. The township will request a new income statement once a year.

Caregivers whose income is at the highest level of the fee schedule (at the present time 49 280 SEK/month) will automatically be placed in the highest fee category and do not have to submit a new income statement every 12 months.

Change of income for a shorter period than a month does not change the fee. When an income changes, a new income statement must be submitted within a month. The new income will be considered in setting the fee starting the month after receiving the new income statement.

Income information can also be confirmed with the local Tax Department. If the income information is incorrect or if a caregiver has not delivered any statement of a change of income, the township can demand that the balance due must be paid. If no income statement is submitted, the highest fee for childcare will be charged. The caregiver is responsible to ensure that the correct fees are being paid in order to avoid additional charges.

## **Income based fees**

Income based fees are based on gross income, i.e. income before tax, earned in Sweden or abroad. The income also includes job-related benefits and all taxable social welfare benefits.



<b>Examples of income that are included:</b>	<b>Example of income that are not included:</b>
Sick pay, parental benefits	Child allowance, maintenance support
Injury annuity, sickness support, pension (not child pension), Unemployment benefits, activity support, development allowance, Cash job-program support, start up subsidy	Social welfare support, Housing allowance, Disability allowance
Childcare allowance for the care of a child, Social Services family home- payment for services, Retainer fees, strike allowance	Student financial aid (the grant part) Recruiting allowance (via CSN) Introduction allowance while studying in the SFI-program
Compensatory payment for military service	Financial support from the Migration Office (Migrationsverket)

If a caregiver has their own business and therefore does not have a salary in the regular meaning and the income information cannot be verified, or is considered to be unreasonably low, then the fee based income is calculated based on the highest amount that is recorded in the following:

- Income information sent in to the local board
- Income information sent to the Tax Department
- The average pay per employee in that branch of work

### **Situations when childcare payments or fees are reduced or not required**

From September the year the child turns 3 years old, a reduced fee is claimed if the time spent in childcare is more than 525 hours per year. For a child who is given a placement according to the Education Act chapter 8, §7, the fees will only be charged if the time spent in the childcare is more than 15 hours per week. For children placed in after school care in accordance with the Education Act chapter 14, §6, a free of charge placement will be offered up to 10 hours per week. Children who are in need of LSS-placement are offered free placement in after school care from the day they turn 13 years old.

### **Maximum fee per month**

Child 1 is the youngest child, child 2 the second youngest and so on.

#### **Preschool**

<b>Percentage of gross income</b>	<b>Maximum fee per child</b>
Child 1	3% Highest fee 1478 SEK per month
Child 2	2% Highest fee 986 SEK per month
Child 3	1% Highest fee 493 SEK per month
Child 4	0% No fee

#### **After school care**

<b>Percentage of gross income</b>	<b>Maximum fee per child</b>
Child 1	3% Highest fee 986 SEK per month
Child 2	2% Highest fee 493 SEK per month
Child 3	1% Highest fee 493 SEK per month
Child 4	0% No fee