

# Rules and fees

for municipal preschools and recreation centres in Svalöv municipality 2024



*Photo: Mostphoto*





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# Rules and fees for preschool and recreation centres in Svalöv municipality - Valid with effect from 01/01/2022

In Svalöv municipality we can offer a variety of childcare facilities. There are municipal preschools and recreation centres, as well as independent preschools and recreation centres with different educational orientations. We see these options as part of a good childcare in Svalöv municipality. You can also choose childcare in another municipality. For this, contact the Sectoral Administrator for primary school/childcare.

## Goals and management

Preschool and recreation centres are governed by national laws and municipal regulations: the Education Act, the curriculum for preschool and the curriculum for primary schools, which also includes the curriculum for recreation centres.

The activities of the preschool are planned, implemented, evaluated and developed in relation to the objectives set in the preschool curriculum (Lpfö 18). For recreation centres, the primary school curriculum includes the curriculum for recreation centres (Lgr 11, chapter 1, 2, 4, from autumn 2022 this will be called Lgr22).

## Confidentiality

All staff in preschool and recreation centres are subject to the Secrecy Act regarding the personal circumstances of children and parents. However, staff are obliged by their employment to report to social services if they suspect that a child is suffering mentally or physically.

Personal data is handled according to the General Data Protection Regulation (GDPR), for more information see: <http://www.svalov.se/personuppgifter>.

## Child care

### Who has the right to preschool?

Children must be offered preschool from the day they reach the age of 1, to the extent necessary taking into account the work or studies of parents, or if the child has its own needs due to the family's situation in general (Education Act chapter 8. section 5).

Children, whose parents are unemployed or on parental leave for another child, must be offered preschool from the day they reach the age of 1 for at least 3 hours per day or 15 hours per week (Educational Act chapter 8. section 6).

Children who are residents in Sweden have the right to childcare. Resident in Sweden refers to the people who are registered here under the Civil Registry Act (1991:481).

Resident in Sweden also refers to those listed in chapter 29 section 2 of the Education Act, namely:

- asylum seekers
- children who have a fixed-term residence permit
- children whose parents are studying or working under EU law, the EEA agreement or the Agreement on the Free Movement of Persons

If special reasons exist based on the child's needs, the Head Teacher of the preschool may decide to accept the child earlier.

### **Preschool 1-5 years**

Preschool is offered to all children aged 1 to 5 years whose parents work or study. Children whose parents are on parental leave or actively seeking work are entitled to 3 hours per day or 15 hours per week, at times that the Head Teacher of the preschool decides. The purpose of the education in preschool is to stimulate children's development and learning and offer children safe care. Breakfast, lunch and snacks are served for children who are scheduled to be at preschool at these times.

### **Public preschool 3-5 years**

Public preschool is offered to all children from the start of the autumn term the year the child reaches the age of 3 for 525 hours per year, 3 hours per day or 15 hours per week. The public preschool times are decided by the Head Teacher of each preschool. Public preschool is coordinated with other preschool activities for 1-5 year olds at the preschool you apply to. The activities follow the times of the school year (term and holiday days).

It is mandatory for municipalities to offer public preschool, but it is voluntary for parents to allow their child to participate in the activities. The public preschool is free of charge.

### **Open preschool**

In Svalöv there is a family centre with antenatal clinic, social counselling, child welfare clinic and an open preschool. The open preschool, Guldkornet, is a meeting place for parents along with their children aged 0-6 years, or other adults close to the child. For more information visit Familjecentralen Guldkornet on Svalöv municipality's website.

### **Recreation centre for children in school up to 13 years old**

This centre offers schoolchildren meaningful leisure, recreation as well as support in their development and learning while parents work or study. The recreation centres are aimed at pupils from the autumn term the year the child reaches the age of 6 until the 30<sup>th</sup> of June the year the child reaches the age of 13.

Breakfast and snacks are served to children who are scheduled to be in recreation centres at these times. Lunch is also served during holidays.

### **Recreation centres during school holidays**

Holiday activities are subject to availability for pupils who only need care during school holidays. Holiday activities are offered at the recreation centre at the school where the pupil is enrolled. Applications for holiday activities shall be submitted to the school office no later than 30 days before a place is needed. Holiday activities can be applied for the entire duration of the school holiday (except during summer holiday, which is divided into three periods).

The fee for the holiday activity will be the regular fee at the recreation centre based on income and holiday period.

## Application

For information about preschool or recreation centres, you can contact the school office or the centrally places administrator for questions regarding application and queue for preschool. Contact details can be found on page 13.

- Application for a place is made via an e-service online [www.svalov.se](http://www.svalov.se) or on a special form.
- The application for a place in preschool can be made at any time. However, the registered queue date will be no earlier than four months before the desired placement. If the parent requests to change the placement date, the queue date will also change.
- Applications are submitted to the common queue of the municipality but are first and foremost considered based on the urban area applied to. Specific preschools requests are met if possible.
- Applications for a place in recreation centres are made when the need arises and is offered as soon as possible in consultation with the primary school Head Teacher.
- Applications for independent preschools are made to the specific preschool.
- Information about a place in public preschool is sent to parents during April the year the child reaches the age of 3.

The application for a place in preschool or recreation centres must be made with the consent of both parents and must therefore be signed by both. This does not apply to single parents.

## Queue

The queue for municipal preschools is common to the whole municipality.

Independent preschools have their own queue.

The queue for recreation centres is connected to the area where the child goes to school.

## Placement in preschool

Children must, according to chapter 8, section 14 of the Education Act, based on the municipality's common queue, be offered a place no later than four months after the registered queue date. If you request night care, no time guarantee is given.

If previous debts for child care in Svalöv municipality exist, then no place can be offered until these are paid. The right to public preschool (see page 5) can never be denied.

Parents must respond to the placement offer within 2 weeks of the date of the offer. If the parents decline or if a reply is not received within these 2 weeks, the place will be lost and a new application must be made.

Both parents must sign the placement offer. This does not apply to single parents.

Parents can change the date of placement until a placement offer is sent. After the placement offer is sent, the starting date can be postponed for up to one month, but the fee is charged from the date indicated on the placement offer.

Before the child can start preschool, full subscription and income information must have been submitted.

The placement offer is first and foremost made based on the queue date. Queue dates are registered four months before the desired placement if the application has been made before this. If several children have the same queue date, the offer of a place in the preschool is made based on the following priority rules:

- Children who are granted priority according to a special decision are offered a placement based on the child's need rather than queue date
- Sibling priority (children registered Svalövs municipality)
- Public pre-school placements, 3-5 year olds

The placement of children from another municipality is subject to availability unless there are special reasons in the light of the child's circumstances. Svalöv municipality does not accept alternating preschool attendance.

### **Relocation in preschools**

Relocations apply only between municipal preschools within Svalöv municipality. Relocations are only made between different urban areas within the municipality and not between preschools in the same urban area, with the exception of sibling placements. Exceptions can be made based on a decision by the Head Teacher.

If relocation is desired, a new application for a place in preschool is made. The municipality attempts to meet such requests subject to availability. Those who have applied for relocation take precedence over new applications. In case of relocation, the four-month warranty period does not apply. The application for relocation must be made with the consent of both parents and must therefore be signed by both. This does not apply to single parents.

### **Care time**

Children have the right to be at the preschool or recreation centre during the time when parents work or study, including travel time to and from work or school. The child does not have the right to be at the preschool or the recreation centre when a parent is on leave. In cases of shared custody this only applies if the parent with whom the child is living that week is on leave.

The Head Teacher of the preschool or primary school has the right to request, from the parent, the times of work or study from an employer or school. If studies or work cannot be substantiated, the child may be left for 15 hours per week.

Children whose parents are actively seeking work or are on parental leave are offered a place in preschool for 15 hours per week. The Head Teacher has the right to request, from the parent, a certificate from the Swedish Public Employment Service that substantiates active workseeking.

When a parent is a job seeker or on parental leave, pupils in recreation centres are not entitled to a place.

Parents employed on an hourly basis have the place during working hours, with as much advance notice as possible.

During a parent's illness, the child may be left at preschool during times that the Head Teacher of the preschool or primary school considers reasonable. After a week's illness, a doctor's certificate is required. If sick leave cannot be proved, the child may be left for 15 hours per week.

How the 15 hours per week are organised is decided by the Head Teacher of the preschool.

## **Opening hours**

Opening hours for preschools and recreation centres are weekdays between 06:00 and 18.00. After an assessment against certain criteria, care may in some cases be offered during evenings and nights.

Preschools have the right to stay closed six days a year for joint capacity building of staff. No reduction of fees are made for these days. Parents who are unable to organise other care for their children need to notify the Head Teacher 30 days in advance so that child care can be arranged at a different preschool.

Recreation centres have the right to stay closed six days a year for capacity building of staff. No reduction of fees are made for these days. Parents who are unable to organise other care for their children need to notify the Head Teacher 30 days in advance so that child care can be arranged at a different preschool.

## **Induction**

The child's placement at the preschool begins with an induction period, in which parents are obliged to participate. It is crucial that the parent participates in the induction so that the child feels safe during the first time in the new environment. New environments, new routines and new staff contacts require a gentle and well planned introduction. The induction period is also an important start of future collaboration between the preschool and parents.

The induction takes place for at least one week. During this period, the child does not spend the whole day at preschool. However, the regular fee based on submitted subscriptions will be charged during the induction period. Parents are obliged to submit information regarding the planned schedule and household income information before the start of the induction, otherwise the induction cannot take place.

## **Subscription**

Once the placement offer is accepted, the family subscribes to a place in preschool or at the recreation centre. The subscription is based on the number of hours per week registered at the time of application. There is no reduction if the child or pupil is absent due to, for example, holiday, illness or when the child attends the preschool or the recreation activities for less hours than ordered. The child's schedule at the preschool or recreation centre is to be entered using the e-services found at [www.svalov.se](http://www.svalov.se).

Children who alternate residence between the parents, when both parents need child care facilities, each parent owns their own subscription weeks. Parents are therefore required to submit schedule and income information for their subscription weeks. Parents with shared place pay 50 % each on their invoice calculated on the respective household's income. The total cost per child may not exceed the maximum tariff, which is regulated automatically when debited.

When parents' working hours or studies change a new schedule needs to be submitted. If the change is significant (for example from over 15 hours per week to less than 15 hours), parents must reach out to the responsible school office, contact details are found on page 13.

## **Termination of a place**

Termination of subscriptions must be made in writing (via digital platform or form) at least 60 days before the need for care ends. If the subscription is unused for one



month, the Head Teacher of the preschool or primary school has the possibility to terminate the place immediately unless longer leave has been granted.

The termination date is set as the date on which the notification is received by the office or signed by the preschool or primary school Head Teacher. Termination can be done online at [www.svalov.se](http://www.svalov.se). It is also possible to collect a form from the preschool or school. Fees are charged throughout the notice period.

Terminating a place in preschool or at the recreation centre must be done with the consent of both parents and must therefore be signed by both. Does not apply to single parents.

## **Preschool and recreation centre during unsocial working hours**

Svalöv municipality can offer preschool and recreation centre activities during unsocial working hours to parents who have their regular working hours during evenings, nights and weekends. This care is located at Garvaren preschool in Teckomatorp and is aimed at preschool children aged 3-5 and to pupils aged 6-13 who are enrolled at recreation centres. There is a limited number of places available.

If preschool is needed at unsocial working hours, all childcare will take place on Garvaren (even during normal working hours).

The Head of Education has the right, after checking with the preschool or primary school Head Teacher, to decide on exceptions to the minimum age of 3.

### **The municipality's obligations according to the Education Act**

According to the Education Act, the municipality should strive to offer child care during hours when preschool or recreation centres are not normally open for parents who need such care and cannot find such care on their own.

The regulation in the Education Act does not establish a right for parents to have child care during unsocial working hours. Parents are responsible to find solutions to the care need of their children and parents' abilities to find such care on their own is part of the investigation done by the municipality.

### **Application**

The application is made via an e-service online or on the municipality's form for care during unsocial working hours. The e-service can be found at [www.svalov.se](http://www.svalov.se). The form is available from the school office.

To be able to apply for care during unsocial working hours in Svalövs kommun the following criteria need to be met:

- Employment with working hours outside of weekdays from 06:00 to 18.00
- The applicant(s) shall be single parents who have such working hours or two parents where *both* have such working hours
- Parents who need care during unsocial working hours have to provide proof of this need through:
  - certificate confirming that the employer is unable to change/adapt the working hours of the parent,
  - work schedule, schedule to show the need for child care

- A work schedule needs to be submitted at least one month before the need for care. The Head Teacher has the right to decide on exceptions regarding the submission of work schedules. However, the latest a schedule can be submitted is two weeks before the need for care
- Changes to the schedule during the ongoing month can only be made of the operational planning for the preschool permits.

## **Placement**

We process applications and places according to availability. There is no time guarantee for placements.

The placement in child care during unsocial working hours ceases if the care need changes, for instance in cases of parental leave and changes to the work schedule. If the need for care during unsocial working hours arise again, a new application will be required.

The Head Teacher has the right to terminate a placement if a child does not show up three times when parents have announced a need for care.

Svalövs kommun can offer care during unsocial working hours for children registered as living in Svalövs kommun. If a child has a daytime placement at a preschool/recreation centre outside of Svalövs kommun, Svalövs kommun does not offer transportation between the daytime preschool/recreation centre and Garvaren.

## **Opening hours**

Opening hours for night care are 18.00 – 06.00 and weekends, with the exception of the Christmas holidays (Christmas Eve, Christmas Day and Boxing Day) and Easter Holidays (Easter Eve, Easter Sunday and Easter Monday).

## **Induction**

In connection with the placement decision, the person responsible for night care contacts the parents for a meeting at Garvaren preschool where the night care is located.

## **Fees**

A fee will be charged during all months of the year. For preschool, the monthly fee is based on the need for care and on the household's joint income. For recreation centres, the monthly fee is based on the household's joint income. Exemption from fee rules is decided by Svalöv municipality's Head of Education.

In the event of lack of income information, the placement will be charged at the highest level according to the maximum tariff.

In the case of unpaid invoices, reminders and claims are paid according to statutory fees. The municipality has the right to charge interest on late payments from the due date according to the Interest Act.

## **Income information**

Income information for the household must be provided in connection with the child's new placement. A new income statement must be provided immediately after changes

to the income or family circumstances. When requested by the municipality, parents are also obliged to provide income information.

The household refers to single parents and spouses/partners who are registered at the same address and who live under matrimonial forms.

Incorrect income information may result in retroactive billing. The municipality carries out annual retroactive checks on household income information, with a backlog of two years. Repayment or payment claims are subsequently made after this check.

### **Income on which fees are calculated**

The income information to be provided is the income on which tax is paid. Grants and other non-taxable income do not form part of the basis on which the fee is paid.

Note! The income information is before tax and deductions, i.e. gross salary. This is, for example:

- Salary and other benefits before tax in connection with employment
- Sickness allowance
- Parental allowance
- Unemployment benefits
- Activity support
- Care allowance (the part of the care allowance which constitutes remuneration and which is taxed must be included in the income information provided for the household. Compensation for additional expenditure is not to be included.)

The childcare fee is based on the income submitted for the household where the child lives.

If the income on which fees are calculated varies from month to month, the household submits information on an average of 12 months estimated gross annual income.

### **Suspension**

If the person liable to pay does not pay the fee after reminder and claim, the child can be suspended from the preschool or the recreation centre. However, a child can never be denied the right to public preschool (see page 5).

In the event of suspension, normal claim requirements, comprehensive payment injunctions etc. are completed.

## Child care fees

Svalöv municipality use maximum tariffs.

The income ceiling per month during 2024 is 56 250 SEK

## Preschool

	Fee	Maximum fee
Youngest child	3% of income	SEK 1 688 per month
Child 2	2% of income	SEK 1 125 per month
Child 3	1% of income	SEK 563 per month
Child 4	No fee	

## Fees 1-2 year olds

- Less than 15 hours/week: 60% of the fee (max 1 012 SEK for the youngest child).
- More than 15 hours/week: 100% of the fee (max 1 688 SEK for the youngest child).

## Fees 3-5 year olds (Public preschool 525 hrs/year is free of charge)

- Only public preschool (15 hours/week during school term times): Free of charge. *Parents must contact the area school office for this to apply.*
- Less than 15 hours/week: 10% of the fee (max 168 SEK for the youngest child).
- More than 15 hours/week: 66% of the fee (max 1 114 SEK for the youngest child).

## Recreation centres

	Fee	Maximum fee
Child 1	2% of income	SEK 1 125 per month
Child 2	1% of income	SEK 563 per month
Child 3	1% of income	SEK 563 per month
Child 4	No fee	

## Fees recreation centres

- 100% of the fee (max 1 125 SEK for the youngest child of the family).

From the 1<sup>st</sup> of August the year the child turns 6 years old a fee for a recreation centre placement will be charged no matter if the child is in preschool or recreation centre.

## Recreation centres during school holidays

The fee for the holiday periods is SEK 50 per child per day, half fee for siblings. The cost may not exceed the maximum fee for recreation centres per month.

The fee for holiday periods will be the regular fee based on income and license period. The cost must not exceed the maximum tariff.

## **Addresses to school offices**

Please contact each office for further information.

### **Central childcare placements for preschool**

Herrevadsgatan 10, 268 80 Svalöv

Tel 0418-47 50 26

### **Svalöv urban area**

Heleneborgsskolan, Skolgatan 14, 268 21 Svalöv

Tel 0418-47 51 18

### **Teckomatorp area**

Parkskolan, Västergatan 36, 268 72 Teckomatorp

Tel 0418-47 52 66

### **Billeberga/Tågarp area**

Billeshögsskolan, Billeshögsvägen 2, 268 73 Billeberga

Tel 0418-47 53 22

### **Kågeröd area**

Lunnaskolan, Ekgatan 1, 268 77 Kågeröd

Tel 0418-47 53 33

### **Röstånga area**

Midgårds Skola, Billingevägen 26, 268 68 Röstånga

Tel 0435-78 10 02

### **Sectoral Administrator / Intermunicipal compensation preschool**

Herrevadsgatan 10, 268 80 Svalöv

Tel 0418-47 50 38

### **Intermunicipal compensation primary school/recreation centres**

Herrevadsgatan 10, 268 80 Svalöv

Tel 0418-47 50 76

## **Independent services**

For application form and rules, please contact each service directly.

### **Svalövs Montessori preschool and recreation centre**

Box 112, 268 22 Svalöv

Tel 0418-40 44 20

### **Trollungarna AB preschool and recreation centre**

Trolleholm 1715, 268 90 Svalöv

Tel 0413-730 28

On Svalöv municipality's website [www.svalov.se](http://www.svalov.se) you will find more contact details.

## E-services for child care

You can apply for child care directly online.

### This is what you do

Go to [www.svalov.se](http://www.svalov.se), click on e-services (e-tjänster), and choose Education and Childcare (Utbildning och barnomsorg).

Here you can:

- Enrol your child for childcare. You fill in an electronic form – no e-ID is needed.
- Change schedule, income and contact information, as well as terminating a placement; note, however, that e-ID is required. Once you have identified yourself, fill in your information.

When processing your case, your data is recorded and processed in accordance with the General Data Protection Regulation (GDPR). For more information on how your personal data is processed in your case, please visit the municipality's website: [www.svalov.se/personuppgifter](http://www.svalov.se/personuppgifter).

## e-ID

### What is e-ID?

In ordinary life, you use your driving licence or an ID card to identify yourself. On the internet, you use e-ID instead. This shows that you are in fact you when you are in contact with, for example, the municipality or other authorities.

You use your e-ID when you identify yourself and sign documents electronically online.

### How do I get an e-ID?

You can find all the information about how it works and how to get an e-ID online at [www.e-legitimation.se](http://www.e-legitimation.se).

### Who gives out e-IDs?

E-IDs are given out by banks and Telia. Depending on who gives out the e-ID, it may have different names such as Bank ID, Nordea's e-ID or Telia e-ID.

Read more at [www.e-legitimation.se](http://www.e-legitimation.se)

You are welcome to use the  
municipality's e-services for  
childcare at  
**[www.svalov.se](http://www.svalov.se)**



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