



# Rules for registration and fees for municipal preschools, afterschool centres and pedagogic care in Gotland

# Welcome to municipal preschools, after-school centres and other pedagogic care in Gotland

Preschools, schools, and after-school centres on Gotland should provide a good start to life and be something children/youths and parents/guardians can look back on as a positive period of development for the family.

## Management of services

Rules for preschools, after-care centres and other pedagogic care are regulated by the Swedish Education Act, school curriculum and general guidelines for the different services.

### Education Act 2010:800

The Education act regulates requirements placed on the different types of services by the government. The Education Act contains regulations regarding which groups of children the municipality is obligated to take in and what consideration the municipality must take regarding the wishes of the parents or guardian. In addition, regulations control the extent of operations, offering places, fees and similar.

### Curriculum (Lpfö98 rev 2010) (Lgr11)

A curriculum is an ordinance issued by the Swedish government. The curriculum describes the basic principles and purpose of the services and provides targets and guidelines.

### The Local Government Act

The Local Government Act requires clear division of responsibility in order to provide efficient management of and insight into service operation. The Childcare and Education Committee (BUN) in Region Gotland are responsible for preschools, elementary schools, after-school centres, other pedagogic care, special needs schooling, culture schools, and Fenomenalen Science Center. Their task includes deciding on models for resource allocation, systems and procedures for continuous planning, monitoring, evaluation, and how results should be handled in way that it leads to improvements in quality.

## The UN Convention on the Rights of the Child (UNCRC)

According to the UNCRC, children have the right to free time, play, and rest. This means that a child has a right to leisure time and holidays just as adults do.

## Forms to service operations

### Preschool for children aged 1-5

Preschool is a type of school with its own curriculum. Preschool should lay the foundation for lifelong learning. Preschool should stimulate children's development and learning and offer them safety and care. The service should be based on a holistic view of the child and its needs and should be designed in such a way that care, development, and learning form a complete whole. The service is a complement to regular family life. Parents always carry the main responsibility for their children. Gotland's preschools vary in size from one to six sections and are spread geographically.

### Public preschool for children aged 3-5

All children are offered a place in a public preschool starting the autumn term the year they turn 3. The service is a part of regular preschool services and comprise an equivalent of 15 hours per week. Public preschool is free of charge from September 1st to May 31st. Fees according to the municipality's stated rates apply for the remaining part of the year.

### After-school centres

After-school centres are meant for children in preschool and elementary school until the spring term the year they turn 13. The service should stimulate student's development and learning and provide a meaningful free time.

The after-school centres are integrated into the local elementary school and are open in the mornings, after school and all day during holidays.

## **Other pedagogic care**

### **Open preschool**

Open preschool is a complement to preschool and pedagogic care. Parents or guardians and their children participate together in the open preschool activities where operations are supported by trained staff. There are two open preschools in Gotland, in Visby and in Hemse. There are no fees to attend open preschool.

### **Care during unsocial hours**

Care during unsocial hours is offered to children aged 1-12 whose parents or guardian work irregular hours. The care service is offered at a preschool in Visby. Read more at [www.gotland.se/kvall-helgomsorg](http://www.gotland.se/kvall-helgomsorg)

### **Independent preschool, after-school centres and other pedagogic care**

There are independent preschools, after-school centres and other pedagogic care in Gotland run by companies, parent or staff cooperatives, or charity foundations. The Regional Council is not principle or legally responsible for these operations. Applications for approval to operate independent operations should be made to the Childcare and Education Committee. Independent operations administer their queues and are not subject to the four-month placement guarantee (see page 4). They may have other rules and procedures than those described in this brochure and if you want more information regarding their services you should contact them directly.

### **Family page - webservice for child care**

The family page is an e-service where you, after being offered a place at a preschool or after-school centre, can respond to the offer on-line, change information regarding your

income, find information regarding schedules, apply for placing siblings in the same location, perform cancellations, and change your contact information. To use the service, you need electronic identification or mobile BankID. You can log into the family page at [www.gotland.se/familjesida](http://www.gotland.se/familjesida)

## **Application and offer of place**

### **Rules for granting a place**

Offers for a place are regulated by the Education Act which states that a place will be offered at a preschool as close to the child's home as possible. Special consideration should be taken in regard to the wishes of parents or guardian. A place in preschool is offered to children aged 1-5 and for after-school centres for children aged 6 until the spring term the year the child turns 13. Attendance hours are determined by the needs of the family in regards to the parents' or guardian's work, studies, and political or union responsibilities. Children who need special support in their development, due to physical, psychological, or other reasons, from a preschool will be offered a place expediently.

The Childcare and Education Committee make decisions regarding rules for queueing and priority in addition to the regulations in the Education Act. (Read more about the rules for priority). To be offered a place, the need must be for a period of at least one month.

### **Hours in preschool for children whose parent or guardian are unemployed or on parental leave**

Children in preschool whose parents or guardian are unemployed or on parental leave are offered 25 hours of preschool per week. The fee for children aged 3-5, who are entitled to a place in public preschool is based on the maximum fee for time exceeding 15 hours per week. Children who attend preschool or elementary school whose parents or guardian is unemployed or on parental leave are not entitled to a place at an after-school centre.

### **Sibling priority**

Gotland practices sibling priority, which means that, where possible, children from the same household can be offered places in the same preschool, subject to availability. In order to get sibling priority, the older sibling must still be enrolled in the preschool, when the younger sibling starts. The younger sibling must also have been in the queue for six months before the desired date of enrollment. Have you not submitted a written expression of interest before this, the regular rules of priority will be applied.

### **Places for children from different municipalities**

Children from other municipalities may be granted a place at preschool/after-school centre in Gotland provided their home municipality pays for the costs.

### **Applications to municipal preschools, after-school centres and other pedagogic care**

Applications for places and for changing to a different municipal preschool, after-school centre, or other pedagogic care is done via the web service [www.gotland.se/bufetjanster](http://www.gotland.se/bufetjanster). Application for a place can be done earliest when the child is six months old. If an application is submitted before the child turns six months, the queueing date will be registered as the day the child turns six months.

The application form should include:

- Employer or place of study
- Civil registry address
- Desired date for the start of placement
- The attendance hours that should form the basis for a decision on placement

### **Care during unsocial hours**

Application for care during unsocial hours is done in writing with a special form that is available at [www.gotland.se/kvall-helgomsorg](http://www.gotland.se/kvall-helgomsorg)

### **Queue dates for child care on Gotland**

The queue date will be the date the applica-

tion is received and registered, however it will be no earlier than the date on which the child turns six months old.

### **Rules for priority when a place is offered**

*(complying with the Education Act and the Childcare and Education Committee - BUN)*

1. Granted priority (children requiring special support in compliance with the Education Act Chap. 8 and 9)
2. Sibling priority, that is, children with siblings living in the same household who have a place at the preschool. For sibling priority, a place can be offered at an earlier date than applied for, depending on place availability at the preschool in question.
3. Regular queue, that is to say according to queue date. Earliest possible queue date is the day the child turns six months old. Consideration is taken for the parent's wishes, the sections of the Education Act requiring places to be offered near the child's home, and the size and composition of groups.

### **Offer of a place at preschools, after-school centres and other pedagogic care**

- A place will be offered at the desired placement date (no earlier than the child's first birthday), if this is not possible a place will be offered within four months after the application has been submitted and registered (guaranteed admission). Children who require special support in their development, due to physical, psychological, or other reasons, will be offered a place expediently.
- To be offered a place, the need must be for a period of at least one month.
- The parents or guardian will receive a written offer for a place. A reply must be returned no later than the date in the offer letter. If the reply is not received in time, the offer is rescinded.
- Parents or guardians who have been offered a place can decline the offer, the new

queue date will then be the date the offer was declined.

- If the offer is accepted, you may choose to be placed in a change queue. Changes are available twice per year (January and August) unless there are special circumstances for the change.
- A place at an after-school centre is generally offered in conjunction with elementary schooling.

### **Introductory periods**

Introductory periods are determined on a case by case basis in a collaboration between the preschool and the parents or guardian.

### **Hours in preschool, after-school centres and other pedagogic care**

#### **Schedule/changes to child attendance hours**

The schedule should show the hours the child will be staying at the facility and be based on the parents' or guardian's work or studying hours, or time spent on political or union responsibilities and also provide adequate time in which to pick up and drop off the child. For joint custody circumstances, the schedule is given according to the needs of each parent. The schedule is set by the principal/preschool director. Changes to the attendance hours for periods longer than 14 days should be submitted in written form to administrators no less than 14 days ahead of time. The place will be cancelled after 14 days.

#### **Hours during unemployment or parental leave**

Children in preschool whose parent or guardian is unemployed or on parental leave are entitled to 25 hours per week. How that time is allocated is decided by the facility after a dialogue with the parents or guardian based on what provides the best pedagogic value for the child. In conjunction with a sibling being born, the child is entitled to keep its schedule for 14 days, after which attendance hours are changed as above. Children in after-school centres are not entitled to a place if their parents or guardian is unemployed or

on parental leave.

### **Work or studies during parental leave**

If the parent is working or studying during their parental leave, an application for extending the attendance hours based on the working/studying hours of the parent can be made. Before a decision can be made, the following documents should be attached to the application.

For work during parental leave:

- Employment certificate showing work hours.
- Self-employed persons should attach a copy of the certificate of registration and F-tax certificate.

For studies during parental leave:

- Acceptance letter from the educational institution in question.
- Certificate of registration or equivalent showing starting dates for the studies.
- Certificate from the educational institute showing proof of studies undertaken

### **Service opening hours and annual schedules**

Opening hours may vary, but the basic opening times are 12 hours per day. In the case of specific wishes for longer opening times any changes are up to the discretion of the principal/preschool director. In conjunction with the child's placement or the facility's annual planning, parents are informed of the days set aside for competency development/in-service training (four days per year), during these days the facility is usually closed. Information is also provided regarding potential merging of facilities during the holidays.

### **Care during unsocial hours**

Care is offered Mondays to Fridays from 5-6.30am, Mondays to Fridays from 6-10pm, and Saturdays and Sundays from 6.30 to 10pm. Care is not available on Easter Saturday, Easter Sunday, midsummer eve, midsummer

day, Christmas eve, Christmas day, New Year's Eve, or New Year's Day. Read more at [www.gotland.se/kvall-helgomsorg](http://www.gotland.se/kvall-helgomsorg)

## **Placement cancellation**

### **Own cancellation**

Cancellation of a placement can be requested via a letter signed by both parents. The notice period is 30 days counted from the date the request for termination is received by the administrator. A new application cannot be registered during the cancellation process. In the case a new application is submitted during the cancellation period, the queue date will be the date the cancellation is completed. Exemptions for applications during the cancellation period apply for when the child is changing from preschool to after-school centre facilities or in special cases with extenuating circumstances.

### **Cancellations by the municipality**

The municipality may cancel a placement with a notification period of 45 days in the following cases:

- Failure to pay fees
- The placement is not used in the agreed manner
- Absence from the facility for longer than 14 consecutive days without prior notice

## **Fees and payment rules**

Fees for municipal preschool, after-school centres and other pedagogic care are charged according to fees set by the municipal council as of 19 June 2002. The Childcare and Education Committee have adapted the fee in relation to the parliament's ruling to introduce a maximum fee limit, starting from 01 January 2004. Rulings on the fees are regulated in the Education Act and in directives for municipalities that have implemented maximum fees.

### **Fees are calculated per household**

The fee is based on the number of children in

the family that have placement and the household's total gross annual income. For married/cohabiting couples, the fee is calculated based on both persons' incomes, regardless of whether the child/children are under joint custody or not. In the case where a child's parents have joint custody and the child alternates between them and both require the child to be in preschool, after-school centre, or other pedagogic care the bill will be split between them. Read more under the section on split bills.

Independent facilities may not charge more than the maximum fee. Special rules apply for children registered as living in other municipalities, for more information please contact an administrator.

### **Definition of a household**

A household is defined as a wife/husband/partner/registered partner that:

1. have a joint custody of child or
2. are registered as living at the same address

### **Fee setting**

Fixed fees apply for preschools, after-school centres, and other pedagogic care. The fee is charged 12 months per year. No reductions are provided for children who are absent due to illness or vacation.

### **Assessable income for fee-paying**

Assessable income for fee-paying refers to your income before taxes and other taxable incomes for services and surpluses from business ventures in compliance with the Income Tax Act (1999:1229) during the grant year:

- Income from services/business ventures
- Parental benefits
- Taxable benefits
- Unemployment benefits
- Activity grant
- Sickness benefits

- Sickness compensation/activity compensation
- Foster parents' remuneration
- Care allowance for children
- Pension (not including orphan's pension)
- Other taxable income

#### **Non-assessable income for fee-paying**

- Student grant and student loan (CSN)
- Housing allowance
- Child allowance
- Income support

#### **Income information**

Income reporting should be submitted:

- In conjunction with the submission of the form for accepting a placement. If income information has not been submitted, the maximum fee will be charged
- If your income changes for a period longer than one month
- In case of a change in living situation
- Twice per year on request from the region

If your income changes, the new fee will be charged as of the following month. If you have no steady income, the previous year's tax return can be used as guidance, alternatively, an average of the income over recent months can be used. In these cases, it is important to update your income information as soon as it changes.

#### **Reductions of fees - free placement**

Waived fees for public preschool services for children aged 3-5 cover 3/8 of the maximum fee from September 1st to May 31st. For children who are placed in a preschool and who require special support in their development due to physical, psychological, or other reasons, fees are only charged for the time exceeding 15 hours per week.

#### **Fees during the cancellation period**

The fee is charged during the cancellation period regardless of whether it is the parents/guardian or the region that initiated the cancellation.

#### **Payment of the fee**

The fee is paid 12 months per year and is a subscription which the parents or guardian pay regardless of whether the child is attending its place or not. The due date is the end of the month and the fee applies for the current month.

#### **Reminders/debt collection demands**

Demands for payment of unpaid bills are handled by the region. A reminder will be sent in paper form seven days after the bill's due date. Debt collection demand letters are sent out 21 days after the bill's due date and debt collection demands are added to the bill. If the bill is still not paid after reminder and debt collection demands, the bill will be sent to the Swedish Enforcement Authority and the child's placement will be cancelled. A new place will not be offered until the bill has been paid.

#### **Payment plans**

The region can assist with a payment plan.

#### **E-billing**

Bills for the fee can be sent as an E-bill with all information already filled in. Reminders are still sent in paper form.

#### **Direct debit**

In the case of direct debiting, the amount due is drawn from the bank account provided on the due date. Direct debit can be ordered via the form for direct debiting, by calling: 0498 - 26 91 08 or 0498 - 26 91 12 or by e-mail to: [e\\_faktura@gotland.se](mailto:e_faktura@gotland.se)

#### **Split bills**

In the cases where the child's parents have joint custody and the child alternates between them and both require the child to

have placement at a facility, each parent is charged based on the total income of each separate household. Two bills are sent, and both households pay their share of the calculated fee. If the total fee exceeds the upper limit for the maximum fee, both households' fees are reduced proportionally.

### **Annual subsequent verification against declared income**

A subsequent verification of the parents' or guardian's reported income regarding childcare fees is carried out annually. Subsequent verification takes information from the Swedish Tax Authorities regarding taxed earned income. Fee adjustments are made for the verified year which may result in extra payments or return payments. A separate bill is sent to the current guardian and the bill is included in the existing demand and termination procedures.

### **Fee per month and child**

To calculate the child's childcare fees, the household's gross income is divided by twelve (months) and the monthly income is multiplied with the relevant percentage as per the fee table. The highest fee for each type of service is paid for the youngest child. This also applies when the family has children who are placed in different facilities, if, for example, one child is at a municipal facility and another in an independent one. You may receive guidance on your fee via the e-service 'Calculate fee' which can be found at [www.gotland.se/berakna-avgift](http://www.gotland.se/berakna-avgift)



If you have any questions or would like to know more about the services and pedagogic work contact principal/preschool director or visit our webpage: [www.gotland.se/forskolaskola](http://www.gotland.se/forskolaskola)

Additional general information can be received via telephone at: 0498-26 34 90

*Rules for registration and fees are set by the Childcare and Education Committee in Region Gotland 9th of December 2009. (Revised in December 2017.) The rules apply to municipal preschools, after-school centres, and other pedagogic care. Independently operated facilities may have other rules and procedures.*