



## **Guidelines for childcare services and school-age childcare services in Sölvesborg municipality**

### **Background**

Childcare refers to a place in a preschool or with a childminder (pedagogical care). School-age childcare refers to a place in an after-school recreation centre or with a childminder (pedagogical care).

### **Preschool/Pedagogical Care**

#### **Right to Childcare**

Preschool is to be offered to children between the ages of 1-6 years and who have not started preschool class and who are registered in the municipality. Children from another municipality may apply for placement, if both municipalities agree on inter-municipal compensation.

Pedagogical care is to be offered to children between the ages of 1-13 years who are registered in the municipality. Children from another municipality may apply for placement, if both municipalities agree on inter-municipal compensation.

Childcare is offered taking into account the household's work/studies to the extent required with reasonable time for leaving/collection.

Children are to be offered 15 hours of childcare per week free of charge, in total 525 hours/year, according to the schedule offered by the preschool from the autumn term of the year they are 3 years old (also known as "General preschool"). Activities follow the school's academic year, i.e. public holidays, holidays and training for personnel are not included.

Children who, for physical, psychological or other reasons, require special support in their development are to be offered childcare, after evaluation by the Child and Student Health Centre. The requirement governs the extent. 15 hours/week is granted free of charge. A fee will be charged for additional needs according to the tariff.

Children, whose legal guardian is on parental leave pursuant to the Parental Leave Act (1995:584) for another child, from one year of age are to be offered childcare of at least 3 hours per day or 15 hours per week. In the event of work/studies in connection with parental leave, the childcare time required to perform the work/studies is deducted from the 15 hours and the

preschool offers the remaining hours on an appropriate day or days. If the working hours exceed the 15 hours, it is only the working hour schedule that applies for the calculation of the childcare time.

Children, whose legal guardian is unemployed and an active job seeker, are to be offered 15 hours of childcare. Should the legal guardian receive temporary work, the working hours make up the basis of the placement time with the 15 hours of care that applies according to the schedule added. The calculation is made within each calendar week. If the working hours exceed 20 hours per week, the right to 15 hours is lost.

## Application

The childcare application is made via the Childcare portal, which can be found on the municipality's website. The childcare guarantee in Sölvesborg municipality is 4 months. The application for a childcare place is to be submitted at the earliest 12 months before the required start date.

Income and household details must be registered via the Childcare portal, which can be found on the municipality's website.

Prior to placement being implemented, the legal guardian must approve the placement offer on the Childcare portal "My page." If the placement offer is not answered within 14 days the application will be cancelled.

Legal guardians that decline the placement offer remain in the queue with a new guarantee date.

## Termination

Termination of a childcare place should be submitted on the Childcare portal on "My page" by the legal guardians/legal guardian who own the placement, at the latest 2 months prior to the date the child will stop. The place can still be used during the period of notice.

Even if the legal guardians/legal guardian have not terminated their childcare place in the event of moving or the like, the service is entitled to terminate the child's placement, if it is apparent that the child has moved from the municipality or in some other way may no longer need childcare in the municipality.

## Other Guidelines

Childcare is offered between 06:30-18:30. Minor changes from this are possible if special reasons exist. Decisions are made by the principal. The municipality offers care for inconvenient working hours, see “Nattis”.

### **Order of Priority for Placement according to:**

- Placement pursuant to the Education Act Chapter 8 § § 3-7
- Placement of siblings to children who already have a paid placement
- Relocation of already placed children
- New placements according to queuing time

Relocation requests to another preschool/pedagogical care are made via the Childcare portal. There is no guarantee time for new placement in cases concerning relocation. Relocations are normally made in August. Unless special reasons exist, for example, siblings are placed at different preschools.

A schedule of the child’s childcare requirement must be registered via the Childcare portal, if possible, at the latest one month prior to the intended placement. The schedule hours are to be linked to both of the household’s legal guardians’ working hours taking into consideration the time required for collection/leaving. Temporary schedules must only be used for leave, holidays and illness.

If the legal guardian works shifts, where a free-week is included, 15 hours of childcare will be offered.

For night work or only weekend work in the legal guardians’ household, extended childcare hours by 4 hours are offered prior to the coming night shift and 8 hours after the night shift, in addition to sufficient time to finish work and travelling.

In the event the legal guardian is ill, during days 1 – 14 (2 weeks) the child may be left according to the normal schedule or as required.

Should the legal guardian’s illness last longer than 14 days (2 weeks) or when sickness benefit has been granted, childcare may be granted by the principal according to special testing together with a doctor’s certificate.

When the legal guardian is at home to take care of a sick child, other siblings may be left at preschool.

Legal guardians must report their main holiday to the service at the latest by March 31.

There is no childcare entitlement during holidays and any other free time. Exceptions can be granted by the principal after special testing where the child's best is the main focus.

The municipality is entitled, during a total of four (4) days/year (training days for personnel) to close normal activities without the right to a reduction in fees. A preschool will be open for those families that do not have the opportunity to arrange childcare themselves on these days.

## **After-School Recreation Centre/Pedagogical Care**

### **Right to After-School Recreation Centre/Pedagogical Care**

Education in after-school recreation centre/pedagogical care is offered to students in the municipality's preschool class, compulsory school and compulsory special school up to the spring term of the year the student reaches 13 years old during periods the student does not participate in school activities and during holidays.

Education in after-school recreation centre/pedagogical care will be offered to students to the extent required taking into consideration the legal guardians' employment or studies or if the student has personal needs due to the family's situation in general.

For studies in connection with parental leave, after-school recreation centre/pedagogical care is offered to the extent the studies require.

After-school recreation centre/pedagogical care is offered to students who, for physical, psychological or other reasons, require special support in their development in the form of such education. The extent is evaluated and tested in consultation with the municipality's Child and Student Health Centre.

### **Application**

The application is made via the Childcare portal.

Income and household details must be registered via the Childcare portal.

### **Termination**

Termination is conducted via the Childcare portal at the latest two months prior to the day the student will stop attending the after-school recreation centre.

For legal guardians' parental leave, pursuant to the Parental Leave Act (1995:584) there is no entitlement to placement at the after-school recreation centre/pedagogical care. The placement must be terminated 2 months before planned leave.

The service is entitled to cancel placement of the child, if it is apparent that the student/child has moved from the municipality or in some other way may no longer need a place at the after-school recreation centre/pedagogical care in the municipality.

## Other Guidelines

After-school recreation centre/pedagogical care is offered between 06:30-18:30. Minor changes from this are possible if special reasons exist. Decisions are made by the principal. The municipality offers care for inconvenient working hours, see "Nattis".

Order of priority for placement at an after-school recreation centre/pedagogical care follows the priority:

- Placement pursuant to the Education Act Chapter 14 § 3-4
- New placements according to queuing time

The schedule as well as employer details and telephone number to the work place must be registered on the Childcare portal. The schedule hours are to be linked to both of the legal guardians' working hours taking into consideration the time required for collection/leaving.

On free weeks you are not entitled to leave children for after-school recreation centre/pedagogical care.

Legal guardians must report their main holiday to the department at the latest by March 31.

For holidays/other leave there is no right to after-school recreation centre/pedagogical care. Exceptions can be granted by the principal after special testing.

In the event the legal guardians are ill, during days 1 – 14 (2 weeks) the child may be left according to the normal schedule or as required.

Should the legal guardian's illness last longer than 14 days (2 weeks) or when sickness benefit has been granted, after-school recreation centre/pedagogical care may be granted by the principal according to special testing together with a doctor's certificate.

When the legal guardian is at home to take care of a sick child, other siblings may not be left.

The municipality is entitled, during a total of four (4) days/year (training days for personnel) to close normal activities without the right to a reduction in fees. An after-school recreation centre will be open for those families that do not have the opportunity to arrange childcare themselves on these days.

School transport to and from the after-school recreation centre/pedagogical care is not provided, (special provisions for children accepted to compulsory special school).

## **Miscellaneous**

### **Holiday care**

The legal guardian can apply for holiday care at the preschool or after-school recreation centre during school holidays. Fees are charged for requested days according to the rate for a place in childcare.

This only applies in preschool to children that have free general preschool and are enrolled in a preschool or have a place in pedagogical care.

For the application of childcare tariff, a fee will be charged for children whose place is terminated, but who start a new placement within 90 days.

The child is transferred from preschool/pedagogical care to an after-school recreation centre from August of the year the child reaches 6 years old. If there is no need of a place at an after-school recreation centre, the childcare place must be terminated 2 months before.

The tariff for the place at preschool/pedagogical care stops on August 14 of the year the child starts preschool class.