



# *Welcome to the preschool system in the Municipality of Lindesberg*

## **This document provides information about**

- the rules that apply to the preschool system in the municipality
  - rules and application guide for municipal preschools
- running a private preschool or family day care group and the requirements that need to be satisfied to secure approval and funding from the municipal authority
- childcare options that are available within the Municipality of Lindesberg

**If you would like to know more**, you are welcome to contact the childcare officer in the school area in which you live. A list of names and telephone numbers is available at the end of this brochure.

You can also refer to the Lindesberg Municipal Authority website [www.lindesberg.se](http://www.lindesberg.se) for further information and a link to our [E-services for preschools and out-of-school centres](#).

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## THE TASK OF THE PRESCHOOL

The municipality of Lindesberg offers both municipal and independent care facilities for children aged 1-5 years.

Parents and guardians in the municipal area have a range of childcare options for their children. Childcare is also available in other municipal areas. An application form can be downloaded from the municipal authority website, [www.lindesberg.se](http://www.lindesberg.se).

**Preschool** is a group activity led by educators. The preschool is housed in special premises that are adapted specifically to activities for children and it follows the preschool curriculum.

The preschool has its own curriculum, which is based on the principle that care and educational activities are interlinked, and preschool is the first stage in the process of lifelong learning. The

curriculum emphasises the importance of play in a child's development and learning. A preschool should be fun, secure and instructive for all the children who attend.

The municipal authority is responsible for guaranteeing that the preschool maintains a good level of quality. There should be staff with the necessary training, experience and personal suitability to ensure that the children's need for care and a good learning environment can be fully satisfied. The composition and size of the children's groups must be suitable and the premises and equipment must be fit for purpose.

Preschool activities must be designed and arranged in line with the specific needs of each child.

## RULES APPLICABLE TO ALL PRESCHOOLS IN THE MUNICIPAL AREA

Preschool and family day care are available for children who are registered in the municipal area. Children from other municipal areas could also attend. There are different reasons why children spend time in childcare.

CHILDREN WHOSE PARENTS WORK OR STUDY are entitled to make use of preschool during the time the parents are working or studying and the time it takes for them to travel to and from work and/or their place of education. When the parents are not working or studying, or if they are on holiday or free for some other reason, they are not entitled to childcare.

For parents or guardians who work nights, four hours' childcare is available before the first shift. Suitable childcare times must be agreed with the head of the preschool. Childcare must be offered within the framework of the opening hours of the preschool although it is not available to families

where the other parent or guardian is at home when childcare is offered.

CHILDREN OF PARENTS WHO ARE UNEMPLOYED are offered continuous pedagogical care at preschool or in a family day care group for 15 hours per week until July 31 in the year in which the child reaches the age of six. Childcare for school-age children is not offered to children whose parents are unemployed except when they happen to be in temporary employment or when they are studying.

Each facility draws up a basic timetable showing how the 15 hours will be spread throughout the week. When doing so, account must be taken of the staffing situation for education personnel, the demand for educational content and continuity, and other reasons that could be relevant to the children's needs. The basic timetable must include at least three sessions per week. The head of the preschool confirms the basic timetable, although she/he could decide, for pedagogical and organisational reasons, to deviate from the

timetable in the case of an individual child if such a deviation is possible.

**CHILDREN OF PARENTS WHO ARE ON PARENTAL LEAVE**  
with younger siblings, are offered continuous pedagogical activity at preschool for 15 hours per week. Children of parents who are on parental leave who already have a place at preschool are entitled to retain their normal timetable until the sibling is one month old. After that, the 15-hour rule comes into effect. Each facility draws up a basic timetable for how the 15 hours are spread throughout the week. When doing so, account must be taken of the staffing situation for education personnel, the demand for pedagogical content and continuity, and other reasons that could be relevant to the children's needs. The basic timetable must include at least three sessions per week. The head of the preschool confirms the basic timetable, although she/he could decide, for pedagogical and organisational reasons, to deviate from the timetable in the case of an individual child if such a deviation is possible.

**CHILDREN WHO ARE ENTITLED TO GENERAL PRESCHOOL**  
With effect from the autumn in which the child reaches the age of three, he or she is entitled to 525 hours of free pedagogical activity per year. General preschool is run both at municipal and private preschools but not in family day care groups. The general preschool follows the primary/secondary school academic year.

For those children who have childcare needs and are entitled to general preschool, the first 15 hours are counted as general preschool.

Consequently, the fee is reduced to 68.75% for the whole year, not just the academic year during which the general preschool is open. If a child with limited childcare requirements is also entitled to general preschool, the 15 hours will be allocated in conjunction with the childcare time. If, as a parent, you wish for some reason to switch to general preschool only (15 hours/week), notice that your child's place will no longer be needed

must be given two months before the change is due to take place. See page 9.

For those children who are entitled to general preschool only and do not have any childcare requirements, no fee is payable.

Each preschool draws up a basic timetable for how the 15 hours will be spread throughout the week. In this case, account will be taken of the staffing situation for education personnel, the requirement for pedagogical content and continuity, and other reasons that could be relevant to the children's needs. The basic timetable must include at least three sessions per week. The head of the preschool confirms the basic timetable although she/he could decide, for pedagogical and organisational reasons, to deviate from the timetable in the case of an individual child if such a deviation is possible.

Children can attend preschool to satisfy their personal needs. (Education Act, Chapter 8, sections 5 and 7)

**CHILDCARE REQUIREMENTS LESS THAN 15 HOURS PER WEEK.** Those children who have childcare requirements amounting to less than 15 hours per week are entitled to 15 hours of continuous pedagogical activity. The time is allocated in a way that the child is at preschool at least three days each week and no session should be shorter than three hours per day.

## **INSURANCE**

All children who are registered in the Municipality of Lindesberg and who are enrolled at a municipal or private childcare facility within the municipal area, or in another municipal area, are covered by accident insurance 24 hours a day. The insurance schedule is available on the Lindesberg Municipal Authority website [www.lindesberg.se](http://www.lindesberg.se).

## **TIMETABLE**

Everyone who has children at preschool or who are receiving pedagogical care, must submit a

timetable using our [E-service](#). The timetable shows how much time the child will spend at preschool and is used as a basis for planning staff resources and daily activities.

The timetable should only cover the time the individuals in the household/parents are working

or studying as well as the time they spend travelling to and from work and/or their place of education.

# RULES AND APPLICATION GUIDE FOR MUNICIPAL PRESCHOOL ACTIVITIES

## APPLICATION

When you wish to enrol your child at preschool, you apply for a preschool place using our [E-service](#), where you can begin to make an application. To facilitate the administration process, we would like you to submit your application no later than four months before your child is due to begin.

If you only want a place at a general preschool without paying a fee, you must contact the childcare officer in the preschool area in question. Contact details are available at the end of this brochure.

If you wish to enrol your child at a preschool in another municipal area, you must contact the childcare officer in your area, who can then explain the procedure.

You can apply for a preschool place in an area other than the one to which you belong although those who live in the area in question will have priority. If you wish to apply for a preschool place in an area other than the one to which you belong, you must fill in the form "Choice of preschool" and send it to your school area office. The form is available on the municipal website [www.lindesberg.se](http://www.lindesberg.se).

Please note that the waiting list is closed to you once your child has been allocated a place. In that case, you will need to wait a minimum of one year, calculated from the placement start date, before you can make a new application for another municipal preschool.

If you do not live in the municipality of Lindesberg but you are planning to move there, you should enrol your child as soon as possible. If, at the time of enrolment, you do not know exactly

which area you will belong to, you can apply for any preschool in the municipal area. It is extremely important that you inform us as soon as you know your new address.

## FEES

When your child begins attending preschool, you pay a fee for your child's place at the preschool.

The fee for having your child at preschool or at an out-of-school centre is based on the income of the household in which your child is registered.

The fee is charged for a period of 12 months. The childcare fee is invoiced monthly in arrears. The fee is charged for as long as the place remains allocated. The fee is also payable in the case of illness, summer holidays or absence from preschool for other reasons.

Payment must be received by the municipal authority no later than the final banking day of each month.

You can pay by direct debit (autogiro). An application form is available at your school area office.

A household that does not have any income does not pay anything for childcare. However, income details must still be submitted even when it is stated that the income is zero kronor.

In the autumn in which your child, at the age of three, begins general preschool, the fee is reduced to 68.75%. This takes effect from August 1.

In the case of children who have a sibling or siblings at an independent childcare facility, the rules are the same as those applied at a municipal childcare facility.

Individual deviations from the childcare fee tariff are reviewed and decided by the Children and Education Board working committee.

### WHAT WILL IT COST?

The fee for having one (1) child at preschool is 3% of the household's income before tax. The fee for having one (1) child at an out-of-school centre is 2% of the household's income before tax.

The fee per child decreases the more children you have at preschool. The fee is calculated as follows: Child number 1 is the youngest child in the family who is a preschool or at out-of-school centre. Child number 2 is the second youngest child and so on.

#### FEE FOR A CHILD AT PRESCHOOL:

The length of time the child spends at preschool does not affect the fee.

**Child 1:** 3% of the household income, subject to a maximum of 1,382 kronor per month.

**Child 2:** 2% of the household income, subject to a maximum of 922 kronor per month.

**Child 3:** 1% of the household income, subject to a maximum of 461 kronor per month.

**Child 4:** No fee.

For a child who is eligible for general preschool and has childcare requirements, the fee will be reduced to 68.75% for the whole year, not just the academic year during which general preschool is open.

#### FEE FOR A CHILD AT AN OUT-OF-SCHOOL CENTRE:

The time spent at an out-of-school centre does not affect the fee.

**Child 1:** 2% of the household income, subject to a maximum of 922 kronor per month

**Child 2:** 1% of the household income, subject to a maximum of 461 kronor per month

**Child 3:** 1% of the household income, subject to a maximum of 461 kronor per month

**Child 4:** No fee.

In the case of open recreation activities/youth club, the fee is 20 kronor per day plus any activity charges.

In the case of attendance on days when schools are closed for holidays or for staff training, as well as other odd days (up to a maximum of five days per month) a fee of 50 kronor is payable per pre-notified day of attendance. Notice must be given 14 days in advance. In the case of odd days when a job-seeking parent or guardian happens to be working or studying, the fee is 50 kronor per day.

### WHO IS LIABLE FOR FEES?

The starting point for setting the fee is the income before tax in the household in which the child is registered.

The term household refers to spouses, single persons and single parents with a partner.

The term 'spouses' also includes a man and woman who, without being married to each other, live together or have or have had children together, or who are registered at the same address. It also includes persons who live together in a homosexual relationship and who are registered at the same address.

When parents do not live together, the fee is based on the chargeable incomes of the household in which the child is registered.

In those cases where one person requires childcare, the fee is set according to the income of the household in which the invoice recipient lives.

In those cases where a child lives in a foster home, it is the income of the foster home and any payment received that form the basis for setting the fee.

The school office in the area to which you belong must be informed of any change in conditions that could affect a child's childcare time and fee.

## WHAT IS CLASSIFIED AS INCOME?

Income includes salary and other payments before tax, income from self-employment, sickness benefit, parental allowance, study grant, unemployment benefit, new enterprise grant, military service allowance, pension, strike pay, care allowance for children, foster family payment and so on.

When your child begins preschool, you must submit income details for your household. This is done using our [E-service](#). You must submit updated details of your income if the household income changes.

If income details are not submitted when you take up a place and when you make a new enquiry, the maximum fee is charged. If you later submit details of your income, the fee will be changed to the correct amount with effect from the next invoice.

The Children and Education Administration decided in 2015 to implement an annual retroactive fee review. This could mean that childcare fees that have already been paid could be adjusted retroactively.

## SAMPLE CALCULATION

A household comprises two adults and three children. The monthly household income is 36,000 kronor before tax.

**Child 1** attends preschool. The fee is  $36,000 \times 3\% = 1,080$  kronor per month.

**Child 2** is covered by general preschool. The fee is  $36,000 \times 2\% = 720 \times 68.75\% = 495$  kronor per month.

**Child 3** attends the out-of-school centre. The fee is  $36,000 \text{ kronor} \times 1\% = 360$  kronor per month. The total fee is thus  $1,080 + 495 + 360 = 1,935$  kronor per month.

## INDUCTION

When your child begins preschool, you must allocate time for induction before you can expect

your child to attend preschool full-time. It is estimated that induction takes approximately two weeks. During the induction, your child will have the opportunity, at his or her own pace, to get used to the other children, the staff and the routines at the preschool. You begin paying a fee for the preschool place from the first day of normal attendance.

## TIMETABLE

Everyone who has children at preschool or in a family day care group must submit a timetable showing how much time the child will spend there. This timetable forms the basis for staff planning and daily activities.

The timetable must only cover the time the people in the household/parents spend working or studying as well the time spent travelling to and from work and/or their place of education.

**The preschool opening hours are 6am – 6pm.**

Any temporary reduction in the normal childcare time due to leave periods (holidays, school holiday breaks etc.) do not affect the fee. When changes take place due to unemployment or parental leave, you must go to our [E-service](#) to change the basis for the placement and to make changes to the timetable.

## NEED FOR CHILDCARE OUTSIDE THE CURRENT TIMETABLE

- If parents wish to increase the time and this falls outside the framework of the child's current timetable, they must issue notification no later than three days before. Increased time is granted within the opening hours of 6am – 6pm.
- If the parents' need for childcare changes in such a way that the preschool/out-of-school centre opening hours need to be permanently changed, the head of the preschool/out-of-school centre must have up to three working days to make the necessary changes to the timetable for the working team before the service can be provided.

Childcare during the night is available at Tallbacken Preschool in Lindesberg and at Skogsdungen Preschool in Frövi. Parents are responsible for all transport to and from night care. The application processing time is two weeks.

Childcare during the evening and at weekdays is available at

- Tallbacken Preschool in Lindesberg
- Skogsdungen Preschool in Frövi
- Hagabacken Preschool in Guldsmedshyttan

Weekend childcare during the day is available at

- Tallbacken Preschool in Lindesberg
- Skogsdungen Preschool in Frövi

#### **STAFF TRAINING DAYS**

Four training days are arranged each year to allow staff at the preschool or out-of-school centre to have time to evaluate and plan their activities and to give them the opportunity for continuing professional development activities. This also applies to childcare staff working 'unsocial hours'. Training days are spread throughout the year. If you are unable to arrange childcare on these days, a temporary alternative will be sought. Contact your preschool to find out what is applicable in your area.

#### **SUMMER SCHEDULE**

During the summer, there are many preschools that reduce their level of activity during the holiday period as there are lots of children who are away. It is common for preschools and out-of-school centres in a particular area to work together and run all their activities at just one of the units for a number of weeks.

#### **CHILDREN WHO ARE ILL**

When your child is ill, you must notify the preschool. If your child will be off for a prolonged period of time because of illness, you can have the fee reduced by 50% if the period of illness lasts more than 30 days. You apply for a reduction using a special form, which is available at your

school area office or on the municipal authority website [www.lindesberg.se](http://www.lindesberg.se). A copy of a medical certificate must be enclosed.

#### **CHILDREN WHO REQUIRE SPECIAL SUPPORT**

Activities at the preschool can never be arranged in a way that they are absolutely equal for every child. Children who for physical, psychological or other reasons need special support in their development will receive the support they require. Children with special support needs are entitled to a preschool place that is designed and arranged to take account of the child's personal needs and conditions.

Children who are at preschool purely because of their personal needs are entitled to a free place at preschool for 15 hours per week. If the time exceeds 15 hours per week, the fee is 62.5% of the normal fee.

The different municipal school areas have support teams that act as a support resource for staff who work with children with special needs. The team's primary task is to ensure that the staff can find a working approach that functions well for the child.

#### **STAFF-PARENT DISCUSSION**

Each autumn and spring, the staff at the preschool have a staff-parent discussion with the child's parents. The discussion takes place using a template and the questions deal with your child's day at preschool, your child's development and/or areas that need to be worked on a little more. As parents, you can also bring up any thoughts or questions you may have.

#### **EXCLUSION**

If the childcare fee is not paid within two months of the due date, the child/children will be excluded from childcare.

#### **TRANSFER FROM A GENERAL CHILDCARE PLACE TO GENERAL PRESCHOOL ONLY**

If, as a parent, you for some reason would like to switch to general preschool only (15 hours/week), notice of termination of the regular childcare place

must be given two months before the change is due to take place.

### **MOVING WITHIN THE MUNICIPAL AREA**

**Example 1:** If a family moves within the municipal area and wants childcare at a new location, the current childcare officer must be contacted to arrange a transfer.

**Example 2:** Two parents or guardians live apart, they have joint custody of their child and they both need childcare. If the child moves from one parent's household to the other parent's household, contact must be made with the current childcare officer to ensure the receiving parent submits an application and provides full details.

**Example 3:** Two parents live apart and they have joint custody of their child. The both require childcare as the child lives with them on an alternating basis. If the parents/guardians find it difficult to agree on which preschool the child should attend, the municipal authority applies the principle that it is the child's registration address that determines which preschool the child will go to. This also applies when the child begins school.

### **GIVING UP A PRESCHOOL PLACE**

When your child is due to leave preschool, you must give notice that you intend to give up your child's place using our [E-service](#).

The period of notice is two months. You pay a fee throughout the entire period of notice. The period of notice begins from the date on which notice is given using the [E-service](#).

A childcare place cannot be given up for normal periods of absence (holidays away, school holiday breaks etc.) or in conjunction with a change in the type of care if childcare is still needed.

If you issue notice of termination due to a prolonged period of leave, there is a very real risk that your child will not be able to return to the same preschool as the other children on the waiting list could have priority.

As the fee you pay is for the right to a specific place at preschool, you pay even if your child does not attend.

In the case of a period of non-attendance lasting more than two months, the childcare place must be given up.

# WHAT DOES IT MEAN TO RUN AN INDEPENDENT PRESCHOOL/OUT-OF-SCHOOL CENTRE AND WHAT IS REQUIRED?

There could be different private options within the childcare sector. It could take the form of an independent preschool or independent out-of-school centre. It could also involve running pedagogical care activities.

The municipal authority is obliged to approve the application if it satisfies the quality and safety stipulations that are applicable to an equivalent public sector facility within the municipal area.

In order to satisfy the requirements, the following conditions apply:

- Staff must have the training, experience and personal suitability to satisfy the children's need for care and good pedagogical activities.
- The size and composition of the children's groups must be suitable.
- The premises and equipment must be fit for purpose.

The following national governing documents form the basis for a quality inspection of privately run facilities:

- The preschool curriculum.
- The curriculum governing the compulsory school system, preschool classes and out-of-school centres.
- The National Agency for Education general guidelines for family day care groups.

If the application is approved by the municipal authority, this also carries the right to a municipal operating grant and premises grant.

The size of the grant is equivalent to what comparable municipal-run activities would cost.

If an application is not granted, or if the grant is considered incorrect, the decision can be appealed

to the administrative court of appeal through what is termed an administrative appeal. If the subject of the appeal is the amount of the grant for pedagogical care, leave to appeal must be granted before an appeal can be filed.

The municipal authority has supervisory responsibility for approved privately run operations and a supervisory inspection takes place each year.

An individual is not obliged to apply to the municipal authority for operating consent. However, approval is required if the operator is to be entitled to a grant from the municipal authority in the area in which the child is living.

**Independent preschools** must comply with the stipulations laid down in national governing documents and the rules applicable to municipal preschools.

**Independent out-of-school centres** must comply with the national governing documents and the rules that apply to municipal-run out-of-school centres.

## **Independent family day care groups**

'Pedagogical care' is a collective term that covers a variety of childcare options, of which a family day care group is one. The aim is to raise the level of diversity within the preschool and childcare sectors for school-age children by ensuring greater variation among the providers.

All the above-mentioned governing documents provide guidance in pedagogical care as it is an area in which care is provided for children aged 1-12 years. Legislation governing registration of persons who work with children also applies to

operations of this nature if, in addition to the

operator, there are employees.

## CHILDREN AND EDUCATION ADMINISTRATION, SCHOOL AREAS

The area offices are open 8am – 4pm

### **Municipal District North**

Includes Fanthyttan, Öskevik, Guldsmedshyttan, Storå, Löa, Stråssa and Ramsberg.

Office: Storåskolan  
Solviksvägen 1, 711 76 Storå  
Phone: 0581-846 02  
Fax: 0581-402 06

**Municipal preschools:** Hagabacken preschool in Guldsmedshyttan, Lysmasken preschool in Storå and Ramsberg preschool.

#### **Independent preschools:**

Trollebo preschool in Löa, [www.loaskola.se](http://www.loaskola.se),  
Phone: 0580-301 95  
Kokillen preschool in Guldsmedshyttan,  
[www.kokillen.se](http://www.kokillen.se), Phone: 0581-419 09

### **Municipal District West**

Includes Brodalen and Stadsskogen in Lindsberg.

Office: Stadsskogsskolan  
Högstadienvägen, 711 35 Lindsberg  
Phone: 0581-815 65  
Fax: 0581-154 45

**Municipal preschools:** Kristallen, Kungsfågeln, Stadsskogen and Stöttestenen preschools in Lindsberg.

#### **Independent preschool:**

Solberga preschool in Lindsberg  
[www.solbergaforskolor.se](http://www.solbergaforskolor.se), Phone 070-222 11 34

### **Municipal District East**

Includes Hagaberg and Kyrkberget, central Lindsberg, Gusselby, Grönbo and Spannarboda

Office: Björkhagaskolan  
Björkhyttevägen 47, 711 33 Lindsberg  
Phone: 0581-812 28, 0581-812 33  
Fax: 0581-811 94

**Municipal preschools:** Grönsiskan, Haga, Kyrkberget and Tallbacken preschools in Lindsberg

#### **Independent preschool:**

Preschool in Pilkrog, [www.pilkrog.se](http://www.pilkrog.se),  
Phone: 0581-910 84

### **Municipal District South**

Includes Fellingsbro, Frövi, Rockhammar, Vedevåg and Finnåker

Office: Fröviskolan  
Centralvägen 67, 718 31 Frövi  
Phone: 0581-833 01  
Fax: 0581-312 83

Office: Ekbacken skola  
Sparstavägen, 732 71 Fellingsbro  
Phone: 0581-833 62

**Municipal preschools:** Bergknallen preschool in Vedevåg, Mariedal, Näsby and Skogsdungen preschools in Frövi, Lönngården preschool in Rockhammar and Gläntan preschool in Fellingsbro

#### **Independent preschool:**

Slangbellan preschool, [www.slangbellan.se](http://www.slangbellan.se),  
Phone: 0581-62 13 1m