

Rules for preschool and after-school club

July 2020



Piteå kommun

Welcome to Piteå Municipality's preschools and after-school clubs

Preschool

Preschool is offered by both the municipality and the private sector and is for children aged 1–5 years.

Children are only entitled to a single placement in the municipality

Children are not entitled to placements in two municipalities at the same time.

The municipality offers five placement alternatives:

1. When parents/guardians are working or studying

For children living in Sweden whose parents/guardians are working or studying, the home municipality is responsible for offering a place in preschool for the hours the parents/guardians spend working or studying, including travel time. If working parents/guardians become unemployed, they must provide written notification of this change at www.pitea.se/barnplacering

2. When a parent/guardian is looking for work

Children with a parent/guardian who is looking for work are entitled to a preschool place encompassing 15 hours a week. If the parent/guardian finds work, an application for more hours must be made in writing at www.pitea.se/barnplacering

The concerned head teacher is entitled to decide on the child's schedule when a child is granted a 15-hour placement, to suit current circumstances at the preschool.

3. When a parent/guardian is on parental leave for a sibling aged 1–5 years

In conjunction with the birth of a sibling and the parent/guardian being on parental leave, whether before or after the birth, the placement for the child, who is aged 1–5 years, is changed to a 15-hour placement following notification from the Swedish Tax Agency.

The concerned head teacher is entitled to decide on the child's schedule when the child is granted a 15-hour placement, to suit local conditions at the preschool unit.

When the parent/guardian returns to their work or studies, a new application must be submitted at www.pitea.se/barnplacering. A place is offered within four months.

4. Universal preschool for children aged three to five years

All 3–5-year-olds are entitled to universal preschool encompassing 525 hours a year. A place in universal preschool is offered as of the autumn term of the year the child turns three years of age. Universal preschool follows the terms and holidays of the school year, which means that children attending universal preschool share the same holidays as school children. If working or studying, the application must be made in writing at www.pitea.se/barnplacering by the parent/guardian. A place is offered within four months.

The concerned head teacher is entitled to decide on the child's schedule when the child is granted a 15-hour placement, to suit local conditions at the preschool unit.

5. Childcare during unsociable hours (overnight childcare or *Nattis*)

The municipality offers childcare during unsociable or irregular working hours. See the section below if a place is needed for unsociable or irregular working hours.

Preschool application

Parents/guardians in need of a preschool place shall apply via the municipality's e-services. Applications are made at www.pitea.se/barnplacering

If a preschool place is needed for August/September, the application must be received by the Education Department no later than **31 March**.

If a preschool place is needed for January/February, the application must be received by the Education Department no later than **15 September**.

The Education Department's ambition is to offer a place within four months of the receipt of the application or four months before the desired starting date.

When deciding on a placement, the parent/guardian's preferences and proximity to the preschool are considered as far as possible. In the first instance, a place is offered in the preferred area. In the second and third instances, a place is offered wherever available.

The child's date of birth determines their place in the queue. Younger siblings are assigned a place in the queue based on the older sibling's date of birth up to 31 July of the year that sibling turns 6 years of age.

The child is registered in the queue once the application is received. The parent/guardian receives an e-mail acknowledgement of the application. If the parent/guardian accepts the placement they are offered, this is to be confirmed via the municipality's e-services within one week.

If confirmation is not received within the established time frame, the parents/guardians are assumed to have rejected the placement and a new application must be submitted if a place is still needed, with an administration period of another four months.

Preschool is open from 6 am to 6.30 pm.

Keep in mind that there will be an adjustment period beginning on the desired starting date. The adjustment period usually lasts one or two weeks.

If the child does not take up their preschool placement within 30 days of the agreed starting date, the placement is withdrawn and a new application must be submitted at www.pitea.se/barnplacering

Reception

When a child is to start in reception, the parent/guardian does not need to cancel their place at municipal preschool if they would like a place at after-school club.

When the parent/guardian registers the child for reception at the school unit, an after-school club place is assigned. This takes place automatically the first weekday after the summer activities. Information about the opening hours for summer activities can be found on our website. If you do not need an after-school club place when the child begins in reception, you must cancel the preschool place in writing at www.pitea.se/barnplacering no later than 31 May.

After-school club

Children with parents/guardians who are working or studying are entitled to an after-school club place. After-school clubs are run by both the municipality and the private sector and are for children starting reception/school up to and including the spring term of the year they turn 13 years of age.

After-school club places are offered as soon as the need is made known. There may be an administration period. Applications are made at **www.pitea.se/barnplacering**

In conjunction with the birth of a sibling and the parent/guardian being on parental leave, whether before or after the birth, the placement is withdrawn following notification from the Swedish Tax Agency.

After-school club opening hours are 6 am to 6.30 pm.

After-school clubs for older children only with activities for years 4–6 may have other opening hours.

If the child does not take up their after-school club placement within 30 days of the agreed starting date, the placement is forfeited and if the need arises a new application must be submitted.

Children are only entitled to a single placement in the municipality.

Children are not entitled to placements in two municipalities at the same time.

The child is placed in the after-school club at the school they attend.

Open preschool (Familjens Hus)

An open meeting place for adults and children aged 0–6 years.

www.pitea.se/Invanare/Skola/Forskola/oppen-forskola/

Unsociable and irregular working hours (overnight childcare or *Nattis*)

If there is a need for childcare in the evening, at night or on the weekend, overnight childcare is available in central Piteå.

Piteå Municipality offers childcare for children whose parents/guardians work evenings, nights or weekends. Overnight childcare is available Monday–Friday, 5 pm–8 am. It is available around the clock on weekends.

The parents'/guardians' work schedules determine when they can leave their child for overnight childcare, although no earlier than 5 pm on weekdays.

Childcare is offered to children who are attending preschool or after-school club and only applies to:

1. Parent/guardian with sole custody: With a job that entails unsociable working hours is entitled to overnight childcare.
2. Parent/guardian with joint custody, residing at the same address: If both parents/guardians work unsociable hours they are entitled to overnight childcare.
3. Parent/guardian with joint custody, residing at different address: If both parents/guardians work unsociable hours they are entitled to overnight childcare. Parents/guardians with joint custody, residing at different addresses in Piteå Municipality and with only one of them working unsociable hours, are only entitled to overnight childcare in exceptional circumstances.

Applications are made at **www.pitea.se/barnplacering**

No extra fee is charged for childcare during unsociable hours.

General information about preschool and after-school club

Information

On Christmas Eve, New Year's Eve, Midsummer's Eve and all public holidays, the preschools and after-school clubs are closed.

If the child has a placement but does not attend for some time, the appointed employee within the Education Department is entitled to withdraw the child's place without providing notice.

Note that you pay the fee as of the date the place has been offered.

Guidelines for sick children

According to the recommendations of Sweden's Public Health Agency, in general a child with a fever or otherwise feeling tired and poorly due to illness needs to stay home and rest. When children gather in groups, infections are spread more easily. In the case of fever, the rule of thumb is 24 hours without any fever. In the case of stomach problems, the rule of thumb is 48 hours without any vomiting/diarrhoea.

Holidays

Children with a place at preschool or after-school club are recommended to have at least four weeks of consecutive holiday from group activities during each calendar year. When parents/guardians are on annual leave or some other form of leave, the child is to be home from preschool and after-school club.

In order to coordinate activities during longer school holidays and half-term breaks, places can be offered at a limited number of preschools and after-school clubs.

Preschool and after-school club are closed three full-days and two half-days a year for planning and staff training.

A place at another preschool/after-school club can be offered if necessary. Such needs must be notified at least three/two weeks in advance.

Fees are not reduced for these days.

Cancelling a place

The cancellation period is 60 days and is counted from the date the cancellation is received by the Education Department. Notice of cancellation must be provided by both parents/guardians using the municipality's e-services **www.pitea.se/barnplacering**

During the cancellation period, the parent/guardian is entitled to use the place as scheduled. A dialogue is held with the concerned head teacher.

Fees/Rates

The place holder or holders are liable to pay all fees. The place holder is the parent/guardian or parents/guardians who have applied for and accepted the place.

If there is only one place holder, only this individual is debited. If there are two place holders and they live together, they are debited together and are jointly responsible for paying the entire amount.

If there are two place holders who do not have the same address, with the child living with them alternately, and both have a need for a preschool or after-school club place, they are debited separately for their individual shares of the fees once the application has been received.

A place holder who fails to pay the fee can forfeit their place at preschool or after-school club. A new place cannot be offered as long as the debt remains.

If a new placement is needed once the debt has been paid, a new application must be made at **www.pitea.se/barnplacering**

Note that the fee is debited as of the date you have been offered a place.

Fee calculation

The starting point for calculating the fee is the total combined income before tax of the household(s) of the place holder(s). Household means single person, spouses or cohabitants. Cohabitants or married spouses, even if they do not have children together; are considered a household and the fee is based on their joint income, that is, their salaries before tax. For 3–5-year-olds, the fee is reduced as universal preschool encompassing 525 hours/year is free of charge; see "Preschool rates".

Reporting income

When a child is assigned a preschool or after-school club place, you must report your income to the Education Department at **www.pitea.se/barnplacering**

If you do not report your income, you will be debited the maximum rate.

The place holders are obligated to update their reported income if it or their family situation changes.

The municipality is entitled to request details of your income from your employer; your unemployment fund or the tax agency.

Fees are based on all taxable income

The fees are based on gross (pre-tax) income each month.

- Salary and other compensation stemming from employment.
- Foster parent allowance.
- Pension (not child pension).
- Annuities (with some exceptions).
- Parental benefit.
- Childcare allowance from the social insurance agency, taxable portion.
- Sickness compensation/sickness benefit.
- Unemployment benefit/unemployment allowance.
- Education allowance for
- labour market training.
- Profits from business activities.

How and when the fee is paid

The place holder or holders are invoiced monthly in arrears. The fee is paid 12 months a year for the previous month and is to be paid no later than the 30th of each month.

The higher fee is paid for the youngest child (child 1) in the household and the closest lower fee is paid for the closest older child (child 2, which can be a child attending after-school club). As of the fourth child, no fees are charged.

The fee is always invoiced during the cancellation period, which is 60 days.

A place holder who fails to pay the fee can forfeit their place at preschool or after-school club.

Schedule submission and changing rates

When the child has been assigned a place at preschool or after-school club, the place holder is to submit a schedule for the child's hours based on the needs of the family, that is, the parent's working/study hours including travel time, in the attendance system. The head teacher may request an employer's certificate and a written schedule from your employer. If the placement is changed due to unemployment, parental leave or a return to work/studies, a new schedule must be submitted in the attendance system.

In the case of studies/work during parental leave, a certificate must be included with the new schedule indicating that no allowances are being received from the social insurance agency. In the case of unemployment, this must be notified in writing to the head teacher at the child's preschool or after-school club. The head teacher informs the Education Department of the change.

PRESCHOOL RATES IN PITEÅ MUNICIPALITY

The fee is based on a % of the household's gross income as follows:

	% of income	Rate for full-time place 1- and 2-year-olds but max.	Rate for children in need of more care than universal preschool 3–5 years	But max.
Child 1	3%	SEK 1,478	30% reduction (= 2.1%)	SEK 1,035
Child 2	2 %	SEK 986	30% reduction (= 1.4 %)	SEK 690
Child 3	1%	SEK 493	30% reduction (= 0.7%)	SEK 345

Households with an income over SEK 49,280 pay the highest fee.

Fee for incomes under SEK 16,000 a month

Households with a combined income for the fee calculation of less than SEK 16,000 a month pay a lower fee. Households with an income under SEK 7,000 pay no fee.

Income	Preschool activities (preschool and pedagogic care)			Fee for child in need of more care than universal preschool		
	Child 1	Child 2	Child 3	Child 1	Child 2	Child 3
15,000-15,999	2.7%	1.8%	0.9%	1.9%	1.3%	0.6%
14,000-14,999	2.4%	1.6%	0.8%	1.7%	1.2%	0.5%
13,000-13,999	2.1%	1.4%	0.7%	1.5%	1.1%	0.4%
12,000-12,999	1.8%	1.2%	0.6%	1.3%	1.0%	0.3%
11,000-11,999	1.5%	1.0%	0.5%	1.1%	0.9%	0.2%
10,000-10,999	1.2%	0.8%	0.4%	0.9%	0.7%	0.1%
9,000-9,999	0.9%	0.6%	0.3%	0.7%	0.5%	0.1%
8,000-8,999	0.6%	0.4%	0.2%	0.4%	0.3%	0.1%
7,000-7,999	0.3%	0.2%	0.1%	0.1%	0.1%	0.1%

The municipal council decides on the fees for preschool and pedagogic care.

AFTER-SCHOOL CLUB RATES IN PITEÅ MUNICIPALITY

The fee is based on a % of the household's gross income as follows:

	% of income	But max.
Child 1	2%	SEK 986
Child 2	1%	SEK 493
Child 3	1%	SEK 493

Households with an income over SEK 49,280 pay the highest fee.

Fee for incomes under SEK 16,000 a month

Households with a combined income for the fee calculation of less than SEK 16,000 a month pay a lower fee. Households with an income under SEK 7,000 pay no fee.

Income	Child 1	Child 2	Child 3
15,000-15,999	1.9%	0.9%	0.6%
14,000-14,999	1.7%	0.8%	0.5%
13,000-13,999	1.5%	0.7%	0.4%
12,000-12,999	1.3%	0.6%	0.3%
11,000-11,999	1.1%	0.5%	0.2%
10,000-10,999	0.9%	0.4%	0.1%
9,000-9,999	0.7%	0.3%	0.1%
8,000-8,999	0.4%	0.2%	0.1%
7,000-7,999	0.1%	0.1%	0.1%

The municipal council decides on the fees for after-school club.