



Labor Market and Education Administration

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Guidelines for preschool

Preschool is aimed at children aged 1-5 years and the activities are governed by the Curriculum for preschool and the Education Act (Skollag 2010:800).

1. Application

- a. Boden municipality guarantees a place at a preschool in the municipality provided that the application for a place is submitted no later than four months before the desired date for placement.
- b. Guardians are normally obliged to be available to the business during induction for 10 days.
- c. The fee is paid according to the maximum rate, even during the induction period.
- d. In order for the application to be processed, the signature of both guardians is required with the exception of guardians with sole custody.
- e. Guardians indicate wishes for preschool in the application. The municipality's ambition is that children in central and downtown areas should not have longer than approximately 2 km radius to their preschool. Subject to availability, the municipality tries to accommodate the guardian's wishes for placement, but no guarantee is provided.
- f. The principal decides on the placement at the preschool, with the goal of achieving well-composed groups of children.
- g. A place offer is given in writing, guardians must have accepted the offer within five calendar days - when guardians decline or do not respond to offers on their first choice, the application is closed and terminated. This means that the child is no longer in the queue. The guardians reapply if there is a need for preschool. When guardians decline offers or do not respond to offers at preschools that are not preferred, the offer is closed, and the child remains in the queue. New offer with start date +4 months from the previous offered start date will be sent when the child is again current in the queue.
When offering preschool that is not the first choice, guardians can choose to accept and remain in the queue, which means that you queue further for relocation to first choice. Relocations take place annually during August / September.
- h. Children are not entitled to placement at several preschools at the same time. Only one place per child is approved regardless of the principal and municipality.

2. Public preschool

- a. From the autumn term of the year in which the child turns 3 years, the child is entitled to public preschool, which is free of charge 525 hours / year, which
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corresponds to 15 hours / week and which follows the school's academic year schedule.

- b. For those children who have a full-time place, the fee is automatically reduced during Sep-May.
- c. The Principal decides how the 15-hour time is scheduled during the week.

3. *Children whose parents are job seekers*

- a. Children whose parents are job seekers are entitled to placement in preschool 15 hours per week. When guardians find work, start studying or are in labour market policy measures, the schedule time is extended to the extent needed according to the scope of work, studies or interventions and the intended travel time. For an extension of time, certificates of work, studies or work policy efforts must be presented to the preschool's staff.
- b. The parent has an obligation to report changes in working conditions immediately.
- c. Fee is charged according to the maximum tariff.

4. *Children whose parents are on parental leave*

- a. Children whose guardians are on parental leave are entitled to placement in preschool 15 hours / week.
- b. Children over the age of 3 years have a free place 525 hours / year, which corresponds to 15 hours / week and who follow the school's academic year schedule.
- c. Four months before returning to regular work/studies, guardians must report the changed basis for placement to the municipality.
- d. If you want to study during parental leave and your study time exceeds 15 hours, you must apply for a change in the basis for placement in the e-service*. You are then entitled to the childcare you need to carry out your studies including travel time.

For an extension of time, certificates of studies must be submitted / presented to the preschool staff. Fee is charged according to maximum tariff. *see also item 6c

5. *Queue for preschool*

- a. When queuing for places at preschools, the municipality's queue rules apply. The rules apply both when guardians apply for a place in preschool for the first time and when changing preschool. In the case of new establishments, temporary units, renovations of preschools, there are special rules.

Vacancies are allocated to queuing children according to the queue order. Four months of queue time applies.

In addition to the queue order, there are the following priority points in the municipality.

1. Children who, for physical, psychological or other reasons, need a place in accordance with the Education Act Chapter 8 §7 and Chapter 8 §5 have priority access to a place at any preschool in the municipality. The fee is reduced.
2. Children who have siblings in the same household who are already placed at specific preschool.
3. Children who have been granted a place in OB care, and used the place for 4 months, are given priority to the preschool where OB care is conducted upon access and application by both guardians.
4. Children who have a place in preschool and are in line for change to another preschool, subject to availability, are offered relocation during August and September annually.

6. *Children's length of stay*

- a. Children placed at preschool must have a registered schedule with 4 weeks advance notice over the child's length of stay. Length of stay is the net time

verified by the guardians' working time schedule/study schedule and intended travel time. If there is no verification, a stay of 15 hours /week is offered. When a child starts preschool, a certificate is submitted/presented during the schooling period. At the municipality's annual request, a certificate is submitted / presented within two weeks of the request. The Principal may also, if necessary, request certificates during the year.

- b. A place that has not been used for 2 months can be terminated by the municipality. Guardians are then welcome to submit a new application when needed.
- c. The application specifies the basis for placement e.g., working. Different bases for placement cannot be combined at the same time. If the need for a basis for placement in preschool changes, an application for a changed basis for placement in the e-service is made at least 4 months before the desired date of the change.

7. *Closed days in preschool activities*

- a. For four days per academic year, the preschools are closed for planning, evaluation, and competence development. Guardians who cannot arrange care in any other way are offered a place at another preschool on these occasions. The fee is not affected.

8. *Separated guardians with joint custody*

- a. Guardians, who have joint custody but who are registered at different addresses in Boden and where the child lives approximately equally with both guardians, must have a shared place for the child. The place can only be at the same preschool. Thus, the respective guardian is responsible for their part of the place. If one guardian cancels his or her share of the seat, the other guardian will be charged for the entire fee.

Guardians with sole custody

- b. In families where only one is a guardian, the guardian's child has the right to a place in preschool regardless of whether the cohabiting partner, spouse or spouse is on parental leave or job seekers. The child's attendance time is based on the guardian's working hours, study time and travel time.

9. *Change of preschool*

- a. If you wish to change municipal preschool, an application must be submitted. Exchanges are offered to the desired first choice subject to availability. If a new placement is offered, the location is moved to the new unit. In order to be offered relocation, it is important that guardians do not terminate the existing place. The signature of both guardians is required with the exception of guardians with sole custody.
- b. Fee is charged without interruption.

10. *Termination of place*

- a. The notice period is two months and is calculated from the day the notice is received.
- b. The fee must be paid during the entire notice period.
- c. For children who are to start in preschool class, the place is terminated by a guardian no later than two months before the last day of stay, or the place is terminated by the municipality when the child no longer has the right to stay at the preschool.

Until week 31, the children have care through preschool, from week 32 the after-school recreation centres take over the care. The application for a place at an after-school recreation centre must be submitted by guardians before the end of the spring semester, for the desired start date in August.

11. *Fees*

- a. Fee is charged according to the maximum tariff. More information about the maximum tariff can be found on www.skolverket.se.
- b. The maximum tariff in preschool is based on the family's total gross income and with specified ceilings for the tariff. Family refers to those who are registered at the same address, such as single people, cohabitants, partners or spouses, with both joint and non-joint children.
- c. Guardians are obliged to provide information about changes in family circumstances.
- d. In the case of shared custody where both guardians need to use space in preschool, both households must submit gross income data.
- e. Guardians are obliged to provide income information before the child begins their placement. If the correct income information is not provided, the maximum fee will be charged according to the maximum tariff.
- f. Income data must be submitted at least once a year, as well as in case of changes.
- g. If the family is charged the highest fee, no new annual income statement is needed.
- h. Retroactive fee may be charged or refunded if the fee is based on incorrect information.
- i. The fee for a place in preschool is charged 12 months per year.
- j. In the event of non-payment, the finance office's routines are followed, which ultimately means that the case is handed over to the municipality's debt collection supplier and the Enforcement Authority.
- k. Children's illness, conflict in the labor market, natural disaster or other unforeseen events do not entitle a fee reduction or reduction of fees.

12. Suspension due to unpaid fees

- a. If the fee is not paid, the municipality has the right to terminate the place. The decision to suspend will be notified to the site owner. Guardians who have unsettled debt from previous placement are not offered a place again unless an installment plan exists, or the debt is settled.