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Rules

*Rules and fees for preschool and after-school
recreation centres*

The Education Committee



HERRLJUNGA KOMMUN

Våga vilja växa!

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Preschool

A place at preschool is offered from the age of one until the child starts preschool class. There are four different bases for the right to a place at preschool.

- 1. The guardian works or studies**

The child obtains a place for the time required to allow the guardian to attend his or her workplace or training, plus travelling time and time for sleep during night work. Those studying are offered time in addition to lectures and also for study time during the day or at weekdays.

- 2. The child has its own needs based on the family's situation or a need for special support in its development**

The preschool manager investigates, documents and makes a decision on a possible place and number of hours' attendance. A decision on this kind of place at preschool is valid for a maximum of one year and is then reviewed.

- 3. The guardian is on parental leave for another child**

A place is decided by the preschool manager for a period that provides the child with the best possible development and learning. The place is for 15 hours a week.

- 4. The guardian is seeking work**

A place is decided by the preschool manager for a period that provides the child with the best possible development and learning. The place is for 15 hours a week. The guardian is entitled to leave the child for longer in order to go to a job interview, for example.

Public preschool

Public preschool is offered to all children from the autumn term of the year in which the child reaches the age of 3 for 525 hours per year free of charge, which is equivalent to 15 hours per week. There are predetermined times to choose from and an agreement is made with the preschool staff to provide the child with the best possible development and learning. The times are then registered in the E-service förskola/fritidshem [preschool/after-school recreation centre] on the municipality's website. The attendance times coincide with the school's academic year.

Children who have a place based on the guardian's work or studies are compensated by a lower fee from August of the year in which the child reaches the age of 3. Ordinary rates are payable during June, July and August.

After-school recreation centres

After-school recreation centres are offered from August of the year in which the child starts preschool class up to the spring term of the year in which the child reaches the age of 13. There are four different bases for the right to a place at an after-school recreation centre.

- 1. The guardian works or studies**

The pupil obtains a place for the hours required to allow the guardian to attend his or her workplace or training, plus travelling time and time for sleep in the case of night work. Those studying are offered time in addition to lectures and also for study time during the day or at weekdays.

2. **The child has its own needs based on the family's situation or a need for special support in its development**

The head teacher investigates, documents and make a decision on a possible place and number of hours' attendance. A decision on this kind of place at an after-school recreation centre is valid for a maximum of one year and is then reviewed.

3. **Guarantee place**

Students with parents who are jobseekers are able to receive a "guarantee place" upon application. A daily fee equivalent to 1/20 of the ceiling for the maximum rate is charged per day used.

4. **Place in the school holidays**

A place in the school holidays is offered to students aged 6-13 during school holidays and inset days. A daily fee equivalent to 1/20 of the ceiling for the maximum rate is charged per day used.

The activities are offered at the school the pupil attends.

Care during unsocial working hours

Rules and forms for applying for childcare during unsocial working hours are available at www.herrljunga.se and at *Bildningskontoret* [the Education Office].

Care during unsocial working hours is only offered in the Municipality of Herrljunga. A place can be granted at the unit where the child has a place, but not at a unit located outside the Municipality of Herrljunga.

Application

The application for a place is submitted via the E-service for preschools and after-school recreation centres on the Municipality of Herrljunga website. A child can be placed in the queue at any time, but the queue date may be no more than 6 months before a requested placement.

Another municipality

If the child's guardian wishes for a place in another municipality, the guardian is responsible for contacting the municipality in question.

Time in the queue

An applicant is given a place as soon as one becomes vacant, though no later than four months after the application date.

Priority

- Dormant place due to a guarantee of a place (only applies in the case of placement in August/September)*)
- Application for a place for a child requiring special support
- Application for a change of childcare place (Reassignment of places only takes place in August/September)
- Application for a place for a child whose guardian is working, studying, seeking work or on parental leave of absence and public preschool
- Application for a place for a child registered in another municipality

If the guardian has not responded to the offer of a place despite a reminder, the offer of a place is withdrawn and a new application must be submitted via the E-service for preschools/after-school recreation centres on the Municipality of Herrljunga website.

*) A guarantee of a place is offered to all guardians who do not wish to have their children at preschool during parental leave for a younger sibling. A place is guaranteed at the same preschool at the end of the parental leave. The guarantee is valid only in connection with a placement in August/September and the leave of absence must be at least 6 months.

Offer and placement

When a guardian has given notice of the need for a place at any of the schools covered by these regulations, a place will be offered within 4 months. A place is offered at an after-school recreation centre as soon as the application has been submitted or on the required placement date.

The guardian is offered a place by email or letter.

Your child may be offered a place at preschool at a unit you did not specifically request in your application. If you do not accept the place offered, you can refuse it and remain in the queue if you wish. A new queue period of a maximum of 4 months will then begin. It is also possible to take up the offer of a place and stay in a queue for reassignment to one of the places specified in the application.

Reassignment of places takes place in August.

Introduction in the summer closing takes place in week 32 at the earliest and on the first weekday after 6/1 at the earliest during the Christmas and New Year holidays.

Guardians are obliged to inform the Municipality of Herrljunga of any changes in family circumstances, income and other circumstances affecting the conditions for placement and/or care time.

The placement period includes work or study time, travelling time to and from work/studies and time to drop off and pick up the child. The placement times are determined on the basis of the guardians' joint needs.

In the event of alternating residence, the child is entitled to care on the basis of each guardian's need for care.

A child is not entitled to a preschool place at two different preschools.

The child's/pupil's attendance times must always be scheduled. The child's/pupil's attendance time at preschool or after-school recreation centre is the time when the guardians are working or studying, including travelling time and drop-off and pick-up time.

If a guardian is ill for an extended period, the child/pupil may be left as agreed with the preschool manager/head teacher.

In the case of pregnancy benefit, the child may be left according to a schedule.

Introduction

When starting a place at preschool, it is important for the child to get a secure start. The introduction is calculated to last for around two weeks and it's important that you, as the guardian, should be available to take part in the introduction.

Other

Preschools and after-school recreation centres are open from Monday to Friday, 06.00 – 18.00. Different departments and activities work together at the beginning and end of the day and the child may need to change department.

Preschools and after-school recreation centres are entitled to close for planning and development of activities for a maximum of two days per term. These are scheduled to coincide with the compulsory school's inset days as far as possible.

If necessary, there is one school on duty on inset days.

The Municipality of Herrljunga's preschools and after-school recreation centres are closed for their annual holidays in weeks 28 – 31. There is always a department in the populated area of Herrljunga on duty during those weeks. Mörlanda preschool and after-school recreation centre has a department open on duty in weeks 28 and 31.

The departments open on duty are available to families in which both guardians work. If the weeks for closing change any year, this will be announced in good time before the summer in question.

In the case of holidays or other leave of absence from work/studies, a place in childcare can be used on occasional days.

Cancellation of places

Places must be cancelled no later than two months before the child's placement is due to cease. The place is cancelled via the E-service for preschool and after-school recreation centres on the municipality's website. Fees are charged during the notice period.

The Municipality of Herrljunga has the right to cancel a child's place at a preschool or after-school recreation centre due to failure to pay the fees within two months after the due date.

The Municipality of Herrljunga may withdraw an allocated place by cancellation if the place has not been taken up according to the agreed schedule within 2 months.

Fees

The Municipality of Herrljunga applies maximum rates at preschools, after-school recreation centres and educational care and they are charged 12 months per year. The cost of a place is calculated on the basis of the number of children you have in the household who are registered at a preschool or after-school recreation centre and the household's total gross income.

From August of the year in which the child reaches the age of 3, the fee is reduced by 3/8 during term time up to July of the year in which the child reaches the age of 6. The after-school recreation centre rate applies thereafter.

The children are counted in order of age, with the youngest child being considered as child number one (1), the second youngest as child number two (2), etc. There is no charge for child number four (4).

New maximum rates each year

The income ceiling in the maximum rate is indexed and is subject to an annual adjustment. The fee is adjusted according to the Riksdag decision on maximum rates for preschools, after-school recreation centres and educational care. The income ceiling is specified on the childcare invoice and on the municipality's website www.herrljunga.se.

Preschool rate

Number of children	Percentage of gross income
Child 1	3%
Child 2	2%
Child 3	1%
Child 4 and more	Free of charge
After-school recreation centre rate	
Number of children	Percentage of gross income
Child 1	2%
Child 2	1%
Child 3	1%
Child 4 and more	Free of charge

Charging of fees

The fee is calculated on the household's total income before tax. "Household" means single, married and cohabiting persons.

A fee is charged for the contracted placement period (the term of the contract) and will not change due to illness, school holidays, holidays or other absences since the placement should be regarded as a subscription that runs for twelve (12) months of the year.

Bills for fees are sent monthly, with the due date being the last day of each month. A charge is made for the current month. Reminder fees and debt collection fees are charged in accordance with applicable regulations. If payment is not made within 60 days after the due date, the child's/children's place is closed.

Shared invoices

In the case of shared custody, the fee can be shared between the guardians, with each of them receiving an invoice. The fee is calculated on the income in each family's household. However, the total fee does not exceed the maximum rate for a place. Both the guardians must apply for a shared invoice. A form is available on the Municipality of Herrljunga website and at the Education Office.

Income forming the basis for fees

The fee is based on current gross income (= before tax). The following are counted as income:

- Salary and other remuneration relating to employment
- Surpluses from business activities (applies to self-employed persons)
- Sickness benefit, temporary disability pension
- Parents' allowance
- Training subsidies during labour market training
- Unemployment benefits
- Family allowance in the form of family payment
- Widow's pension, early retirement pension (not child pension)
- Life annuity (compensation for loss of income in the case of an approved work injury)
- Care allowance for a child insofar as it constitutes remuneration (compensation for additional fees must not be included)
- Top-up subsidies in the case of alternating residence
- Family home payment (remuneration portion)
- Travel expenses, car benefits, meal benefits (taxable portion)

Notification of change in income, placement period or altered family circumstances

A guardian is required to immediately give notice of circumstances that affect the charging of fees.

If information on income forming the basis for fees is not provided, **the maximum fee is charged** according to the maximum rate.

Income checks are carried out each year against taxable income obtained from the Swedish Tax Agency, which may result in subsequent charging or repayment of fees.

Exemption from fees

An exemption from fees can be granted for a placement at an after-school recreation centre in accordance with the Education Act, Chapter 14, section 6 through a decision by the head teacher. Such decisions are regularly reviewed.