



Rules

Rules and fees for Preschool and School-Age
Educare



Herrljunga
kommun

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Entitlement to a place

Preschool

A place in preschool is provided for children living in Sweden and registered in Herrljunga municipality. Chapter 29, Art 2 of the Education Act specifies other categories of persons who, despite not being registered residents of Herrljunga, are entitled to a place. A child is not entitled to a place at two different preschools.

School-age educare

Herrljunga kommun provides School-Age Educare for pupils enrolled in the municipality's preschool classes, compulsory schools and compulsory school for pupils with intellectual disabilities, starting in 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. (Chapter 14, Art 3 Swedish Education Act).

Grounds for placement

Preschool – From one year of age

Work/Studies/Personal need

Herrljunga municipality provides preschool for children from the age of one year to the extent needed with regard to the guardian's gainful employment or studies (eligible for student aid or SFI) or if the child has specific needs due to the family's overall situation (Chapter 8 Art 5 Swedish Education Act). The principal of the preschool investigates, documents, and decides regarding a possible placement and the attendance hours.

If there are special reasons, it is possible to apply for a start in preschool at eleven months of age.

Unemployed/Parental leave

Children whose parents are unemployed (a certificate from the Employment Service shall be able to be demonstrated) or on parental leave (according to the Parental Leave Act) are provided preschool for 15 hours per week (Chapter 8, Art 6 Swedish Education Act). The general attendance time slots are determined by the preschool principal, based on times that provide the child with the best possible development and learning opportunities.

Special support

Children are also provided preschool in cases other than those referred to in Art 5 and 6, if for physical, psychological or other reasons they need special support in their development in the form of preschool (Chapter 8, Art 7 Swedish Education Act). The principal of the preschool investigates, documents, and decides regarding a possible placement and the attendance hours.

Preschool – From three years (Allmän förskola [public preschool])

Allmän förskola [public preschool] is provided for 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. Allmän förskola [public preschool] follows the school's term times and is free of charge, during the preschool's general attendance time slots (Chapter 8, Art 4 Swedish Education Act).

The child may attend preschool during the school holidays for a fee. The standard fee will be charged during the entire holiday period. Requests for placement during holidays must be submitted to the department no later than one month prior to the relevant holiday period.

Children with a placement based on the guardians' work or study schedules receive a reduced fee starting from the autumn term of the year the child turns 3.

School-age educare

Work/Studies/Personal need

Herrljunga municipality provides school-age educare to the extent needed with regard to the guardian's gainful employment or studies (eligible for student aid or SFI) or if the pupil has specific needs due to the family's overall situation (Chapter 14 Art 5 Swedish Education Act). The principal of the school-age educare investigates, documents, and decides regarding a possible placement and attendance hours.

Special support

Pupils are also offered school-age educare in cases other than those referred to in Art 5, if for physical, psychological or other reasons they need special support in their development in the form of school-age educare (Chapter 14, Art 6 Swedish Education Act). The principal of the school-age educare investigates, documents, and decides regarding a possible placement and attendance hours. A decision regarding such placement in school-age educare is valid for a maximum of one year and must then be reassessed.

Guarantee placement

A guarantee placement is a daytime placement provided for pupils whose guardians are unemployed (a certificate from the Employment Service shall be able to be demonstrated) or have occasional temporary work assignments. The necessity of utilizing the guarantee placement must be communicated at least three days prior to the required placement date. A daily fee corresponding to 1/20 of the maximum rate is charged for each day utilized.

Placement in the school holidays

A placement in the school holidays is a daytime placement offered to students during holidays and professional development days. The fee is 600 SEK per term (terms run from January 1 to July 31 and August 1 to December 31). The fee is charged as a monthly payment of 100 SEK per month.

Application

Application for preschool or school-age educare is made via the e-service on Herrljunga Municipality's website.

Another municipality

If the child's guardian wants a placement in another municipality, the notification for childcare in another municipality is submitted to Bildningskontoret [the Education Office]. The parent/guardian is thereafter responsible for contacting the municipality in question.

Time in the queue

Preschool

The child can be placed in the queue at any time, but the queue date can be no more than 6 months prior to the desired placement date. Applicants are offered a place as soon as one becomes available or according to the desired placement date, but no later than 4 months after the application date. If a placement is requested at a specific preschool, the waiting time may exceed 4 months.

School-Age Educare

A place in school-age educare must be provided as soon as possible after the guardian has reported the need for a placement (Chapter 14, Art 4 of the Swedish Education Act).

Priority

Preschool

1. Dormant place due to a guarantee of a placement (only applies in the case of placement in August/September). A guarantee of a placement is provided for all guardians who do not wish to have their children at preschool during parental leave for a younger sibling. A placement 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.
2. Application for a place for a child requiring special support.
3. Application for a change of childcare place (reassignment of places only takes place in August/September).
4. Application for a place for a child whose guardian is working, studying, seeking work or on parental leave and Allmän förskola [public preschool].
5. Application for a place for a child registered in another municipality

School-age educare

A place in school-age educare must be provided as soon as possible after the guardian has reported the need for a placement (Chapter 14, Art 4 of the Swedish Education Act).

Offer and placement

Preschool

Formal placement offer is, if possible, given no later than a month before placement date. Guardians are offered a placement via email or letter. If the guardian has not responded to a formal placement offer despite a reminder, the placement is revoked, and a new application must be made via the e-service.

Once the formal placement offer has been accepted, the placement start date can be postponed by a maximum of one month. In such cases, the principal must be informed no later than three weeks before the initially accepted placement start date. If there is a request to postpone the placement start date by more than one month, the accepted placement must be cancelled (see information about the notice period below), and the child must be placed back in the queue.

Your child may be offered a preschool placement at a preschool not listed as a preference in your application. If you do not accept the offered placement, you may decline and remain in the queue if you wish. In that case, a new waiting period of 4 months begins, but there is no guarantee that a placement will be available at your preferred preschool. Alternatively, you can accept the offered placement and remain on the waiting list for a change of a childcare placement for one of the preferences stated in your application. Change of childcare placements are made in August, subject to availability.

School-age educare

Placement in school-age educare is provided as soon as possible after the submitted application has been processed or on the requested placement date. The guardian will receive a confirmation email with the start date and practical information.

Introduction

When starting a placement 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 is important that the guardian is available to take part in the introduction. Ordinary fee applies from the first day of placement and thus also during the introduction period.

Introduction in connection with summer or winter holidays begin no earlier than week 32 and on the first weekday after January 6.

Termination of placement

Termination of a preschool or school-age educare placement is made via the e-service on Herrljunga Municipality's website.

Notice period

The notice period is 2 months, and termination of the placement must therefore be submitted no later than 2 months before the child's placement is to end.

Fee during notice period

Fee is charged during the notice period regardless of whether the placement is utilized or not.

In the case of a transition to placement during the school holidays (see above under the placement criteria for school-age educare), a 2-month notice period first applies, after which the placement transitions to a holiday placement.

Right to a placement during notice period

The child or pupil has the right to a placement during the notice period according to the regular schedule, provided that the grounds for placement remain valid.

Reinstatement

An application for a new placement in preschool or school-age educare can be submitted no earlier than three months after the child/pupil has left. Exceptions apply if the child/pupil has left preschool or school-age educare because the guardian became on parental leave or unemployed and subsequently requires a placement again.

Revocation of placement

Herrljunga Municipality reserves the right to revoke an assigned placement through termination if the placement has not been utilized according to the agreed schedule for 2 months (3 months during June–August).

Ensuring the right of placement

The principal has the right to request a certificate from the employer or education provider to be able, if necessary, to check the guardian's right to a place in preschool and school-age educare and attendance hours. To prove the attendance hours, the certificate must contain schedule/times or information that can be equated with this.

Duty to provide information

Guardians are obligated to notify Herrljunga Municipality of any changes in family circumstances, income, or other conditions that affect the terms of placement and/or attendance hours.

Attendance hours

Attendance hours include work or study time, travel time to and from work or studies, and sleep time for night shifts. For studies, attendance hours also cover study time at home on weekdays during daytime hours. The timeframe for this study time is determined by the scope of the education.

Attendance hours are determined based on the shared needs of the guardians. The guardian who starts work or studies last during the day is responsible for drop-off, while the guardian who finishes work or studies earliest is responsible for pick-up.

In cases of alternating custody, the child is entitled to care based on each guardian's individual care needs.

Schedule

The child's/pupil's attendance hours (see above under Attendance Hours) must always be scheduled. This is done by the guardian in the scheduling system used by the preschool or school-age educare.

Changes to your child's attendance hours must be made at least 2 weeks in advance.

On rare occasions, drop-off may occur earlier or pick-up later than scheduled, provided the preschool/school-age educare can manage this organizationally. If this happens repeatedly, the child's/pupil's attendance hours must be adjusted.

If the guardian does not input a schedule, it will be considered that there is no valid ground for the placement, and the placement will be terminated. For children covered by Allmän förskola [public preschool], the child will be restricted to 15 hours per week if placement is terminated.

In cases of extended periods of illness for the guardian, the child may attend preschool according to an agreement with the preschool principal. In the case of pregnancy benefit under the Swedish social insurance system, the child may attend preschool according to schedule.

Other information

Opening hours

Preschools and school-age educare are open Monday to Friday from 6:00 AM to 6:00 PM. At the beginning and end of the day, collaboration occurs between departments and facilities, which may require the child to switch departments.

Planning days

Preschools and school-age educare have the right to close for planning and development of their operations for a maximum of two days per term. These days are scheduled, as far as possible, to coincide with the professional development days of compulsory schools.

Holiday care

Preschools and school-age educare facilities in Herrljunga Municipality are closed for summer vacation during weeks 28–31. However, one department in Herrljunga town remains open for holiday care during these weeks. Mörlanda preschool and school-age educare provides holiday care during weeks 28 and 31.

The holiday care is available to families where both guardians are working. To use holiday care, a certificate from the employer or education provider is required to confirm the guardian's need for placement and the attendance hours. To prove the attendance hours, the certificate must contain schedule/times or information that can be equated with this.

Requests to utilize placement during the holiday care that are submitted after the final application deadline will only be approved under exceptional circumstances.

If the closing weeks change in any given year, this will be communicated well in advance of the upcoming summer.

Right to a placement during vacation/leave

During vacation or other leave from work/studies, a place in childcare may be utilized on occasional days.

Fees

Rate

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

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).

The maximum amount a household must pay is based on a percentage of the household's total gross income, up to an income ceiling. This means that the higher the household's income, the higher the fee, but only up to a certain income level.

New maximum rates every year

The income ceiling in the maximum rate is indexed and is subject to an annual adjustment. The fee is adjusted according to the Riksdagen's [the Swedish Parliament] decision on maximum rates for preschools, school-age educare and educational care. The income ceiling is specified on the childcare invoice and on the municipality's website.

Preschool rate

<i>Number of children</i>	<i>Percentage of the gross income</i>
Child 1	3%
Child 2	2%
Child 3	1%
Child 4 and more	Free of charge

Fritidshemstaxa

<i>Number of children</i>	<i>Percentage of the gross income</i>
Child 1	2%
Child 2	1%
Child 3	1%
Child 4 and more	Free of charge

Fee reduction for children aged 3–5

Starting from August of the year the child turns three, the fee is reduced by 30.5% for all months of the year. This reduction applies until July of the year the child turns six. After that, the school-age educare fee applies.

Payment of fees and suspension

A fee is charged for the contracted placement time (agreement period) and is not adjusted for illness, holidays, vacation, or other absences, as the placement is considered a subscription running for twelve (12) months a year.

Herrljunga Municipality reserves the right to suspend a child's place in preschool or school-age educare if the fee has not been paid within two months after the due date. In the case of a suspension involving a child covered by Allmän förskola [public preschool], the child is suspended for time exceeding 15 hours per week.

Fee-paying individuals

The fee is calculated according to the maximum rate principle (see above under Rate) based on the household's total gross income. A household includes single guardians, foster parents, and married/cohabiting guardians. If the child's guardian lives with someone who is not a guardian of the child, both are considered fee-paying individuals.

In cases where one spouse/partner works abroad, the income of both individuals is considered as the basis for the fee calculation, if they share a household.

Invoices for fees are issued monthly, with the due date on the last day of each month. Fees are

charged for the current month. Reminder and collection fees are applied according to applicable regulations. If payment is not made within 60 days after the due date, the child/children will be suspended.

Income subject to 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
- Parental 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, attendance hours or altered family circumstances

Guardians are obligated to immediately report any changes, such as income adjustments, attendance hours, or changes in family circumstances, that affect the fee calculation.

The guardian is responsible for ensuring they are aware of taxable income that must be registered in the municipality's system.

Each year, an income review is conducted against the taxable income data retrieved from the Swedish Tax Agency, which may result in additional charges or refunds of fees (see below under Retroactive Fee Review). Failure to report changes in income or other circumstances does not exempt the guardian from retroactive fees.

If information about income subject to fees is not provided, the maximum fee under the maximum fee system will be charged.

Fee exemption

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

Shared invoices

In the case of shared custody, when both guardians use childcare, the fee is 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 placement.

Retroactive fee review

Ensuring that everyone pays the correct childcare fee is a matter of fairness. Therefore, Herrljunga Municipality conducts an annual retroactive review of childcare fees. The information provided to the municipality is compared with the taxable annual income reported to the Swedish Tax Agency. Additional charges or refunds are issued in cases where guardians have underpaid or overpaid, provided the amount exceeds 300 SEK.

Care during unsocial working hours

Care during unsocial working hours is intended for children whose parents/guardians need care Monday to Friday at 05.30 – 06.00 and at 18.00–20.30. It can either be a single custodian with such working hours or cohabiting custodians where both work such hours.

To receive care during inconvenient working hours, it is required that there is a regular and continuous need for care for a shorter or longer period. The possibility of changing the working hours must be tested. In addition, it is required that the need cannot be met in any other way.

The arrangement of working hours must be substantiated with a certificate and schedule from the employer. The Bildningskontoret [the Education Office] has the right to check the conditions at the employer if necessary.

The application is sent to the Bildningskontoret [the Education Office]. The administrative official for childcare decides according to the delegation system whether childcare at unsocial working hours can be accommodated in each individual case, through individual assessment. Decisions are made within two months of the application being received.

The need for care during unsocial working hours is reviewed every year through certified employer certificates.

Herrljunga Municipality has the right to decide at which units childcare is organized during unsocial working hours. Decisions are made by Bildningschef [the head of the administration].

During the weeks Herrljunga's preschools and school-age education are closed for holidays and only holiday care is on duty, care is offered during unsocial working hours only after a separate decision and application for this period.

If the child or parent/guardian becomes ill, the child does not have the right for care during unsocial working hours.

The cost of care during unsocial working hours is accommodated within the rules for maximum rates.

Childcare during unsocial working hours is only granted in Herrljunga municipality.

Information on the Processing of Registered Personal Data

In accordance with the General Data Protection Regulation (GDPR), you are entitled to information when your personal data is registered and processed. Such information must be provided by the data controller when the data is collected, as well as upon request from the data subject.

Registered personal data

We need to store and process your personal data to manage your case.

Source of personal data

Herrljunga Municipality has obtained your data from you and, where applicable, from the Swedish Tax Agency.

We always adhere to applicable data protection legislation when processing personal data. The legal basis for processing your personal data is the Education Act. Your data will be stored in accordance with current legislation. Municipalities are sometimes governed by other legislation that affects how long data must be retained, such as the Patient Data Act and the Archives Act.

Potential sharing of personal data

The personal data we process about you may, in certain cases, be shared with data processors engaged by the municipality, such as a supplier performing tasks on behalf of Herrljunga Municipality, or with other individuals in accordance with the Public Access to Information and Secrecy Act.

We may also share your personal data with a third party if we are legally obligated to do so. However, we will never transfer your data to a country outside the EU.

Data controller and data protection officer

The data controller for your personal data is the Education Committee, Herrljunga Municipality, Box 201, 524 23 Herrljunga. You have the right to contact us if you wish to access the information we have about you, request corrections, request data transfer, or request that we limit or delete the processing of your data. The easiest way to do this is by contacting us via the municipality's switchboard at 0513-170 00.

You can reach our Data Protection Officer (DPO) at dso@borasregionen.se.

If you have complaints about our processing of your personal data, you have the right to file a complaint with the supervisory authority, the Swedish Authority for Privacy Protection (IMY).