



Preschool regulations

Applicable as of 01/01/2016



Piteå kommun

Who has the right to a place?

The home municipality is responsible for offering children who are resident in Sweden, whose legal guardians are working or studying, a place in a preschool and after-school recreation centre to the extent justified by work, studies (including travel time) or the child's own needs.

Children of legal guardians who are jobseekers have the right to 15 hours of preschool per week. Children of those who work have the right to care on a needs basis in line with the applicable tariff.

Children of legal guardians who are on parental leave and have newborn siblings have the right to 15 hours of preschool per week.

If your child has been offered a place for 15 hours per week, the head of preschool has the right to determine the child's timetable on the basis of the preschool's circumstances.

Children have the right to only one place in either preschool or an after-school recreation centre. Children do not have the right to a place in two municipalities at the same time.

Public preschool

All three to five year-olds have the right to 15 hours of free preschool per week in public preschool. A place in public preschool is offered from the autumn semester of the year in which the child turns three. Public preschool adheres to the school calendar, which means that children in public preschool are off during the school holidays. If there is greater need, an application must be made for a preschool place.

How do I apply for a place?

Legal guardians who require a preschool place have to submit an application. The application is submitted via www.pitea.se/barnplacering.

Applications for places in preschool for August/September must have arrived at the Education Department by **31 March** at the latest.

Applications for places in preschool for January/February must have arrived at the Education Department by **15 October** at the latest.

Piteå Municipality aims to offer a place within three months of having received an application or three months prior to the desired start date for the place. Remember to factor in an introduction period into the start date requested for the placement. The introduction period is expected to last 1–2 weeks.

The child's date of birth is also used as the appropriate queue date for obtaining a place. Younger siblings may make use of older siblings' dates of birth as a queue date up until 31 July of the year the sibling turns 6.

Applications for preschool places can be submitted up to six months prior to the desired start date for the place and from when the child is six months old.

When a decision concerning a place has been made, confirmation is sent to the legal guardian(s). The confirmation has to be signed and returned to the head of the preschool within one week. **If the confirmation is not returned signed within the stipulated time, the legal guardians are considered to have declined the place** and a new application must be submitted if a preschool place is still required.

Please note that the fees are always charged from the start date for the place listed on the confirmation.

If you are **on parental leave** or your child is making use of their 15 hours of **public preschool** and your child needs more time while you are working or studying, a new application has to be submitted. An extended place is offered within three months. We preferably offer an extended place at the preschool your child already attends and at another preschool if this is not possible.

What do I do if I work unsociable and irregular hours?

Care during unsociable or irregular hours can be offered at one of the municipality's preschools for children who are enrolled in preschools and after-school recreation centres. There is no additional fee for care during antisocial hours. A place can be combined with a normal daytime place at another preschool, however this is subject to separate assessment.

Which rules apply with regard to time off?

Children who have a place in preschool **have the right to at least four weeks' continuous time off** from group stays during a single calendar year. During longer holidays, a place can be offered at a limited number of preschools, which are known as "on-call preschools".

Preschools close three days per year for planning/in-service training. Deductions are made from fees for these days.

What do I do when I want to give notice to quit my place?

Parents who have a place have the right to give notice to quit their place or, if there are two people who have the place, their portion of the place. Notice must be submitted in writing to the Education Department. The notice period is always three months and begins on the day the notice to quit is received by the department. Fees are paid for the entire notice period.

A place in preschool automatically ends on 31 July of the year the child begins preschool class. For children in public preschool, the place ends on the final school day in June.

Who pays for the preschool place?

The place-holder(s) is/are responsible for the fees. The place-holder(s) is/are the legal guardian(s) who applied and accepted the place. If there is one place-holder, only this person is charged. If there are two place-holders and they live together, they are charged jointly and are responsible for ensuring the entire amount is paid.

If there are two place-holders who do not live together, the child lives alternately with them and both require preschool, each of them is charged their share of the fees.

Foster parents may also be place-holders.

What does the preschool place cost?

The basis on which the fees are calculated is the total income before tax of the household(s) that belong to the place-holder(s). Household denotes single people living alone, spouses or cohabiting couples.

A cohabiting couple, even if they do not have children in common, are thus regarded as a household and the fees are calculated on the basis of their combined gross income, i.e. salaries before tax.

Income reporting

When a child is given a place in preschool, **income details** must be provided to the Education Department. If income details are not provided, the fees charges will be at the maximum rate. Income is reported using the form that can be found on Piteå Municipality's website **www.pitea.se**.

Parents are obliged to provide new income details when their income or the family's situation changes.

The municipality has the right to request income information from employers, unemployment insurance funds or the Swedish Tax Agency

What income are the fees based on?

Fees are based on the household's total gross income (i.e. before tax) each month.

- Salaries and other remuneration linked to employment.
- Foster parents' remuneration.
- Pensions (not child pensions)
- Annuities.
- Parental benefits
- Care allowance from Försäkringskassan, taxable portion.
- Sickness compensation/Sickness benefit.
- Unemployment compensation/labour market support.
- Educational grants pertaining to labour market training.
- Surplus income from business activities.

If the income varies from month to month, the average income per month is to be stated.

How and when are fees paid?

The place-holder(s) are invoiced monthly. Fees have to be paid 12 months of the year; this pertains to the current month and is to be paid by the 30th of each month.

Higher fees are paid for the youngest child (child 1) in the household and the next highest fees are paid for the next youngest child (child 2, who can be a child attending an after-school recreation centre). There are no additional fees for the fourth child and any subsequent children.

Fees are always invoiced during the notice period, which is three months.

Legal guardians who do not pay fees can lose their place in the preschool or after-school recreation centre.

Submitting schedules and changing rates

When the child is allocated a place in preschool, the parents have to submit a schedule for the child's time in preschool based on the family's needs, i.e. the parents' hours of work/study, including travel time. When changing places due to unemployment, parental leave or a return to work/study, a new schedule has to be provided to the head of the preschool. If you are studying/working during parental leave (new child), proof is to be appended to the change of schedule.

Piteå Municipality's rate

Piteå Municipality applies the stipulated maximum rate. You can read more about the rate at:

www.pitea.se/barnplacering



For more information, call:

Citizen services on 0911-69 60 00

Email:

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