

Welcome to child care services in Linköping municipality

Guidelines, queue system and fees regarding pre-school, leisure-time centre and other educational activities for children aged 1-12 years.

July 2011 Version



**Linköpings
kommun**

From the Education Act (2010:800)

Each municipality is obliged to ensure that education in a *pre-school* is provided for all of the children residing in the municipality who are entitled to pre-school education and whose guardian so requires. The municipality of residence may fulfil its obligations by providing the child with the equivalent education in an independent pre-school.

The pre-school shall stimulate the development and learning of the child as well as provide the child with secure care. The planning of activities should be based on a holistic view of the child and the child's needs and be carried out in such a way that care, development and learning form a whole. If the guardian has applied for a pre-school with a public authority as the principal organization then the municipality shall provide the child with a place in a pre-school within four months. Children are to be provided with pre-school care from the age of one year to the extent that it is required with regard to the gainful employment or studies of the parents or with regard to the child's own needs due to the situation of the family as a whole.

Each municipality shall provide education in *leisure-time centres* for pupils in the pre-school classes, in the compulsory-level schools and in the compulsory-level special schools of the municipality. The leisure-time centre shall stimulate the development and learning of the pupils as well as offer them a meaningful leisure-time and recreation. The education shall be based on a holistic view of the pupil and the pupil's needs. Education in a leisure-time centre shall be provided as soon as it is made known that the pupil requires such a place. The pupil is to be provided with education in the leisure-time centre to the extent that it is required with regard to the gainful employment or studies of the parents or with regard to the pupil's own needs due to the situation of the family as a whole.

The principal organization shall, for the pedagogical work, employ teachers or pre-school teachers who have received training designated for the kind of pedagogical work that the teacher or pre-school teacher shall carry out. Apart from teachers or pre-school teachers there may be, participating in the pedagogical activity of *the leisure-time centre and the pre-school*, other members of staff who have received training or have experience that will promote the development and learning of the pupils.

The municipality shall strive to provide a child with *pedagogical care* instead of a pre-school or leisure-time centre if the guardian of the child so requires. Such care shall, by way of pedagogical activity, stimulate the development and learning of the child.

The pre-school has its own curriculum, (Lpfö98, revised 2010). The same curriculum applies to the leisure-time centre as to the compulsory-level school, Lgr11.

Who is entitled to child care?

- ✚ Child care is provided for children, 1-12 years old, during time that the guardian is gainfully employed or studying and thus has a need for care. A need for care is defined as the time during which the guardian is working and/or studying as well as the time needed for travelling.
- ✚ After special consideration a child may be given a place in child care even if there is no need with regard to the work and/or studies of the guardian (The Education Act, Chapter 8, Sections 5 and 7; Chapter 14, Sections 5 and 6 and Chapter 25, Section 2):
- ✚ Child care is provided for children, 1-5 years old, whose guardian is unemployed or on parental leave/receiving an allowance for care of siblings. Child care is offered in the form of pre-school activity for 15 hours per week. The aim is to provide the child, for his own development, with the opportunity to participate in pedagogical activity. The duration of attendance shall be decided in joint consultation. Reasonable consideration shall be taken to the child's need for continuity, to the guardian's wishes and to the organizational preconditions for the activity. The head/pre-school director who is in charge of the pre-school shall then make a decision as to the appropriate schedule of attendance. Lunch may be included on the days when attendance is 4 hours or longer.
- ✚ Universal pre-school for all children from 3-5 years old, irrespective of the guardian's need, is provided for 3 hours per day during the compulsory-level school term.

Guidelines

Child care is intended for children 1-12 years old. Linköping municipality shall, within four months, provide child care for all children who require supervision.

- ✚ Children 1-5 years old are to be provided with a pre-school or pedagogical care (family day care home).
- ✚ Children 6-9 years old are provided with a place in a leisure-time centre.
- ✚ Children 10-12 years old are provided with open leisure-time care.

Under special circumstances, exceptions can be made from the aforementioned age divisions. The goal is to provide the type of activity that is most appropriate for the child, regardless of age.

Child care is run partly in municipal units and partly under private management by separate operators financed by the municipality. On the municipality's website, www.linkoping.se, there is a list of all of the operators with their addresses and telephone numbers. You will also be able to find more information there.

It is also possible for families living in the municipality of Linköping to apply for child care in Norrköping municipality. Read more about this on Norrköping's website, www.norrkoping.se, or phone 011-15 00 00.



Different forms of child care

Child care 1-5 years old

Pre-school.

Is run in purpose-built premises. Included in this is **the universal pre-school for 3-5 year olds** that is provided from the beginning of the autumn term of the year in which the child turns 3.

Pedagogical care in the form of a family day care home. Childminders provide care for children in their own homes.

Pedagogical care in the form of multi-family systems can be established by a few parents together who have similar needs regarding child care schedules. The activity is run in one of the families' homes. The municipality employs the childminders and provides certain remuneration for food and miscellaneous expenses.

The framework for the opening hours for pre-schools and family day care homes is 06.00-18.30, but opening hours vary from unit to unit since they are based on the families' need for child care.

Child care 6-12 years

Leisure-time centres are intended for school children 6-9 years old. Activities usually take place in close connection with and are coordinated with pre-school classes and grades 1-3 in the compulsory-level schools and special schools.

The framework for the opening hours of the leisure-time centres is 06.00-18.30. Opening hours vary from unit to unit since they are based on the families' need for child care.

Open leisure-time care is arranged in the afternoons for school children aged 10-12. The activities are often coordinated with local associations. The opening hours vary according to the families' need for child care.

During the school holidays, child care is provided on a full-time basis. If morning child care is needed, this is provided by a leisure-time centre.



Miscellaneous

Units that are open around the clock are available in the town-districts of Skäggetorp and Lambohov. These units are intended for children 1-12 years old who are in need of care in the evenings, nights or during the weekends/public holidays. Special guidelines for these are found on page 11.

Temporary child care is available for children 6-12 years old who are in need of care for a few hours or days or for children only needing limited child care. Temporary child care is available to the extent that there are vacancies and after agreement between parent and principal.

Open pre-schools/Family centres are to be found in the town districts of Skäggetorp, Ryd, Lambohov, Östra Valla, Ekholmen, Berga and Ljungsbro.

The open pre-school receives children of pre-school age who, together with their guardians, participate in the activities.

The family centre is a meeting place for all families with children. There are opportunities for getting advice and support as well as for creating a social network.

At the family centres, there are open pre-schools, maternity and child healthcare services, as well as the advisory/supportive activities of the social services.

Queue regulations

When you wish to have access to child care you make an application for your child on the municipality's website, www.linkoping.se, "[Child care on the web](#)".

There you can read about the municipality's child care and quickly get a general idea by way of short informative texts and images. There you can also find other details that you will need in order to place your child in the queue for child care.

If a decision has been made by the tax authorities to grant you a protected identity or protected address, it is your responsibility to get directly in touch with the municipality's Child Care Group when you apply for child care, telephone number: 013-20 60 00.

It is the guardian of the child who applies for a place in child care and who becomes the place holder.

If the guardians live in the same household, both become place holders and therefore responsible for payment of the child care fee.

If the guardians do not live in the same household but have joint custody. then both are to be place holders if both make use of the child care facilities. The child has **one** child care place, but the guardians are to be counted as separate households and each will get their own bill (a shared invoice). The bill is based on the income of the respective households. Each guardian pays 50 per cent of the fee for the child.

Municipal child care

Application is submitted directly via the municipality's website, "[Child Care on the Web](#)". You can state up to 6 different options. The first option must be the alternative you prefer the most.

Contact the municipality's Child Care Group, telephone number: 013-20 60 00, if you have any questions.

Private child care

Child care is also run under private management by separate operators financed by the municipality.

It is possible to apply to certain separate operators via the municipality's website, "[Child Care on the web](#)".

Others can be contacted directly.

There is a list with addresses, telephone numbers and pedagogical orientation of the child care services on the municipality's website, www.linkoping.se.



Applying for child care

In your application for municipal child care you must choose the units of child care at which you would most like your child to have a place.

The application for your child must be made at least four months before you wish to have the place. The places are allocated according to the following order of priority:

1. Priority
2. Queue time
3. Siblings
4. Age

If you only wish to have a place 3 hours per day in universal pre-school, then send an application to the area in which you live. You will be offered a place without much delay.

If you wish to have a place in universal pre-school in another area or with a private child care provider, then your child will have to queue according to the order of priority found above.

1. Priority

A child can be offered a place in child care after special consideration according to the Education Act, Chapter 8, Sections 5 and 7; Chapter 14, Sections 5 and 6, and Chapter 25, Section 2 to assess if the child has a need of his/her own due to the family situation, or if the child, for physical, psychological or other reasons is in need of special assistance for his/her development in the form of pre-school/leisure-time centre services.

The application is made to the head/director of the pre-school in the area where the child lives. A place shall be provided where attention can best be paid to the needs of the child. The head/director of the pre-school where the child is given a place is responsible for drawing up an action plan.

A child who has taken a pause from a pre-school/leisure-time centre during its guardian's parental leave with a sibling has priority over others at the same pre-school/leisure-time centre. However, there is no guarantee that the child will be provided with care at the same unit.

2. Queuing time

When you register your child in the child care queue, the child is given a queue date. The queue date can never be earlier than four months before the required placement date.

If you are offered child care that is not in accordance with your first wish on the application, you may, regardless of whether or not you accept the offer, choose to remain in the queue.

You then still queue for the first option and you maintain your original queue date.

If you are offered your first option but decline, you will be removed from the queue.

For children who already have a pre-school place at another pre-school in the desired area, an offer for a place will normally be given after the review of vacancies that is carried out at the end of March to the beginning of April. You maintain your original queue date.

3. Siblings

Siblings is defined as full siblings, half siblings and children who live in the same household.

If several children have the same queue date then siblings of children who already have a place will have priority.

Siblings with the same queue date are to be offered the place at the same time. However, there is no guarantee that siblings will be provided with care at the same unit.

A child who is 6 years old or older with siblings who have child care 15 hours per week due to a guardian's unemployment are to be offered a place with priority when the guardian returns to work or the equivalent. The guardian must re-apply for a place.

4. Age

If several children have the same queue date then the oldest child will have priority.

Fees

The maximum fee reform entails that the municipality applies a child care fee that is based on the combined gross income of the household (at present SEK 42,000 per month) with a stated ceiling for the fee.

The fee is paid 12 months per year.

The child care fee is calculated according to the following principles:

Example

A family has three children, 3, 6 and 10 years old. The three year-old child will be child 1 in the pre-school, the six year-old will be child 2 in the leisure-time centre and the ten year-old will be child 3 in the open leisure-time care.

Children who live in the same household in which one of the guardians is responsible for the payment of the children's child care are considered to be siblings and will receive a large-family rebate.

The fee is based on the combined gross income of the household (see special section on income on page 8).

[Calculate your fee on the web.](#)

Maximum fee per month:

| | Pre-school Family day care home Multi-family system 1-5 years | Leisure-time care 6-9 years | Open leisure-time care 10-12 years |
|----------------|--|--|--|
| Child 1 | 3% of gross income - but, maximum SEK 1,260 | 2% of gross income - but, maximum SEK 840 | 1% of income – but, maximum SEK 420 |
| Child 2 | 2% of gross income - but, maximum SEK 840 | 1% of gross income - but, maximum SEK 420 | 0.5% of gross income - but, maximum SEK 210 |
| Child 3 | 1% of gross income - but, maximum SEK 420 | 1% of gross income - but, maximum SEK 420 | 0.5% of gross income - but, maximum SEK 210 |
| Child 4 | 0% of gross income | 0% of gross income | 0% of gross income |

Fee for units that are open around-the-clock

Children that are registered in units that are open around the clock pay according to the maximum fee.

Fee for 3-5 year olds Universal pre-school

For children 3-5 years old who are only at the pre-school for 3 hours per day during term time the activity is free of charge.

For children with a need for care who have a place in a pre-school or family day care home, a fee the equivalent of 70 per cent of the maximum fee is charged from the beginning of the autumn term the year that the child turns 3.

Fee for child care during times of unemployment, parental leave and when receiving a municipal child care allowance

A child 1-5 years old whose guardian is or will be unemployed/on parental leave/has a municipal child care allowance, has the right to a place in a pre-school/family day care home for 15 hours per week.

For children 1-2 years old, fees are paid according to the maximum fee.

From the beginning of the autumn term of the year when the child turns 3, a fee the equivalent of 17 per cent of the maximum fee will be charged.

Leisure-time centre fees for a child participating in a pre-school class

In the year a child turns 6, he/she will be invited to participate in a pre-school class. The activity centre is free of charge for 6 year olds starting from the month of August in the year the child turns 6. For a child in a pre-school class that is registered in a leisure-time centre, fees are paid according to the maximum fee, regardless of when in the day the care is given.

Five year-olds may, according to the availability of vacant place, participate in a pre-school class. If there is also a need for care, the same rules

apply as for leisure-time centres and fees are paid according to the maximum fee.

Fees for temporary child care 6-9 years old

The fee is SEK 50 per day for attendance less than 3 hours and without lunch or SEK 100 per day for more than 3 hours. No sibling rebate is given.

Fees for a child who has been granted child care on the basis of the need for special support

For a pre-school child who, due to physical, psychological or other reasons needs special support in his/her development and who has been assigned a place in a pre-school, fees will be paid corresponding to 62.5 per cent of the maximum fee if the approved time of attendance exceeds 15 hours per week.

For school children 6-12 years old who, due to physical, psychological or other reasons need special support in their development and who have been assigned a place in child care, fees will be paid corresponding to 62.5 per cent of the maximum fee if the approved time of attendance exceeds 10 hours per week.

Study days for the staff

Child care services are closed for four full days per year for study days for the staff. The fee is not affected by this. The dates for study days are set at the beginning of each school year (autumn-spring). Alternative child care is provided if required.



What is income?

Calculation of income

The fee is fixed according to the combined gross income of the household per month. A household is defined as single parents or spouses. Regarded on a par with spouses are a man and a woman who, without being married to each other, live together and:

1. have, or have had, children together or
2. are registered at the same address.

Also regarded on a par with spouses are people who live together in a homosexual relationship and are registered at the same address.

Guardians without a common household

If the guardians do not have a common household but have joint custody, then both are to be placed holders if both make use of the child care facilities. The child has one child care place, but the guardians are to be counted as separate households and thus each one gets a bill (a shared invoice). The bill is based on the income of the respective households. Each guardian pays 50 per cent respectively of the fee for the child in question.

Gross income

Gross income is defined as wages before taxes and other taxable sources of income of the class of income of service as well as profit in the class of income of business activity during the benefit year (starting on 1 January) in accordance with the Income Tax Act.

Examples of other sources of taxable income, apart from wages, that is to be included in the calculation of gross income.

In all cases, remuneration or benefits are referred to as gross before tax:

- ✚ Reimbursement of expenses that exceed the deductible amount (for example, car mileage allowance and allowance for expenses)
- ✚ Sickness pay, sickness allowance, activity allowance
- ✚ Parents' allowance
- ✚ Pension benefits (child pensions up to 16 years old)
- ✚ Annuity (the taxable part)
- ✚ Allowance in connection with unemployment and/or labour market measures
- ✚ Family allowance in the form of family pension in connection with national service training
- ✚ Care allowance for disabled children (60 per cent of the amount)
- ✚ Family home allowance (only the fee)
- ✚ Taxable benefits in kind
- ✚ Strike pay
- ✚ Educational allowance for doctoral students

Other taxable allowances

- ✚ Guest workers' and guest students' maintenance from their own country.

Not included in gross income

- ✚ Maintenance allowance, maintenance support
- ✚ General child allowance
- ✚ State student grants
- ✚ Rent subsidies
- ✚ Disablement allowance
- ✚ Financial support/Social allowance
- ✚ Municipal child care allowance
- ✚ Introductory allowance
- ✚ Allowance from the Migration Board

More about income

- ✚ When a family has accommodation in two locations, the income is reduced by 20 per cent. Accommodation in two locations implies that one guardian has work and accommodation outside Linköping municipality.
- ✚ For family home parents who only have the family home child placed in child care, the gross income is calculated on the family home allowance alone (only the fee).



Declaration of income and change of fees

Declaration of income

Declaration of income shall be made:

- ✚ When the child begins in child care
- ✚ Every 12th month
- ✚ When there are changes to the family's income
- ✚ Upon request by the municipality

Guardians with children in child care are obligated to submit information about their gross income. The current statement of income is to be submitted when the child begins in child care and, thereafter, when there are changes in the combined gross income of the household, but at least every 12th month. An annual statement of income must be submitted even if the income has not changed.

Guardians who have an income that exceeds the fee's highest class of income (at present SEK 42,000 per month) are automatically placed in the highest fee category and thereafter need only submit a statement of income every 12th month.

The municipality has the right to request documentation that substantiates submitted information; for example, a certificate of double accommodation, payslips or employment certificates from the employee.

Guardians who fail to submit current statements of income once a year (every 12th month), or after written reminder, will automatically be placed in the highest fee category from the following month.

Information is solemnly declared. Submitting deliberately misleading information can lead to suspension from child care services.

Deduction from the monthly fee

On rare occasions, one might not be able to make use of the child care place. For example, the child minder might be sick and a substitute cannot be found. Likewise a pre-school/leisure-time centre can be closed due to an epidemic. In such cases, a 1/30 deduction is made from the monthly fee for every day that the child is unable to be in child care.

The same principle applies when a child has been infected with resistant bacteria and has been instructed by the County Medical Officer for infectious disease control to stay at home.

No deduction is made from the fee for the four study days that the child care staff have per year.

Period of acclimatization

The period of acclimatization usually lasts for two weeks and can start, at the earliest, on the day of registration. Child care fees are paid from the day of registration.

Child care when guardian is reported sick and for guardian with maternity allowance

A guardian who is reported sick and has a child in child care maintains the right to child care. Fees are paid according to normal rate.

The same rules apply regarding maternity allowance.

Reporting changes in form of child care for children whose guardian is on parental leave

Guardians who have a child care place in pre-school/family day care home 1-5 years and wish to have a place for their child for 15 hours per week with parental leave shall apply for this at least two months before the change in form of child care.

Guardians on parental leave who have child care 15 hours per week are to report their intended return to work/studies at least two months before their return. In both cases, the report is to be made to the pre-school director in the form of a new [written agreement](#).

Changed family circumstances

Changed family circumstances can affect the family income. In the event of a separation, the new income will be calculated starting from the date that the guardians are regarded as living in separate households and each receive a bill (a shared invoice).

Fee when changing between municipal and private child care

Fees will be charged during the period of notice when changing between municipal and private child care regardless of who administers the fee.

Giving notice

When the child no longer needs child care, the place shall be renounced two months prior to the last expected date of attendance. Fees will be charged during the period of notice, regardless of whether or not the child makes use of the place. Notice is given via the municipality's website, www.linkoping.se. The date on which the notice is given is counted as date of notice of termination.

The bill

The fee is paid for the present month.

The bill is received from the municipality around the 20th of every month. The due date is the last day of the month.

Information about electronic invoicing and the form for [application for autogiro](#).

If payment is made after the due date an additional reminder fee of SEK 50 will be charged, plus interest expenses according to law in force. Any unsettled accounts will be handed over for collecting measures.

If the fee is still not paid, the municipality can bar the child from child care. In the event of the child being barred from child care, the debt must be completely settled before the child can be given a place in child care again.

Around the clock care

Who is entitled to around the clock care?

- ✚ Families who are in need of child care due to gainful employment at 'inconvenient working hours' (times over and above weekdays 06.00–18.30) may apply for a place in around the clock care.
- ✚ Pre-school children 1-5 years old can be granted a placement that includes both daytime weekdays and inconvenient working hours.
- ✚ Pre-school children 1-5 years old and schoolchildren 6-12 years old can be granted placement during inconvenient hours and, at the same time, have a placement during daytime in ordinary pre-school/school child care in, for example, the area of residence.
- ✚ In order to be entitled to a place in around the clock child care, the need for care should, for the sake of continuity, amount to at least two occasions per month.

What are the queue regulations and how does one apply?

- ✚ There is one queue for both of the around the clock facilities in the municipality. There is the possibility of choosing one facility as a preferred option.
- ✚ Application is made on the municipality's website www.linkoping.se, "[Child care on the web](#)". It is also possible to contact the person in charge in the municipality's Child Care Group, telephone number: 013-20 60 00.
- ✚ A place will be provided in order of priority according to the queue date and/or according to availability of the times that are required. There is no guarantee that a place will be provided within 4 months for this kind of child care.

- ✚ Siblings of children who already have a place will be prioritised.

Fees

- ✚ Children that are registered in units that are open around the clock pay according to the maximum fee. Only one fee will be charged even if the child has two placements.

What happens if the need changes?

- ✚ If the need for care during inconvenient hours ceases and only the need for daytime care remains, the child will be given a place in ordinary child care as soon as possible. The guardian's preferred options for placement shall be provided for and have priority as much as possible.
- ✚ A child of a guardian who is on parental leave with a younger sibling may keep his/her place as a 15-hour place in daytime according to the current guidelines, but for a maximum of 18 months.
- ✚ A place that cannot be used, shall, after 3 months, be taken back by the municipality. Special examination will be carried out by the pre-school director.
- ✚ For all other matters, there is a two month notice period. Fees will be charged during the period of notice, regardless of whether or not the child makes use of the place or not.

Miscellaneous

- ✚ The guardian's planning in advance is extremely important with regard to reporting the times needed for care and making changes in the schedule. When the time margin is too narrow, there is no guarantee that the facility will be able to receive the child. The general rule is a time margin of five days.
- ✚ The guardian may apply for special school lifts for school children to the public official in charge at the Office of

Education. (Guidelines will be attached if required.)

- ✚ The longest continuous time that the child can be at the facility is three days and nights.
- ✚ The latest time for fetching children in the evening is 20.30.

Information regarding the processing of personal data

Child care services processes personal data about children and their guardians that are necessary for their activities.

An example of personal data within the family is name, address and personal identity number. The data are necessary for, amongst other things, queue registration, placement and debiting of child care.

The data are fetched from the population register.

In certain cases, data that are processed are passed on to the National Statistics Office.

The Children and Youth Committee in Linköping is responsible for ensuring that the data are handled correctly. You can always inquire at your school's/child care unit's reception to find out which personal data are being processed. You have the right to have incorrect data corrected.

Are you unsure of whom to turn to?

Contact:

Barnomsorgsgruppen (the Child Care Group)

Telephone: 013-20 60 00

E-mail: barnomsorg@linkoping.se

or

Medborgarkontor City (Community Centre)

Telephone: 013-20 66 70

E-mail: medborgarkontor.city@linkoping.se

Additional information can be found on the municipality's website, www.linkoping.se.

