Welcome to childcare in Linköping Municipality

Guidelines, queuing rules and fees for preschools, after-schools and other educational activities for children aged 1–12 years.

Version November 2014
From the Education Act (2010:800)

Your home municipality is responsible for ensuring education in preschools by offering preschool to all children in the municipality and where parents or guardians require it. The home municipality must fulfil its obligations by offering the child an equivalent education in an independent preschool.

*Preschool* should stimulate the development and learning skills of children and offer children a secure environment. Activities are to be based on an all-embracing perspective of the child and the child's needs, and are designed to ensure that care, development and learning create a holistic solution. When guardians have registered their preferences about preschool with the public principal, the municipality must offer the child a preschool place within four months. From the age of one, children must be offered a preschool place to the extent it is necessary with regard to the parents' work or study, or if the child has special needs because of the family situation in general.

Each municipality must provide education at leisure time centres for pupils in municipal preschool classes, elementary school and compulsory education for pupils with learning disabilities. *Leisure time centres* must stimulate the development and learning of pupils and provide them with meaningful leisure activities and recreation. The education must be based on a holistic view of the pupil and the needs of the pupil. Education in leisure time centres must be offered as soon as it is evident that the pupil has a need of such a place. A pupil must be offered education in the leisure time centre to the extent necessary with regard to parents' work or study or if the pupil has special needs because of the family situation in general.

For the education, principals must engage teachers or preschool teachers that have the qualifications that are designed for the type of teaching that the teacher or preschool teacher is to conduct. In addition to teachers or preschool teachers, the teaching in the leisure time centre and preschool must involve other staff with the right training and experience to be able to promote the development and learning of the children.

The municipality must seek to offer a child educational care if the child's guardian prefers this to the preschool or leisure time centre. Such care must stimulate the children's development and learning through educational activities.

The preschool has its own curriculum (Lpfö98, rev 2010). The same curriculum for leisure time centres applies to elementary school Lgr 11.
Who is eligible for childcare?

- Childcare for children aged 1-12 years, during the time guardians are working or studying and are therefore in need of supervision. Supervision needs/time means the guardian's working and/or study and associated travel times.

- Following special assessment, children are awarded a childcare place even if there is no need of supervision (Education Act Chap 8, 5 and 7 §§, Chap 14, 5 and 6 §§, Chap 25 § 2).

- Childcare for children aged 1-5 years whose guardians are unemployed or are on parental leave/receive childcare allowance with siblings. Childcare is available in the form of preschool/educational care 15 hours per week. The aim is to provide the child with the option of participating in an educational activity for its own development.

  There must be consultations about the scheduling of the attendance time. Due regard should be given to the child's need for continuity, the preferences of guardians and to the organisational environment of the activities.

  The Principal/Preschool director responsible for activities will then decide on the scheduling. Lunch may be included for days attendance is 4 hours or longer.

- Public preschool for children 3-5 years without the need for supervision are offered 3 hours per day during the regular school terms in the form of preschool.

Guidelines

Childcare is designed for children aged 1–12 years. Linköping municipality must offer childcare places within four months for all children in need of supervision.

- Children 1-5 years are offered preschool or educational care (family daycare home).

- Children 6-9 years are offered a place at a leisure time centre.

- Children aged 10-12 years are offered open recreation activities.

If there are special reasons, exceptions to the age division above can be made. The aim is to offer the activities that are most appropriate for the child, regardless of age.

Childcare is conducted both at municipal units, and privately through individual providers financed by the municipality. The municipality's website, www.linkoping.se, contains a list of all the providers with their addresses and telephone numbers. You will also find more information here.

It is also possible for families living in Linköping municipality to apply for childcare in the municipality of Norrköping. Read more about it on the Norrköping website www.norrkoping.se or call +46 (0)11-15 00 00.
Various forms of childcare

Childcare 1-5 years

Preschools are run in premises that are tailored to suit the activities. This also includes public preschool for 3-5 year olds, which is offered from the autumn term in the year the child turns three.

In educational care in the form of family daycare homes childminders take care of children in their own home.

Educational care in the form of large family systems can be initiated together by a group of families who have similar needs for supervision time. Activities are conducted in one of the families' homes. Municipalities employ staff and pay compensation for food and other expenses.

The framework for the office hours for preschool and family daycare homes are 6:00 a.m. to 6:30 p.m., but opening times may vary from preschool to preschool as these are based on the needs of families for childcare.

Childcare 6-12 years

Leisure time centres are activities designed for school children aged 6-9 years. The activities are located in connection to, and coordinated with, preschool and elementary school/compulsory education for pupils with learning disabilities forms 1-3.

The framework for the opening hours of leisure time centres are 6:00 a.m. to 6:30 p.m. Opening hours vary from centre to centre based on the supervision needs of families.

Open leisure activities are organised in the afternoons for school children aged 10-12 years. Activities are usually coordinated with local associations. Opening hours vary based on the supervision needs of the families. The school offers full-day supervision during school holidays. Leisure time centres are offered where there is a need of morning care.

Other

Round the clock care is available in the urban districts of Skäggetorp and Lambohov. Activities are designed for children aged 1-12 who need supervision during the evenings, at nights or weekends.

Evening and weekend care for children 6-12 years is available in the T1 urban district. Specific guidelines can be found on page 12.

Occasional childcare is available for school children aged 6-12 who need supervision for odd hours or days or for schoolchildren with limited supervision needs. Occasional childcare can be provided, subject to availability following agreement between the parent and the principal.

Open preschool/family centres are available in the urban districts of Skäggetorp, Ryd, Lambohov, Östra Valla, Ekholmen, Berga and Ljungsbro.

The open preschool accepts children of preschool age who participate in the activities along with their guardians.

The family centre is a meeting place for all families. There is the opportunity to receive advice and support and create social networks.

The family centre has an open preschool, maternal and child healthcare, and social services advisory/support activities.
Queuing rules

When you require childcare, please enrol your child on the municipality's website, www.linkoping.se, “Childcare on the Web”.

You can read about municipal childcare and get a quick overview with brief information texts and images. There is also other information that you need to enrol your child in the queue for childcare.

If the Swedish Tax Agency has decided to give you a confidentiality mark, you need to make direct contact with the Childcare group when you apply for childcare, telephone: +46 (0)13-20 60 00.

It is the child's guardians that apply for a childcare place and is the place holder. If the guardians live in the same household, both are place holders and are therefore responsible for paying the childcare fees.

Guardians who have no common household, but joint custody, should both be place holders if both are using the childcare services. The child has one childcare place, but the guardians should be counted as separate households, and each receive an invoice (shared invoice). The invoice is based on the fee-based income of each household. Each guardian pays 50 per cent of the fees for the child in question.

Place guarantee

The municipality, which is a public principal, must offer a place within four months of enrolment. This obligation does not apply to privately run childcare (independent preschools/leisure time centres, private educational care, privately run open leisure activities).

Municipal childcare

Please apply directly via the web on the municipality's website, “Childcare on the Web”. You can enter up to 3 different preferences. The first must be the option you prefer.

Please contact the municipality's Childcare group, Telephone: +46 (0)13-20 60 00, if you have any questions.

Private childcare

Childcare is also conducted privately by individual providers that are funded by the municipality.

For some private providers, you can apply for a place through the web on the municipality's website, “Childcare on the Web”.

For other information, please contact directly. There is a list with addresses, telephone numbers and specialisations on the municipality's website, www.linkoping.se.
Application for childcare

In your application for municipal childcare, you should select the childcare units where you would prefer a place for your child/children.

Enrol your child no later than four months before the date you need the place as specified in the rules on Page 1 “Who is eligible for childcare?”. The places are allocated as per the following order:

• Priority
• Queuing time
• Siblings
• Age

If you only need a place three hours a day in a public preschool, submit your notification of interest in the area where you live. A place will then be offered without any long delays.

If you want a public preschool in another area or a private provider, your child has to queue as per the above sequence.

1 Priority

Children can be offered a place in childcare following an assessment as per the Education Act Chapter 8, 5 and 7 §§, Chapter 14, 5 and 6 §§, Chapter 25, 2 § if the child has special needs because of the family situation or the child requires special support in its development in the form of preschool/leisure time centres due to physical, mental or other reasons.

The application is submitted to the principal/preschool director in the area the child lives. A place will be offered where the child's needs can best be met. The principal/preschool director where the child is awarded a place is responsible for preparing a plan of action.

Children who have taken a break from preschool/family daycare home during the guardian's parental leave with siblings, have priority access to the same preschool/family daycare home. However, there is no guarantee of being offered the same place.

2 Queueing time

When you enrol your child into childcare, the child is given a queue date. The queue date can never be earlier than four months before the preferred date of placement.

If you are offered childcare that does not conform to your first preference in the queue notification, you can choose to remain in the queue whether you accept the offer or not. You then remain queuing until the first preference is met and you retain your original queue date.

If you are offered your first preference but refuse, you will be removed from the queue.

For children who already have a preschool place at another preschool in the preferred neighbourhood, the offer of a place normally takes place following the review of the available places before August which is made late March/early April. You retain your original queue date.

3 Siblings

Siblings refer to full siblings, half siblings and even children living in the same household. Siblings with the same queue date will be offered a place at the same time. However, there is no guarantee that siblings will be offered a place at the same facility.

If several children queuing during the same month, the siblings of children already placed on the desired preschool / daycare offered a place first. No guarantee that there is a vacancy at the desired preschool / daycare is not (rule applies to those who apply for a place as of 01/03/2015).

Children that are six years or older with siblings who have childcare 15 hours per week due to the unemployment of guardians, are to be offered a place on a priority basis when the guardian returns to employment or the equivalent. The guardian must re-apply for a place.

4 Age

If several children have the same queuing date, the eldest child goes first.
Fees

The reform of the maximum fee means that the municipality applies a childcare tariff based on the household's total gross income and with a set ceiling (this is currently SEK 45,390 per month).

Fees are paid 12 months a year.

Transition from a childcare tariff to another takes place in August of the year the child turns 3, 6, or 10 years.

Childcare fees are calculated according to the following principles:

Example

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

Children living in the same household and where one of the guardians is the person liable to pay for childcare, are considered as siblings and receive a large-family discount.

The fees depend on the household's total gross income (see special spread on income on Page 9).

You can also calculate your fees on the web.

<table>
<thead>
<tr>
<th></th>
<th>Preschool Family daycare home 1-2 years</th>
<th>Preschool Family daycare home 3-5 years</th>
<th>Leisure time centre 6-9 years</th>
<th>Open Leisure activities 10-12 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td>3% of income – although no more than SEK 1,362</td>
<td>2.1% of income – although no more than SEK 953</td>
<td>2% of income – although no more than SEK 908</td>
<td>1% of income – although no more than SEK 454</td>
</tr>
<tr>
<td>Child 2</td>
<td>2% of income – although no more than SEK 908</td>
<td>1.4% of income – although no more than SEK 635</td>
<td>1% of income – although no more than SEK 454</td>
<td>0.5% of income – although no more than SEK 227</td>
</tr>
<tr>
<td>Child 3</td>
<td>1% of income – although no more than SEK 454</td>
<td>0.7% of income – although no more than SEK 318</td>
<td>1% of income – although no more than SEK 454</td>
<td>0.5% of income – although no more than SEK 227</td>
</tr>
<tr>
<td>Child 4 etc.</td>
<td>0% of income</td>
<td>0% of income</td>
<td>0% of income</td>
<td>0% of income</td>
</tr>
</tbody>
</table>
Fees for care at inconvenient times

Children enrolled in round-the-clock care or weekend and evening open care pay fees according to the maximum fees.

Fees for 3-5 year olds in public preschool

For children 3-5 years that are only in preschool Free of charge for three hours a day during term times.

For children 3-5 years in need of supervision who have a place at preschool or family daycare home pay fees equal to 70 per cent of the maximum tariff from the autumn term of the year the child turns 3 years old.

Fees for childcare in cases of unemployment, parental leave and municipal childcare allowance

Children aged 1-5 years whose parents or guardians are, or are made, unemployed/on parental leave/receive childcare allowance, are entitled to a place at preschool/family daycare home 15 hours a week.

For children 1-2 years, fees are paid in accordance with the maximum tariff.

From the autumn term of the year the child turns 3 years old, fees are paid equal to 17 per cent of the maximum tariff.

Fees for leisure time centres for children who participate in preschool classes

The year the child turns 6 years, it will be offered to participate in preschool class. Activities are free of charge for 6 year olds, from the month of August in the year the child turns 6 years. For children in preschool who are enrolled at leisure time centres, fees are in accordance with the maximum tariff, no matter what time of day the supervision time falls.

Five year olds may attend preschool classes subject to space. If there is also a need for supervision, the same rules apply as those for leisure time centres and the fees payable as per the maximum tariff for leisure time centres.

Fees for occasional childcare 6-12 years

The fee is SEK 50 a day for childcare not exceeding 3 hours without lunch, or SEK 100 per day over 3 hours. No sibling discount is given.

Fees for children who have been granted childcare on the basis of the need for special support

For preschool children who need special assistance in their development for physical, mental or other reasons and who have been designated a place at the preschool/educational care, fees are paid that are equal to 62.5% of the maximum tariff if the agreed duration of attendance exceeds 15 hours per week.

For schoolchildren 6-12 years who require special support in their development due to physical, mental or other reasons and have designated a place in childcare, fees are paid that are equal to 62.5% of the maximum tariff if the agreed duration of stay exceeds 10 hours per week.

Staff training days

Childcare is closed four full days per year for staff training days. Fees are not affected by this. The dates of staff training days are set at the beginning of each financial year (autumn and spring). Alternative childcare options are offered where needed.
What is income?

Calculation of income
The fees are determined by the household's total gross income per month. Households refer to both singles or spouses. Spouses can be denoted as a man and woman who live with each other without being married and:
1 – have or have had children or
2 – are registered at the same address

Spouses can also be denoted as people living together in a homosexual relationship and registered at the same address.

Guardians without common household
Guardians who have no common household, but joint custody, should both be place holders if both are using the childcare services. The child has one childcare place, but the guardians should be counted as separate households, and each receive an invoice (shared invoice). The invoice is based on the fee-based income of each household. Each guardian pays 50 per cent of the fees for the child in question. This also applies to spouses who are in a trial period pending a divorce and are registered at separate addresses.

Fee-based income
Fee-based income refers to salary before taxes and other taxable income such as income from services, and surplus income from business activities during the year of income as specified in the Income Tax Act.

Examples of other taxable income in addition to salary to be included as fee-based income.
In all cases, compensation or allowances are gross before taxes:
• Payment of expenses in excess of deductible amounts (for example, car allowance and subsistence allowance)
• Sick pay, sickness benefit, activity compensation
• Parents' allowance
• Pension benefits (Children's pensions up to 16 years)
• Life annuity (the taxable part)
• Compensation related to unemployment and/or labour market measures
• Family allowances in the form of family benefits following military service
• Childcare allowance for disabled children (60 per cent of the amount)
• Family daycare home compensation (fee component)
• Taxable fringe benefits
• Strike pay
• Postgraduate grants for graduate students

Other fee-based remuneration
• Guest workers and guest student's income from their homeland.
For fee-based income the following is not counted

- Maintenance allowance, maintenance support
- Child allowance
- State study support
- Housing allowance
- Disability allowance
- Maintenance support/Financial assistance/Social allowance
- Municipal care allowance
- Establishment allowance
- Compensation from the Swedish Migration Board

Miscellaneous about income

- When a family has properties in two locations, income is reduced by 20 per cent. Living in two locations means that a guardian works and lives outside of Linköping municipality.
- For family daycare home parents who only have daycare children placed in childcare, the fees are calculated based solely on income in the family daycare home allowance (fee component).

Income registration and fee changes

Notification of income is to be made:

- When the child first starts childcare
- Every 12 months
- When the family's income changes
- At the request of the municipality

Guardians who do not provide current income data for the household once a year (every 12 months) or after a written reminder, may be placed in the highest payment category.

Exceptions apply to households who report income that exceeds the highest income bracket (currently SEK 45,390 per month). These are placed in the highest payment class and do not need to submit income details every 12 months.

The municipality may request documentary evidence for the submitted information, such as declarations of dual residence, payslips or a certificate from the employer.

The information is given under oath. Knowingly submitted false information may result in the termination of childcare.

Deductions from monthly fees

Very occasionally, it may be the case that the childcare place is not used. The day carer, for example, may get sick and there may be no substitute. Likewise, a preschool/leisure time centre may be closed due to illness. In such cases a deduction from the monthly fee applies of 1/30th for each day that the child does not attend the childcare facility.

The same applies if the child has been infected by resistant bacteria and is advised to stay at home from childcare by an infectious disease doctor.

There is no deduction from the monthly fee for the childcare staff's four training days per year.
Settling-in procedures
Settling-in procedures usually cover two weeks and can be started at the earliest on the date of registration. Childcare fees are payable from the registration date.

Childcare for people on sick leave and on maternity allowance
Guardians who fall ill and who have children in childcare retain the right to childcare. Fees are payable as per the regular tariff. The same rules apply when on maternity allowance.

Notification when changing the type of childcare for children to parental leave
Guardians who have a childcare place in preschool/family daycare home for 1-5 year olds and need the place 15 hours per week during parental leave must notify at least two months in advance of the change to the type of childcare.

Guardians on parental leave who have childcare 15 hours per week, must report this no later than two months before returning to work/study. Registration is made in both cases to the preschool director in the form of a new written agreement.

Changes to family circumstances
Changes to family circumstances may affect family income. Upon separation, new income details are calculated from the date the guardians are considered to have separate households and each receives an invoice (shared invoice). Registration is made in terms of a new individual written agreement, and new individual income notification.

Fees when switching between municipal and private childcare
Fees are charged during the period of notice when switching between municipal and private childcare regardless of who administers the fee.

Termination
When the child is no longer in need of childcare, the place must be terminated two months before the child is expected to finish. Fees are charged during the period of notice, regardless of whether the child uses the place or not.

Termination is made through the municipality website, www.linkoping.se. The day the notification of termination is made, is considered as the day of termination.

Breaks
The childcare place may also be retained if it is not used for a period, such as due to the guardian's holiday or other leave, but only for up to 3 months. The guardian notifies the childcare facility about the break. If the break is estimated to last longer than 3 months due to other reasons, the guardian must make a written request to the responsible preschool director/principal, who then makes a decision, although for an aggregate maximum total of 6 months. Childcare fees as per the regular tariff are charged during the break.

If the place is not used without notification in writing from the guardian, the child’s place is lost after 1 month. Childcare fees for the period, and for a period of notice of two months, will be charged to the guardian.
Invoice
Fees must be paid for the current month. The invoice is sent from the municipality on about the 20th of each month. The due date is the last day of the month.

Information on e-invoices and forms for application for autogiro are on the municipality's website.

If the household's reported income proves to differ from the taxable income, the municipality may apply to recover or pay the difference between the original childcare fees and the fees that would be payable based on taxable income.

Upon payment after the due date, there will be a reminder fee of SEK 50 and interest expenses as per the applicable law. Unpaid invoices are forwarded for collection procedures. If the invoice is still not paid, the municipality will exclude the child from childcare.

In the event of an exclusion, the debt must be settled in full before the child can attend childcare again. In cases where an exclusion has been enforced, the debt must be paid in full before the child can be given a childcare place again.

Exclusion may also occur when the debt concerns amounts charged afterwards for childcare fees for previous years.

Care at inconvenient times

Who is eligible for childcare at inconvenient times?

• Families who are in need of supervision because of paid work at “inconvenient times” (times in addition to weekdays at 6:00 a.m. to 6:30 p.m.) may apply for a place in round-the-clock care (1-12 years) or in evening and weekend care (6-12 years).

• Preschool children of 1-5 years can have a regular placement covering both daytime weekdays and inconvenient times as part of the round-the-clock care.

• Preschool children aged 1-5 and school children aged 6-12 can get placement during inconvenient times while having a placement during the daytime in regular preschool/school childcare, for example, in the local area.

• To be eligible to receive care at inconvenient times, the need for supervision must be at least 30 hours per month for reasons of continuity.

What queuing rules apply and how do you register?

• There is a local shared queuing system for the two round-the-clock units and for evening and weekend care.

• There is the option setting a preference for one unit.

• Applications are made at the municipality's website www.linkoping.se “Childcare on the web”. You can also contact an administrator in the municipality's Childcare group, Telephone: +46 (0)13-20 60 00.

• A place will be offered in order of queue date and/or based on the preferred times. There is no guarantee that the place can be offered within 4 months for this care.

• Siblings of children already placed are offered places first.
Fees

• For children with places at inconvenient times, fees are paid according to the maximum tariff. Only one fee is charged even if the child has two locations.

What happens if needs change?

• If the need for supervision during inconvenient times ceases and there is only a need for daytime weekdays, the child will be assigned a place in regular childcare as soon as possible. Guardian’s requests for placement must be met as far as possible and have a priority status.

• Children to guardians who are on parental leave with younger siblings get to keep the place as a 15-hour place in the daytime according to current guidelines, for a maximum of 18 months.

• Places that are not used after 3 months may be terminated by the municipality. A special assessment is made by the preschool director.

• Otherwise, a two months period of notice applies. Fees are charged during the period of notice, regardless of whether the child uses the place or not.

Other

• The guardian’s planning regarding the submission/revision of supervision times/schedule is very important. There can be no guarantee that the facility can accept a child following late changes. The general rule is five days in advance. As for night time, however, advance planning is 12 days.

• Guardians may apply for special school transport for school children to the responsible official at the Education Office. (Guidelines attached if necessary.)

• The maximum continuous supervision time that the child can stay at the facility is three days. Preschool children can stay at the facility up to six consecutive days. There must then be at least one day’s rest per week.

• The last pick-up time is in the evening at 8:30 p.m. for round-the-clock care and at 10:00 p.m. for evening and weekend care.
Information on the processing of personal data

Childcare processes personal data about children and guardians that is necessary for the activity. Examples of personal data are the family's name, address and social security numbers. The information is required in particular for queue registration, placement and child care invoicing. The data is taken from the civil registration system.

The information processed is submitted in some cases to Statistics Sweden.

The Children and Youth Committee in Linköping is responsible for the data being processed correctly. You can always contact your municipality to find out what personal data is being processed. You have the right to correct inaccurate information.

Guidelines, queuing rules and fees for childcare are established by the Children and Youth Committee, e-mail: barnochungdomsnamnden@linkoping.se

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Not sure where to turn? Please contact:
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