



Welcome to Linköping municipality's childcare services

Guidelines, waiting list rules and fees applying for preschool, day recreation centres and other teaching activities for children aged 1–13.

From the Swedish Education Act (2010:800)

Each municipality is responsible for providing preschool education to all children resident in it, offering preschool education to all children if their guardians wish them to attend. Municipalities may fulfil these responsibilities by offering children equivalent education in independent preschools.

Preschool shall stimulate children's development and learning, and provide them with safe care. Activities must be based on a holistic view of children and children's needs, and be devised such that care, development and learning constitute a whole. Once guardians have notified the municipality of their wish for preschool education with a public principal, the municipality must offer their child a preschool place within four months. Children shall be offered preschool places from the age of 1, to the extent that this is necessary in view of the parents' employment or studies, or if the child needs it due to other aspects of the family's situation.

Each municipality shall offer education in day recreation centres for pupils in the municipality's preschool class, primary and secondary school and special needs primary and secondary school. Day recreation centres shall stimulate pupils' development and learning, and offer meaningful leisure time and recreation. Education shall be based on a holistic view of pupils and pupils' needs.

Education in day recreation centres must be offered as soon as it has been established that a pupil needs a place there. Pupils shall be offered education in day recreation centres to the extent that this is necessary in view of their parents' employment or studies, or if the child needs it due to other aspects of the family's situation.

Principals shall employ teachers or preschool teachers with appropriate training for the teaching that they are going to carry out. In addition to teachers or preschool teachers, education in day recreation centres may also involve other staff with training or experience such that the pupils' or children's development and learning are promoted.

Municipalities shall strive to offer children pedagogic care instead of preschool or day recreation centres if the child's guardians so wish. Such care shall use teaching activities to stimulate children's development and learning.

Preschool has its own curriculum (Lpfö98, revised 2016). Day recreation centres have the same curriculum as primary and secondary school, Lgr 11.

Who is entitled to childcare?

It is the child's guardian who applies for a childcare place and who becomes the holder of the place. If both guardians live in the same household they will both become place holders and thus both be liable for the childcare fee.

- Childcare is offered to children aged 1–13 during the time that guardians are working or studying and therefore need someone to supervise the child. This time refers to guardians' working or studying hours and any travel time associated with them.
- Following a special review, a child may be offered a childcare place even if s/he does not require supervision for the reasons described above (Ch 8, Sections 5 and 7, Ch 14, Sections 5 and 6, and Ch 25, Section 2 of the Education Act).
- Childcare is offered to children aged 1–5 whose guardian is jobseeking or on parental leave with the child's siblings. Childcare is offered in the form of preschool/pedagogic care for 4 hours per day. The purpose of this is to give the child an opportunity, for his/her own development, to participate in learning activities.
- The preschool head will determine how the 4 hours are disposed at each preschool.
- General preschool will be offered to children aged 3–5 without supervision needs, in the form of 4 hours of preschool per day during primary and secondary school term time.

Guidelines

Childcare is intended for children aged 1–13. Linköping municipality must offer all children needing supervision childcare within four months.

- Children aged 1–5 are offered preschool or pedagogic care (family day nursery).
- Children aged 6–9 are offered a place in a day recreation centre.
- Children aged 10–13 are offered open recreational activities.

If there are special reasons, exceptions may be made to the age groupings above. The goal is to offer the activity most appropriate for the child, regardless of age.

Childcare is offered in municipal facilities as well as in facilities under private management by individual providers funded by the municipality.

The municipality's website, www.linkoping.se, has a list of all providers with their addresses and phone numbers. You will also find further information there.

Families living in Linköping municipality can also apply for childcare services in Norrköping municipality.

Read more about this on Norrköping's website, www.norrkoping.se, or call 011-15 00 00.

Different types of childcare

Childcare for ages 1–5

Preschool is offered in facilities specially adapted for the activity. This also includes **general preschool for ages 3–5**, which is offered from the autumn term of the year in which the child turns 3.

Pedagogic care in the form of family day nurseries involves a family child minder receiving the child in his/her own home.

Pedagogic care in the form of several-family system can be initiated by several families with similar child minding needs. Care is provided in one of the families' homes. The municipality hires staff and pays some compensation for food and other expenses.

Guideline opening hours for preschools and family day nurseries are 06.00–18.30, but hours vary between facilities as they are based on families' needs.

Childcare for ages 6–13

Day recreation centres are for schoolchildren aged 6–9. Facilities are located close to, and are coordinated with, preschool class and primary and secondary school/special needs primary and secondary school years 1–3.

Guideline opening hours for day recreation centres are 06.00–18.30. Hours vary between facilities based on families' needs.

Open recreational activities are arranged in the afternoons for schoolchildren aged 10–13. Activities are often coordinated with local associations. Opening hours vary on the basis of families' needs.

All-day child supervision is offered on public holidays when schools are closed. Day recreation centres are offered if child supervision is needed in the morning.

Miscellaneous

Round-the-clock care is available in the Ryd district. This activity is for children aged 1–13 who need to be supervised in the evenings, during the night, or on weekends.

Temporary childcare is available for schoolchildren aged 6–13 who need supervision on particular days or hours, or for schoolchildren with temporary supervision needs. Temporary childcare can be offered subject to availability, following an agreement between the parents and the head teacher.

Open preschool/family centre is available in the districts of Skäggetorp, Ryd, Lambohov, Östra Valla, Ekholmen, Berga, Ljungsbro and Tannefors.

Open preschool receives children of preschool age who participate in activities together with their guardians.

The family centre is a place where all families with children can meet. Counselling and support are available, and families have the opportunity of creating contact networks among themselves.

Family centres provide open preschool, child health care, and counselling/support by the social services.

Waiting list rules

When you need childcare, register your child on the municipality's website, www.linkoping.se Preschool & education.

The page has information about the municipality's childcare, providing a quick overview with brief texts and images. It also has all the information you need to register your child on the waiting list for childcare.

If the Tax Agency has decided to give you a confidentiality classification, contact the Childcare Group directly when applying for childcare. The phone number is 013-20 60 00.

Guardians who don't share a household, but have joint custody, both have to be childcare place holders if they both use childcare services. The child has one childcare place, but the place holders will be regarded as separate households and receive one bill each (shared invoice). The bill will be based on each household's fee-basis income. Each place holder pays 50 per cent of the fee for the child in question.

Place guarantee

The municipality, as the public principal, must offer a place in one of the municipality's preschools within 4 months of registration on the waiting list. This obligation does not apply for privately run childcare (independent preschools or private pedagogic care).

Places in a day recreation centre must be offered as soon as needed.

Municipal childcare

Applications are made online, on the municipality's website www.linkoping.se Preschool & education. You have to list three choices, with the first being the option you would prefer.

Contact the municipality's Childcare Group (call 013-20 60 00) if you have any questions.

Private childcare

Childcare is also available under private management by independent providers financed by the municipality.

You can apply for a place with most independent providers online, on the municipality's website www.linkoping.se Preschool & education.

Those you can't apply to there you have to contact directly. A list with their addresses, phone numbers and specialisations is available on www.linkoping.se.

Application for childcare

On your application for municipal childcare you have to choose the three childcare facilities where you would most like your child/children to get a place.

Register your child no later than four months before you need a place in accordance with the rules under 'Who is entitled to childcare?'. Places will be distributed taking these factors into consideration:

- Priority
- Time on waiting list
- Siblings
- Age

If you only want a place for 4 hours a day in general preschool, submit an application to the preschool head in the area where you live. You will then be offered a place with minimal delay.

If you want general preschool in another area, your child will have to be put on the waiting list and a place will be offered under the considerations above.

1. Priority

Children may be offered a place in childcare following consideration as specified in Ch 8, Sections 5 and 7, Ch 14, Sections 5 and 6, and Ch 25, Section 2 of the Education Act, if the child needs it due to the family's situation, or if the child due to physical, mental or other reasons needs special support for his/her development in the form of preschool/day recreation centre.

Applications are made to the head teacher/preschool head in the area where the child lives. A place must be offered where the child's needs can best be met. The head teacher/preschool head is responsible for ensuring that an action plan is drawn up.

Children who have had a break from preschool/family day nursery during their guardians' parental leave with siblings will have priority access to their old preschool/family day nursery – but no guarantee is given of a place there.

2. Waiting list

When you register your child on the childcare waiting list, s/he will be given a listing date. The listing date can never be earlier than four months before the placement date you would like.

If you are offered a childcare place that does not match your first choice on the waiting list, and you accept it or turn it down, you can choose to remain on the list until your first choice becomes available by making a notification of this as instructed in the application system. You will keep your original listing date. If you don't notify the system that you wish to remain on the waiting list, your child will be removed from the list.

If you are offered your first choice and turn it down, you will be removed from the waiting list.

For children who already have a preschool place in another preschool in the preferred residential area, any offer of a place will normally be made after the preview of vacant places for August is made at the end of March/beginning of April. You will keep your original listing date.

If you have accepted an offer you were made under the place guarantee, and your place then changes to a place according to your first choice, you should not give up the place if the principal is the same.

3. Siblings

Siblings refers to full siblings, half-siblings and also children who live in the same household.

Siblings with the same listing date have to be offered places at the same time, but there is no guarantee that siblings will be offered places in the same facility.

If several siblings join the waiting list during the same calendar month, siblings of children already placed at the preferred preschool/pedagogic care facility must be given priority. However, there is no guarantee of a place at the preferred preschool/pedagogic care facility.

Children who are 6 or older, with siblings who have childcare 4 hours a day due to their guardian's unemployment, have to apply for a place once their guardian returns to employment or a corresponding activity.

4. Age

If several children have the same listing date, the oldest child has priority.

Fee

The maximum charge reform means that the municipality applies a childcare charge based on households' cumulative gross income, and with the specified maximum charge (SEK 47 490 per month from January 2019).

Fees are paid 12 months a year.

Transitions from one childcare charge to another take place on 1 August in the year the child turns 3, 6 or 10.

The childcare charge is calculated according to the following principles:

Example

A family has three children aged 3, 6 and 10. The 3-year-old becomes Child 1 in preschool activities, the 6-year-old becomes Child 2 in day recreation centres, and the 10-year-old becomes Child 3 in open recreational activities.

Children who live in the same household, and where one of the guardians is liable for the child's childcare, are regarded as siblings and offered a several-child discount.

The fee is dependent on the household's cumulative gross income (see separate information about income).

You can also work out your fee online.

Maximum charge per month

	Preschool Family day nursery Several-family system ages 1-2	Preschool Family day nursery Several-family system ages 3-5	Day recreation centre ages 6- 9	Open recreational activities ages 10-13
Child 1	3 % of income- but max SEK 1425	2,1 % of income but max SEK 997	2 % of income but max SEK 950	1 % of income but max SEK 475
Child 2	2 % of income but max SEK 950	1,4 % of income but max SEK 665	1 % of income but max SEK 475	0,5 % of income but max SEK 237
Child 3	1% of income but max SEK 475	0,7 % of income but max SEK 332	1 % of income but max SEK 475	0,5 % of income but max SEK 237
Child 4 etc	0% of income	0% of income	0% of income	0% of income

Fee for care at inconvenient hours

For children registered in round-the-clock care fees are charged according to the maximum charge regime.

Fee for ages 3–5 in general preschool

For children aged 3–5 who only spend 4 hours a day in preschool during term time there is no fee.

For children aged 3–5 with supervision needs, who have a place in a preschool or family day nursery, the fee charged is 70 per cent of the maximum charge as from 1 August of the year in which the child turns 3.

Fee for childcare in the event of unemployment, parental leave

Children aged 1–5 whose guardian is or becomes unemployed/is or begins parental leave are entitled to a place in preschool/family day nursery 4 hours a day.

For children aged 1–2 fees are charged according to the maximum charge regime.

As from 1 August of the year in which the child turns 3, a fee is charged corresponding to 17 per cent of the maximum charge.

Fee for day recreation centres for children in preschool class

For children in preschool class who are registered at day recreation centres, fees are charged according to the maximum charge regime, regardless of when during the day supervision occurs.

Subject to the availability of places, 5-year-olds may take part in preschool class. If there is also a need for supervision, the same rules apply as for day recreation centres and fees are charged in accordance with the maximum charge regime for day recreation centres.

Fee for temporary childcare ages 6–13

The fee is SEK 50 per day for supervision during 3 hours or less without lunch, or SEK 100 per day for more than 3 hours. No sibling discounts are offered.

Fee for children who have been granted childcare due to special support needs

For preschool children who need special support in their development for physical, mental or other reasons, and who have been allotted places in preschool/pedagogic care, the fee charged corresponds to 62.5 per cent of the maximum charge if the agreed time in childcare exceeds 4 hours a day.

For schoolchildren aged 6–13 who need special support in their development for physical, mental or other reasons, and who have been allotted places in childcare, the fee charged corresponds to 62.5 per cent of the maximum charge if the agreed time in childcare exceeds 10 hours a week.

Staff seminars

Childcare services are closed during four full days a year for staff seminars. The fee is not affected by this. Dates for seminars are set at the beginning of each academic year (autumn-spring). Alternative childcare is offered as necessary.

How is income defined?

Calculation of income

The fee is determined on the basis of the household's cumulative gross income per month. Household refers to single parents or spouses registered at the same address. Unmarried couples living together and registered at the same address are equated with spouses.

Guardians without a shared household

Guardians who don't share a household, but who have joint custody, both have to be place holders if they both use child care services. The child has one childcare place, but the guardians are regarded as separate households and will receive a bill each (shared invoice). The bills are based on each household's fee-basis income. Each guardian pays 50 per cent of the fee for the child in question.

Each guardian is responsible for their share of the childcare fee and for cancelling their part of the place. Notice of cancellation is 2 months.

This also applies for spouses who are having a period of consideration prior to a possible divorce and are registered at separate addresses.

Fee-basis income

Fee-basis income refers to salary before tax and other taxable earned income, and any surplus from business income during the income year, as specified in the Income Tax Act.

Examples of other taxable income besides salary that has to be included in the fee-basis income calculation

All of these refer to gross payments before tax:

- Compensation for expenses that exceeds the deductible amount (e.g. car allowance and subsistence allowance)
- Sickness benefit, sickness compensation, activity grant
- Parental allowance
- Pension benefits (child pensions up to age 16)
- Annuity (the taxable part)
- Compensation in connection with unemployment and/or labour market policy measures
- Family allowance in the form of family benefit during compulsory military service
- Care allowance for functionally impaired children (60 per cent of the sum)
- Foster home compensation (the fee element)
- Taxable benefits in kind
- Labour market conflict compensation
- Doctoral grant

Other fee-basis income

- Guest workers' and guest students' financial support from their homeland

The following are *not* regarded as fee-basis income

- Maintenance allowance, maintenance support
- General child benefit
- State student aid
- Housing benefit
- Disability allowance
- Income support/Financial aid/Welfare benefit
- Introduction benefit
- Allowance from the Migration Agency

More about income

When a family has homes in two locations, income is reduced by 20 per cent. Homes in two locations means that one guardian works and lives outside Linköping municipality.

For foster home parents who only have their foster child placed in childcare, the fee-basis income is calculated only on the foster home compensation (the fee element).

Income reporting and fee alterations

Income must be reported:

- When the child begins in childcare
- Every 12 months
- When the family's income changes
- Following a request from the municipality

Guardians with children in childcare are obliged to submit information about the household's fee-basis income. A current income statement must be submitted when the child begins in childcare and when any changes to the household's cumulative gross income occur. An annual income statement must be provided even if the income has not changed.

Guardians who do not submit current income statements for the household once a year (every 12 months), or following a written request, may become reclassified in the maximum charge category.

An exception applies to households that report income exceeding the highest income category (SEK 47 490 per month from January 2019). These are classified in the maximum charge category and do not thereafter have to submit income statements every 12 months.

The municipality may require guardians to provide documents that corroborate the information submitted, e.g. certificates of dual residence, salary slips, or certificates from the employer.

Information is submitted as a solemn declaration. Incorrect information submitted deliberately may lead to exclusion from childcare.

Reduction of the monthly fee

It may happen on rare occasions that the childcare place cannot be used. For example, the family child minder may become ill and no substitute available. Similarly, a preschool/day recreation centre may be closed due to an epidemic. In such cases a reduction will be made to the monthly fee by 1/30 for each day the child is unable to spend in childcare.

The same principle applies when children are infected with resistant bacteria and are urged by infectious disease control doctors to stay at home.

No fee reduction is made for the childcare staff's four annual seminar days.

Acclimatisation

Acclimatisation is usually two weeks, beginning on the registration day at the earliest. Childcare fees have to be paid from the registration day.

Childcare for guardians on sick leave and with prenatal allowance

Guardians who are on sick leave and have children in childcare maintain their right to childcare. Fees are charged at the usual rate. The same rules apply for prenatal allowance.

Notification of changed childcare for children of guardians on parental leave

Guardians who have a childcare place in a preschool/family day nursery ages 1–5 and who wish to change to a place for 4 hours a day during parental leave must notify the childcare services of this no later than two months before the change.

A guardian on parental leave who has 4 hours of childcare a day must notify the childcare services of their return to work/studies no later than two months before it occurs. Notifications in both cases are to be made to the preschool head, in the form of a new agreement in writing.

Changed family circumstances

Changed family circumstances may affect the family income.

In the event of separation, the new income will be calculated from the date on which the guardians have separate households, i.e. are registered as resident at different addresses. They will receive one bill each (shared invoice). Notification is in the form of a new agreement in writing, in which any new cohabitant is named.

Fees in the event of switching between municipal and independent childcare

When children switch between municipal and independent childcare services, the place must be cancelled. Notice of cancellation is two months.

Fees are charged during the notice period, regardless of who administers the fee.

Cancellation

When a child no longer needs childcare, notice of cancellation of his/her place must be made two months before the child is expected to leave. Fees are charged during the notice period, regardless of whether the child uses the place or not. A place in a day recreation centre may be used during the notice period in the event of guardian's unemployment, but not in the event of parental leave.

When guardians have a shared invoice, each place holder is responsible for cancelling his/her half of the place.

Cancellation is done on the municipality's website, www.linkoping.se. The day on which notice of cancellation is given is considered the cancellation date.

Interruption

A childcare place may be kept even if it is not used for a period of time, e.g. due to guardian's holidays or other time off, provided this period does not exceed 3 months. The guardian must notify the childcare service of the interruption. If the interruption is expected for other reasons [?] to be longer than 3 months, the guardian must make a request in writing to the competent preschool head/head teacher, who will then make a decision, albeit never for more than 6 consecutive months. Childcare fees will be charged at the normal rate during the interruption.

If a childcare place is not used, and the guardian has not notified childcare services of this, the child will be discharged after 1 month. Childcare fees for that period and for two months' notice will be charged to the guardian.

Bills

Fees are calculated for the current month. Bills are sent by the municipality around the 20th of each month. Payment is due on the last day of the month.

Information about e-bills and application forms for direct debit are available on the municipality's website.

If the reported income of the household should subsequently be found to diverge from the taxed income, the municipality may demand a refund for the shortfall or pay a refund of the surplus.

In the event of an unpaid bill for a monthly fee and/or subsequent charge, a reminder with a SEK 60 reminder fee will be sent after about a week. Unpaid bills will be handed over to a debt collection company for further measures 20 days after the due date.

In the event of a suspension, the debt outstanding must be paid in full before the child can take up a paid childcare place again.

If the debt is included in a debt restructuring scheme, and the scheme is followed, the debt will be regarded as paid. A new application for a place must be made.

Childcare in the evenings, during nights and at weekends

Who is entitled to round-the-clock care?

- Families with child supervision needs due to work at inconvenient hours (outside of 06.00–18.30 on weekdays) can apply for a place in round-the-clock care (ages 1–13).
- Preschool children aged 1–5 can be given an ordinary place that includes daytime on weekdays as well as evenings, nights and weekends.
- Preschool children aged 1–5 and schoolchildren aged 6–13 can be given a place during inconvenient hours and at the same time have a daytime place in ordinary preschool activities/schoolchildren care in their residential area, for example.
- In order for a family to be entitled to round-the-clock care (for reasons of continuity), its child supervision needs have to be at least 20 hours per month.

What are the waiting list rules and how do you apply?

- There is a municipality-wide waiting list for the round-the-clock facility.
- Applications are made on the municipality's website, www.linkoping.se Preschool & education.
- Places are offered in order of priority and on the basis of the listing date and/or what times are requested. For this type of care there is no guarantee that a place will be offered within 4 months.
- Siblings of already placed children are given priority.

Fees

For children with a place during inconvenient hours a fee will be charged according to the maximum charge regime. Only one fee will be charged, even if the child has two places.

What happens if the need changes?

- If the need for supervision during inconvenient hours ceases, and only a daytime weekday supervision is necessary, the child will be allocated a place in ordinary childcare as soon as possible. Guardians' wishes regarding placement will be taken into account as much as possible, and will have priority status.
- Children of a guardian on parental leave with younger siblings may keep their place as a 4-hour daytime place under current guidelines, but not beyond 18 months.
- A place that is not used may be cancelled by the municipality after 3 months. A special review will be made by the preschool head.
- Two months' cancellation notice is otherwise the rule. Fees are charged during the notice period regardless of whether the child uses the place or not.

Miscellaneous

- Guardians' advance planning for submitting/changing supervision times/the timetable is very important. When changes are made late there is no guarantee that the childcare facility will be able to receive the child. This is particularly the case before major public holidays and summer holidays.
- Guardians can apply for special school transport for schoolchildren from the authorised official at the Education Office. (Guidelines will be provided if necessary.)
- The longest continuous supervision period that a child can spend in childcare is three days and nights. Preschool children can spend a maximum of 6 consecutive days in preschool. This has to be followed by at least 24 hours of weekly rest.
- Children who are unable to sleep must be picked up by 21.00 – this applies regardless of the child's age.

Information about processing of personal data

In childcare services, personal data necessary for the activity is processed concerning children and guardians. Examples of personal data for families are names, addresses and personal identity numbers. This information is needed for waiting list registration, placements and childcare charging, among other things. The data is obtained from the national population register.

The data processed is sometimes passed on to Statistics Sweden.

The Children and Young Persons Committee in Linköping is responsible for ensuring that data is processed in the correct manner. You can always get in touch with the municipality to find out what personal data is being processed. You are entitled to have incorrect data corrected.

The Children and Young Persons Committee complies with current legislation on how long documents are kept before being eliminated, and when documents are archived in Linköping's city archives. If you have questions about how long specific documents are kept, email them to bou_namnden@linkoping.se

Guidelines, waiting list rules and fees for childcare are determined by the Children and Young Persons Committee.

Email: bou_namnden@linkoping.se

Latest revision concerned the altered income ceiling in the maximum charge regime. January 2019 version.

If you have any complaints about the committee's handling of personal data, refer them to the Swedish Data Protection Authority.

Are you uncertain about who to contact? Check with:

The Childcare Group

Phone 013-20 60 00 or email kontakt@linkoping.se

Citizens' offices

Skäggetorp: Skäggetorp centrum 1A

City: Linköpings stadsbibliotek- Linköping city library, Östgötagatan 5

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