# Guidelines, waiting list rules and fees for childcare ages 1 - 13 in Linköping municipality

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# Purpose of the document

These guidelines have been adopted by the Committee for Children and Young People and apply to municipal activities. This document also contains the Committee's interpretation of the sections of the Education Act that specify the terms and conditions for individual school authorities who want to run this type of activity.

Linköping municipality has preschools, after-school centres and pedagogical care under both municipal and independent management. According to the Education Act (2010:800), it is the responsibility of the municipality of residence that preschool education is arranged for all children in the municipality who shall be offered preschool and whose guardians desire such. The municipality of residence may fulfil its obligations by offering the child equivalent education at an independent preschool. Moreover, each municipality shall offer education at an after-school centre for students in the municipality's preschools, primary schools (grundskola), or special primary schools (anpassad grundskola). According to Chapter 25 Sec.2 of the Education Act, the municipality shall strive instead for the preschool or after-school centre to offer a child educational care if the child's guardians desire such. Such care shall stimulate the child's development and learning through educational activities. The preschool has its own learning plan (Lpfö 18). For after-school centres, the same learning plan that is used for primary schools applies (Lgr 22).

Linköping Municipality regulates childcare in accordance with current legislation. The rules are based on the provisions of the Education Act and the curriculum for preschools and after-school centres (SKOLFS 2011:185, Lpfö 18 and Lgr 22). The rules are intended to facilitate legal certainty and equal handling. The Education Act sets out the framework for placement in childcare, and Linköping Municipality approves which selections are to apply within the framework of the law (for preschools, Chapter 8 Sec. 19). The purpose of these rules is to clarify what applies to Linköping Municipality's management and placement in the municipality's childcare.

Childcare is intended for children/pupils aged 1-13 years old.

- Children aged 1-5 years old are offered preschool/educational care.
- Children aged 6-13 years old are offered a space at an after-school centre at the school where the pupil is placed.
- Open after-school centres for pupils aged 10-13 years old are offered by individual principals in some of the municipality's residential areas.

# Different forms of childcare offered in the municipality

Childcare is run at both municipal facilities and by individual providers who are financed by the municipality.

The municipality website, <u>https://www.linkoping.se/</u> features a list of all providers with their addresses and telephone numbers. You will also find more information there.

### Childcare for 1-5 year olds

### Preschool

Preschool is run in facilities that are suitable for the activity.

#### Educational care

Educational care, here the childminder takes the child into their own home.

#### Care in the evenings, overnight and on weekends

This activity is aimed at children/pupils aged 1-13 years old who require supervision in the evenings, overnight or on weekends.

### Childcare for 6-13 year olds

### After-school centre

After-school centres are an activity aimed at pupils aged 6-13 years old. It is connected to the school which the pupil is attending and is coordinated with preschool classes and (special) primary schools Years 1-6.

If there are clear grounds for placing the child in an after-school centre other than the centre at the child's school, the head of department for the primary school shall take a decision on this matter under delegation from the Committee for Children and Young People.

### Open after-school centre

From the autumn term of the year in which the pupil turns 10, open after-school centres may be offered instead of regular after-school centre centres. This applies unless the pupil, due to physical, mental or other reasons, is in need special support in their development that can only be offered in regular after-school centres (Education Act, Chapter 14 Sec. 7).

Full-day supervision is offered during school holidays. Where before-school care is required, this is offered at the pupil's after-school centre.

### Temporary childcare

Temporary childcare is available for pupils aged 6-13 years old who require supervision at certain times or on certain days or for pupils who require temporary supervision. Temporary childcare can be obtained as far as available in agreement between guardians and the school director.

### Care in the evenings, overnight and on weekends

This activity is aimed at children/pupils aged 1-13 years old who require supervision in the evenings, overnight or on weekends.

# Who can get childcare?

The child's guardian(s) apply for and receive childcare places. If the guardians live in the same household, they both receive the place and are therefore both responsible for paying the childcare fee.

- Childcare is offered to children/pupils aged 1-13 years old during times when guardians are working at gainful employment or studying, and therefore require supervision of their child. A need for supervision/supervision period means the time the guardian(s) spend working or studying and associated travel time, and the need to rest in connection with overnight work.
- Following a separate assessment, children may be awarded childcare places even if there is no need for supervision (Chapter 8, Sec. 5 and Sec. 7, Chapter 14, Sec. 5 and Sec. 6, Chapter 25, Sec. 2 Skollagen).
- Childcare is offered to children aged 1-5 years old whose guardian(s) are job-seekers or on parental leave with siblings. Childcare is offered in the form of preschool/educational care for 4 hours per day in Linköping's municipal preschools/educational care facilities. The individual principal decides on the number of hours. 15 hours a week is statutory. School directors decide how these hours are allocated. The aim is to give the child the opportunity to engage in an educational enterprise for their own development.
- Children are offered preschool for at least 525 hours per year during a calendar year, starting from the autumn term in which the child reaches three years of age. Linköping's municipal schools offer 4 hours per day. The individual principal decides on the number of hours. 15 hours a week is statutory. The place may only be used on schooldays, not on public holidays or study days. School directors decide how these hours are allocated.
- Work/studies combined with being on parental leave or a job-seeker does not entitle you to two types of placement. Your child may only have one type of placement which will then be used to determine your child's attendance period.

Children aged between one and five years old are entitled to childcare provided at least one of the following conditions is met:

- Everyone in the family has a Swedish ID no. (personnummer);
- Everyone in the family is an EU citizen and has proof of a future address in Linköping;
- The guardian(s) are asylum-seekers with a valid LMA card with the right to work or study in Sweden (AT-UND).

If guardians do not have AT-UND, the child is still entitled to 4 hours of preschool per day from August of the year when the child reaches three years of age.

# **Opening hours**

Opening hours for preschools, pedagogical care and after-school centres are 06.00-18.30.

## Merged childcare

Childcare is offered on all weekdays except public holidays. Multiple preschools/after-school centres may be merged during holidays, "bridge days", study days or the like. They may also be merged for other special reasons.

## Staff study days

Childcare facilities are closed for four full days per year for staff study days. This does not have any effect on the fees due. The dates of these study days is set at the start of each school year. Alternative childcare is offered where necessary.

# Application for preschool and educational care

## Municipal childcare

The application is made directly via the e-service on Linköping municipality's website, <u>www.linkoping.se</u> *Förskola och utbildning (Preschool & education).* Kontakt Linköping can provide help over the phone if you have questions. Simply call 013-20 60 00.

## Individual childcare

You can submit applications for places to most independent principals via the municipal website, <u>www.linkoping.se</u> *Förskola och utbildning (Preschool & education)*. You may contact the others directly. A list of addresses, telephone numbers and orientation is available on the municipality's website.

### Guaranteed place

The municipality, which is a public principal, must offer a place at one of the municipality's preschools within 4 months of the waiting list date. This obligation does not apply to individually run childcare (independent preschool or individual educational care). In order to be entitled to a guaranteed place, you must select at least one municipal preschool.

When applying for municipal childcare, you can select up to three preferred facilities where you would like your child/children to receive a place.

Please register your child no later than four months (including induction period) before the date from which you will require a place according to the rules on "Who can get childcare?". Places are allocated in the following order:

- 1. Priority
- 2. Time on waiting list
- 3. Siblings
- 4. Age

### Waiting list rules

### 1 Priority

Children can be offered a childcare place following an assessment according to Chapter 8, Sec. 5 and Sec. 7, Chapter 25, Sec. 2 Education Act if the child requires a place due to their family situation or if the child requires special support with their development in the form of a preschool for physical, mental or other reasons.

Please apply directly with the school director in the area where the child lives. The need must be substantiated with a certificate from, for example, child and adolescent psychiatrist (BUP) or speech and language pathologist of the region. The child will be given priority but specific preschools cannot be guaranteed. You will be offered a place which can best accommodate your child's needs.

Decisions are made by the area manager. The school director is responsible for preparing a plan of action.

### 2 Time on waiting list

When you apply for childcare, your child gets a waiting list date. This date can never be more than four month before your preferred start date.

If you are offered childcare that does not match your first choice, you can choose to remain on the waiting list for your first choice, regardless of whether or not you accept this place. To do this, follow the instructions in the application system.

You will then keep your original waiting list date. If you do not inform us of this decision, your child will be removed from the application system.

If you are offered your first choice but do not accept the place, you will be removed from the application system.

Within a school director's area, places are awarded in August of each year only. You keep your original waiting list date. In special cases, decisions to deviate from the placement process are taken by the head of department for the preschool under delegation from the Committee for Children and Young People. You may change placement between the Vice-Chancellor's areas or between principals if a place is available based on the desired start date.

### 3 Siblings

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

Siblings who have the same waiting list date shall be offered a place at the same time. However, there is no guarantee that the siblings will be offered a place at the same facility.

If more than one child has a waiting list date during the same calendar month, the sibling of a child already placed at the preferred preschool/educational care shall be offered the place first. However, there is no guarantee that there is a place available at the preferred preschool/educational care.

### 4 Age

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

# Application for an after-school centre

The application is made directly via the e-service on Linköping municipality's website, <u>www.linkoping.se</u> *Förskola och utbildning (Preschool & education).* Kontakt Linköping can provide help over the phone if you have questions. Simply call 013-20 60 00. There is no wait list for after-school recreation centres. Places are prepared as soon as possible at the school where the pupil has been placed. The number of places for after-school centres may be limited.

# Induction

Induction usually lasts two weeks and cannot start earlier than the enrolment date. Childcare fees are paid from the enrolment date inclusive.

Generally speaking, inductions do not begin during periods when several preschools/afterschool centres are merged (see more under Merged childcare).

# Fees

In Linköping's municipal childcare, the maximum fee is applied, which means that the childcare fee is calculated based on the household's total gross income up to the specified income ceiling (SEK 56,250 per month from January 2024). This fee is paid 12 months out of the year.

• Children move from one childcare tariff to another on 1 August in that year, in which they reach 3, 6 or 10 years of age.

Children who live in the same household, where one of the guardians is required to pay for the child's childcare, are considered siblings and receive a multi-child discount. The fee is dependent on the household's combined gross income (see special information on income).

According to the Education Act, Chapter 8. Sec. 20 and Chapter 14. Sec. 19, fees charged by an individual principal may not be unreasonably high.

|                               | Preschool,<br>Educational<br>care<br>1-2 years old | Preschool,<br>Educational<br>care<br>3-5 years old | Preschool,<br>Childcare in<br>case of<br>unemployme<br>nt, parental<br>leave<br>1-2 years old | Preschool,<br>Childcare in<br>case of<br>unemployme<br>nt, parental<br>leave<br>3-5 years old | After-school<br>centre 6-9<br>years old     | After-school<br>centre 10-13<br>years old    | Open after-<br>school<br>centre<br>activities<br>10-13 years<br>old | *Before-<br>school<br>care<br>10-13 years<br>old |
|-------------------------------|--|--|---|---|---|--|---|--|
| Child 1/<br>youngest<br>child | 3% of<br>income –<br>up to max.<br>SEK 1688        | 2.1% of<br>income –<br>up to max.<br>SEK 1181      | 3% of<br>income –<br>up to max.<br>SEK 1688   | 0,51% of<br>income –<br>up to max.<br>SEK 287   | 2% of<br>income –<br>up to max.<br>1125 SEK | 1,4% of<br>income –<br>up to max.<br>SEK 788 | 1% of<br>income –<br>up to max.<br>563 SEK                          | 0.2% of<br>income<br>up to max.<br>113 SEK       |
| Second<br>child               | 2% of<br>income –<br>up to max.<br>1125 SEK        | 1.4% of<br>income –<br>up to max.<br>788 SEK       | 2% of<br>income –<br>up to max.<br>1125 SEK   | 0,34% of<br>income –<br>up to max.<br>191 SEK   | 1% of<br>income –<br>up to max.<br>563 SEK  | 0,7% of<br>income –<br>up to max.<br>SEK 394 | 0.5% of<br>income –<br>up to max.<br>281 SEK                        | 0.1% of<br>income<br>up to max.<br>56 SEK        |
| Third<br>Child                | 1% of<br>income –<br>up to max.<br>563 SEK         | 0.7% of<br>income –<br>up to max.<br>394 SEK       | 1% of<br>income –<br>up to max.<br>563 SEK  | 0,17% of<br>income –<br>up to max.<br>96 SEK  | 1% of<br>income –<br>up to max.<br>563 SEK  | 0,7% of<br>income –<br>up to max.<br>SEK 394 | 0.5% of<br>income –<br>up to max.<br>281 SEK                        | 0.1% of<br>income<br>up to max.<br>56 SEK        |
| Fourth<br>child<br>etc.       | 0% of<br>income                                    | 0% of<br>income                                    | 0% of<br>income   | 0% of<br>income   | 0% of<br>income                             | 0% of<br>income                              | 0% of<br>income   | 0% of<br>income                                  |

### Max tariff per month

\*Before-school care can only be bought if the pupil is also enrolled at an individual open after-school centre.

### Fees for care in the evenings, overnight and on weekends

Children/pupils enrolled for care in the evenings, overnight and on weekends pay fees according to the maximum tariff.

### Fees for 3-5 year-olds in general preschool

For children aged 3-5 years old who only attend preschool for 4 hours per day during term time, there are no fees.

For children aged 3-5 years old who require supervision and have a place at a preschool or pedagogical care, a fee equivalent to 70% of the maximum tariff is due from 1 August of the year in which the child reaches 3 years of age. See the table above.

### Fees for childcare in case of unemployment, parental leave

Children aged 1-5 years old whose guardians are or become unemployed/are or go on parental leave are entitled to a place at preschool/educational care for 4 hours per day (statutory 15 hours a week). For children aged 1-2 years old, a fee according to the maximum tariff is due. From 1 August of the year in which the child reaches 3 years of age, a fee equivalent to 17% of the maximum tariff is due. See the table above.

### Fees for temporary childcare, 6-13 year-olds

The fee is SEK 50 per day for supervision lasting less than 3 hours and excluding lunch, or SEK 100 per day for more than 3 hours. Sibling discounts are not available.

# Fees for children/pupiks granted childcare due to special educational needs

Fees for children aged 1-5 years old who have been granted childcare due to special educational needs (Education Act, Chapter 8 Sec. 7) is charged, in accordance with Chapter 8. Sec. 16. Only the part that exceeds 15 hours/week is charged (corresponding to 62.5% of the maximum fee).

For pupils aged 6-13 years old who require special support in their development for physical, mental or other reasons and who are allocated a childcare place, a fee equivalent to 62.5% of the maximum rate is due if it is decided that attendance will exceed 10 hours per day.

## Guardians who do not live in the same household

Guardians who do not live in the same household but who share custody shall both receive a place if both take advantage of the childcare place. The child has one childcare place, but the guardians shall each receive their own invoice (so-called shared invoice). Guardians who separate shall jointly continue to pay the same total amount for the child's childcare place. How much of the total amount each is required to pay is determined by the income of each new household respectively. The fee is based on the total income of both households, even though they are separated. The total fee cannot be higher than the maximum tariff.

- If the households have equal incomes, the guardians pay equal portions of the fee.
- If the households have different levels of income, the guardian in the household with the higher income pays a larger portion of the fee. This is called fee weighting.

Each guardian respectively is responsible for their share of the childcare fee and for cancelling their part of the place. The notice period is 2 months. If only one guardian needs a place, this guardian shall pay the entire childcare fee. The conditions described above for

the childcare fee also apply to guardians subject to a trial separation period during a divorce who are registered at separate addresses.

### Monthly fee reductions

In certain individual cases, it may happen that the childcare place cannot be used. The childminder may fall ill and there is no substitute, for example. Preschools/after-school centres may also be closed due to special reasons such as a pandemic. In this case, the monthly fee will be reduced by 1/30 for each day of the child's absence from childcare. The same principle applies to serious illness or if the child has been infected by resistant bacteria and has been ordered to remain home from childcare by an infectious diseases specialist.

Reductions will not be made to the monthly fee during the four education days (study days) for childcare staff.

Under special circumstances, decisions regarding reductions to monthly fees may be made by a preschool head of department and primary school head of department under delegation from the Committee for Children and Young People.

### Invoicing

The childcare municipal fee is paid in the current month. The invoice from the municipality will arrive on or around the 20th of each month. The due date is the last day of the month.

Information on electronic invoice and forms for applying for direct debit (autogiro) are available on the municipality website.

If it subsequently transpires that the household's declared income is different to the income used to set the tariff, the municipality may charge or refund the difference between the original childcare fee and the fee that should have been paid based on the actual income.

In the event that invoices for the monthly fee and/or arrears are not paid, a reminder invoice with a reminder fee of SEK 60 will arrive approximately one week later. Unpaid invoices shall be transferred to a debt collection agency 20 days after the due date for further action. If the fee is still not paid, the municipality may exclude the child from childcare.

In the event of an exclusion, the debt must be settled in full before the child can receive another paid childcare place.

If the debt is included in a decision on debt restructuring and this decision is observed, the debt shall be considered settled.

Under special circumstances, a decision not to exclude the child may be made by a preschool head of department and primary school head of department under delegation from the Committee for Children and Young People.

A new application for a place must be made in order for a child to be able to enter childcare after an exclusion.

## Income

### Calculating income

The fee is determined based on the household's combined gross income per month. A household means single parents or married couples registered at the same address. Couples who live together and are registered at the same address without being married are treated the same as married couples.

### Chargeable income

Chargeable income means wages before tax and other taxable income in gainful employment, plus profits from revenue-generating business during the tax year according to the Swedish Income Tax Act (Inkomstskattelagen).

### Other taxable income

In all cases, compensation or gross contributions before tax refers to:

- Reimbursement of costs which exceeds your allowance (e.g. mileage allowance or expense)
- Sick pay, sickness benefits, activity allowance
- Maternity/paternity benefits
- Pension benefits
- Personal injury benefits (the taxable portion)
- Compensation associated with unemployment and/or labour market policies
- Family allowances in the form of family benefits for military service
- Care allowances for handicapped children (60% of the sum)
- Compensation for foster care (compensatory portion). In the event that the household only has children in foster care, the household's own income is not counted
- Taxable benefits in kind
- Compensation for industrial action
- Education allowance for doctoral students

### Other chargeable compensation

• Benefits from your home country if you are a foreign worker or foreign student.

### Not included in chargeable income

- Maintenance contributions, maintenance support
- General child benefits
- State funding for studies
- Housing allowances
- Handicap benefits

- Benefits/Financial support/Social welfare
- Introduction benefits
- Compensation from the Migration Agency
- Child bereavement benefits

### Registering income and amending the fee

You must register your income:

- When the child begins daycare
- Every 12 months
- When your family's income changes
- Upon request from the municipality

Guardians with children in childcare are required to submit information on their household's chargeable income. Relevant information concerning your income must be submitted when your child enters childcare, any time there are changes to your household's combined gross income, and at least every 12 months. Annual information concerning your income must be submitted even if your income has not changed.

Guardians who fail to submit relevant information concerning their household income once a year (every 12 months) or following a written reminder are reassigned to the highest fee tariff.

Exemptions apply for households who register income that exceeds the maximum income class for the tariff (SEK 56,250 per month starting January 2024). These households are assigned to the highest tariff and do not need to submit information on their income every 12 months.

The municipality may request documentation verifying the information provided, e.g. certificates of dual residency, payslips or documentation from your employer.

Information is submitted to the best of your knowledge and belief. Deliberately providing false information may lead to an exclusion from childcare.

## Changes, breaks and cancellations

## Changes in family circumstances

A child can only have one placement. This applies regardless of whether the child alternates between living with guardians in the same municipality or different municipalities. It is the guardians' responsibility to agree on which childcare facility they would like their child to be placed in. If the guardians cannot agree on a preschool/pedagogical care centre, the child shall be placed in a facility according to their registered address.

# Childcare for parents on registered sick leave or receiving prenatal compensatory payments

Guardians who are on registered sick leave and who have children in childcare retain their right to childcare. Fees are paid according to the ordinary tariff. The same rules apply in case of prenatal compensatory payments. The child are allowed be in childcare during their usual stay period.

Children with a childcare place are entitled to use this place even if their guardian is at home to take care of an ill sibling (VAB)

## Applying for changes to reason for placement for children aged 1-5 years old of parents on parental leave and general preschool

Guardians who have a childcare place at q preschool/educational care centre for 1-5 yearolds and who wish to receive a place while on parental leave or for general preschool must declare this no later than two months before changing the type of childcare. Guardians on parental leave or guardians of children who have general preschool placement must notify this no later than two months before the change to the reason for placement. Changes to the reason for a placement are registered via the e-service on the Linköping Municipality website.

## Change of location

If the child/pupil changes preschool/educational care or school and after-school centre place within Linköping, there is no notice period. If the child/pupil changes preschool/educational care or school and after-school recreation centre to another municipality or other principal outside Linköping, the place must be cancelled on the website two months before the child is expected to leave.

### Breaks

The childcare place may be kept even if it is not used for a period of time, for example, when the guardian is on holiday or other leave, though not for longer than 3 months. The guardian must notify the facility of this break. If it is anticipated that the break will be longer than 3 months, the guardian must make a written request to the relevant school director who will then make a decision, though not for more than 6 months total. The childcare fee shall be charged during this break according to the ordinary tariff.

If the place is not used and the guardian has not given notice of this, the child/pupil will be de-enrolled after 1 month. The childcare fee for this period and for the two-month notice period is charged to the guardian.

### Cancellation

If the child/pupil no longer requires childcare, their place must be cancelled on the website two months before the child/pupil is expected to leave. Fees are charged during the notice period, regardless of whether or not the child/pupil uses the place. Places at after-school centres can be used during the cancellation period if the guardian is unemployed. If the guardian is on parental leave, the pupil shall not be entitled to a place at an after-school centre, and the place must be cancelled two month before the start of the parental leave.

In the case of a shared invoice, each guardian is responsible for cancelling their part of the place respectively. (See Guardians without a joint household.) You can cancel via the municipality website, <u>www.linkoping.se</u>. The cancellation date is considered the day on which the cancellation application is made.

When you accept a childcare place on the municipality website, you enter into a binding agreement regarding a place within the childcare system. This means that you are now liable to pay for the place. To terminate this agreement, you must cancel the place via the municipality website. The notice period of 2 months applies even in the event that the place is not used. When changing placement, no cancellation is made.

A preschool head of department and primary school head of department, under delegation from the Committee for Children and Young People, may decide to grant dispensation from the rules on cancellation.

If you receive or need a childcare place after you have cancelled a previous place, you must apply for a new place. There is therefore no guarantee that you can be offered a place at the same facility where the child previously received a place.

# Care in the evenings, overnight and on weekends

### Who can get care in the evenings, overnight and on weekends?

Families who require supervision for their child due to gainful employment during so-called unsociable hours can apply for a place. Times outside 06:00 and 18:30 are considered unsociable hours.

Preschool children aged 1 to 5 years old and school children aged 6 to 13 years can get a place during unsociable hours and at the same time have a placement during the daytime at a regular preschool / after-school centre. Daytime preschool is located either in the home area or near the evenings, nights and weekends childcare facilities.

Guardians apply for two separate places, one as their first choice and another as their second choice. In order to be entitled to evening, overnight and weekend childcare, the need for supervision must constitute at least 20 hours per month. Employer's certificates must be submitted accordingly.

## What are the waiting list rules and how do I apply?

Applications are made via the municipality website's e-service, <u>www.linkoping.se</u> Förskola och utbildning (Preschool & education)

Places will be offered in order after the waiting list date. There is no guarantee that a place within this type of childcare can be offered within 4 months. Siblings of children who already have a place are offered places first.

### Fees

Children in unsociable hours pay fees according to the maximum tariff. Only one fee shall be charged, even if the child has two places.

## Supervision periods

It is important that you as a guardian register the child's supervision times well in advance. Regarding the evenings, nights and weekends childcare facilities, the guardian registers supervision times in the e-service. If a change is made too late, there is no guarantee that the facility can take your child. This applies in particular in advance of long weekends and summer holidays. The longest a child can attend one of our facilities without going home is three days. Preschool children can attend one of our facilities for no more than 6 days in a row. After that, there must be one day of rest. Children who will not be sleeping at the facility must be picked up by no later than 21:00, regardless of their age.

## Drop off and pick up

If the preschool is not adjacent to an evenings, nights and weekends childcare facility, you as a guardian are responsible for dropping off and picking up your child. Guardians with schoolchildren can apply for special school transport for schoolchildren via the e-service for school transport.

## What happens if my needs change?

If the child no longer requires childcare, their place must be cancelled on the website at least two months before the child is expected to leave. Fees are charged during the notice period, regardless of whether or not the child uses the place.

Places that are not being used can be cancelled by the municipality after 3 months. The school director will conduct a special assessment.

# Allergy department for children aged 1-5 years old

The Rättaregatan 120 preschool has a specially adapted allergy department for children aged 1-5 years old with very serious allergies. In order to receive a place at this preschool, you must apply to the preschool itself and have documentation from an allergy centre

showing that the child has a particular need for adapted education. Under special circumstances, the family's situation as a whole may be used as grounds for a placement rather than the child's own needs.

Families who have children in this department must follow the preschool's restrictions regarding pets, smoking, and perfumed products.

### Information on data privacy

Personal data concerning children, pupils and their guardians which are necessary for childcare activities are processed within the childcare system. Examples of personal data within the family include name, address and personal ID numbers (personnummer). This information is needed for registration on waiting lists, assigning places and charging childcare fees, for example. Information is obtained from the Swedish national census database.

In some cases, the information that is processed is passed on to Statistics Sweden.

The controller responsible for correct processing of the data is the Committee for Children and Young People in Linköping. You can contact the municipality at any time to find out what personal information is being processed. You have a right to have incorrect information rectified.

The Committee for Children and Young People observes relevant legislation with respect to how long a document may be saved for before it is removed or when documents are archived at the Linköping City Archive. If you have any questions about how long specific documents are saved for, contact us by e-mail: barnochungdomsnamnden@utb.linkoping.se

The latest revision due to a change in the maximum tariff and accessibility-adapted document.

If you have any complaints regarding the Committee's processing of personal data, you can contact the Swedish Authority for Privacy Protection (Datainspektionen).

# Questions

Contact: Kontakt Linköping Telephone: 013-20 60 00 or <u>kontakt@linkoping.se</u> Visit Kontakt Linköping: Skäggetorp: Skäggetorps centrum 1a City: Huvudbiblioteket, Östgötagatan 5 Berga: Herrgårdsgatan 3a More information can be found on the municipality website, <u>www.linkoping.se</u>.