



Upplands Väsby  
kommun

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## **Rules and implementing regulations for childcare**

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# **1. General information about childcare in the Municipality of Upplands Väsby**

## **1.1. Activities in childcare**

### **Pre-school and educational childcare for children aged 1–5**

Pre-schools in Upplands Väsby are run either by the Municipality or privately. Educational childcare consists of a childminder who provides educational group activities in his or her home for children aged 1–5. The purpose of the childcare is to enable guardians to work and study. The child's care hours are based on the guardian's hours of work/study and time spent travelling time to and from the place of work/study.

### **Public pre-school 15 hours per week or 525 hours per year for children aged 3–5**

The Municipality provides all children aged 3, 4 or 5 a place at pre-school free of charge. Public pre-school consists of 15 hours per week or 525 hours per year and is provided during the period from 1 September to 31 May. When the child reaches the age of 3, he or she is offered a place at a public pre-school from 1 September of that same year. Pre-school activities in which the child is placed are held in the period outside educational activities.

### **Childcare during unsocial working hours for children aged 1–12.**

This childcare caters for guardians with children who need childcare at times when no pre-school or after-school centre is offered for children.

### **Open pre-school for children aged 0–6**

Open pre-school caters for adults with children aged 0–6 who do not have childcare. The activities are provided free of charge and no registration is required.

### **Childcare for school-age children at after-school centres for children aged 6–12**

Childcare for school-age children is provided at after-school centres for children aged 6–12 whose guardians work or study. Childcare for school-age children is provided before and after scheduled school times. Childcare is provided throughout the day during the school holidays. After-school clubs also exist. See below.

### **After-school clubs**

During term time, the clubs are open every day at times when pupils are not at school. After-school clubs are open every weekday during the school holidays. After-school clubs are free of charge and are open to all, subject to availability. You get a club card when you take part. Charges for snacks and any other meals offered by the club are payable at cost price.

A chart is available on the Municipality website containing information on all facilities that provide childcare in Upplands Väsby.

#### **1.1.1. Childcare in Finnish**

The Municipality of Upplands Väsby has been included in the Finnish administrative area since 1 January 2010. That means, among other things, that the Municipality provides pre-school activities wholly or partly in Finnish if guardians so wish. Information on the pre-school or pre-schools that offer activities in Finnish is presented on the Municipality website.

## **1.2. Opening hours**

Pre-schools, educational childcare and after-school centres will be open every weekday and operate continuously throughout the year. The activities will be provided as required in view of a guardian's work or studies or the child's own needs. The activities will be open during the time frame of 06.30–18.30 and will be open 52.5 hours per week if guardians need childcare. The opening hours are set by each head teacher/pre-school manager.

Childcare during unsocial working hours is open between around 18.00 and around 06.30 on weekdays and holidays, day and night.

### **1.2.1. Planning and evaluation days**

The facilities are entitled to close four days a year for planning and evaluation. Providers must also be able to offer childcare during the planning and evaluation days if guardians so wish.

## **1.3. Picking up and dropping off.**

Children in childcare and childcare for school-age children must be picked up and dropped off by a guardian or by another person when the guardian has notified the facility of the identity of that other person.

Children in childcare for school-age children may go home by themselves by agreement between a guardian and the facility.

## **1.4. Accident insurance**

Children are insured against accidents during care hours and during travel directly to and from childcare within the Municipality of Upplands Väsby. The terms and conditions are available on the Municipality website.

## **2. Fees**

### **2.1. Rules regarding fees**

A guardian pays a childcare fee to the municipality in which he or she is registered, regardless of whether the facility is run by the municipality or an independent provider. This applies regardless of whether the child has a place in his or her own municipality or in another municipality.

The fee is payable twelve months a year and is based on the child's care time and the household's total income.

Full-time rate	Over 15 hours a week
Part-time rate	Up to 15 hours a week
Reduced rate	Public pre-school for children aged 3, 4 or 5 is free of charge and is provided during the period from 1 September to 31 May. Guardians only pay if their children attend pre-school more than 15 hours a week and during the summer months.

Childcare for school age children A single rate regardless of the care times.

Sibling discount Guardians who have more than one child in childcare pay a lower fee for the older child/children.

If the child moves from pre-school to childcare for school-age children, a fee is paid for the pre-school activities up to July in the year when the child begins pre-school class. Fees for childcare for school-age children are paid from August in the year when the child begins pre-school class.

### **2.1.1. Maximum rate**

The Municipality applies income-related rates governed by the National Agency for Education. This means that there is a maximum childcare fee per child. The maximum amount differs according to whether the full-time rate, the part-time rate or a reduced rate is paid.

The rate is established by the Municipal Council. A table of applicable rates is available on the Municipality website.

Income details are registered via the e-service. If the guardian fails to submit details of his or her income to the Municipality, the maximum rate will be charged.

Childcare during unsocial working hours is subject to the rules for the maximum rate

## **2.2. Income forming the basis for fees**

Income forming the basis for fees means salary before tax and other taxable income from employment and surpluses from commercial activities. Guardians are responsible for changing the details regarding their income in the same month in which the income changed or once a year via the e-service. Changes in income apply from the first day of the month after notice of the change was given via the e-service.

The childcare fee is based on the household's joint income. "Household" means both single persons and spouses with or without children together. Couples who live together and are registered at the same address without being married will be equated with spouses. Separated guardians must notify Väsbydirekt if they want two invoices.

The guardian is obliged to provide details of the income forming the basis for fees for the entire household. Notice of income must be given to the Municipality via the e-service before a childcare place is offered. The Municipality carries out regular spot-checks to assess the accuracy of the income details provided. The income details may be checked against information at other authorities.

## **2.3. Payment of fees**

The fee is payable per month from the time when the child starts pre-school, educational childcare or at an after-school centre. Guardians are charged from the start date. Please note that guardians who accepted a place in childcare/childcare for school-age children must give one month's notice of termination, regardless of whether or not they have started.

Payment can be made by invoice, e-invoice or direct debit.

The guardian is required to immediately give notice via the e-service of any changes that affect the fees.

## **2.4. Reduction of fees if the child is sick for a prolonged period.**

If a child is absent due to sickness, the rate is reduced after consecutive absence due to sickness in excess of 30 days. A medical certificate is required. The day when the Social Insurance Agency was notified is counted as the first day of sickness. Fees will be reduced for each sickness day after 30 days' continuous absence due to sickness. An application for reduced fees due

to sickness is submitted by sending a certificate from the Social Insurance Agency and a medical certificate to the Municipality.

## **2.5. Non-payment**

In the event of non-payment of childcare fees, interest on overdue payment and debt collection fees are charged from the due date. In the event of failure to pay the childcare fee, the guardian risks having his or her child's place suspended. See the section entitled Suspension, section 7.

## **3. Who is entitled to childcare and how do you apply for a place?**

### **3.1 Entitlement to childcare**

All guardians are entitled to a minimum of 30 hours' childcare from one year of age. When the guardian is gainfully employed or studying, the child is entitled to childcare to the extent required in view of the guardian's gainful employment or studies. The maximum number of hours in childcare is regulated at 60 consecutive hours.

#### **3.1.1. When guardians are on parental leave**

Children in pre-school and educational childcare are entitled to retain the same care times as before the guardian's parental leave for two months after the birth of the new sibling. In the case of twins, this applies for five months. Children aged 1–5 are entitled to childcare for a maximum of 30 hours per week thereafter. A new schedule is automatically created with 30 hours for children that were previously full-time. Part-time children retain their current schedule. If any change of times is required, the guardian registers a new schedule via the e-service.

In the case of a combination of gainful employment or studies when more than 30 hours' childcare is required, the same rules apply as for gainful employment or studies. See below.

#### **3.1.2. When guardians are studying**

In the event that 30 hours' childcare is required, the educational programme must be proved by means of a certificate from the educational programme provider stating that the guardian has started the course. The certificate must be sent to Barnomsorgen, Upplands Väsby kommun 194 80 Upplands Väsby.

#### **3.1.3. When guardians become unemployed**

Childcare for a maximum of 30 hours per week applies from the first day of the month after the guardian become unemployed. A new schedule is automatically created with 30 hours for children that were previously full-time. Part-time children retain their current schedule. If any change of times is required, the guardian registers a new schedule via the e-service.

#### **3.1.4. When guardians suffer from illness or injury**

When a guardian is on sick leave, children aged 1-5 are entitled to retain the same care times as before the guardian's sick leave. If any change of care times is required, the guardian registers a new schedule via the e-service.

#### **3.1.5. Childcare for special reasons**

If a child has two guardians, one of whom is permanently unable to provide care, it is possible to obtain childcare based on the other guardian's work or studies. The fact that one guardian is unable to provide care must be proved by means of a certificate from a doctor or social authority. A certificate must be submitted together with an application for childcare for special reasons.

Childcare and childcare for school-age children is offered as required for children who, for physical, mental or other reasons, require special support for their development.

The application form entitled "*Ansökan om barnomsorg av särskilda skäl*" [Application for childcare for special reasons] is available on the Municipality's website.

### **3.1.6. When guardians have a debt with the Municipality.**

A guardian cannot be offered a place if he or she has any childcare debt with the Municipality of Upplands Väsby.

### **3.1.7. Entitlement to childcare during unsocial working hours**

The facility caters for children aged 1–12.

In the case of an application for childcare during unsocial working hours, the Municipality always carries out an individual assessment in each individual case and a decision is made accordingly.

Guardians are entitled to childcare during unsocial hours if they meet the following criteria:

1. Both guardians or a cohabiting couple must work in the evenings, at night or at weekends (proved by means of a schedule/certificate from an employer).
2. Self-employed persons must be able to show that they are unable to work during the day.
3. The unsocial working hours must be worked on a continuous basis, i.e. they must continue for at least three months.
4. The unsocial working hours are frequent, i.e. at least two occasions a month.

## **4. Application for a childcare place**

The guardian applies for a childcare place using the e-service accessed via the Municipality of Upplands Väsby website. This applies regardless of whether the place applied for is at an independent or a municipal facility. An application for a childcare place can be submitted no earlier than when the child is aged three months. The waiting list is managed by the Municipality's central childcare administration.

In the application, the guardian must choose the provider he or she wishes the childcare place to be at. Three alternative choices must be made. The guardian also fills in the date from when the place is required and whether a full-time or part-time place is required. The guardian is obliged to provide details of the income forming the basis for fees for the entire household. The Municipality must be notified as soon as possible via the e-service of any change in the information registered in the application.

### **4.1. Rules for the waiting list for pre-school/educational childcare**

The following order of priority applies when there is a waiting list for childcare,

1. Children in need of special support for their development, children with their own needs and assistance under Social Services Act.
2. Guarantee date  
(according to the Municipality's obligation to offer a place no later than four months from the application date, see section 4.3.)
3. Sibling priority

4. The application date includes changes and whether the guarantee date has expired.

If more than one child has the same application date, the date of birth will apply as the next sorting criterion, which means that the oldest child is offered a place first.

Departures from the waiting list may be made in order to prevent a large uneven distribution in the age composition of a group of children. That means that a place can be offered to a child of a certain age because of the composition of the group of children, even if the child is not first on the waiting list. The facility specifies the reason for the departure by documenting the reason in writing and sending the supporting data to the childcare administration of the Municipality of Upplands Väsby.

If there is a waiting list, only children registered in the Municipality of Upplands Väsby are allocated a place.

#### **4.2. Offer of a place**

Guardians will be notified of the offer of a place from the Municipality via e-mail or text message. The guardian must respond to the offer within five working days via the e-service. Guardians who are offered a place in childcare must actively accept or decline the offer of a place via the e-service. If no response has been received within five working days, this will be interpreted to mean that the guardian has declined the place.

Declining an offer of a pre-school place means that you are removed from the childcare waiting list. If you want a new offer, you must place the child on the waiting list for childcare once again.

*If you have received an offer of a place at a pre-school:*

If you accept, you are automatically removed from the waiting list for childcare. If you decline the offer of a place, you are also automatically removed from the waiting list for childcare. If you want a new offer of a place, you need to actively place yourself on the waiting list for childcare again.

*If you have received an offer of a place at a pre-school you did not choose:*

If you decline the offer, it means that the Municipality has met the requirement to offer pre-school in the Education Act and you have accepted a longer waiting period. Our goal is to offer a new place no later than four months from the start date of the offer. You retain the original application date in the queue.

The place must be taken up on the specified start date or no later than four weeks thereafter. Fees are charged from the start date. The start date can only be changed by the provider.

#### **4.3. Obligation to offer a place**

Under the Education Act, municipalities in Sweden have an obligation to offer children a pre-school place no later than four months from the application date or up to the required start date if that is more than four months in the future.

If guardians have declined an offer of a pre-school place, the Municipality is no longer required to provide a place within four months.

#### **4.4. Change of provider**

Guardians who wish to change providers submit a new application via the e-service. They have no priority, but must join a waiting list for the respective provider according to the application date. In the event of a change, the guardian must notify the current provider as soon as possible and give notice of termination via the e-service.

Changes within the municipality do not mean that the place is terminated, only the location. The new location can be taken up no earlier than one month after registration of termination via the e-service.

#### **4.5. Agreement between guardian and provider**

The offer of a place is sent out via the e-service. When a guardian accepts the place offered, this is valid as an agreement between guardian and provider. Guardians must also register the required care times, full or part-time, via the e-service.

#### **4.6. Change of care times**

If circumstances change during the current childcare period, for example if the guardian will be on parental leave or becomes unemployed, the guardian must notify the provider and the Municipality as soon as possible via the e-service. Fees are calculated on the basis of the child's normal care times (full-time rate and part-time rate). It is not possible to temporarily change the care times, in other words to go from the full-time rate to the part-time rate, for example during a holiday period in order to obtain a lower fee during that limited period. No reduction in care times may take place for a period of less than three months. If such a reduction should occur, the Municipality of Upplands Väsby will subsequently charge the difference in the fee.

**4.7. Children from the Municipality of Upplands Väsby who wish for a place in another municipality** Guardians who wish for a childcare place in another municipality apply for a place in the municipality in question. The rules of the Municipality of Upplands Väsby apply and the fees are paid to the Municipality of Upplands Väsby. Notice of termination of a place is given to the Municipality of Upplands Väsby and the municipality where the place is held.

The Municipality of Upplands Väsby pays compensation for the place provided that the guardian has no childcare debts with the Municipality of Upplands Väsby.

**4.8. Children from another municipality who wish for a place in the Municipality of Upplands Väsby** Guardians who are registered in another municipality can apply for a childcare place in the Municipality of Upplands Väsby via the e-service on the Municipality's website. If there is a waiting list for childcare, only children who are registered in the Municipality of Upplands Väsby are offered places. If a purchase or rental contract can be shown by a family that intends to settle in the Municipality of Upplands Väsby, the start date of that contract can be regarded as an alternative to the registration date.

**5. Who is entitled to childcare for school-age children and how to apply for a place** Childcare for school-age children is provided at after-school centres for children aged 6–12 whose guardians work or study. Childcare for school-age children is provided before and after scheduled school times. Childcare

is provided throughout the day during the school holidays. Care times are based on the guardian's work or study times and time spent travelling to and from the place of work/study.

### **5.1. When the guardian is studying**

Entitlement to childcare for school-age children must be proved by means of a certificate from an educational provider stating that the guardian has started the course. The certificate must be sent to Barnomsorgen [the Childcare Administration] in the Municipality of Upplands Väsby.

### **5.2. When the guardian goes on parental leave**

When the guardian goes on parental leave, children at after-school centres retain their place for two months after the birth of the new sibling. In the case of twins, this applies for five months. The older sibling has no entitlement to a place at an after-school centre thereafter.

### **5.3. When the guardian becomes unemployed.**

For children at an after-school centre, the entitlement to a place ceases on the first day of the month after a guardian became unemployed.

### **5.4. Childcare for school-age children for special reasons**

Children at pre-school class and school who normally have no entitlement to childcare for school-age children during a guardian's unemployment, for example, have access to temporary childcare as required. The application is made via the form entitled "*Ansökan om barnomsorg av särskilda skäl*" [Application for childcare for special reasons] which is available on the Municipality's website.

### **5.5. Places at an after-school centre in the school holidays**

Children at pre-school class and school who are not registered for ordinary childcare for school-age children are offered childcare during the school holidays provided that the guardians work or study. An application is submitted via the e-service, where the guardian writes in the message field that the application applies to a place during the holidays, along with the applicable dates. A certificate proving that the guardian works or is studying must be sent to the Municipality.

The guardian also makes direct contact with the desired after-school centre no later than 14 days before the place is required.

## **6. Notice of termination**

The notice period is 30 days and the childcare fee is payable throughout the notice period. Notice of termination of a place must be given via the e-service.

A guardian may not interrupt childcare for less than three months. If you want an interruption, notice of termination of the place is given and a new application is submitted via the e-service. If the guardian gives notice of termination of his or her childcare place, a new place cannot be taken up earlier than three months after the previous place was terminated.

When moving to another municipality, the child may retain the place in Upplands Väsby for a maximum of two months. This period is reckoned from the new registration date. The head teacher of the pre-school in question can decide that the place may be retained even after these two months if the head teacher considers that

there are reasons justifying this.

## **7. Suspension**

In the event of failure to pay the childcare fee, the guardian risks having his or her child suspended from the place.

If the place is not used for a continuous period of at least three months and there are no special reasons justifying this, the entitlement to the place ceases.