Welcome to the preschools and after-school centres in Karlskrona Municipality

Guidelines, rules and charges for preschools, educational care and after-school centres. (Revised 5/10/2018)
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General
The municipality of residence is responsible for ensuring that all children who are entitled to a place at a preschool, at an after-school centre and in educational care are offered one (Chapters 8, 14 and 25 of the Swedish Education Act).

A place at preschool, at an after-school centre and in educational care is offered from the month in which a child has their first birthday until the spring term in the year in which the child has their 13th birthday.

Children are offered places at preschool, at an after-school centre and in educational care as required, taking into account their parents’ gainful employment or studies or if children have specific needs based on other factors in the family’s situation.

Preschool activities are carried out in the form of preschool and educational care for children aged 1-5.

Preschool is open all year round and accepts children when parents* are working, studying, seeking work or on parental leave. There are preschools in all parts of the municipality. Activities are governed by the preschool curriculum (Lpfö-98) and based on a partnership between the child’s home and the preschool.

24-hour childcare is offered to children up to the age of 13, where necessary.

Educational care involves staff looking after children in their own home. Educational care is an alternative to preschool. The children are looked after in a small group in a home environment. Educational care is a private sector service in Karlskrona Municipality.

The fee for two months is charged for a place lasting less than two months.

*Parents means legal guardians.

Public preschools
Public preschools are not a special form of preschool. They are run as part of the normal organisation. Attendance is voluntary, and the term ‘public’ means that preschool is offered to all children from the age of three.
The municipality must provide public preschools, but it is up to parents whether their children attend.

Under the Swedish Education Act, all children, including those not enrolled in a preschool, are offered a place at a preschool (525 hours a year) from the autumn term in the year in which they have their third birthday.

Preschool places are free of charge and the preschool determines the days and hours for the place.

Hours of attendance for children whose parents are employed for up to 15 hours a week follow the timetable of the legal guardians and are free of charge during September-May. In June, July and August, you pay according to the standard tariff.

**Example:** A parent works on Monday and Tuesday at regular times for a total of 15 hours. The child is then not at preschool on Wednesday, Thursday and Friday.

For children whose hours of attendance exceed 15 hours a week, the fee for September-May is reduced by 30%. The child’s hours of attendance are according to their ordinary timetable.

**Example:** A parent works on Monday, Tuesday, Thursday and Friday at regular times for a total of 30 hours a week, and has the day off on Wednesday. The child is then not at preschool on Wednesday.

**Application for and allocation of preschool places**

An application must be submitted for a place at a preschool/an after-school centre. The application is made via Karlskrona Municipality’s website:

[https://www.karlskrona.se/anmal-barnomsorg](https://www.karlskrona.se/anmal-barnomsorg)

Parents can submit an application here without logging in with e-ID (bank ID/mobile bank ID). You can also find application forms if you are unable to apply using the self-service option.

Applications may be submitted nine months before the desired start date.
To follow your case, you have to log in to the online childcare service with e-ID:

https://www.karlskrona.se/barnomsorg
Children are registered at the address at which they are included in the population register. Where parents have shared custody of a child and live separately, and the child lives with both parents, they must both have a place.

Allocation of a place is managed by the schools administrator in consultation with the manager/head of the preschool concerned. The size and age distribution of the existing group of children are taken into account.

When parents have submitted a request for a place at a preschool/an after-school centre, the municipality must offer the child a place within four months. The aim is to offer every child a place according to the parents’ wishes, and from the desired start date. If a place cannot be offered as requested, another place is offered within the municipality.

The parents may be asked by the preschool manager and head to submit documentation of working hours, study hours or illness, for example.

The transition between preschool and after-school centre is automatic for children who need an after-school centre place for the autumn.

**Children of parents who work or study**

Children whose parents work or study are offered a place at preschool or an after-school centre as required in terms of working hours, studies and travel to and from the preschool/after-school centre.

**School hours and attendance**

A child’s hours of attendance are based on their parents’ working hours and/or study hours, plus travel to and from the preschool or after-school centre. The parent who starts work latest in the day leaves the child and the parent who stops work earliest collects the child.

The time during which an after-school centre child is at school must be deducted from the timetable. It is important to submit a new timetable in the event of any permanent change. Changes in temporary timetables are made in agreement with the school or centre.

‘Unused time’ cannot be saved for later use.
A new timetable and timetable changes must be made no later than seven days before any change takes effect and submitted via Karlskrona Municipality’s website:

https://www.karlskrona.se/barnomsorg
Preschool children of parents who are on parental leave
Children whose parents are on parental leave for siblings under the Swedish Parental Leave Act are offered a preschool place for 15 hours a week.

The preschool determines the days and hours for the place.

In the event of multiple births, the child may retain their place to the same extent as before for the first four months after the siblings’ birth.

For after-school centres, read more under ‘After-school centres’.

Preschool children of jobseekers
Children whose parents are actively seeking work, i.e. are available for work and are registered with the Swedish employment service, are offered a preschool place for 15 hours a week. The hours are determined by the preschool.

These hours may be adjusted to permit the jobseeker to attend a meeting or interview, for example. These adjustments must be approved by the preschool manager. However, the total time may not exceed 15 hours a week.

For after-school centres, read more under ‘After-school centres’.

Contact place at preschool
A contact place at preschool permits parents to defer a child’s place at preschool during the parents’ parental leave.

The family can maintain contact with the preschool and the child is guaranteed a place at the preschool (not necessarily in the same department) they attended before their sibling was born.

During the deferment, which must be for at least six consecutive months, you do not pay any fee for the place. The opportunity for sibling priority is not affected by deferment.

The guarantee applies only to places allocated in August/September, and families with a contact place are asked for their preferred start date as part of the allocation work before this period.
Parents decide the contact method with the preschool with the staff and the preschool manager of the unit. During visits, parents are always responsible for supervising their children.

If you want the place to be allocated at a time other than August/September, you must register for the ordinary waiting list and cannot be guaranteed a place at the child’s previous preschool.

For further information, please contact the Education Administration. Phone: 0455 - 30 36 16.

For further information on contact places at an independent preschool (that is not run by the municipality), you need to contact the preschool itself.

**After-school centres**

Care for schoolchildren is offered in the form of after-school centres to children aged 6-13 who attend preschool class and primary and lower secondary school and need care outside school hours so that their parents can work or study.

After-school centres are offered up to the spring term in the year of the child’s 13th birthday.

Children aged 6-13 whose parents are at home during parental leave are not entitled to a place at an after-school centre. The parents must terminate the place when the sibling is born.

Schoolchildren whose parents are jobseekers are offered a place at an after-school centre for 5 hours a week and for maximum 15 hours a week during holidays.

The hours are determined by the centre.

The fee for two months is charged for a place lasting less than two months.

**After-school centre places in connection with starting in a preschool class**

When a preschool child starts in a preschool class, the child is automatically offered a place at an after-school centre. If you want to continue to have childcare, you need do nothing.

However, if you do not want an after-school centre place in
connection with the preschool class, you have to terminate the child’s place. Please note that the notice period is two months.

**Holiday supervision**
If you need care during school holidays, but do not have an after-school centre place for your child, you can apply for holiday supervision.

Holiday supervision is offered to children from the age of 6 up to the spring term in the year of the child’s 13th birthday.

Apply for holiday supervision on Karlskrona Municipality’s website:

[https://www.karlskrona.se/barnomsorg](https://www.karlskrona.se/barnomsorg)

If you already have a place at an after-school centre and only want to switch to holiday supervision, the notice period is one month. You apply in the same way as above.

**24 hours**
Torgbacken preschool in Trossö is open 24 hours a day and has a department that accepts children of parents with inconvenient hours. You apply for a place for your child at this department via the municipality’s website:

[https://www.karlskrona.se/anmal-barnomsorg](https://www.karlskrona.se/anmal-barnomsorg)

**Guidelines, see appendix 2.**

**Allergic children**
The municipality has two preschools with departments for allergic children. These are Torgbacken preschool in Trossö and Grävlingen preschool in Jämjö.

**Childcare during the summer**
Most preschools and after-school centres are closed for four weeks in July/August.

Those who need care during this period are offered a place at a preschool/after-school centre in the area where they have their ordinary
place. Summer opening conditions differ from those during ordinary operating hours.

Information on summer opening is provided to all parents with children in preschool/after-school centres.

**INSET days**

Staff have two INSET days per term, on which preschools are closed. Parents are notified of the dates in good time and offered a place at another preschool if required.
**Annual leave and other leave**  
Children do not attend preschool during parents’ annual leave/other leave.

**Sick children**  
If a child is sick, they should not be at a preschool/an after-school centre. A child’s general condition of health determines whether they can join the group of children. A child must be able to participate in group activities, play outside and eat the food that is served.

The preschool applies the guidelines provided by the healthcare information service 1177.

If a child is sick, the staff must be able to reach the parents. It is always important that you provide address and phone details for both home and work. The easiest way to do this is via the self-service option on the municipality’s website:

https://www.karlskrona.se/barnomsorg

**Sick parents**  
Parents on sick leave are entitled to leave children who are enrolled in childcare. By agreement with the preschool manager/head, and if there are special reasons for doing so, children may also have childcare at times other than the ordinary working hours of the sick parent.

Special reasons may, for example, be if the Swedish Social Insurance Administration so directs or if the parent is deemed to be so sick that they cannot look after their child at home.

**Insurance**  
Children who are registered in preschool have 24-hour accident insurance. Read more on the municipality’s website:

https://www.karlskrona.se/skola-och-forskola/forsakring/

**Exceptions to rules**  
Exceptions may be made to the rules for preschools and after-school centres. A written application with reasons must be submitted to the preschool manager/head where the child has a
place.
If the application concerns a child that has not yet been allocated a place, it must be submitted to the Education Administration. Email: kunskapsforvaltningen@karlskrona.se

**Changes in circumstances**
Parents are under an obligation to report changes relating to work, studies, income, family circumstances or anything else that may affect their right to a place at a preschool or an after-school centre. Changes are reported via Karlskrona Municipality’s website:

https://www.karlskrona.se/barnomsorg

**Termination of place**
The notice period for terminating a place is two months, and fees are charged during this period. A new application may only be made when the current place has ended. The waiting time may be up to four months.

If a place cannot be used for two months, the preschool manager/head is entitled to give one month’s notice to terminate a child’s place.

If a child has two places, i.e. their parents have joint custody and each has a place, the relevant parent must terminate the place.

**Childcare fee**
- Paid for 12 months a year.
- Also charged for days of holiday, INSET days and during annual leave (regardless of attendance).

The persons liable to pay may be single parents, cohabiting parents (married or unmarried) and foster parents.

If you and the child’s other parent are separated, and the child lives with each of you alternately, you both need to be allocated a place if both parents need childcare.

Each parent then receives an invoice for the childcare fee based on their gross household income. When the fee is calculated, other children in the household and the ordinary maximum tariff are taken into account.
If you live with or are married to someone who is not the biological parent of the child, that person’s income must also be reported as income for calculation of the fee.

If the fee is not paid, the place is forfeited after notice of termination.

A person to whom a place has been allocated is under an obligation to submit details of their gross income. You submit your details on the municipality’s website:

https://www.karlskrona.se/barnomsorg

If no income details are submitted, you are charged the maximum fee for childcare.

**Income check**

Once a year, the Education Administration checks that the income details you have submitted are correct and that you have paid the right fee.

The check is performed by verifying that the income details submitted match the assessed annual income from the Swedish Tax Agency. The municipality may charge arrears for up to the past three years.

If a family has been charged too much, the municipality must reimburse the difference. You are liable to pay more if you have submitted income details that are lower than your actual income. If you have indicated the maximum tariff, your income is not checked.

**Independent preschools and centres**

Independent preschools and centres may depart from the above rules to some extent. For further information, please contact the unit in question.

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**Education Administration**

<table>
<thead>
<tr>
<th>Address</th>
<th>Street address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email address</th>
</tr>
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<tbody>
<tr>
<td>SE-371 83 Karlskrona</td>
<td>Östra Flamingatan 7 B</td>
<td>0455-30 30 00</td>
<td>0455-30 30 30</td>
<td><a href="mailto:kunskapsforvaltningen@karlskrona.se">kunskapsforvaltningen@karlskrona.se</a></td>
</tr>
</tbody>
</table>
Appendix 1

The maximum tariff applies from 1 January 2019

The fee for preschool/schoolchild care is calculated based on total gross household income per month (annual income divided by 12), whether the child or children are of both parents or not.

To calculate a child’s childcare fee, you multiply the family’s gross income per month by the relevant percentage (see tables below), for example SEK 18,000 x 3% = SEK 540.

The youngest child is called CHILD 1, the second-youngest CHILD 2, etc.

The fees below in SEK concern the ceiling of the maximum tariff, i.e. for families with a gross income of **SEK 47,490** or more per month.

### Fee for preschool

<table>
<thead>
<tr>
<th>Child</th>
<th>Percentage of gross income</th>
<th>Maximum (SEK/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td>3%</td>
<td>SEK 1,425</td>
</tr>
<tr>
<td>Child 2</td>
<td>2%</td>
<td>SEK 950</td>
</tr>
<tr>
<td>Child 3</td>
<td>1%</td>
<td>SEK 475</td>
</tr>
<tr>
<td>Children 4, 5, etc.</td>
<td></td>
<td>No fee</td>
</tr>
</tbody>
</table>

### Public preschool for children aged three-five (September – May)

- Up to 15 hours a week: No fee
- Children staying for more than 15 hours a week: The fee is reduced by 30% in September – May
## Schoolchild charge (after-school centre)

<table>
<thead>
<tr>
<th>Child</th>
<th>Percentage of gross income</th>
<th>Maximum (SEK/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 1</td>
<td>2%</td>
<td>SEK 950</td>
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</tr>
<tr>
<td>Children 4, 5, etc.</td>
<td></td>
<td>No fee</td>
</tr>
</tbody>
</table>

## Holiday supervision

<table>
<thead>
<tr>
<th>Child</th>
<th>Fixed fee per month</th>
</tr>
</thead>
<tbody>
<tr>
<td>June-August</td>
<td>SEK 436</td>
</tr>
<tr>
<td>Sept-May</td>
<td>SEK 164</td>
</tr>
</tbody>
</table>
Appendix 2

Childcare during inconvenient working hours

If you live in Karlskrona and have inconvenient working hours, you can get childcare at our 24-hour preschool. You can find out a little more about how your child or children can be allocated a place here.

Right to apply
Parents of children aged 1-13 whose ordinary working hours are in the evening, at night or at the weekend may apply for childcare at inconvenient working hours. This applies to single parents, cohabiting parents or permanently cohabiting parents, where both have inconvenient working hours. Cohabiting means that they are registered as living at the same address.

Parents must also have investigated the possibility of changing their working hours or another care option. For example, it may be the case that the other parent can care for the child, even if the parents do not live together.

For your child or children to be allocated a place at these times, you must need childcare at inconvenient working hours on at least two occasions a month and for a period of at least two months. Exceptions may be considered in special cases.

How places are allocated
Our allocation work begins when you have submitted your working hours (certified by your employer) to:
Karlskrona kommun, Wämöskolan, Ekornvägen 4, 371 42 Karlskrona.
If you have any questions, please contact Pernilla Ekengren Remberg on 0455-30 36 16 or at pernilla.rembergekengren@karlskrona.se.
Based on preschool availability and your needs, you will be offered a place as soon as possible. The preschool manager decides on the allocation of places.

Fees
Parents pay fees according to the rules for the maximum tariff. Only one fee is charged, even if the child has two places (parallel places).
The child’s hours of attendance
The child’s timetable depends on your working hours and travel time. If a parent needs to sleep to get their daily rest, the child is entitled to be in preschool. Care during inconvenient working hours is not offered in connection with parental leave, unemployment or illness.

Other information
If a need for care during inconvenient working hours ceases or a family’s situation changes, a child may be reallocated to a different department/preschool. This always takes place in consultation with the parents.
Our nighttime rest period is 21:30-05:00, and we prefer that you do not collect/leave your children during these hours. In order that we can plan our activities optimally, it is important that you tell us about any changes in your working hours as soon as you become aware of them. In other respects, the municipality’s rules and application regulations for preschools and after-school centres apply. You can find them at www.karlskrona.se. You will be given further information when your child enrols.

Our allocation work begins when you have submitted your working hours, certified by your employer, to Torbacken 24-hour preschool.

Torgbacken preschool has two departments that accept children aged 1-13 during inconvenient working hours. Care is offered here every day of the year, 24 hours a day. Preschool children may be allocated a full place at this preschool or parallel places, where the child has an ordinary place in another department/preschool. Schoolchildren only have a parallel place at Torbacken preschool with the ordinary place at an after-school centre.
Parents are responsible for transporting children between units.