



## **Rules for municipal and independent preschools and pedagogical daycare centres in Solna municipality**



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## Definitions

**Preschools** are primarily for children aged 1 - 5. Preschools work on the basis of the national curriculum for preschools which encompasses care, education and learning.

**Open preschools** are free of charge and available to children aged between 3 and 5 as an integral part of preschool activities. Open preschools offer free schooling and childcare for at least 525 hours per year.

**Pedagogical daycare** is primarily for children aged 1 - 5. This is usually childcare in a home-like environment offering small group activities. The national preschool curriculum provides guidance for the type activities organised.

**Independent preschools and pedagogical daycare** activities are managed and operated by a principal other than the municipality.

**Multi Family System** is a form of educational care where two or more families share the care of each other's children. The Multi Family System is often a good short-term childcare solution for part-time working parents.

## Opening hours

Preschools offer activities on weekdays all year round between 6.30 a.m. and 6 p.m. Pedagogical care centres offers ten hours of childcare activities a day on a flexitime basis from 6.30 a.m. - 8.00 p.m. Pedagogical care is not available on public holidays such as Christmas Eve, New Year's Eve and Midsummer's Eve.

## Right to preschool and pedagogical daycare

**Preschool and pedagogical care are offered to children aged one and older whose parent/guardian is**

- working or studying
- is on parental leave for another child
- is unemployed and actively seeking new employment
- is on sick leave and/or receives sickness benefit

**Preschool and pedagogical care is also offered to**

- children from one year of age with special needs pursuant to Chapter 8, Section 5 of the Swedish Education Act
- children with special needs for developmental support pursuant to Chapter 8, Section 7 of the Swedish Education Act



**All children have a right to a place at a preschool and pedagogical care if**

- they live in Sweden and are registered as residents in the municipality of Solna
- they live in the municipality of Solna and are seeking asylum or have a temporary residence permit
- if their parents/guardians come from an EU/EES country and live in Solna municipality but do not have a Swedish residence permit

The preschools in Solna will accept children from other municipalities subject to availability and/or special circumstances. In addition, the municipality of residence and Solna must sign an agreement on financial compensation for the place offered.

**Preschool place in two municipalities**

A child attending a preschool or pedagogical care in a municipality other than Solna will not be offered a place at a preschool or pedagogical care in Solna.

**Open preschool**

All children aged 3 to 5 are offered a place at an open preschool, free of charge, for a minimum of 3 hours a day and a maximum of 15 hours a week. Open preschools follow the academic year of the Swedish school system and do not stay open during autumn half-term, Christmas, winter half-term, Easter and summer school holidays.

**Guaranteed place**

Parents/Guardians who apply for a place at a municipal preschool for their child shall be offered a place within four calendar months following receipt of application. Hence, if a child requires a place at a preschool in March, the parent/guardian must register the child and apply for such a place no later than in November the year before.

The four-month place guarantee does not apply to independent preschools and pedagogical care. Parents/guardians who choose to register their child for a place at an independent preschool or pedagogical daycare centre may have to wait longer than four months for a place offer, subject to availability.

## **Application**

Parents/Guardians may apply for a place for their child at a state-run or independent preschool and pedagogical daycare centre in the municipality of Solna.

Parents/Guardians have the possibility of applying for up to five different alternatives by order of preference. The alternatives given can include both municipal and independently run preschools and pedagogical daycare centres. Parents/Guardians have the possibility of changing their preferred choice of municipal preschools/pedagogical daycare centres until an offer of a place has been received. The initial application date will remain the same. Parents/Guardians have the possibility of changing their preferred choice of independent



preschools/pedagogical daycare centres until an offer of a place has been received. However, the initial application date will then change accordingly. In order to be guaranteed a place, the parent/guardian must include at least one municipal alternative in his/her preferred choice of preschools/pedagogical daycare centres.

### **Queuing and order of priority, offer of a place**

Children are guaranteed an offer of a place at a municipal preschool within four calendar months from the parent/guardian applying for the same.

Places at preschools/pedagogical daycare centres are allocated based on the following:

1. Children with special needs for developmental support pursuant to Chapter 8, Section 14 of the Swedish Education Act.
2. Children with a sibling at the preschool or pedagogical daycare centre applied for.
3. Children with the longest queue time who attend a preschool/pedagogical daycare centre in Solna<sup>1</sup> but would like to move to a preschool/pedagogical daycare centre in their local area
4. Children with the longest queue time who do not attend a preschool or pedagogical daycare centre but are guaranteed a place.
5. Children with the longest queue time who do not attend a preschool or pedagogical daycare centre and who have declined the offer of a guaranteed place.
6. Children with the longest queue time who attend a local preschool or pedagogical daycare centre but would like to change.

The queuing time is counted as of the date on which the completed application is received. When several children have the same queue time, the child's birth date will be taken into account. The older child is given a place ahead of the younger child.

If a legal guardian plans to move to Solna and requires a childcare place, a rental or purchase contract needs to be included with the application. The queue date is counted from the date on which the completed application is received. The child must be registered in the population register for Solna before he/she can start attending a preschool in the municipality.

The guaranteed offer of a place can sometimes be to another preschool than the one preferred or requested. Should the parent/guardian decline the offer of a place, the guarantee of a school place will no longer apply. Children who are guaranteed a place will be offered a place prior to children without a guaranteed place.

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<sup>1</sup> Geographical division according to the Swedish Childcare and Education Committee



If a place cannot be offered at any of the preferred preschools, the child will be offered a place at a different preschool in the same municipality.

**Offer of a place**

The parent/guardian either declines or accepts the offer received of a place for their child. The parent/guardian must decline or accept the offer within five working days. Failing to respond to an offer is interpreted as the offer being declined following which, the guarantee of a place shall no longer apply.

**Accepting an offer of a place**

Once the parent/guardian has accepted an offer of a place, the child will be removed from the waiting list. However, a new application must be made if the parent/guardian would like his/her child to remain on the waiting list for a place at another preschool or pedagogical daycare centre.

**Declining an offer of a place**

Once the parent/guardian has declined an offer of a place at a municipal preschool, the guaranteed place will no longer apply though the child may remain on the waiting list.

Once three offers of a place have been declined, the child will be removed from the waiting list following which, a new application must be made.

Preschools and pedagogical daycare centres have a continuous intake of children throughout the year.

**Changing preschool or pedagogical daycare centre**

If a child is attending a preschool and the parent/guardian wishes to change to another preschool or pedagogical daycare centre, the guarantee of a place will not be renewed. The child will be re-entered on the waiting list upon receipt of the new application.

If a parent/guardian reapplies for a place and then declines an offer of a place at their most preferred choice of preschool, the child will be removed from the waiting list as regards all other alternatives given. Once three offers of a place at any of the preferred preschools have been declined, the child will be removed from the waiting list as regards all other alternatives given.

**Taking up a place**

An offered place must be taken up within three weeks of the placement date, otherwise the place is lost. If the place is unused for more than two months, the City of Solna is entitled to cancel the place in writing.



## **Attendance time for preschool children with a newborn sibling**

Preschool children whose parents are on parental leave are entitled to a place for a maximum of 30 hours per week during the school academic year. During holiday weeks, the summer holiday, autumn holiday, Christmas holiday and Easter holiday, children with parents on parental leave are entitled to a place for a maximum of 15 hours per week. The change comes into force one month after the birth of the sibling.

## **Attendance time for preschool children whose parents are looking for work**

Preschool children whose parents are looking for work are entitled to a place for a maximum of 30 hours per week during the school academic year. During holiday weeks, the summer holiday, autumn holiday, Christmas holiday and Easter holiday, children with parents looking for work are entitled to a place for a maximum of 15 hours per week. This can be temporarily changed in consultation with the preschool principal.

## **School fees**

Fees are paid 12 months a year for preschool and pedagogical daycare. The fee becomes due for payment on the date of placement as specified in the contract.

The fee payable is based on the following:

- The total income of the household (where the child is a registered resident) regardless of family relations.
- How many children in the household that attend a preschool, pedagogical daycare centre, after-school centre or club.
- The child's attendance record.
- Reduced fees for attending a municipal preschool from the age of three.

Parents/Guardians are required to update their income details once a year.

### **Capped fees**

In Solna municipality, the fees payable for preschool, pedagogical daycare, after-school centres and clubs are capped at a maximum rate. This means that the charge is income related with a maximum charge per child. The maximum rate payable is indicated annually and determined by Solna City Council.

Parents/Guardians with two or more children at a preschool or after-school centre/club get a sibling discount. This means that the youngest child costs more than his/her older siblings. Parents/Guardians with four or more children at a preschool or after-school centre/club will only be charged for three of the children.



- Child 1: 3 % of income
- Child 2: 2 % of income
- Child 3: 1 % of income
- Child 4: No charge.

The youngest child counts as child 1, the next youngest as child 2, etc. This applies to both municipal and independent preschool activities. The charges are published on <sup>2</sup>the website of Solna City and updated continuously.

Failing to disclose your household income will result in you having to pay the maximum childcare payment rate.

The term 'household' refers here to both two-parent and single-parent family households and any spouse/partner/cohabitant registered at the same address. Parents/guardians who do not live together but with shared custody of their child are jointly liable for the payment of relevant school/childcare fees.

#### **Two fee levels**

The municipality of Solna applies two levels of fees - part-time and full-time. Part-time attendance is up to 30 hours a week. Full-time attendance is over 30 hours a week. Once the child spends no less than 30 hours a week at the preschool, the parent/guardian becomes liable to pay 75% of the fee payable for full-time attendance.

#### **Changed family circumstances**

A legal guardian must inform the City of Solna of any changes in family circumstances and income earned.

In the event of a change of circumstances and subsequent fees, the new fees payable will start to apply from the beginning of the month following such new income or changed family circumstances coming into effect.

#### **Reduced charge for children in state-run preschools**

All children aged three to five years are offered a public preschool place for at least three hours per day and a maximum of 15 hours per week free of charge. Public preschool runs during the school academic year, i.e. not during the school holidays. For children who attend public preschool, but have supervision for more hours, a standard deduction is made from 1 August of the year in which the child turns 3 years of age. The calculated maximum charge is then reduced by 25 %.

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<sup>2</sup> <https://www.solna.se/sv/forskola-skola/forskoleverksamhet/avgifter-for-forskoleverksamhet/>





**Reduced charge for children aged 1-5 years in need of special support**

Children deemed to be in need of special support by the municipality of Solna have a right to 15 hours per week at a preschool or pedagogical daycare centre, free of charge.

**Billing**

In case of shared custody, the parents/guardians may, if requested by both parties, be issued with separate invoices based on their individual household income and circumstances. The total amount of the two invoices will not exceed the maximum childcare payment rate.

A charge for a written payment reminder will be made by the City as agreed and in accordance with current legislation.

Under the Interest Act, late payments are subject to penalty interest from the payment due date until payment has been made in full.

**Non-payment**

If, on any occasion, you cannot pay the charge, please contact the childcare and education department as soon as possible to agree a new payment date or an installment plan. If an invoice remains unpaid, the child's place will be cancelled, unless there are special reasons in accordance with chap. 8 § 7 of the Education Act.

A new place will not be offered until the legal guardians have

- paid off the debt in full
- drawn up an installment plan
- applied for and received financial assistance in accordance with § 6 of the Social Services Act.

Siblings requiring a preschool place will not be given a place until the above has been undertaken.

If payment is not made, a collection demand will be sent in accordance with the Debt Recovery Act. Costs in accordance with the relevant legislation and ordinance will also be charged.

**Change of income and attendance hours**

**Changing/updating of income**

Change of income must be reported to the municipality of Solna. The changed income starts to apply from the beginning of the month subsequent to Solna municipality being notified of the change. An annual update on the household income must be provided regardless of whether or not there has been any change.



Failing to provide an update on the household income despite prompts and reminders will result in the next fee payable for preschool, pedagogical daycare or after-school club activities being charged at the maximum rate. Anyone registered at the same residential address as the child must provide details of their income regardless of family relationships.

**Change of attendance hours**

Parents/Guardians must only change the attendance hours of their child if this is to be permanent due to, for example, changing working conditions or studies. A child's hours of attendance at preschool impact on the fee payable.

A change in the child's hours of attendance must be registered no later than two weeks prior to such change coming into effect. During summer holidays, Christmas or any other short absences from school, the parent/guardian is required to notify the school directly.

**Cancellation of preschool placement**

The notice period is one month regardless of whether the child attends a municipal or independent preschool. The household is liable to pay the usual fee throughout the notice period, regardless of whether or not the child continues to attend school. The date of cancellation is counted from the day on which the cancellation notice was received.

If, when cancelling a preschool place, the parent/guardian requests a place at another preschool within four months, the placement will be deemed to have continued without interruption. The fee is then charged retroactively for the months during which the child has not attended school. The charge for the period will be the same as the most recent applicable charge.

You do not need to cancel your current place when changing preschool within Solna. The same applies whether or not the child is changing from a municipal to an independent school or vice-versa.

All cancellations of preschool places are handled by the Swedish Childcare and Education Committee. Once cancelled, the preschool place will no longer be available to the child as of 1 August.

**Cancellation of place by Solna municipality**

When a child is absent from preschool or a pedagogical daycare centre without the parent/guardian having notified of such absence, the place will only remain available to the child for a maximum period of two months. Following this, the municipality of Solna has the right to cancel the place in writing. The child's place may also be cancelled if the parent/guardian has omitted to pay the fees outstanding unless special circumstances exist under Chapter 8, Section 7 of the



Swedish Education Act. If the City of Solna cancels the place, the cancellation period is one month whereupon the parent/guardian will be informed in writing.

### **Change of municipality**

When relocating from Solna to another municipality, the child may keep its place for a maximum of one month following registration in the new municipality.

### **Processing of personal data**

Personal data provided by parents/guardians is used in the administrative work of the Swedish Childcare and Education Committee. The data is processed in accordance with the provisions of the Swedish Personal Data Act (PUL).