

Information about childcare services

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1.0 Childcare services in Upplands Väsby municipality

Preschools: In Upplands Väsby, preschools for children aged 1-5 are operated by the municipality and private providers.

Educational care: In Upplands Väsby, educational care, in the form of childminders for children aged 1-5, are operated by private providers.

After-school centres: In Upplands Väsby, after-school centres are operated by the municipality and private providers for children in preschool classes up to and including the spring term in the year the pupil turns 13 years of age.

After-school clubs: In Upplands Väsby, after-school clubs for children aged 10-13 are operated by private providers.

2.0 Right to preschool and educational care

Children of parents/guardians who are gainfully employed or studying have the right to childcare to the extent to which they need it, taking into consideration their work or studies, as well as travelling to and from their work or place of study.

If the parent/guardian is not in gainful employment or studying, the child still has the right to attend preschool or educational care for up to 30 hours per week. Preschool or educational care will be provided from 8.30-15.30 up to 30 hours per week.

If the parent/guardian is free on certain weekdays, the child may on those days attend preschool or educational care from 8.30-15.30 for a maximum of 6 hours per day.

Preschool or educational care can be provided for children who, for physical, mental or other reasons, need special support in their development, following an assessment of their needs. The application form, Ansökan om barnomsorg av särskilda skäl (Application for childcare for children with special needs), is available on the municipality's website.

If a parent/guardian is on parental leave with a newborn baby, the preschool child has the right to attend preschool or educational care for up to 30 hours per week. Preschool or educational care will be provided from 8.30-15.30. If a parent/guardian is on sick leave, the child has the right to the same number of hours in preschool or educational care as before the period of sick leave.

If the parent/guardian is studying and needs more than 30 hours of childcare, a certificate is required from the education provider confirming that the course has commenced. The certificate must be sent to Upplands Väsby municipality, Väsby Direkt.

It will be assumed that children who need care when their parents/guardians are working or studying will not be attending preschool or after-school centres during periods when their parents/guardians do not need childcare, i.e. during holidays, study breaks or other forms of leave. This does not apply to scheduled days off.

Children who do not need care due to their parents working or studying will be expected not to attend preschool or educational care for at least 4 weeks during the period June 1-August 31.

Parents/Guardians cannot be offered a place if they owe childcare fees to Upplands Väsby municipality.

2.1 Childcare services in Finnish

Upplands Väsby has been a Finnish administrative area since January 1, 2010. This means that the municipality must offer preschool activities in Finnish, either entirely or to a significant extent, if the parents/guardians so wish. In Upplands Väsby, the Swedish-Finnish preschool has been tasked with laying the foundations for the Finnish language.

2.2 Public preschool

Public preschool is provided from September 1 of the year the child turns three years of age. All children aged 3-5 are entitled to a preschool place for 15 hours per week free of charge, or 525 hours per year, for the period September 1-May 31.

If a child attends preschool in excess of the designated 15 hours per week, the fee will be reduced during the period September 1-May 31. There is no reduction in the fee in June, July and August.

2.3 Childcare services during unsocial working hours

Childcare during unsocial working hours is available for children aged 1-12 during times when preschool, educational care and after-school services are not provided. Childcare during unsocial working hours is open between 18.00 and 06.30 every day if needed.

When applying for the provision of childcare during unsocial working hours, the municipality makes an individual assessment and a decision is made accordingly.

You have the right to childcare during unsocial working hours if the following criteria are met:

1. Both parents/guardians or cohabiting couples or a single parent/guardian work in the evening, at night or at the weekend. This must be substantiated with a schedule and a certificate from your employer.
2. Self-employed people who can show that it is not possible for them to work during the day.
3. The unsocial working hours recur at least twice a month for a period of at least three months.

The application form is available on the municipality's website.

3.0 Right to a place at an after-school centre

After-school centres in Upplands Väsby are operated by the municipality as well as private providers.

Places in after-school centres are offered to pupils in preschool classes up to and including the spring term in the year that the pupil turns 13 years of age. Places in after-school centres must be provided to the extent the pupil needs it, taking into consideration the parents'/guardians' work or studies.

Places in after-school centres can be provided for children who, for physical, mental or other reasons, need special support in their development, following an assessment of their needs. The application form, *Ansökan om barnomsorg av särskilda skäl* (Application for childcare for children with special needs), is available on the municipality's website.

If a parent/guardian becomes unemployed, the right to a place in an after-school centre will cease on the first day of the month following the parent's/guardian's unemployment.

If a parent/guardian is on parental leave for the care of a newborn baby, the pupil has the right to retain his or her place for two months after the birth of the baby. In the case of twins, five months apply. Thereafter, the older sibling is not entitled to a place at the after-school centre.

If a parent/guardian suffers from an illness or injury, the pupil has the right to maintain their after-school place.

If the parent/guardian is studying and is in need of an after-school place, a certificate is required from the education provider, confirming that the course has commenced. The certificate must be sent to Upplands Väsby municipality, Väsby Direkt. Parents/Guardians of pupils who do not have a place in an after-school centre can apply for a temporary placement during school holidays if the parents/guardians work or study. Applications for a temporary placement must be made at least one month in advance to the school and via the

municipality's E-service. Certificates confirming that you are working or studying must be sent to Upplands Väsby municipality, Väsby Direkt.

Parents/Guardians cannot be offered a place if they owe childcare fees to Upplands Väsby municipality.

4.0 Opening hours

Preschool and educational care will be open on weekdays throughout the year. Preschools will be open from 06.30-18.30, if required. Educational care will be open from 06.30-18.30, up to 52.5 hours per week, if required.

After-school centres will be open on weekdays throughout the year before and after school from 06.30-18.30, if required. On non-school days, care must be provided all day from 06.30-18.30 if required.

The childcare provider has the right to close four days a year for training and planning. In such instances, the childcare provider shall offer childcare if it is required.

4.1 Dropping off and collecting children

Children in preschool and educational care must be dropped off and collected by a parent/guardian or by a person designated by the parents/guardians and about whom the parents/guardians have notified the childcare provider.

Children in after-school centres may go home by themselves upon agreement between the parents/guardians and the provider.

4.2 Accident insurance

Pupils, children and adolescents who participate in activities run by the Upplands Väsby municipality are covered by a collective accident insurance, regardless of the organisation within which the activity takes place. Children in preschool and primary school are covered by full-time insurance that provides cover 24 hours a day, even during leisure time and holidays. Full-time insured pupils who finish primary school at the end of the spring term are still covered by the insurance until September 1 of the year during which they leave school.

Children in educational care and childcare provided during unsocial working hours (“nattis”) are covered by insurance during opening hours. Insurance during opening hours applies to regular activities at school, lessons and breaks or equivalent, as well as during travel directly to and from this activity.

You can find the full terms and conditions of the insurance on the municipality's website.

If a child or pupil suffers an injury, it is the responsibility of the parents/guardians, or the pupil themselves, to report the injury. You can report the injury at the Stockholmsregionens Försäkring AB website.

5.0 Childcare placement

According to the Education Act, municipalities in Sweden have an obligation to provide children with a preschool place no later than four months from the application date, or on the parent's/guardian's preferred start date if this is later than four months from the application date.

5.1 Applying for a childcare place

Parents/Guardians can apply for a childcare place using the E-service, which can be accessed via Upplands Väsby municipality's website, regardless of whether they want a place with an independent or municipal childcare provider. An application for a place in childcare can be made, at the earliest, when the child is three months old. Parents/Guardians must update their application at least once a year, as well as in the event of any change. The waiting list is administered by the municipality's central childcare administration.

On the application, the parents/guardians must choose with which childcare provider they want a childcare place, a maximum of three childcare providers can be chosen. The childcare providers chosen should be listed in preferential order. If there are no places available at any of the childcare providers chosen, a place will be offered at the nearest available preschool/educational care provider to the child's registered address.

The application must state from which date the place is required and the number of hours required per week. The parents/guardians must provide information regarding the entire household's income, upon which fees will be based. Household refers to the parents/guardians and, where applicable, the parent's/guardian's cohabitant (not a parent/guardian) registered at the same address as the child.

Any change in the information that was registered on the application form must be communicated to the municipality as soon as possible via the E-service.

Childcare places may be provided up to one month earlier than the required placement date. In this instance, you must pay for the childcare place from the date it was offered, even if the child starts his/her placement at a later date.

5.2 Rules governing the waiting list for preschool and educational care

If there is a waiting list for childcare, the following order of priority will apply:

1. Children in need of special support for their development, children with their own needs and support in accordance with to the Social Services Act.
2. Placement according to the municipality's obligation to provide a place no later than four months from the application date.
3. Sibling priority.
4. Application date, this also applies when a child has been placed and wants to be put on a waiting list to switch to another preschool. If several children have the same application date, their date of birth will then apply as the next criteria for prioritization, with the oldest child being placed first.

Deviations from the waiting list rules may be made in order to prevent a sharply skewed distribution in the age composition of a group of children. This means that a place may be offered to a child of a certain age, due to the composition of the group of children, even if the child is not first on the waiting list.

In the event of a waiting list, only children registered in Upplands Väsby municipality will be placed.

5.3 Offer of a childcare place

Places are offered via email. It is the responsibility of the parents/guardians to enter the correct contact information in the municipality's E-service and to ensure the information is updated.

When a childcare place is offered, the parents/guardians must actively say yes or no to the place via the E-service within 5 working days. If no response has been received within 5 working days, it will be assumed that the offer of a childcare place has been declined.

If the parents/guardians have refused an offer of a preschool place, the municipality is not obliged to offer a new place within four months – the waiting time can be significantly longer.

If you have received an offer of a place at a preschool that you have chosen: If you accept the place being offered, your child will be removed from the waiting list. If you say no to the place being offered, your child will also be removed from the waiting list. If you want to be offered a new place, you need to actively put your child on the childcare waiting list again via the E-service.

If you have received an offer of a place at a preschool you have not chosen: If you refuse the offer, it means that the municipality has fulfilled the Education Act's requirements to offer a preschool place, the child will remain on the waiting list, but the parents/guardians have thereby accepted a longer waiting time.

This does not apply if the offer refers to a cooperative, denominational preschool, preschool in a national minority language or educational care. In these instances, the municipality has an obligation to make a new offer within four months with a provider chosen by the parents/guardians.

The child must take the place offered on the specified start date or no later than four weeks thereafter. The child must complete the preschool introduction in order to obtain the placement. Invoicing for childcare will commence from the start date that was offered. The start date can only be changed by the childcare provider.

If there are two parents/guardians with joint custody of a child, they must agree on the placement.

5.4 Changing childcare providers

If you want to change your childcare provider, you must make a new application using the E-service. You will not be given priority, but will be put on a waiting list for each childcare provider in order of the date of application.

If two parents/guardians have joint custody of a child, they must be in agreement about changing the placement.

5.5 Agreement between parents/guardians and childcare provider

The offer of a childcare place will be sent via email. Once you have accepted the place offered this constitutes an agreement between the parents/guardians and the childcare provider. You must also register the number of childcare hours required via the E-service.

5.6 Changing the level of childcare provision

The child must attend childcare/preschool on a regular basis unless there are specific reasons for non-attendance. If your circumstances change, e.g. if you are on parental leave, become unemployed or change your working or study hours, you must notify your childcare provider as soon as possible, and no later than two weeks before the change comes into effect, and register a new schedule for your child in the E-service. The fee is calculated on the basis of

the number of hours your child normally spends in childcare (full-time rate and part-time rate, respectively).

It is not possible to temporarily change the number of hours your child spends in childcare and switch from a full-time rate to a part-time rate, for example during the holidays, in order to be charged a lower fee during this limited period. A reduction in the number of hours your child spends in childcare cannot be made for a period shorter than three months. If this occurs, you will be charged the difference in the form of a fee by Upplands Väsby municipality.

5.7 Children from Upplands Väsby municipality who require a childcare place in another municipality

If you want a childcare place in another municipality, you can apply for a place in the relevant municipality and in Upplands Väsby municipality's E-service. Upplands Väsby municipality's rules apply and parents/guardians pay the fee to Upplands Väsby municipality. When terminating a childcare place, termination must be made to Upplands Väsby municipality **and** the municipality where your child has the childcare place.

Upplands Väsby municipality pays compensation for the childcare place provided that parents/guardians do not have any unpaid debts for childcare services to Upplands Väsby municipality.

5.8. Children from another municipality who want a childcare place in Upplands Väsby municipality

If a child is registered in another municipality, you can apply for a childcare place in Upplands Väsby municipality via the E-service on the municipality's website. In the event of a waiting list for childcare, only children registered in Upplands Väsby municipality will be placed.

If a purchase or rental contract can be presented by a family intending to register in Upplands Väsby municipality, the contract will be considered proof of the child's future registration in the municipality.

6.0 Rates and fees

Municipalities in Sweden apply income-related rates regulated by the National Agency for Education (maximum rate). This means that childcare fees have a maximum rate per child. The maximum amount is different depending on whether you pay a full-time, part-time or reduced rate. A table listing the current rates is available on the municipality's website.

Parents/Guardians pay a childcare fee to the municipality in which the child is registered, regardless of whether the child is placed with a municipal or private childcare provider. This applies regardless of whether the child is placed in their home municipality or in another municipality.

The fee is payable twelve months per year. The household's total income affects the fee you pay for preschool, after-school centres and educational care. Only taxable income should be registered in the E-service. The household consists of the parents/guardians and, where applicable, the parent's/guardian's cohabitant (not a parent/guardian) registered at the same address as the child.

Parents/Guardians who want a split invoice must be registered at different addresses. The application must be made by both parents/guardians.

Remember to update your income information and ensure that your contact details are correct. Parents/Guardians are obliged to provide accurate information to the municipality.

Income information must be updated in the E-service at least once a year, as well as in the event of a change in income. If it has been over a year since the parents/guardians updated their income information, a reminder will be sent via email. If income information has not been registered, the highest fee will be charged. Changes in income must be registered no earlier than the 1st day of the following month.

The municipality conducts regular spot checks to assess the accuracy of submitted income information. Income information may be checked against information held by other authorities.

Full-time rates: More than 15 hours per week.

Part-time rates: Up to 15 hours per week.

Reduced rates: Public preschool is provided from September 1 of the year the child turns three years of age. All children aged 3-5 are entitled to a preschool place for 15 hours per week free of charge, or 525 hours per year, for the period September 1-May 31. If a child attends preschool in excess of the designated 15 hours per week, the fee will be reduced during the period September 1-May 31. There is no reduction in the fee in June, July and August.

After-school centres: Standard rate regardless of the number of hours spent in after-school care.

Sibling discount: If you have several children in childcare, you will pay a lower fee for your older child/children.

When children go from childcare to an after-school centre, a fee is charged for childcare up to and including the month of July. The fee for a place in an after-school centre is payable from August.

Payment of fees: The fee is payable from the start date that was offered.

If parents/guardians have agreed to a childcare place, they have a one-month notice period, which they must pay for even if the child does not take the place.

Parents/Guardians are obliged to notify the municipality of any changes that will affect the fee via the E-service, as soon as possible.

If a child is absent due to illness, the rate will be reduced after a consecutive period of sick leave exceeding 30 days and a medical certificate is required. The date on which sickness is reported to Försäkringskassan is counted as the first day of illness. The fee will be reduced for each sick day following 30 days of consecutive sick leave. You can apply for a reduced fee due to illness by submitting a certificate from Försäkringskassan and a medical certificate to Upplands Väsby municipality, Väsby Direkt.

Non-payment of fees:

- Seven days after the due date on the invoice a reminder will be sent. The reminder states that a claim will be sent to a debt collection agency in the event of late or non-payment of an invoice.
- Seventeen days after the due date, the debt will be handed over for collection and the parent/guardian will receive written notice that their childcare place will be cancelled.
- Sixty days after the due date, the childcare place will be cancelled unless the entire debt is paid or an agreement on amortization has been made.
- Before the childcare place is cancelled, an assessment will be made as to whether the child is in need of special support in accordance with the Education Act.
- The parents/guardians remain liable for the debt even if the child has lost their childcare place.

7. Cancelling a childcare place

Cancellation of a childcare place must be carried out in the E-service. The notice period is 30 days and the childcare fee must be paid during the entire notice period.

If a parent/guardian cancels their child's childcare place, a new place cannot be taken up any earlier than three months following the final date of the previous placement.

8. Termination

If the childcare fee is not paid, the parent/guardian risks having their childcare place terminated. If the childcare place is not used for more than two consecutive months, and there are no special reasons for this, the childcare place will be terminated by the municipality. If a child needs to be absent for more than two months, due to illness or other special reasons, the guardian can make an application to keep the place longer. The application form for this is available on the page “Självservice” (Self-service) on the municipality’s website.

When moving to another municipality, the child may keep their place in Upplands Väsby for a maximum of two months. The time is calculated from the date the child was registered in the new municipality.



Upplands Väsby
kommun

Rules for childcare services in Upplands Väsby municipality

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General information

The rules are governed by the Education Act (2010: 800), Chapter 8 (preschool) and Chapter 25 (other educational organisations) and Chapter 14 (after-school centres).

Upplands Väsby municipality's admissions unit is a joint unit for the placement of all children in preschool and educational care. Places are offered in municipal or private preschools according to the waiting list rules (see section 6.0).

If a place is offered in a cooperative, denominational preschool or in educational care despite the parent/guardian not wanting these alternatives, the parent/guardian can refuse the place being offered and retain their place on the waiting list.

1.0 Operations within childcare services

Preschool: In Upplands Väsby, preschools for children aged 1-5 are operated by municipal as well as private providers.

Educational care: In Upplands Väsby, educational care for children aged 1-5 is provided in the form of

childminders, who operate privately.

After-school centres: In Upplands Väsby, after-school centres for children in preschool classes up to and including year 6 are run by municipal as well as private providers.

After-school clubs: In Upplands Väsby, after-school clubs for children aged 10-13 are operated by private providers.

2.0 Right to preschool and educational care

All children aged 1-5 shall be offered a place in preschool or educational care to the extent they require, taking into consideration their parents'/guardians' work or studies.

In Upplands Väsby, all children aged 1-5 have the right to preschool or educational care for 30 hours per week, even if they have no need for childcare provision.

Places in childcare services can be provided for children who, for physical, mental or other reasons, need special support in their development, following an assessment of their needs.

If a parent/guardian is on parental leave, the child has the right to retain the same level of childcare as before the parent's/guardian's parental leave, for two months after the birth of the

new baby. In the case of twins, five months apply. Thereafter a maximum of 30 hours per week apply.

If a parent/guardian becomes unemployed, the child still has the right to preschool provision or educational care for a maximum of 30 hours per week.

If a parent/guardian suffers from an illness or injury, the child has the right to the same level of childcare as before the parent's/guardian's sick leave.

2.1 Childcare services in Finnish

Upplands Väsby has been a Finnish administrative area since January 1, 2010. This means that the municipality must offer preschool activities in Finnish, either entirely or to a significant extent, if the parents/guardians so wish. In Upplands Väsby, the Swedish-Finnish preschool has been tasked with laying the foundations for the Finnish language.

2.2 Public preschool

All children aged 3-5 are entitled to a preschool place that is free of charge for 15 hours per week or 525 hours per year. Public preschools operate during the period from September 1 to May 31 and are provided from the year the child turns three years of age. Cost reduction for children who have a preschool placement that exceeds 15 hours a week in a public preschool will come into effect from September 1 of the year the child turns three years of age.

2.3 Childcare services during unsocial working hours

Childcare during unsocial working hours is available for children aged 1-12 with care needs during times when preschool, educational care and after-school centres are not provided.

2.4 Right to after-school centres and after-school clubs

After-school centres in Upplands Väsby are operated by the municipality as well as by private providers.

All children in preschool classes up to and including year 6 must be offered a place in an after-school centre to the extent they require, taking into consideration their parents' work or studies.

A place in an after-school centre can be provided for children who, for physical, mental or other reasons, need special support in their development, following an assessment of their needs. If a parent/guardian suffers from an illness or injury, the child has the right to the same level of childcare provision as before the parent's/guardian's sick leave.

Parents/Guardians of children who do not have a place in an after-school centre can apply for a temporary placement during school holidays if they work or study.

3.0 Opening hours

Preschools and educational care will be open on weekdays throughout the year. Preschools will be open from 06.30-18.30, if required. Educational care will be open between the hours of 06.30 and 18.30 for 52.5 hours per week, if required. Childcare during unsocial working hours will be open between 18.00 and 06.30 every day, if required.

After-school centres will be open on weekdays throughout the year before and after school from 06.30-18.30, if required. On non-school days, care will be provided all day from 06.30-18.30, if required.

3.1 Planning and evaluation days

The provider has the right to close four days a year for further training and planning. In such instances, the childcare provider shall offer childcare if it is required.

4.0 Applying for a childcare place

The parent/guardian can apply for a childcare place via the E-service which can be accessed via

Upplands Väsby municipality's website.

5.0 Fees

Parents/Guardians pay a childcare fee to the municipality in which the child is registered, regardless of whether the child is placed with a municipal or private childcare provider. This applies regardless of whether the child is placed in their home municipality or in another municipality.

The fee for childcare is payable twelve months per year and is based on the level of childcare provision and the

total household income.

The household consists of the parents/guardians and, where applicable, the parent's/guardian's cohabitant (not a parent/guardian) registered at the same address as the child.

The household's total income must be updated annually, as well as in the event of a change in income, failure to do so will result in the maximum rate being charged.

Full-time rates: More than 15 hours per week

Part-time rates: Up to 15 hours per week

Reduced rates: Public preschool for children aged 3-5 is free of charge. Parents/Guardians pay for the time their children spend in childcare in addition to the time spent in public preschool (see 2.2)

After-school centres: Standard rate based on income regardless of the number of hours the child attends.

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

When children go from childcare to an after-school centre, a fee is charged for childcare up to and including the month of July. The fee for a place in an after-school centre is payable from August.

5.1 Maximum rate

All municipalities in Sweden apply income-related rates regulated by the National Agency for Education. This means that childcare fees have a maximum rate per child. The maximum amount is different depending on whether you pay a full-time, part-time or reduced rate.

5.2 Reduction of fees if a child is sick for a long period of time

If a child is absent due to illness for more than 30 consecutive days, any sick leave that exceeds this 30-day period will be free of charge. A medical certificate is required.

5.3 Non-payment of fees

- Seven days after the due date on the invoice a reminder will be sent. The reminder states that a claim will be sent to a debt collection agency in the event of late or non-payment of an invoice.
- Seventeen days after the due date, the debt will be handed over for collection and the parent/guardian will receive written notice that their childcare place will be cancelled.

- Sixty days after the due date, the fee-based part of the childcare placement will be cancelled unless the entire debt is paid or an agreement on amortization has been made.
- Before the childcare place is cancelled, an assessment will be made as to whether the child is in need of special support in accordance with the Education Act.
- The parents/guardians remain liable for the debt even if the child has lost their childcare place.

5.4 Cancelling a childcare place

The notice period is 30 days and the childcare fee must be paid during the entire notice period. A childcare place must be cancelled via the E-service.

When moving to another municipality, the child may keep their place in Upplands Väsby municipality for a maximum of two months. The time is calculated from the date the child was registered in the new municipality.

5.5 Utilization of a childcare place

It is not possible to suspend the placement. The child must attend childcare on a regular basis unless there are specific reasons for non-attendance. If the childcare place is not used for a continuous period of two months, the right to the place ceases.

If you require a new childcare place, a new application must be made using the E-service. A new placement cannot be taken up any earlier than three months after the previous placement ended.

5.6 The child's schedule

Parents/Guardians must register their child's schedule in the E-service and notify the provider. Parents/Guardians must notify the provider of any changes to their child's schedule as soon as possible and no later than two weeks before the change comes into effect.

6.0 Rules governing the waiting list

If there is a waiting list for childcare, the following order of priority will apply:

1. Children in need of special support for their development, children with their own needs and support in accordance with the Social Services Act.

2. Offer of a childcare place according to the municipality's obligation to provide a place no later than four months from the application date.
3. Sibling priority
4. Date of application

If a place is offered in a cooperative, denominational preschool or in educational care despite the parents/guardians not wanting these alternatives, the parents/guardians can refuse the place being offered and retain their place on the waiting list.