



RULES AND GUIDELINES

Preschool, leisure center and leisure club

<p>Information</p>	<p>This is what Chapter 8 of the Education Act says 2010:800:</p> <p>Offer of preschool</p> <p>3 § Children who are resident in Sweden and who have not started any education to fulfill compulsory schooling shall be offered preschool in accordance with what is stated in 4-7 §§. However, preschool does not need to be offered during evenings, nights, weekends or in connection with large weekends. <i>Law (2017. 1115).</i></p> <p>4 § From the autumn term of the year in which the child turns three, children shall be offered preschool for at least 525 hours a year, unless otherwise stated in 5-7 §§.</p> <p>5 § From the age of one, children shall be offered preschool to the extent necessary with regard to the parents' gainful employment or studies or if the child has his or her own needs due to the family's situation in general.</p> <p>6 § Children, whose parents are unemployed or on parental leave according to the Parental Leave Act (1995: 584) for the care of another child, shall from the age of one, be offered preschool for at least three hours per day or 15 hours a week.</p> <p>7 § Children shall also in other cases than those referred to in 5 and 6 §§ be offered preschool, if for physical, mental or other reasons they need special support in their development in the form of preschool.</p>
<p>Application for a preschool place</p>	<p>The application for a preschool place is filled in digitally via Ockelbo municipality's e-service available at www.ockelbo.se.</p> <p>Submit the application no later than 4 months before.</p> <p>Preschool places can be offered at the earliest from the day the child turns one year old.</p> <p>For 3-5 year olds, "general preschool" is offered 15 hours / week.</p>
<p>Offer and distribution of preschool places</p>	<p>This is what Chapter 8 in the Education Act 2010: 800 says:</p> <p>Offer of place</p> <p>14 § When the caregiver has notified the wish for preschool with a public principal, the municipality shall offer the child preschool within four months.</p> <p>Children who, for physical, mental or other reasons, need special support in their development in the form of preschool must be offered preschool immediately.</p> <p>Placement at a preschool unit</p> <p>15 § A child must be offered a place at a preschool unit as close to the child's own home as possible. Reasonable consideration shall be given to the wishes of the child's caregiver.</p> <p>Guidelines in Ockelbo municipality:</p> <ol style="list-style-type: none"> 1. Children in need of special support 2. Children who have siblings are given priority if space allows. 3. Change of preschool place, the application must be submitted no later than 28th of February for change in August/September. At other times of the year, the current queue precedes. 4. Current queue <p>Change of preschool place occurs subject to availability in August/September if the application has been submitted no later than 28th of February.</p>

<p>Use of place - attendance times</p> <p>Work and studies</p>	<ul style="list-style-type: none"> • The attendance time for the child is governed by the caregiver's working hours, study time and reasonable travel time and sleeping time, maximum 8 hours, at night work. • Schedule of attendance must be entered and kept up to date in Schoolsoft by caregivers. Changes must always be notified to the preschool via Schoolsoft or in direct dialogue with the staff. Staff and food portions are planned based on the children's attendance times. For special diets, this is extra important! • The principal or deputy principal can request a work schedule or study certificate from a caregiver. • In the event of unannounced continuous absence for 30 days, the place is considered terminated - the place is lost and a fee is charged for the period of absence and the notice period. • It may be possible to leave children who need bedtime at preschool before lunch, even though working hours or study time fall later in the day. Consultation shall take place with the staff of the department. • During the caregiver's scheduled leave, the child (1-5 years) is offered at least 15 hours / week at a time designated by the preschool, usually Tuesday-Thursday 9 a.m. – 2 p.m. Does not apply during primary school's holiday, in the case of a caregiver on leave during holidays, the child is free. • In families where only one is a caregiver, the child's period of stay is based solely on the caregiver's needs, even if the cohabitant or spouse is on parental leave or jobseeking.
<p>Use of place - attendance times</p> <p>Job seekers</p>	<ul style="list-style-type: none"> • Children 1-5 years who pay a fee for the place, are entitled to at least 15 hours / week at a time designated by the preschool, usually Tuesday-Thursday 9 a.m. – 2 p.m. When working, the caregiver's working hours and reasonable travel time apply. On days off, the basis for placement applies Tuesday-Thursday 9 a.m. – 2 p.m., regardless of work Monday or Friday. • Jobseeking caregivers can, during a visit to the employment service or during a job interview, extend the stay in consultation with the staff at the department. The principal or deputy principal can request a certificate from the caregiver.
<p>Use of place - attendance times</p> <p>Parental leave</p>	<p>In the event of parental leave with another child, the following applies:</p> <ul style="list-style-type: none"> • Children 1-5 years, are entitled to 15 hours / week at a time designated by the preschool, usually Tuesday-Thursday 9 a.m. – 2 p.m. • In families where only one is a caregiver, the child's period of stay is based solely on the caregiver's needs, even if the cohabitant or spouse is on parental leave or jobseeking.
<p>Use of place - attendance times</p> <p>Studies on parental leave</p>	<ul style="list-style-type: none"> • Caregivers who study during their parental leave can apply for an extended period of stay for the older child at the preschool. Caregivers apply in writing to the principal or deputy principal and state the scope and attach a letter of admission.
<p>Use of place - attendance times</p>	<ul style="list-style-type: none"> • Caregivers who are on sick leave or on maternity or pregnancy benefit may during the first week use the preschool place for their child according to the regular period of stay, thereafter 15 hours / week applies.

Caregiver's sick leave or leave with pregnancy benefit	<ul style="list-style-type: none"> • Additional necessity in addition to 15 hours / week, the caregiver applies in writing to the principal or deputy principal and states the scope and reasons, a medical certificate is attached.
Use of place - attendance times Caregiver's holiday	<p>During the caregiver's holiday, the child shall be free.</p> <ul style="list-style-type: none"> • Possible exceptions can be made in consultation with the principal or deputy principal.
Use of place - attendance times Siblings' illness	<ul style="list-style-type: none"> • Children who have siblings at home due to illness have the right to use their preschool place according to the regular period of stay, provided that the times are within the preschool's regular opening hours. • Exceptions for winter vomiting and other infectious diseases when the child stays at home.
Children's illness more than four weeks	<ul style="list-style-type: none"> • In children's illness that lasts continuously more than four weeks, a reduction of the fee of half the monthly cost is granted. The disease must be reported to the preschool. It shall be possible to present a medical certificate.
Use of place – Attendance times General preschool - from the autumn term the year the child turns 3 years old	<ul style="list-style-type: none"> • From the autumn term of the year the child turns 3 years old, "general preschool" is offered 15 hours per week, at least 525 hours per year free of charge. • 15 hours / week at a time designated by the preschool, usually Tuesday-Thursday 9 a.m. – 2 p.m. • General preschool follows the same school year as compulsory school in terms of semester start / end and holidays. Only general preschool, no fee and the child is free during all the school's holidays! • For use time at another time or time in addition to the general preschool time, a full monthly fee is paid. • Time at the preschool cannot be "saved" if the planned time is not used for any reason. When working or studying on individual days, the time is extended on the current day, without affecting the planning of the time for the rest of the week. Children who use free public preschool are charged a monthly fee for the above extension. • Change of period of stay on public holidays is not approved. • The organisation is not mandatory.
Termination of place	<p>The notice period for a preschool place is 30 days. Termination form is available at www.ockelbo.se.</p> <ul style="list-style-type: none"> • A fee is charged for the notice period. • If the caregiver does not notify absence for 30 days or the child leaves without the caregiver's termination of the position shall the principal or deputy principal within one month notify the caregiver in writing that the position ceases. A fee is charged for the period of absence and the notice period of 30 days.

	<ul style="list-style-type: none"> The preschool place automatically ceases to apply week 32 the year the child turns 6 years old. The desired leisure center place is applied for digitally via Ockelbo municipality's e-service, which is available at www.ockelbo.se.
<p>Opening hours</p>	<p>Holiday free Monday-Friday 6 a.m. – 5.30 p.m. For occasional needs until 6.30 p.m., an agreement is reached with the staff, in the event of long-term continuous need, the principal or deputy principal is contacted.</p> <ul style="list-style-type: none"> The working hours of the staff and thus also the opening hours of the activities are determined on the basis of submitted schedules for the children and can therefore vary. The municipality does not offer childcare during inconvenient working hours, weekends and nights. During Christmas and summer holidays, units may be merged. During 6 weekdays per year, the preschool is closed for development day for the staff. Closed days are announced at least one month in advance. If you need care these days, notify the staff or the principal or deputy principal no later than 2 weeks before.
<p>Fee - preschool and leisure center</p>	<ul style="list-style-type: none"> A fee is charged from the first day of schooling until the last day for the notice period. You pay a fee for a preschool place or leisure center place, regardless of how many hours you use. A fee is charged monthly twelve months per year. The fee is debited in arrears with the due date on the last of the month following the month of use. Fee in preschool activities from 200101 Children 1: 3% of income - up to a maximum of SEK 1,478 / month Children 2: 2% of income - up to a maximum of SEK 986 / month Children 3: 1% of income - up to a maximum of SEK 493 / month Fee in a holiday home place from 200101 Children 1: 2% of income - up to a maximum of SEK 986 / month Children 2: 1% of income - up to a maximum of SEK 493 / month Children 3: 1% of income - up to a maximum of SEK 493 / month <p>The income ceiling (the household's gross income per month) is from 200101: SEK 49,280.</p> <ul style="list-style-type: none"> The youngest child is counted as "Child 1". No fee is paid for the fourth child. The childcare fee must be paid on time stated on the bill. If the established fee is not paid, the right to use the childcare place ceases. The place can only be returned when the debt is settled or the amortization plan has been drawn up. In the case of an unpaid invoice, the finance office's routines are followed, which means that the case, after the reminder and demands have been sent out, goes on to the Swedish Enforcement Agency.

<p>Income request</p>	<ul style="list-style-type: none"> • Income must be provided before the child is placed or when the family's gross income changes. The administration reserves the right to check income with the tax office or employer. If income information has not been submitted within 2 months, the highest fee will be charged according to the maximum rate. • You pay for the place and not for the period of stay. • Form "Preschool and leisure center place - Income request" is available for printing at Ockelbo municipality's e-service which is available at www.ockelbo.se.
<p>Shared Income</p>	<ul style="list-style-type: none"> • In the event that a child's parents have joint custody and the child lives alternately with the parents and both parents need a place, both parents are counted as placeholders. They can then apply for a shared invoice regardless of the extent to which they use the place. The fee is based on the total income in each parent's household. This means two invoices that apply to the same child. However, the total fee may not exceed the fee for one place. • If a parent in one of the households terminates the place, this means that the other placeholder pays the full fee based on their household's income.
<p>Insurance</p>	<p>Children/pupils are insured against accidents 24 hours a day.</p>

Information	Offer of leisure center place
<p>Application of leisure center place</p> <p>Jobseeker or caregiver on parental leave</p>	<p>The application for a leisure center place is filled in digitally via Ockelbo municipality's e-service available at www.ockelbo.se.</p> <p>Leisure center place can be obtained from week 32 the summer before the child starts preschool class until and including the spring term in the year the child turns thirteen.</p> <p>Children in the leisure center are not entitled to a place in the event of the caregiver's unemployment or if the caregiver is at home with younger siblings.</p> <p>In the case of temporary employment, a leisure center place is applied for, which is obtained immediately at the after-school care.</p>
<p>Use of place - attendance times</p> <p>Caregiver's sick leave</p> <p>Caregiver's vacation</p> <p>Sibling's illness</p>	<p>At the leisure center, the child gets a place when a caregiver is gainfully working or studying. The period of stay for the child is governed by the caregiver's working time / study time as well as reasonable travel time and sleeping time, maximum 8 hours, for night work.</p> <p>In families where only one is a caregiver, the child's period of stay is based solely on the caregiver's needs, even if the cohabitant or spouse is on parental leave or jobseeking.</p> <p>In the case of children's illness that lasts for more than four continuous weeks, a reduction of the fee is granted with half the monthly cost. A medical certificate must be presented.</p> <p>Caregivers who are on sick leave or on leave due to pregnancy may use the leisure center place for their child during the first week of illness according to the regular period of stay. A medical certificate must be presented.</p> <p>Additional necessity after the first week, the caregiver applies in writing to the deputy principal and states the scope and reasons, a medical certificate is attached.</p> <p>During the caregiver's vacation, the child must be free</p> <ul style="list-style-type: none"> • Any exceptions can be made in consultation with the principal or deputy principal. <p>Children who have siblings at home due to illness use their leisure center place according to the regular period of stay, provided that the times are within the leisure center's regular opening hours. Exceptions for winter vomiting and other infectious diseases when the child stays at home.</p>
<p>Termination of place</p>	<p>The notice period for a leisure center place is 30 days. Termination form is available at www.ockelbo.se.</p> <ul style="list-style-type: none"> • A fee is charged for the notice period. • If the caregiver does not notify absence for 30 days or the child leaves without the caregiver's termination of the place, the principal or deputy principal should within

	<p>one month notify the caregiver in writing that the place ceases. A fee is charged for the period of absence and the notice period of 30 days.</p>
<p>Opening hours</p>	<p>Holiday free Monday-Friday 6.30 a.m. – 6 p.m. At occasional necessities from 6 a.m or until 6.30 p.m in the evening, an agreement is made with the staff, in the event of long-term continuous need, the deputy principal is contacted.</p> <p>The staff's working hours and thus also the organisation's opening hours are determined on the basis of registered hours for the children and can therefore vary.</p>
<p>Leisure clubs</p>	<p>The leisure club is an open leisure activity center for all pupils in grades 4-6. The application to the leisure club is filled in digitally via Ockelbo municipality's e-service which is available at www.ockelbo.se.</p> <p>The children agree with their parents on what days and times they should be at the club and go home themselves. The students' interests are the starting point for planning the activities. Follows the compulsory school's school year when it comes to the term start/end.</p> <p>The leisure club is open from the end of the school day, approx. 14.25 to 16.15 every school day. Autumn holidays, sports and Easter holidays approx. 8.00 - 16.15. Closed during summer and Christmas holidays.</p> <p>The cost of leisure club is SEK 800 per semester and the cost is the same regardless of how much the student participates.</p> <p>Snacks are offered on school days at cost price. During holiday activities, lunch and snacks are offered at cost price.</p> <p>Snacks SEK 10 on the days you eat. Lunch SEK 40 on the days you eat.</p> <p>Snacks and lunch are invoiced together with the semester fee. Invoicing takes place twice per semester.</p> <p>Termination of place must take place before the next semester. Termination form is available at www.ockelbo.se. If no notice is given, the place will remain until the following school year.</p>