

# RULES AND FEES

## FOR

### PRESCHOOL, PRESCHOOL CLASSES AND CHILDCARE

Regulations, within the framework of section 2a  
of the Education Act

adopted by the Child and Youth Board,

14-02-2006 paragraph 47

and apply from 01-01-2006

The fees were adopted by the municipal council

24-11-2003 paragraph 237

(After-school clubs)

15-12-2003–16-12-2003 paragraph 294

(Preschool, Family day care, After-school centres)

and apply from 01-01-2004



## Preschool and childcare in Uppsala

These programmes are managed at municipal and non-municipal levels and are intended for all children, aged 1–12, who live in and are permanent residents of the municipality. The municipal childcare administration is the same for all preschool and childcare programmes that receive municipal grants, regardless of whether the municipality or independent entities manage them.

### Programme format

**The preschool programme**, for children aged 1–5, includes preschools, family day care, multi-family cooperatives and open preschools.

**Public preschool** is offered to children who are four years old at the beginning of the autumn term. This free programme comprises a minimum of 525 hours per year.

**Preschool class** is a separate format that is extended to children the year before they begin compulsory comprehensive school. This free programme comprises a minimum of 525 hours per year.

**Childcare** for children aged 6–12 includes after-school centres and after-school clubs (open recreational activities).

### Right to preschool in addition to public preschool

A guardian who is gainfully employed, a student, actively looking for work, or on parental leave can apply for a place in preschool programmes outside of public preschool. Children who, for physical, psychological or other reasons, require developmental support, must be offered a place in preschool if their needs cannot be met elsewhere.

### Right to childcare

- Children in preschool class up to and including grade 3 are entitled to a place in an after-school centre.
- Children from grades 4–6 are entitled to a place in an after-school club.
- Children in grades 4–6 who attend special-needs schools or special-education units for children with physical disabilities (under the Act concerning Support and Service for Persons with Certain Functional Impairments) are entitled to a place in an after-school centre or club. The type of care is based on the child's needs and opportunities.

Children in grades four to six can be granted the right to a place in an after-school centre instead of a club, if there is no after-school club available within a suitable distance.

Children who, for physical, psychological or other reasons, require developmental support, must be offered a place in childcare if their needs cannot be met elsewhere.

A guardian who is gainfully employed or is a student can apply for a place in an after-school centre. After-school centres are not provided when the parents are unemployed or on parental leave. Children with a place in an after-school centre may keep that place one month after the birth of a younger sibling or one month after a guardian becomes unemployed.

All legal guardians can apply for a place in an after-school club.

### Application for placement

The application form must be received, at the earliest, eight months prior to the desired date. In order to be able to offer a place for the desired date, the municipality must receive the application no less than four months prior (reasonable time, in accordance with the Education Act, section 2a, paragraph 7). In the case of joint custody, both guardians must agree to the terms of the application and sign it. If one of the guardians cannot be reached, the signature of the other guardian is enough. The application must include the desired start date for and location of childcare. Receipt of the application will be confirmed in writing.

## Placement

Placement and changes in placement are regulated in accordance with the Education Act, section 2a, paragraph 8: "A place in preschool or childcare that is as close to the child's home or school as possible must be offered, subject to that which is required to make effective use of locales and other resources. Reasonable consideration shall be given to the guardian's wishes."

The Municipality of Uppsala seeks to guarantee that all placements in preschool and childcare programmes ensure the greatest possible continuity and security for the children and their guardians.

## Offer of a place

When a place is available, the child's guardian will be offered that place. The guardian must reply to this offer in writing. If the guardian turns down the offer, he/she is not required to submit a new application; however, a new processing period will begin.

## Agreement on period of attendance

The period of attendance for a child 1–5 years of age must be drawn up between the guardian and the municipality when the guardian accepts an offered space. No such agreement is required for children in an after-school centre or club.

The guardian's work or study schedule, as well as travel time, constitute the basis for the child's period of attendance. "Preschool and childcare shall be provided to the extent needed with consideration of the parents' gainful employment or studies, or the child's own needs" (Education Act, section 2a, paragraph 6). This means that children are only entitled to spend time in a preschool, family day care, multi-family cooperative or after-school centre during the time the guardians are working/studying, plus a reasonable travel time. If one or both guardians is free or on holiday from gainful employment or studies, the child is not entitled to preschool, family day care, a multiple-family cooperative or an after-school centre. The guardian must notify the municipality of potential changes at least one month in advance, except under special circumstances.

The child's times in the preschool, family day care, multiple-family cooperative or after-school centre shall be reported directly to the programmes. It is critical that the programmes are aware of the child's times.

All children aged 1–5, whose guardians are unemployed or on parental leave, have the right to a place in preschool, family day care or a multi-family cooperative. By law, children have the right to attend such a facility 3 hours per day or 15 hours per week. Children with a guardian on parental leave caring for children from a multiple birth are entitled to a maximum of 25 hours a week. The limited time for children aged 1–5 goes into effect one month after the birth of the sibling or after the guardian becomes unemployed. The individuals in charge at the respective entities, in consultation with the guardian, will determine the length of the child's stay.

## Inconvenient working hours

On 19 June 2000, the municipal council adopted special rules regarding this matter. These rules are available at the municipality's childcare administration.

## Declaration of income for municipal tax

A declaration of income must be submitted when a guardian accepts an offered place for his/her child, if the guardian's income or family situation changes, or at the request of the municipality.

When a new declaration of income is received, the new fees are charged beginning with the following calendar month, unless otherwise noted. A declaration of income must be presented, at the latest, 14 days after the change in income. In the absence of a declaration of income, the maximum fee will be charged.

If a family's income was higher than stated in their declaration of income, and the difference is not obviously justifiable, the municipality can charge them the difference within a three-year period.

If a family has not provided a declaration of income at the time the fee is set, the maximum permitted fee is set. If the family later provides a declaration of income, the fee should be adjusted retroactively, but no more than one year.

No declaration of income is necessary for placement in an after-school club.

### **Planning days and in-service training days**

Preschools, family day care, multi-family cooperatives and after-school centres/clubs have the right to cancel their programmes four days per school year in order to give their staff the opportunity to participate in planning and in-service training. No fee reduction is granted for these days.

### **Cancellation**

A request for cancellation must be sent to the municipality in writing, on a special form. Two months' notice is required. Fees must be paid during these two months. The cancellation will be confirmed in writing.

The cancellation of a place during June–August does not exempt the guardians from payment if the child returns to the preschool or day care before 1 October the same year.

### **Suspension**

If three bills are unpaid, the child's place will be immediately suspended.

Suspension can also occur for other reasons.

However, suspension is not permitted if the child has needs of its own, or special need for care as defined in the Education Act, section 2a, paragraphs 6 and 9. If such needs exist, suspension is not possible.

## Fees for preschool, preschool class and child care

### General information on fees

The Municipality of Uppsala applies the maximum fee system.

Everyone who has a child in a Municipality of Uppsala preschool/after-school centre pays a monthly fee. Everyone who has a child in a Municipality of Uppsala after-school club pays a semester fee.

A monthly fee is paid for the current month from the day the place is secured. The semester fee is paid for the whole term, regardless of when the place was secured. The semester fee is charged monthly for the autumn term, September–December, and the spring term, January–May. Children in preschool and day care pay the full fee regardless of the time they spend there.

Monthly fees are paid 12 months per year. Since a space is assigned to the child, the fee must be paid even if the child was absent due to holiday, illness or other reasons.

### Fees for children who have turned four years of age by the autumn term

As of the autumn term when the child turns four, all children are entitled to free placement for 15 hours per week during the school term, with the same holidays as the school has. Public preschools can be run as morning or afternoon groups.

Children with preschool placements who are entitled to public preschool receive a 25% discount on the fee from January–May and September–December. The full fee is paid during June–August.

### Fees for children placed in preschool programmes in accordance with the Education Act, section 2a, paragraph 9

Special-needs preschool children aged 1–5 who receive a preschool placement in accordance with chapter 2, section 9 of the Education Act after a special investigation, are exempted from fees for up to 15 hours a week. Children whose need for supervision exceeds 15 hours a week will be charged 75% of the applicable maximum fee.

### Fees for children in preschool class

Programmes for children in preschool class are free for 15 hours a week or 525 hours per year. The full fee charged for after-school centres will be applied for the part of the programme that exceeds 15 hours a week.

## Fees

### Reduction of fees for families

In the fee context, the youngest child is designated as child 1, the next youngest child as child 2, etc., no matter where the child is enrolled (preschool or after-school centre). The family discount does not cover siblings who are registered at different addresses.

### Fee for preschool (rounded off to the nearest krona)

Monthly fee for child 1: 3% of monthly salary – not to exceed SEK 1,260/month

Monthly fee for child 2: 2% of monthly salary – not to exceed SEK 840/month

Monthly fee for child 3: 1% of monthly salary – not to exceed SEK 420/month

No fee for other children who have been placed.

### Fee for after-school centre (rounded off to the nearest krona)

Monthly fee for child 1: 2% of monthly salary – not to exceed SEK 840/month

Monthly fee for child 2: 1% of monthly salary – not to exceed SEK 420/month

Monthly fee for child 3: 1% of monthly salary – not to exceed SEK 420/month

No fee for other children who have been placed.

### Fee for after-school club

A semester fee of SEK 500–1,000 is paid for each child. The fee is determined by the scope and content of each programme.