

Using childcare facilities in Trosa municipality



www.trosa.se/barnomsorgswebben

Place offers

The process begins once you, as a parent or guardian, accept the place offer by logging in to Barnomsorgswebben: <https://www.trosa.se/barn--utbildning/barnomsorg2/Barnomsorgswebben/>

This involves the school office checking that all the details have been provided to ensure that the application is complete – for example, that the parents or guardians are in agreement, that the child and at least one of the parents/guardians are registered as resident in the municipality, and that the income details and schedule have been submitted before the start date of the placement. A decision is then sent to the nursery school (*förskola*) or day care centre (*fritidshem*), who will then contact the family and welcome your child.

It is your responsibility to ensure that your details on the childcare website are always kept up-to-date.

Settling-in period

The placement begins with a settling-in period of around one to two weeks for nursery school children and up to one week for schoolchildren. As a parent, you will be expected to assist during this period.

Childcare fees

Trosa municipality operates a maximum fee system. For children at nursery schools and day care centres, you will pay fees according to a charging table that can be found on the municipality's website. The rate applies to children at both municipal and privately run operations. The fee is based on the household's gross monthly income and the number of children with places.

Please note that the fee is based on everyone in the family who receives an income and is registered as being resident at the same address.

The period of childcare has no effect on the size of the fee.

In the case of joint custody, each of you has your own place for your child and will pay on the basis of the household income of the respective family. There is an example on the municipality's website (under the heading "Avgift" ("Fees")) that shows how childcare fees are calculated in the case of joint custody.

The fees paid by the households can never exceed the cost of a place. The fee is paid from the first day of the settling-in period for 12 months per year. Any information that may affect the childcare fee must be notified to the school office.

You can obtain the current childcare rates from the school office or the municipality website.

Decisions on rates are made by the district council.

Schedule

The fee is not changed when increasing or decreasing the hours. However, as a parent you still need to submit a schedule via the childcare website for any permanent changes exceeding two months. The schedule should be based on the time spent on work or study, travel time and the time taken to deliver and collect the child.

A new schedule does **not** need to be submitted in the case of illness, holidays and scheduled breaks such as the winter "sportlov" break, Easter break and Christmas break.

It is important that you keep to the established scheduled hours. A new schedule will be shown on the childcare website as soon as possible once the change takes effect.

Whatever the reason for the change, it is always your responsibility as a parent to change the schedule. In the case of joint custody, before submitting your schedule you could for example, write in the comments field that this applies to odd-numbered weeks.

Income

In order to ensure that the correct childcare fees are charged for your child, you must submit up-to-date income details on the childcare website. The fee is based on the joint gross monthly income of the household. The school office will perform annual retrospective checks with the Swedish Tax Agency on the income details that you submit.

If you go on parental leave

Parents or guardians on parental leave are allowed to retain a nursery school place for a maximum of 24 hours per week; for children of school age (day care centre) there is a maximum of 10 hours per week. This takes effect seven days after returning home from the maternity unit with the child's sibling. The distribution of these hours is determined by the nursery school manager or principal according to requirements and the circumstances of the operation.

Your payments will be in accordance with the municipality's charging table.

If you are made unemployed, and is registered at Arbetsförmedlingen,

... when you have a child at nursery school

You are entitled to keep the place if you have been made unemployed and are actively seeking work, though for a maximum of 24 hours a week. The distribution of these hours is determined by the nursery school manager according to requirements and the circumstances of the operation. Your payments will be in accordance with the municipality's charging table. If you have a child between the ages of three and five, you may apply to a public nursery school (allmän förskola). Find out more under the heading "Public nursery school".

... when you have a child at school

If you are unemployed, you may keep your child's place at a day care centre for a maximum of 10 hours a week. The hour schedule is determined by the principal according to requirements and the circumstances of the operation. Your payments will be in accordance with the municipality's charging table.

If you are not using the placement

You may keep the childcare place for a maximum of three months if, for example, you travel away for a long period. You will need to pay the fee as usual. If it has been more than three months since you used the place, the staff at the unit will inform the school office, who will then cancel your place after speaking to you as the parent.

Changes in family circumstances

You must inform the school office if you separate or start living with someone else. This is to ensure that the childcare fee is invoiced correctly.

What happens in the case of joint custody?

In the case of joint custody where the child lives alternately with one parent and then the other and both require childcare, both are considered as having their own childcare place.

If you have separated and both require childcare, where you are registered as living at different addresses you should apply for "Delad faktura" ("Split invoice") on the website:

<https://www.trosa.se/barn--utbildning/barnomsorg2/Delad-faktura/>

What happens during sick leave?

If you as a parent go on sick leave, you should contact the nursery school manager or principal directly to discuss your nursery school or day care hours requirements.

If you wish to terminate your place

If you wish to terminate your childcare place, this should be done using the childcare website. The notice period is one month and the fee will be charged during the notice period. You must still give notice of termination even if switching from municipal to privately run childcare. The municipality applies a "four-month rule" in the event of termination. This means that, if the place is terminated and a new place is requested within four months, a retrospective charge will be applied to the entire period from the last placement date.

The municipality can terminate the place

The municipality may terminate the childcare place if the place has been obtained without compliance with the rules, if the place is not being used in accordance with the regulations, if the fee according to the current rates has not been paid and the payment instalment plan is not being adhered to. Any debts that you may have must be settled before you may apply for another place for your child.

Illness

If your child is ill, it is important for them to stay at home until they are fit enough to take part in the activities. The child must also stay at home if there is a risk of infection. It is important to report your child's illness to the department from the first day of illness, and to notify the staff on the day before the child returns to the unit.

Public nursery school

All children are entitled to free public nursery schooling from the autumn term of the year in which the child reaches the age of three. The distribution of these hours is determined by the nursery school manager according to requirements and the circumstances of the operation. Public nursery schooling covers 15 hours a week, or 525 hours a year. For those with childcare, public nursery schooling is included as part of the regular operation. A reduced fee is given in this case. Public nursery schooling applies until the child begins attending a pre-school class (*förskoleklass*) or school.

The 15-hour place can either be used entirely free of charge during school term-time only or continuously throughout the year, in which case the maximum rate is payable for June, July and August.

If the place is used for more than 15 hours a week, the fee is payable for the whole of the year.

You apply for a 15-hour place at:

<https://www.trosa.se/barn--utbildning/barnomsorg2/Allman-forskola/>

Meals

Breakfast, lunch and snacks are served at nursery school. Day care centres offer breakfast and snacks, as well as lunch on holidays. Children with special dietary requirements can be accommodated.

Nappies

Parents must provide nappies for their children at nursery school.

Clothing

Children need durable clothing and a change of clothing. It is useful for everyone if the clothes are labelled with the child's name. Dummies, too, should be labelled with the child's name.

If something happens

Your child is covered by accident insurance while at a childcare facility and during immediate transportation to and from the unit. Accident insurance applies to children at both municipal and privately run units. On the other hand, your child is not covered by liability insurance through the municipality. Liability insurance is insurance that covers personal injury or damage to property caused by the child.

Study days

Staff at nursery schools are entitled to two study days per term for planning, appraisal or additional training. Staff at pre-school classes and day care centres are entitled to one study day per term. Parents who are unable to take leave will be offered an alternative. Nursery school will also close at 16.00 five times a year for planning, appraisal or additional training.

Duty of confidentiality

Staff are subject to the Swedish Confidentiality Act and must sign a confidentiality agreement before taking up employment.

Special support initiatives

Staff and parents can, if necessary, be offered support and guidance from the municipality's pupil health resource team.

Opening hours

As a parent, you have a right to have your child at nursery school or a day care centre during what are called core hours. Core hours are between 06.00 and 18.00 on all working days *except Christmas Eve, Midsummer Eve and New Year's Eve*. A number of nursery schools and day care centres close for four weeks during the summer. However, some units are always open for those parents who need childcare during this period.

The childcare website (barnomsorgswebben)

Trosa municipality uses an online childcare service called "barnomsorgswebben", where all information should be kept up-to-date at all times. This applies to contact details, the schedule and income details. You log in on: <https://www.trosa.se/barn--utbildning/barnomsorg2/Barnomsorgswebben/>

Here, you can, for example:

- accept/turn down the place offered
- change/register your schedule
- change your income details
- terminate the placement

As a parent or guardian, you must ensure that all the information about your child on the childcare website is up-to-date.

Find out more about the rules relating to childcare in Trosa municipality on the municipality's website under "Barn & utbildning" ("Children and education").

The School Office

Trosa Municipality
SE-619 80 Trosa
Address for visitors: Norrbackagatan 1
Tel: 0156-520 95 • Fax: 0156-520 56
E-mail: trosaskolkontor@trosa.se
www.trosa.se/barnomsorgswebben