

FAQ - Pre-school and Daycare

General Questions

Who has the right to attend pre-school/ daycare?	Children aged 1-5 with guardians who are working or studying have the right to placement at pre-school. Children to those who are seeking employment or on parental leave are offered 1 hour per week. Children aged 6-13 (up to grade 6) with guardians who are working or studying have the right to placement in daycare.
How old should the child be before being placed in pre-school?	The child must be one year old.
What is public pre-school?	All children in Sweden have the right to public pre-school from the fall term of the year they turn 3. The allotted time is 1 hour per week (3 hours in the morning Monday to Friday) during the grade school terms. The child must be home from pre-school during holidays.
What is orientation?	During orientation your child will get the chance to learn about their new school, make new friends and get acquainted with the teachers at his or her own pace. Orientation is tailored to your child and can vary in time (usually one week). Parents often participate in different parts of the orientation. Contact your pre-school to find out how they normally conduct their orientation.
Why is it called pre-school and not daycare?	Since 1998 pre-schools have had their own curriculum where you can read about the organization's mission and the foundation that the values of the school are based on. The pre-school is and should be a mirror of society in general. The curriculum should guarantee that all children have access to a good pre-school no matter where they live. The pre-school's curriculum makes it its own type of school with educational activities. 'Dagis' or daycare is a shortened form of 'Daghem' or Dayhome which was used before pre-school became a form of schooling.

What is a closed day?	Two days per term the pre-school/daycare closes so that the personnel have the opportunity to develop their competency as well as allow time for planning together and following up on their progress. Guardians will be informed of the dates two months ahead of time at the latest.
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	The information will be posted on the webpage and information will be given at the pre-school/daycare.
What are free days?	During ordinary terms guardians have the opportunity to leave their children at daycare for 4 days per school year when they otherwise would have been at home, if the organization approves. It is the principal that is responsible for approvals. Please note that the four free days do not apply to children who are only attending pre-school for 15 hours. It is not possible to save any free days for the coming year.
Is the school and daycare closed during the summer months?	Yes, during weeks 28-31 a few of the pre-schools and daycares are open in the municipality. Other pre-schools and daycares are closed. During these weeks it may be necessary for your child to attend another pre-school or daycare than the one they normally attend.
Until what age can my child attend daycare?	Until the end of the spring term the year that your child turns 13. If you don't notify the school about the termination then we will do so on the last day of the spring term and you will be billed for the period
If I only need daycare for my child during holidays, what should I do then?	WHAT SHOULD WE DO WITH DAYCARE ON HOLIDAYS? Ida will look into it.
Who should I contact if my child has special needs?	Contact the principal of the school where your child will be attending or is already attending.
My child has another language than Swedish as their native language	Contact the principal of the school where your child will be attending or is already attending.

What should I do?	
We are planning or already have separated. Must we inform you?	Yes, Please inform the administrator of the school or pre-school.
I have started living together with someone. Do I need to notify the school?	Yes, because your invoices are based on the combined household's gross income it is necessary that you do so. Please register your new family situation as well as your incomes in Hypernet.



Is my child insured while they are at the pre-school and daycare?	Children and youth who attend pre-school and school in Tingsryd's municipality are covered by municipal insurance . This means that they are insured for accidents during and after pre-school/ school hours.
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Questions concerning applications and placement.

How do I get my child placed in a queue?	By using our e-services you can apply to pre-school and daycare.
When should I apply for placement in the pre-school or daycare?	You can apply for placement at the earliest 6 months before you start working or studying. You will be placed in a queue according to the date you applied and the child's birthday, oldest first. Our goal is to provide placement when the need arises and no later than 4 months after receiving the application
When will I be notified about the placement in the pre-school?	When a guardian has made a request for a pre-school/daycare the municipality must offer placement within 4 months. Our endeavor is to prepare each child a placement in line with guardian's wishes at the desired date and time. If it is not possible to provide placement according to the guardian's wishes, then another placement will be offered within the municipality.

We plan to move to Tingsryd's municipality. When can we apply for our child's placement in pre-school/daycare?	You can apply to pre-school/daycare for your child at the earliest 6 months before you want them to start. The child and at least one guardian needs to be registered in Tingsryd's municipality the day the child starts at the pre-school or daycare.
Can I get placement in another municipality if the child is registered in Tingsryd's municipality? Can I apply for pre-school in Tingsryd's municipality if the child is registered in another Municipality?	Always consult with the municipality where the child is registered before seeking placement in another municipality. A child has the right to be accepted into a pre-school in a municipality other than their own if the child has special needs or circumstances that necessitate going to that municipality's school. It is the receiving municipality that decides if there are special needs or circumstances for taking a child from another municipality. An example would be if the child's guardians reside in different municipalities. Another example would be if the child lives close to the border or pre-school of another municipality. It could also be that the child's guardian works in another municipality.



	Yet another reason could be that the child has special needs or requires support that another municipal pre-school is better able to provide to the child. Even children without special needs can be accepted by another municipality's pre-school if the guardian wants that and the receiving municipality is willing to go along with their request. For a child without any special needs this is a possibility and not a right to be accepted into another municipality's pre-school. Tingsryd's municipality does not allow or recognize dual placements.
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How do I go about cancelling my pre-school or daycare placement?	By using our e-services you will be able to cancel your pre-school or daycare placement. The notification period for canceling placement is 1 month and a fee is extracted for that period. A new application can be made only after the current placement has been completed. Waiting times can be up to 4 months. If the child has 2 placements, i.e. the parents have joint custody and both have placements for the child, then it is necessary for both parents to cancel the placement.
My child is currently in a queue to a pre-school where an older sibling attends. Does the younger sibling get sibling priority?	Yes, under the condition that the older sibling still has their placement when the younger sibling is starting.
Do I need to apply to a placement in daycare when my child is going to start in pre-school class?	When a pre-school child is starting pre-school the child is automatically placed in daycare. Guardians who wish to have continued daycare don't need to do anything. If guardians do not wish to have placement in daycare when their child starts at pre-school, then it is necessary to give notice of cancellation. Please note that the notification period is one month after cancellation. Cancellations may only be made for breaks lasting more than 3 months.
What happens if I choose to apply for a placement during the summer?	Tingsryd's municipality does not arrange any orientation during the summer.
What happens if I seek placement in pre-school that does not belong to	If there is a placement available in a pre-school that does not belong to the area where you are registered as living then the child can be offered



our registered area?	placement at another pre-school than the one the child was meant to go to. Please note that the child will not be guaranteed placement in the compulsory school in the same district that the pre-school is in.
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What happens if i don't get any of my requested alternatives?	If you aren't given any of your requested alternatives then we will offer placement at another pre-school.
If i say yes to another pre-school that I haven't chosen, when can my child start at the school that I requested?	Exchanges between pre-schools are done, with reservation for availability, in January and August.
What happens if i say no to any of my requested alternatives?	If you say no to any of your requested alternatives then your child will be taken out of the queue to pre-school. You can then re-apply and you will receive a new queue date.
Can we push forward our child's orientation at the pre-school by requesting a break?	No, orientation starts the day placement is available.
We are going on a longer trip outside of the country, will my child retain their place?	Yes, but at the most three calendar months. Inform the principal what date your child will be returning to pre-school or daycare. The principle will cancel placement if the child does not return after the agreed upon date. Please note that you will be required to pay during the time you are gone
We are both working or studying but one of us would like to take parental leave one day a week for one of our children. Can the other child still attend pre-school?	No. The only way that would be possible is if the child has a 15 hour per week placement or a placement based on special needs that requires them to be at the pre-school.
What should I do if I am going to return to work or studies being on parental leave?	Children 1-5 years of age in pre-school: For pre-school children you must register a new schedule with the desired care times via our e-service or by filling out an application. Children of school age: For school age children you can apply for placement using our e-service or an application.

What should I do if my child's schedule needs to change?	Register a new schedule using our e-service Schedule changes will take effect five working days at the earliest.
Can my child attend pre-school and daycare if I am on sick leave?	In cases where sick leave is short (up to one week) the child has a right to continue going according to their regular schedule. Guardians who are on sick leave for periods longer than a week will need to leave in an application for dispensation. The principal will make a decision in cooperation with the Child and Student Health Service as to whether the child has a right to pre-school, daycare and/or educational care and to what extent. The application for dispensation is made through the principal.
If I am staying at home to care for a sick child, can my other child attend pre-school or daycare?	Yes, as long as that child is healthy.
We are going to be moving and changing pre-schools inside of Tingsryd's municipality, do we need to wait 4 months then?	The child will be offered placement at another pre-school in that area as soon as one is available. During the time that your child is waiting they will be able to retain their placement at the current school. It is the guardian's responsibility to contact the new principal.
I work nights and the child's other guardian works days. What times are available for us to leave our child/children at the pre-school?	We respect your need for rest/sleep before and after working nights. Please contact the principal so that you can together discuss and evaluate how much time can be considered as being reasonable.
Is it possible to leave a child at pre-school/ daycare for any education at all?	If the education is related to work or career then time will be given at the pre-school/daycare. If it is an education for personal development or of a recreational nature then time will not be granted at the pre-school or daycare.
I have two children at the pre-school. One of the children has an appointment at the health care center. Is it okay to leave the other	Yes, just as long as the other child is healthy.

one at pre-school?	
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Questions about scheduling and how much time the child has a right to.



When can my child attend pre-school/daycare?	The child's attendance is based upon the guardian's work and/or study schedule including the time it takes to travel to the pre-school and daycare. Attendance for a child with both guardians in the same household is decided based on the schedules of both guardians. It is the guardian who starts work/studies the latest who is responsible for leaving the child and the guardian who finishes work/studies earliest who is responsible for picking up the child. Children with 15 hour schedules are welcome to pre-school 3 hours each morning Monday to Friday.
We are expecting another child. When will my older child need to start going 15 hours a week?	From the day the mother returns home from the hospital.
I am pregnant and receiving pregnancy benefits. How many hours does my older child have a right to?	Pregnancy benefits are considered the same as sick leave and to have the right to time at pre-school an application for dispensation must be left in. Approved dispensation applications are valid up until the birth of the child. Contact the principal for an application.
What times are valid for my older child while I am at the maternity ward?	The older child has a right to the father's time until the mother returns from the maternity ward. After that it is 15 hours per week.
What happens to my child's placement at the pre-school if I become unemployed?	Children whose parents are actively seeking employment, (i.e. persons available to the workforce and who are registered with the employment office) are offered pre-school placement 15 hours per week Monday to Friday during morning hours. Exceptions to those times are allowed if the person seeking employment needs to go to meetings or to interviews. These exceptions must be approved by the principal.

My child is getting a little brother or sister, and I will be taking parental leave. How does this affect placement at the pre-school?	Children whose guardians are on parental leave, according to the laws on parental leave, siblings are to be offered pre-school activities up to 15 hours a week Monday to Friday during morning hours. Please apply with the School Administrator.
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My child is getting a little brother or sister, and I will be taking parental leave. How does this affect placement at the daycare?	Children whose guardians are on parental leave do not have the right to placement in daycare, unless the child, due to physical, psychological or other valid reasons needs special support with their development in the form of daycare. Such cases require that an application of dispensation is sent to the principal.
I am going to be working or studying while I am on parental leave and for that reason need to have my child at daycare. What do I need to do?	If your child already has a placement: Contact the principal about the reasons why you will need to have daycare for your child. Attach a copy of your proof of employment or your registration certificate from the educational institute that shows your hours of work or study to the principal. Registering a new schedule if the child does not have placement: Send an application for placement using our e-service or by filling out a form. Contact the principal regarding why you want daycare for your child. Attach the proof of employment or registration certificate from the educational institute that shows your hours of work or study and send it to the principal. After placement, register the new schedule and income information in the e-service or by filling out a form.
I am going to be working or studying during my parental leave and need to increase the amount of time my child spends at pre-school. What do I need to do?	Contact the Principal regarding why you need more than 15 hours care per week for your work or studies. Include proof of employment or the registration from the educational institute showing the number of hours you will be working or studying. Register a new schedule. Please note that you will be charged for the placement

I only need my child to be in pre-school for 15 hours per week. Can I decide how my hours can be used?	No, all 15 hour placements are to be used for three hours per day from Monday to Friday. If it's necessary for you to use your 15 hours during different times, you will need to apply for a paid placement.
How soon must I leave in my notification of cancellation?	Cancellation of a placement is one month and you will be charged for that period of time. A new application for placement can be left in only after the initial placement time is completed. Wait times can be up to 4 months. If the child has placement from two parents, i.e. the parents have shared custody and both have placements at the school,



	then it is necessary that both guardians cancel their placements.
We have shared custody of our child but we live in different municipalities. Do we have a right to placement in both municipalities?	No, you do not have a right to placement in both municipalities.
I have lost my job. Can my child continue going to daycare?	No, placements at daycare are meant for children whose parents are working or studying. The right to placement at daycare ends 2 weeks after you have stopped working. Inform the daycare staff about when the child's last day will be and cancel the <u>placement using our online service</u> .
My partner has a child from a previous relationship. Can that child go to daycare while I am on parental leave with the child we have together?	Yes. It isn't necessary for you to be at home with a child that you are not the guardian of. If your partner should be the one taking parental leave in this case, then he or she would not have the right to placement for the child at the daycare.

I am studying full time with a lot of the work being done on my own at home. Is it possible for me to have my child at pre-school during this time?	Yes, you have the right to have your child at the pre-school for the time you need while studying at school as well as at home. Full time studies are considered the same as full-time employment.
I'm studying 50% and working 50%. What rules apply to my situation?	Studying at 50% is the equivalent of working 50%. You have a right to pre-school or daycare as much as is seen as being needed in order for you to complete your studies. Your fee is based on your income.
We have shared custody of our child. What rules apply during our summer vacations if we are not taking vacation at the same time?	The time spent at pre-school or daycare is meant to cover each guardians' needs. That means that your child can be at pre-school or daycare those weeks that you are working when the child is living with you, even if the other guardian is on vacation.
Can my child be at pre-school and daycare when I am on sick leave?	In cases of short-term illness (up to one week) the child has the right to follow their regular schedule.



Do I need to leave a Doctor's note about my illness to the pre-school or daycare?	Guardians who are on sick leave longer than a week must leave in an application for dispense. The Principal will make a decision together with the Child and Student Health Service as to whether the child has a right to be at the pre-school, daycare or receive educational care as well as how often.
When I am receiving money for the temporary care of a sick child, is it okay for me to leave the child's siblings at pre-school?	Yes, as long as the child does not have any contagious illness or that the other children have been recommended to stay at home.

I work full-time during certain weeks and I am free during others. What kind of schedule is available for my child at pre-school or at daycare?	During the weeks you are working the child has the right to care in the amount that your job requires. If your child goes to a public pre-school (3 to 5 years) they have a right to be at the school 15 hours per week not including holidays. If your child goes to school and daycare then they don't have the right to daycare during your free weeks
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Financial Questions

What is a shared invoice?	If the child's parents have separated and the child is sharing residences between both of them, then it is necessary for each guardian to have their own individual placement if both are in need of childcare. The guardians will then receive separate invoices for the childcare fees based on each household's gross income. When calculating the fee, other children residing in the household are taken into consideration as well as the normative maximum fee.
My child has not attended pre-school more than a few times this past month, do I still have to pay the full fee?	Yes, you must pay for the time that you have scheduled, not the time that you practically use.
Can I get a placement that I pay for that I am not actually using?	Yes, You can keep the placement up to 3 months. After that time, Tingsryd's municipality will cancel the placement.
Is placement free when my child attends 15 hours per week?	No, not for children who are under the age of three.



	Yes, it is free from September the year that your child turns 3 and up until August the year your child turns 6. During this time the child has a right to 15 hours per week free of charge.
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What does it cost to have a child in pre-school?	In Tingsryds municipality we use the normative maximum fee for pre-school. 1st Child:3 %of your gross income,max.1510kr/Month 2nd Child:2 %of your gross income,max.1007kr/Month 3rd Child:1 % of your grossincome,max.503kr/month The number of children in your family are counted independent of which organization they are attending, the highest fee for the child is paid for the youngest child in the household. The next lowest fee for the child in the organization that they are attending is paid according to the age of the next oldest child.
What does it cost to have a child in daycare?	In Tingsryd's municipality we use the normative maximum fee for pre-school. 1st Child:2 %of your gross income,max.1007kr/Month 2nd Child:1%of your gross income,max.503kr/Month 3rd Child:1 % of your gross income,max.503kr/Month The number of children in your family are counted independent of which organization they are attending, the highest fee for the organization the child is attending is paid for the youngest child in the household. The next lowest fee for the organization the child is attending is paid on behalf of the next oldest child.
What is considered as being fee-based income?	All taxable income is considered as fee-based income. Some examples of allowances and compensations that are counted as fee-based incomes are: ● Activity Compensation ● Unemployment benefits (A-kassa) ● Family benefits in the form of a family allowance ● Family benefit for conscripts provided in the form of a livelihood allowance. ● Parental benefits ● Annuities ● Salary/other employment associated compensations ● Pension (Not Child Pensions)

	• Sickness Benefits/Compensation • Educational allowance for work force training (not CSN) • Care allowance for children (remuneration only) • Surplus of financial activities Examples of allowances that are not counted as fee-based incomes: • General childcare allowance • Housing allowance • Financial assistance (Welfare, Social benefits) • Introduction program allowance • Disability compensation • Study allowance and/or study loans (CSN) • Maintenance allowance/advance maintenance payments
When should I leave in my income information?	You can register using our e-services or by using the application income information (inkomstuppgift) as soon as you are offered placement and every time there is a change in the gross income of your household that would affect the fee, such as getting a different salary or if any changes take place in your family situation. Changes can be made in e-service.
I have left in new income information but no changes were made to the invoice.	We adjust your invoice as soon as we can. If an invoice was sent before changes could be made, adjustments will be made on your next invoice.
I need the OCR-number for my invoice?	Contact Medborgarkontoret at 0477-44100 or Berit Rask at 0477-44131.
Is there ever a payment-free month?	No, you pay for the placement fee for 12 months per year. Placement at the pre-school and daycare are renewed annually.
Do I also have to pay when I am on vacation and when my child is at home sick?	Yes, you pay the fee 12 months of the year. If your child has been sick for more than 14 workdays in a row then a deduction can be granted after an application has been filed with the principal. A doctor or district nurse's certificate must be shown. Deduction will only be granted during the school terms.

My child only attends 15 hours per week but we still receive an invoice. Why?	Pre-school placement is not free for children that are under 3 years old. It is only free from August of the year your child turns 3 up until the 31st of August the year the child turns 6 years old.
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Will my fee change if my child's schedule changes from 40 to 30 hours per week?	No, the fee is based upon the combined gross income per month and not based upon the number of hours attended.
Do I have to pay the fee even if the child is not in attendance?	Yes, you are paying for the placement.
Who should pay the bill for pre-school and daycare if our child is living with each parent on a weekly basis?	We offer a shared invoice to those who have shared custody. The fee is calculated based on each of your total household finances. Each is separately responsible for their own bill and both need to give notice of cancellation if needed.
Is the fee paid in advance or afterwards?	Placement is paid for afterwards.
What happens if I fail to pay my fee?	A reminder will be sent and if it remains unpaid after that, will be sent to a collection agency.
If I have a debt with childcare, is it possible to work out a payment plan?	Yes, contact Berit Rask at 0477-44131.
How will my income for pre-school and daycare be calculated if I only have an income at certain times of the year?	The fee is based on your yearly income divided by 12. You must give us an estimate of what your average monthly income will be. If there is a retroactive adjustment that needs to be made the difference will be accounted for.
When do I start paying for the pre-school placement?	You will be charged for the placement as soon as orientation is over.