



**Markaryd  
Municipality**

*Adopted by the Education and Culture Committee 2019-03-13 §27*

*Valid from: 2019-08-01*

*In charge: Administrator*

# **Application rules**

## **Preschool, leisure-time centers and pedagogical care**





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## Organization forms and the right to a place

### Open Preschool

Open Preschool is a meeting place for custodians and children aged 0–6. In this free-of-charge organization, they can participate in educational activities with their children.

### Preschool

Each municipality is responsible for ensuring that education in preschool is offered to children registered in the municipality. All children whose custodians work, study, are actively seeking employment or on parental leave have the right to attend preschool from the age of 1 until they begin preschool class. Place in preschool is chargeable.

### Public Preschool

All children are entitled to Public Preschool from the autumn term the year they are 3 years old. The Public Preschool is free of charge and includes 15 hours a week (525 h / year). It follows the compulsory school calendar, i.e., the child is free during the compulsory school holidays and competence development days. Public Preschool is conducted during fixed times Monday-Friday. The purpose is to give all children access to the pedagogical stimulus provided by the preschool, regardless of the custodians' employment.

### Pedagogical Care

Pedagogical care is an alternative to preschool or leisure center where staff take care of the children in their own home. The organization form is aimed at children aged 1-12 years. Place in pedagogical care is subject to a fee.

### Leisure-time Centers

All children whose custodians work or study have the right to a place in the leisure center from the time they go to preschool class through the spring term of the year in which they turn 13. A place at a leisure center is subject to a fee.

### Care centers during holidays (Lovfritids)

For school children who need supervision only during school holidays and study days, a chargeable leisure time care measure is offered. Registration must be made to the leisure center one month before the place is needed. Care during holidays is not offered during the summer holidays.

### Children in need of special support

Children and pupils must also be offered, in cases other than those listed above, preschool or leisure center if they, for other reasons, need special support in their development. This is regulated in the School Act, Chapter 8, Sections 5 and 7 and Chapter 14 §6.



## Markaryd Municipality

### Application

Application for a place at preschool, pedagogical care and leisure center is done via the municipality's e-service 24sju. The application form is also available for printing on the Municipality's website [www.markaryd.se](http://www.markaryd.se) , but it can also be obtained from the Municipality's reception. In order for a place to be guaranteed, an application for preschool or pedagogical care must be submitted at least four months before the desired placement date.

In order for a place to be guaranteed, an application for a leisure home must be submitted at least one month before the desired placement date.

If the application is in connection with custodians' studies as the grounds for requiring a place, a study certificate must be presented at least three months before the desired placement date. If this is not done, the application is rejected.

Markaryd's municipality has the right to request from the custodian's employer a certificate of working hours. Control can also be done directly with the employer regarding the custodian's working hours.

### Placement

When custodians have applied for a place in preschool or pedagogical care, the municipality shall, in accordance with the School Act, chapter 8, section 14, offer a place within four months. However, a place at preschool or in pedagogical care is offered at the earliest from the day the child turns one.

The municipality of Markaryd has a joint queue for all municipal preschools and pedagogical care. This means that reasonable consideration is given to the custodians' wishes when placement is made. However, a guarantee regarding allocation to a specific unit cannot be provided.

A placement offer is sent to the custodian no later than two months before the placement date, i.e. the first day of introductory schooling.

The offered place must be accepted within 14 days via e-service or through contacting the municipality's administrator. If an answer is not received, the offer is removed and a new application must be made.

The first introductory schooling day is the same day as the first day of the placement. The schooling is planned in consultation with the preschool and goes on for one to two weeks. The introductory schooling period is free of charge.

Sibling preference is applied subject to availability.

A place at the leisure center is offered within one month. The offered place must be accepted within 14 days via the e-service 24sju or through contacting the municipality's administrator. If an answer is not received, the offer is removed and a new application must be made.



### Change of preschool

Application for placement to another preschool or pedagogical care (relocation) is made through a new application via the e-service 24sju. Change of preschool takes place in August and the application must be made no later than February 1. The introductory schooling for the new preschool is managed by the custodians. Other time of year, new allocation goes before reallocation.

### Attendance hours

Preschools, pedagogical care and leisure centers are open between 06:30-18:30. If there is a need in addition to regular opening hours, a written application is made to the principal responsible.

The amount of attendance hours of the child is determined on the basis of the attendance schedule submitted via the e-service 24sju. The attendance hours refer to the working hours or studies of custodians, as well as reasonable travel time.

For full-time distance studies, the child may be left between 8:15-16:15. For half-time distance studies, the child may be left between 8:15-12:15. A certificate/schedule of studies shall be presented.

In cases where children are in preschool or in leisure center during daytime because the custodians work night, a reasonable sleep time is counted based on when the working time is placed. Reasonable sleep time means a maximum of nine hours after the end of the working period. Night work means working hours that extend beyond 24:00.

When changing the attendance hours within the preschool, a new schedule is filled in via the e-service 24sju no later than three weeks before the change takes effect. In the event of a change in the attendance hours in a leisure centre, a new schedule shall be notified at the latest one week before the change. Temporary reduction or increase in stay time is notified directly to the responsible staff.

### Custodian's vacation or other leave

According to the Convention on the Rights of the Child, children have the right to free time, play and rest. This means that children should have free time and vacation, just like adults. That is, when custodians are free, then the child is free.

Preschool, leisure-time centers and pedagogical care are thus not offered during the custodian's holiday or other leave. Children who have a placement in the Public Preschool may, however, be left according to the regular schedule during the custodian's vacation or other leave.

### Competence development in preschools, pedagogical care and leisure-time centers

In order to meet the staff's need for competence development, regular preschools, pedagogical care and leisure centers are closed for five days a year. Information about which days these are is given to the custodians at least two months in advance. If the custodians cannot arrange supervision, they should contact the principal at least one month before the relevant competence development day.



## **Markaryd Municipality**

Alternative preschool / leisure center / pedagogical care within the municipality are always offered to those custodians who need care for their children.

### Merging of organizations

In connection with summer and Christmas holidays, preschool, leisure-time centers and pedagogical care work together on fewer units. This means that for a number of weeks during the summer and Christmas, care is offered at other units than the regular preschools or the leisure centers.

### Parental leave and job seeking

#### Preschool and pedagogical care of preschool age

In the case of parental leave or when a custodian is a jobseeker, the child is entitled to a preschool/pedagogical care 15 hours per week. Extended attendance is granted by the principal for such job-seeking activities as attending job interviews.

### Leisure-time centers and pedagogical care for school children

If the custodian is on parental leave for younger siblings or becomes a job seeker, the child is not entitled to continued placement in a leisure center or pedagogical care. The notice period is one month and termination is made via e-service 24sju.

### Parents' sickness, sick leave and caring for a sick child

#### Preschool and pedagogical care of preschool age

If the custodian is prevented from working or studying because of illness, the preschool department must always be notified immediately.

Children who have a preschool or pedagogical care due to the custodian's gainful employment or studies and are entitled to Public Preschool may, when the custodians do not work or study due to illness or care of sick child, attend preschool / pedagogical care during the times that apply for Public Preschool.

Exceptions to the above are made only by agreement with the principal responsible.

### Leisure-time centers and pedagogical care for school children

Children who have a place in a leisure-time center or pedagogical care are not entitled to care when the custodian is sick or is home to take care of siblings. In case of sick leave longer than one month, the place must be terminated, which is done in the e-service 24sju.



## **Markaryd Municipality**

Termination of place at preschool, leisure-time centers and pedagogical care

Termination of a place is done via e-service 24sju. The notice period is two months and the fee continues to be levied during this time. If a preschool place is used, this shall be terminated by the custodian when the child starts in preschool class.

Ending of a place due to absence

A month's absence from a place in preschool, pedagogical care or leisure center that is not due to the custodian's sick leave or holiday entails the termination of the place by the responsible authority.

Insurance

All children in the municipality of Markaryd are accident insured. The insurance applies 24 hours a day all year round. Remember to save all receipts in the event of an accident.

More information can be found on Markaryd's website, [www.markaryd.se](http://www.markaryd.se).