



LULEÅ KOMMUN

••• Fees and rules



Childcare in Luleå

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Fees approved by the municipal council on January 28th 2019.

Rules approved by Child and Education Committee (Barn- och utbildningsnämnden) on October 26th 2018, revised on January 10th 2020.

Welcome to our preschools and leisure-time centres

“Preschool in Luleå for a sustainable world where co-creativity and joyful learning generates power to grow.”

Our different kinds of care

Preschool: There are both municipal and privately run preschools for children between the ages of one and five.

General preschool: All children aged three to five are entitled to free preschool for 525 hours a year in a general preschool. A place in a general preschool is offered from the autumn term during which the child reaches the age of three.

Other educational care:

- Care during inconvenient working hours
- Open meeting place where children can take part in various activities together with the parent attending the child. This service is free of charge in Luleå city.

Leisure-time centres: There are both municipal and privately run leisure-time centres for children who attend pre-school/school. A place in a leisure-time centre is offered until the spring term of the year during which the child reaches the age of 13. Exceptions may be made in individual cases.

Preschools and leisure-time centers are open 12 hours per day.

Entitlement to a place

The home municipality must offer children residing in Sweden, whose parents are gainfully employed or pursuing studies, a place in preschool and a leisure-time centre to the extent that is justified by work, studies, including travelling time, or the child's own needs.

Children of parents who are seeking employment are also entitled to a place in pre-school for 15 hours a week. In the case of work, the child is entitled to care as needed according to the fee schedule in force.

Children of parents who are on parental leave due to care of another child, according to the parental leave law, are entitled to a place in preschool for 15 hours a week.

Right to placement includes children that need special support in their development.

Exceptions from the 15 hours a week rule may be made in very specific circumstances.

A child is only entitled to one place at a preschool and a leisure-time centre. Exceptions may be made in individual cases where a need exists for care during inconvenient working hours.

A child is not entitled to a place in two municipalities simultaneously.

How to apply for a place

Parents who need a place in a preschool or leisure-time centre must submit an application. Applications may be made at

www.lulea.se/ansokanbarnomsorg

If a place in preschool or a leisure-time centre is desired in August/September, the application should if possible have been sent to the Childcare and Education Department by **31 March** at the latest.

If placement is desired for January or February it is advisable that the application be submitted to the Childcare and Education Department no later than the **31st of august**.

When an application is received, the child is placed on the catchment area's waiting list. If the application is made through Luleå kommun's e-service, confirmation will be made by e-post (if an e-post address is submitted). The waiting time for a placement in a preschool, is at most four months from receipt of the application or four months before the desired placement date.

Remember to allow for a settling-in period for the child when you request a placement date. The normal period is 1-2 weeks.

When a placement in a preschool or leisure-time centre becomes available, you will receive a text (sms) and email to notify you that a placement proposal is available in the school platform, for your child. You will need e-legitimation (electronic ID) to answer the placement proposal.

It is possible to be given a place in a catchment area other than where the child lives, but children who live in the area have priority. When placing children, parents' wishes and proximity to the preschool and the leisure-time centre are taken into consideration as far as possible. Children are first offered a place in their own catchment area, then where placement is available.

In the case of joint custody, both parents must accept the offer (even if only one has applied for a placement). The person who applied for and accepted a placement is called the placement holder.

Diapers in preschool

Diapers are paid for and supplied by parents.

Native language support in preschool

Preschools must help children whose native language is not Swedish to develop their cultural identity and their ability to communicate both in Swedish and in their native language. For more information contact the preschool director at your child's preschool.

Children in need of special support

Section 7 of Chapter 8 of the Education Act stipulates that children who need special support must be given a place in a preschool or a leisure-time centre. A doctor's certificate or other certificate shall accompany the application where necessary. Children who are given a place in preschool pay only for time in excess of 15 hours a week or 525 hours a year. An income-based fee is paid for a place in a leisure-time centre according to the fee schedule in force.

Placement priority in preschool on essential two languages

Luleå municipal is a management municipality for the national minority languages; Finnish, Sami and Meänkieli. Luleå municipal offers placement priority to preschool if a child is in need of one of the three national minority languages. To receive priority it is required that you request in your application for the specific double language preschool and for which language. Read more at

www.lulea.se/ansokanbarnomsorg

Sibling placement priority

Children that have siblings placed at a preschool have placement priority at that preschool assuming there is room at the preschool.

Inconvenient and irregular working hours

Care during inconvenient or irregular working hours can be offered at one of the municipality's preschools for children registered at preschool or a leisure-time centre. Applications are to be sent to the Childcare and Education Department. No extra fee is charged for care during inconvenient work hours. A place may be combined with a normal daytime placement at another preschool, but only after individual consideration.

Luleå OB-omsorg is at Västra Malmgatan 6A.

Guidelines when a child is sick

According to the Socialstyrelsen (National Board) the general recommendation for a child that is sick with fever or is otherwise tired and weak because of sickness should stay home and recuperate. Children that are sick may easily infect other children in groups. A fever free period of 24 hours or 48 hours if stomach virus (free of diarrhea and vomiting) is the rule before returning to preschool.

Parents are responsible for medication for their own children.

Leave of absence

Children attending preschool or a leisure-time centre are allowed four weeks continuous absence during a calendar year.

Exceptions can be made if special reasons exist. Each exception is considered on a case to case basis.

In order to be able to coordinate care services during long breaks and holidays, a place may be offered on such occasions at another preschool or leisure-time centre, so-called "summer preschool" or "summer leisure-time centre." Children are entitled to a place at a "summer preschool" or "summer leisure-time centre" if their parents are working or studying during the period in question.

Leisure-time centre may close for 4 days every year for planning or competence development. Preschool may close for 6 days every year for planning or competence development. No rebate is given for these days. A place at another preschool may be offered if needed.

Giving up a place

A parent who is a place holder is entitled to give up his or her place, or if there are two place holders, his or her portion of the place. Notice must be given in the school platform at least 30 days before the child leaves. If notification is received too late, the normal fee must be paid for 30 calendar days from the day the form is received by the Childcare and Education Department.

In case of a long absence, more than 3 months, from preschool, the place may be withdrawn and a new application must then be made if a place is needed.

For children who are going to start in a preschool class in the Autumn, their childcare placement finishes on July 31st. Unless an application for earlier cancellation has been received from the parent or guardian.



Fees

The place holder or place holders are liable to pay the fees. Place holders are the parent(s) or guardian(s) who applied for and accepted a place.

Where there is one place holder, only this person is charged. If there are two place holders and they live together, they are charged jointly and are responsible for ensuring that the full amount is paid. If there are two place holders and they do not live together, where the child resides alternately with both and both need child care, they are charged separately for their portion of the fee. Alternate residence means that the child lives with each parent for two weeks of every month.

A parent who does not pay the fee may lose his or her place at preschool or leisure-time centre. Parents cannot be given a new place if they owe arrears to the municipality, i.e. unpaid preschool and leisure-time centre fees. A new place can be given within three months from the day instalment payments begin or the arrears are paid or waived.

Calculation of fee

The basis of the fee calculation is the gross income of the placeholder's or placeholders' household or households. Households may be single parents, married couples or cohabitants. Cohabitants and married couples, even where they do not have children in common, are considered to be a household and the fee is calculated on their combined gross incomes.

Income declaration

When a child is given a place at a preschool or a leisure time centre, an income declaration must be submitted to the Childcare and Education Department. If no income declaration is submitted, the maximum amount according to the schedule is charged. An income declaration

can be made on the municipality's web-site www.lulea.se/larplattform.

Parents are obliged to make a new income declaration if their income or family circumstances change.

A retroactive fee is charged or a refund made, for the previous three months, if the fee was based on incorrect information. A new fee begins to apply on the first day of the month that a new declaration is submitted or after the date stated.

The municipality is entitled to request income details from employers, unemployment benefit funds or from the National Tax Agency.

Income for fee calculation

The fee is based on gross (i.e. before tax) monthly income.

- Salary/wages and other payments relating to employment
- Family day nursery parents' remuneration
- Pension (not child pension)
- Annuity (certain exceptions exist)
- Parental benefit
- Taxable portion of childcare allowance paid by Försäkringskassan
- Sickness benefit
- Study grant for labour market programme
- Family allowance in the form of family benefit
- Income from business activity

How and when fees are paid

Place holders are invoiced monthly. Fees are payable from the first day of the placement and are paid in arrears by the 30th of every month at the latest. Fees are paid for twelve months every year. The payment due date is stated on the invoice. If the fee is not paid within the specified period the amount in arrears will be turned over to the collection company Svea for collection.

If the monthly fee is less than the minimum amount that Luleå Municipality currently invoices, i.e. 50 kr, an invoice will be issued the month that the total fee for the previous period exceeds 50 kr.

Repayment of fee

If a child is absent due to illness for 14 or more consecutive days, a parent may apply for a reduction of the fee. A doctor's certificate or medical certificate must accompany the application form. No other reason than a child's own illness can give a reduction in the fee.

Labour market conflicts, natural disasters or other unforeseen events of a serious nature do not constitute entitlement to a reduction in the fee payable.

Submission of schedule and change of fee level

When a child has been given a place in a preschool or leisure- time centre, parents must submit a schedule of the child's attendance based on the family's needs, i.e. the parent's or parents' working hours or study schedules including travelling time. The child's time schedule can only be registered in the school platform after the placement start date.

In case of a change in fee level due to unemployment, parental leave or return to work or studies, a new application and schedule must be submitted in the school platform, or by contacting Childcare and Education Department.

If a parent works or studies during parental leave a certificate must accompany the new schedule.

In case of a change in schedule within the chosen fee level, the new schedule must be submitted to the preschool or leisure-time centre



Maximum fee

The monthly fee for preschool is at most three, two and one per cent of the household's monthly income for fee calculation for the first, second and third child in the household respectively. The monthly fee may not exceed 1 478 kr for the first child, 986 kr for the second child and 493 kr for the third child.

The monthly fee for school-age childcare (i.e. leisure-time centres) is at most two, one and one per cent of the household's monthly income for fee calculation for the first, second and third child in the household respectively. The monthly fee may not however exceed 986 kr for the first child and 493 kr each for the second and third child in school-age childcare.

The highest fee for the form of childcare in question is paid for the youngest child in the household and the next lower fee for the form of childcare in question is paid for the next older child. No fee is charged for a fourth or further child.

Luleå Municipality's fees

Preschools and other educational care

Fees are charged according to parliament's decision on maximum fees with the following exceptions:

- Children of parents who are seeking employment or on parental leave are entitled to a placement for 15 hours a week.
- Children in need of special care as stated in Section 7 of Chapter 8 of the Education Act are entitled to a free preschool place for 15 hours a week or 525 hours a year. If more childcare is needed, a fee is charged for the time exceeding 15 hours a week. The fee is 70% of the basic fee.
- Three to five-year olds are entitled to preschool free of charge for 525 hours a year in general preschool
- Parents who are seeking employment or on parental leave and have a 15-hour placement and wish to take employment on a temporary basis, must submit an income declaration to the Childcare and Education Department by the last day of every month at the latest, also stating which weeks they have been employed. Fees according to the fee schedule in force are charged for the weeks reported.

Fees

The maximum income ceiling for calculation of the maximum daycare fee is adjusted annually. The maximum income ceiling for calculation of the maximum daycare fee is currently 49 280 kr / month (year 2019).

Fees are calculated on the household's combined gross incomes.

The youngest child is child one, the next youngest child two and so on.

No fee is charged for a fourth or further child.

Fees preschool

Different forms of childcare	Child 1	Child 2	Child 3
Child 1–2 years to working/ studying parents <i>Childcare fulltime</i> (calculated on maximum charge)	3% of income max SEK 1478 /monthly	2% of income max SEK 986 /monthly	1% of income max SEK 493 /monthly
Child 1–2 år to job-seekers/ parental leave Childcare <i>max 15 hours / week</i>	3% of income max SEK 1478 /monthly	2% of income max SEK 986 /monthly	1% of income max SEK 493 /monthly
Child 3–5 year to job-seekers/ parental leave Childcare <i>max 15 hours / week</i>	Sep-may (academic year) no fee Jun-aug max SEK 1478 /monthly	Sep-may (academic year) no fee Jun-aug max SEK 986 /monthly	Sep-may (academic year) no fee Jun-aug max SEK 493 /monthly
Child 3–5 years to working/ studying parents Childcare fulltime (calculated on maximum charge)	Sep-may (academic year) max SEK 1035 /monthly Jun-aug max 1478 kr/monthly	Sep-may (academic year) max SEK 690 /monthly Jun-aug max 986 kr/monthly	Sep-may (academic year) max SEK 345 /monthly Jun-aug max 493 kr/monthly

Fees after school activity center

	Child 1	Child 2	Child 3
Child after school activity center	2% of income max SEK 986 /monthly	1% of income max SEK 493 /monthly	1% of income max SEK 493 /monthly

Families with an income up to SEK 10,000 per month are not charged a fee.

Catchment areas

- **Hertsön catchment area**

covers: Lerbäcken, Hertsön and Lövskär..

- **Örnäset catchment area**

covers: Örnäset, Bredviken, Kronan, Malmudden, Skurholmen, Lövskatan and Svartöstad.

- **The City Centre catchment area covers:**

The city centre, Östermalm, Bergviken, Kalkällan and Klintbacken. A Montessori preschool and Luleå OB-omsorg are also in the area.

- **Bergnäset catchment area**

covers: Bergnäset, Kallax, Gäddvik, Klöverträsk, Selet, Avan, Bålinge, Måttsund, Ersnäs, Mörön, Fällträsk, Antnäs and Alvik.

- **Notviken catchment area**

covers: Mjölkkudden, Notviken and Karlsvik.

- **Björkskatan catchment area**

covers: Björkskatan, Lulsundet, Porsön, Hällbacken, Björsbyn, Bensbyn, Öarna and Brändön.

- **Gammelstad catchment area covers:**

Gammelstad, Kyrkbyn and Rutvik.

- **Sunderbyn catchment area**

covers: Sunderbyn.

- **Råneå catchment area**

covers: Råneå, Orrbyn, Prästhalm, Böle, Strömsund, Vitå, Avafors, Forshed, Kvarnberg, Niemisel, Krokräsk, Fällträsk, Jämtön, Ängesbyn, Persön, Börjelslandet, Sundom and Smedsbyn.

- **Special school catchment area**

covers: the whole municipality. There is a leisure-time centre at each school. Applications are to be sent to the Barn- och utbildningsförvaltningen.

Leisure-time centres

All compulsory schools generally have a leisure-time centre close by. Read more information at www.lulea.se.

Information

Childcare and Education Department

Childcare

Phone: 0920-45 30 00



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