

PRESCHOOL AND EDUCATIONAL ACTIVITIES IN MORA MUNICIPALITY



Information to guardians

Definitions

Preschool 1-5 years of age

- educational activities for children ages 1-5 years
- **general preschool**, educational activities (at least 525 hrs/year) offered to all 3-5 year-olds, **follows the school semester calendar.**
- Care at inconvenient hours. Care evenings and weekends 1-13 years of age

Educational care 1-13 years of age

- childcare where child minders welcome the children into their own home.

Open preschool 0-6 years of age

- for all children 0-6 years of age together with a guardian. The children are not registered in this form of activity, which is free of charge.



PRESCHOOL AREAS IN MORA MUNICIPALITY

Queues to the various activities, placements and fees are administered centrally by the school office.

Each unit is led by a head teacher in charge.

Mora municipality exchange

0250-260 00

Western area: Bullerbyn, Canada,
Klockarvägen, Sollerön, Tomtebo, Utmeland,
Venjan, Vika,

Care at inconvenient hours, Hånåkni preschool

Eastern area: Finnsnäs, Grudbacken, Hindriksheden,
Noret, Nusnäs, Rödmyren, Tuvan, Våmhus.

Head Teacher

www.morakommun.se

Open preschool

0250-260 52

Special education preschool teachers

0250-265 83

0250-260 91

HYPERNET PRESCHOOL/EDUCATIONAL CARE ON THE WEB

Through the Mora Municipality e-service on the web, you can manage your matters within preschool/educational care when it suits you. You can apply for preschool/educational care, change your reported income, etc. Be sure that you have a current e-mail address registered as all communication takes place by e-mail.

CONDITIONS AND RULES TO RECEIVE A PLACE IN PRESCHOOL AND EDUCATIONAL CARE

To receive a place in preschool or educational care, the child must be at least 1 year of age.

For children of job seekers and those on parental leave, the stay is limited to 15 hours per week for preschool children (1-5 years of age). The times are determined by the guidelines worked out by the head teachers.

For preschool/educational care of more than 15 hours per week, the guardian must be gainfully employed or a student. If you as a job seeking guardian get a job, where you know in advance that you have work for two weeks or more, it is counted as a schedule and is to be registered in the preschool app (the child may then be at the preschool for working hours + travel time).

APPLICATION FOR PLACEMENT IN PRESCHOOL/EDUCATIONAL CARE

The application for a place is submitted online www.morakommun.se, no log-in is needed.

The application is to be submitted no later than four months before there is a need for a place.

The application for care during inconvenient working hours is made on a form available at www.morakommun.se. Care time every day 6:30 a.m.-10:00 p.m., conditions are on the website.

After an offer for a place, the guardian must submit a decision whether they want the place or not, usually within one week. Otherwise, the place goes to the next child in the queue.

ALLOCATION OF PLACES

Priority rules are applied, see www.morakommun.se
Where and when the child is offered a place is affected by access to vacant places, the guardian's wishes and the composition of the child group.

PLACE OFFER

The administrative assistant sends out an offer of a place to the e-mail address provided in the application for the children whose turn it is. A response to the offer must be made on Hypernet within the response time. If guardians do not submit a response within the response time, the right to the place is considered to be forfeit and the child is removed from the queue. A new application is made four months before a need arises. If there is no place at the desired preschool, a place is offered at another preschool in the municipality. If one accepts a place at a preschool other than those chosen and then wants to switch to a desired preschool, a new application must be made. If the place offered is not accepted, the municipality has fulfilled its obligation to offer a place pursuant to Chapter 8 Section 3 of the Education Act. A new application is made four months before a need arises.

FEES

Mora Municipality applies a maximum charge. This means that the fee is calculated according to the household's total gross income. The fee is charged 12 months per year. In the event of failure to pay, you may lose the place.

More information is available at www.morakommun.se

INCOME INFORMATION

Income information must be registered in Hypernet before the child begins in the activities, and in the event of a change in income or changed family circumstances. If no income information has been received, the highest fee will be charged. The information may be checked.

INCOME ON WHICH THE FEE IS BASED

The ordinance regarding maximum charges stipulates that the income on which the fee is based refers to *salary before tax and other taxable incomes* from employment and *surpluses from business activity* in accordance with the Income Tax Act (1999:1229) during the assistance year.

It is accordingly the total gross income for each household that forms the basis for the fee calculation.

Rules on what is to be considered employment income and business income are in the Income Tax Act.

INTRODUCTORY PERIOD

The introductory period begins according to the start date of the place confirmation. Contact the school for times.

Charges are levied from the first day of the introductory period.

CHILD'S LENGTH OF STAY

The child's length of stay is determined based on the guardian's working hours and travel times to and from work.

The invoice recipient registers the current basic schedule in the preschool app.

Preschool opens at 6:30 a.m. at the earliest and closes no later than 6:30 p.m.

Preschool for care during inconvenient working hours is open every day from 6:30 a.m. to 10:00 p.m. Special time regulations apply for educational care.

The basic rules that exist mean that when you as the guardian have time off, your child also has time off. Exceptions can be made after a special review.

LIMITATIONS ON THE LENGTH OF STAY

The activities close five days a year for the staff's continuing professional development and planning. On these days, an on-call preschool is offered at one of the municipality's preschools.

On Christmas Eve, New Year's Eve, Easter's Eve and Midsummer's Eve, the municipality's operations are closed.

Care during inconvenient working hours is open for the children who have a place there.

TIME OUTDOORS AND CLOTHES

It is important that the child's clothes are suitable for time outdoors every day and are appropriate for the season. It is also important that extra clothes are available. Mark all clothes and other personal belongings with the child's name.

Nappies (diapers) are to be brought by the guardians.



INSURANCE

A collective accident insurance has been taken out by the municipality for all children who live in Mora Municipality. The insurance covers accidents that occur during a stay at or on the way to and from the activities. See more information on the Mora Municipality website. www.morakommun.se

ACCIDENTS

In the event of an accident or sudden illness, it is important that the staff can reach you. **Therefore always register a current phone number in Hypernet**

CONFIDENTIALITY

The staff must observe professional secrecy regarding the child's personal circumstances – such as social and medical.

All members of staff in the municipal activities are obliged to file reports pursuant to Chapter 14 Section 1 of the Social Services Act. This means that every single person that becomes aware of a situation that may mean that the social welfare board needs to act to protect a child must report it to the social services department.



ROUTINES FOR A CHILD'S ABSENCE

In Mora Municipality, the routines are that the guardian is responsible to report all forms of absence of a child to the preschool from the first day. Absence is reported to the preschool/educational care by phone or text message when possible. For your child's safety and for the preschool's planning, it is of the utmost importance that these routines are followed. For pick-up and/or drop-off by a person other than the guardian, it is important to convey information to the staff about who is coming.

Among other things, the meal order is placed based on the number of children present.

WHEN THE CHILD IS ILL

Sick children cannot be taken in by the activities. Notify the respective school/activity if your child falls ill.

In the event of a stomach illness, the child should also be symptom free for 48 hours before returning. When a child of preschool age has a stomach illness, siblings should also be kept at home; think of the risk of infection for the other children.

Medication is administered by the staff only in exceptional cases.

Keep in mind that your child should have the strength to participate in all activities included in a day at preschool/educational care.

IN THE EVENT OF A GUARDIAN'S ILLNESS

When a guardian is ill, the child may attend activities according to the ordinary schedule or as agreed.



IMPORTANT TO REMEMBER!

As a guardian, you are responsible for:

- *current phone numbers to the home and workplace being registered in Hypernet.*
- *notifying the school if somebody other than you will pick-up the child.*
- *the child's basic schedule (working hours + travel time) being registered in the preschool app.*
- *avoiding strong perfumes/scents due to hypersensitivity and allergies.*

PLACE CANCELLATION

Cancellation is done in Hypernet by the invoice recipient.

For a place with a divided invoice, each invoice recipient is responsible for cancellation of his or her part of the place.

The period of notice is one month.

Place cancellation during the period June-August does not free one from the responsibility of payment if the child returns to the preschool before 15 September of the same year.

Frequently asked questions

- **My working hours have changed.**
The child's scheduled times are to be registered in the preschool app.
- **We have separated, what happens with preschool/educational care?** If both guardians need preschool/educational care, register this by using the form *divided invoice* available at www.morakommun.se.
- **I have entered a live-in relationship/become single.**
Changed family circumstances (cohabitation) must be registered in Hypernet.
De-registration of a cohabitee (becoming single) must be registered in Hypernet.
- **I/we have obtained a new income.**
The gross income (before tax) must be registered in Hypernet.
- **My child no longer needs preschool/educational care.**
Cancellation of a childcare place is done in Hypernet. For divided invoices, cancellation is needed by both of the invoice recipients if both want to cancel their part of the place. The period of notice is one month.
- **I forgot my password for Hypernet.**
Click on *forgotten password* on the log-in page for Hypernet and a new password will then be sent to the registered e-mail address.

COMPLAINTS AND COMMENTS

As a part of improving our activities, it is valuable to get complaints/comments from guardians, pupils and other stakeholders.

Complaints/comments on our service can be provided orally or in writing.

Case procedures

Step 1: Take up your matter with the staff you meet daily in our activities.

Step 2: Submit a written complaint/comment to the head teacher who is in charge of the activities. A form is available on www.morakommun.se or at the administrative assistant at 0250-266 08.

Step 3: Take up your matter with the school head.

According to Chapter 4 Section 8 of the Education Act applicable from 1 July 2011, there must be routines for complaints: *“The provider must have written routines to receive and investigate complaints about the education. Information on the routines must be provided in a suitable manner”*

MORA MUNICIPALITY

**Pre- and Compulsory School
Administration 792 80 MORA**

Tel. 0250-266 05

www.morakommun.se