

Preschools and day recreation centres in the Municipality of Skövde

Revised: February 28, 2024

Program

Policy

Plan

Guideline

> Rules



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The Municipality of Skövde has the same waiting list for preschool as the following private preschools: I Ur och Skur Ute, Kameleonten, Kungshuset, Molekylen, Raoul Wallenberg preschool and Solstrålen. Register at www.skovde.se (e-services). For further information and regulations concerning the private preschools contact them directly. Contact details are at the end of this folder.

Note that this folder only contains information and regulations concerning the municipal preschools in Skövde.

Skövde Municipal Education Department offers you and your family...

Preschool for preschool children of one year old and above

- An application for a place in a preschool should be made 6 months before the desired start date.
- Applications are made online at www.skovde.se (e-services).
- A period of attendance of at least 3 months is required in order to qualify for a place in a preschool.
- Children have a right to a place in preschool, if their parents are working, studying, seeking employment or are on parental leave.

Regular preschool for children three, four and five years of age

- Regular preschool is free of charge for all children who are three, four or five years of age, starting from the autumn term of the year when the child has its third birthday.
- Applications are made online at www.skovde.se (e-services). If you already have a child daycare place in the municipality and want to change to regular preschool, please contact the Contact centre, tel. 0500-49 80 00.
- The municipality has a duty to make a preschool place available for your child, but the child's participation is voluntary.
- Regular preschool follows the same annual schedule as the local schools and does not provide care during school holidays or leave.
- A place in regular preschool entitles a child to use the facility for 15 hours per week (525 hours per year).
- Parents who have two-week or multiple-week working schedules and who do not make use of the facility for 15 hours every week have a right to 15 hours of child daycare per week even if the average time exceeds 60 hours over a 4-week period. This applies only during the annual schedule as the local school. Each preschool decides how to distribute the 15 hours per week. For care in excess of 60 hours

per 4-week period, please refer to “Fees for preschool and day recreation centres” (Regular preschool), on page 10.

- If your child attends regular preschool, your child allows to be 15 hours a week but not on leave/holidays, which makes the place completely free of charge. If your child has a "normal" placement of 15 hours a week while attending preschool on leave/holidays, you pay full fees in June, July and August. The rest of the year you pay no fee. Both options applies from August the year your child turns three, four or five years old.

Language support in Finnish

The municipality of Skövde is included in the Finnish administrative area. On January 1, 2019, a new law came into force giving national minorities and minority languages extended rights. This means, among other things, that the municipality will offer preschool to children with minority languages, in whole or in part.

Finnish language support in preschool will be offered from autumn 2019 at Dalvägen's preschool. This replaces the earlier mobile operations offered by the municipality. Children who are legally entitled to preschool activities in Finnish have priority to Dalvägen's preschool.

The application is made via the e-services (www.skovde.se) where you state under “Övrigt” that you want Finnish language support at Dalvägen's preschool.

Day recreation centres for children of school age

- There are two options for places in day recreation centres:
 1. Places on school days and during holidays.
 2. Places during school holidays and in-service training days only.
- The registered alternative applies until a parent cancels the place or chooses another alternative. When choosing another alternative, notification of this must be made no later than one month before the change takes place.
- Children have a right to a place in a day recreation centre if their parents are working or studying. Children with a right to a place in a day recreation centre are offered a place without any waiting time. An application form with additional information is available online at www.skovde.se (e-services) or may be ordered from the Contact centre, tel. 0500-49 80 00.
- Children with a right to a place in a day recreation centre are placed in the day recreation centre at the school that the child will attend from 1 August in the year when the child begins school. If the

place at the day recreation centre is not required, the preschool place is to be cancelled. (See further details under the heading “Cancelling a place”.)

- A child may retain its place in a day recreation centre up to and including the spring term in the year when the child turns 13 years of age.

Preschool when parents are on parental leave or seeking employment

- During a period of parental leave the usual schedule for preschool care will continue to apply for four weeks after the date of birth of the baby.
- In the event of multiple births, the usual schedule for preschool care will continue to apply for eight weeks after the date of birth of the baby.
- Children of preschool age have the right to a place in municipal child daycare services 15 hours a week in accordance with the agreed schedule while a parent is on parental leave to care for a sibling or while a parent is seeking employment.
- Attendance time may be increased as soon as a parent starts work or commences studies.

Accident insurance

- Skövde Municipality has collective accident insurance for children who are registered as resident in the municipality.
- The insurance applies to children in day recreation centres/preschools and the municipality’s own pupils in the various preschools and day recreation centres.
- The insurance applies 24 hours a day. There is no excess.
- An insurance form with additional information about accident insurance is available online at www.skovde.se, “Children & Education”, under “Genvägar”.

Preschools – waiting lists and places

Waiting list for preschool

- To qualify for a position on the waiting list a child must be permanently resident in or in the process of moving to the municipality. If the child is in the process of moving here, a form (“Förskoleplats för barn med annan hemkommun”) must be ordered from the Contact centre, tel. 0500-

49 80 00. The form must submit before the placement period, otherwise the child has no longer a position on the waiting list.

- Count on a waiting time of no more than 6 months before the desired start date. If several children are registered under the same queue date, they are prioritised according to their date of birth. Children in the same family are listed in order after the oldest preschool child.
- Placement periods and last date of application are:
 - **August - October:** An offer of placement will be sent to the guardians in May-June. An application to this period is made no later than April 15th.
 - **November - December:** An offer of placement will be sent to the guardians in September. An application to this period is made no later than August 15th.
 - **January - March:** An offer of placement will be sent to the guardians in October-November. An application to this period is made no later than October 15th.
 - **April - June:** An offer of placement will be sent to the guardians in February. An application to this period is made no later than January 15th.
- The date you desire will affect your position on the waiting list.
- Places are allocated in accordance with the order in which children are listed on the waiting list. Note, however, that priority on the waiting list gives no guarantee of a particular alternative.
- The requested start date may be postponed if many children are in need of acclimatisation at the same time.
- If no response to the offer of a place has been received within the specified time limit, the child will be removed from the waiting list.
- If you accept the offer of a place which is not your desired alternative, you can then request that your child is placed on a transfer list. If a place is available, the transfer will be done in the placement period of August – October.
- If you decline the offer of a place at a preschool other than the desired alternative, you will still have your place in the queue with original queue date. Adjustment of the new desired start date to the next investment period is then done via central management.
- An application to join the waiting list may be made despite the fact that a family has an unpaid debt for child daycare services: however, no place will be made available until the debt has been settled.

Special waiting list rules for:

- The Nyckelpigan preschool (open 24 hours a day)

For application to Nyckelpigan, a certificate from the employer(s) regarding work at inconvenient hours and a schedule, is required.

As a guardian, you are required to submit current documents regarding your employment, or the child will be removed from the queue.

Priority is given to:

- Children in need of special support in accordance with Chapter 8, §7 of the Education Act.
- Children in need of child daycare for special reasons in accordance with Chapter 8, §5 of the Education Act.
- Children who for special reasons are transferred within the preschool system.
- Siblings of children who already have a place. It applies only to the preschool where the child's sibling already is located.
- Children who are legally entitled to preschool activities in Finnish have priority to Dalvägen's preschool.

Cancelling a place

- One month's notice of cancellation must be given.
- Cancellation is done online at www.skovde.se (e-services).
- The cancellation date is calculated based on the date on which the cancellation is sent online or on the date the parent chooses when more than one month last until the place will be ended. Fees continue to be charged during the cancellation period. The child's preschool place may be utilised during the cancellation period. When parental leave you can keep the place in day recreation centre until the new baby is born.

A preschool place may be forfeited under the following circumstances:

- If the place is not utilised as agreed.
- If the child daycare fees are not paid.

Opening hours, planning days, acclimatisation, timetables, opening hours during summer and Christmas holidays

Opening hours

- Child daycare facilities are open for children on weekdays, usually between the hours of 06:30 and 18:30.
- The Nyckelpigan preschool facility is open 24 hours a day except in conjunction with major holidays.

Planning days

- Preschools and day recreation centres are entitled to four child-free planning days per year.
- Children of parents who are unable to arrange their own child daycare during these planning days are offered alternative places at another preschool.

Acclimatisation

- The start date is the first acclimatisation day (introductory day).
- The individual acclimatisation process for children in preschool is estimated to take between one and two weeks.
- There are no facilities for acclimatising children during school holidays. Preschools and day recreation centres are combined.
- The placement date may be changed by the parent two weeks ahead or back in time. If so, contact the preschool.

Timetable – attendance time

- The place may be used during the parent's working and study hours and during sleeping hours in connection with the parent's shift work.
- A change of the timetable is made online via e-services at www.skovde.se. Enter the child's average time. A change of the timetable must also be done in Vklass by the parent.

- For children whose parents are unemployed or on parental leave to care for younger siblings, and for children in regular preschool, attendance time is timetabled based on the conditions that apply in each preschool facility.
- Children in preschool whose parents require an average of less than 15 hours of child daycare a week are offered the option of utilising the facility for up to 15 hours a week, corresponding to 60 hours over a 4-week period.
- For parents whose work includes on-call duties or parents who are employed on an hourly basis with irregular working hours and no set timetable, details of an average of the hours worked are to be provided to e-services at www.skovde.se and Vklass. It is then up to the preschool facility to determine actual attendance times within this framework. It is not possible to “save” hours for subsequent use in another period.

Opening hours during summer holidays and over Christmas

Preschools and day recreation centres facilities are generally amalgamated during the summer and over Christmas to just a few locations in the municipality. Children who require care during these periods are offered a place in one of these joint facilities.

Fees for preschool and day recreation centres

Tariff

- The tariff is subject to protection for low income households and reductions for parents with more than one child in child daycare.
- The change in the tariff takes place on 1 August in the year of the child’s sixth birthday.

Preschool children

	Percent of gross income	Maximum fee: SEK/month
Child 1	3.0	1,688
Child 2	2.0	1,125
Child 3	1.0	563

Regular preschool

For attendance times of more than 15 hours a week, a deduction of 27 percent is made for the period from 1 August in the year when the child turns 3 years of age up to and including 31 July in the year when the child starts school.

For attendance times of up to 15 hours a week with a need for supervision during school holidays, the full fee is payable in June, July and August. Other times are free of charge.

School children

Place during school term and school holidays	Percent of gross income	Maximum fee: SEK/month
Child 1	2.0	1,125
Child 2	1.0	563
Child 3	1.0	563

Place during school holidays and in-service training days	Percent of gross income	Maximum fee: SEK/month
Child 1	1.0	563
Child 2	0.5	282
Child 3	0.5	282

Fee for prioritised places

- Children in need of special support who are offered a place in accordance with Chapter 8, §7 of the Education Act are entitled to attend 15 hours free of charge each week. In cases where supervision is required for longer than this, a fee is payable for attendance time in excess of 60 hours/four weeks.

- For children in need of preschool activities for special reasons in accordance with Chapter 8 §5 of the Education Act, a fee is charged according to the tariff that is applicable at the time.

Debiting

The fee for preschools/day recreation centres is debited for the current month. For children who are registered for only part of the month at the start or end of their period of attendance, a fee per day is charged which corresponds to 1/30th of the monthly fee.

Setting and paying the fee

- The fee that has been set is charged from the first acclimatisation day.
- The tariff is the same for single parents, married parents, cohabiting partners and foster parents.
- The fee is based on the subscription principle. This means that parents who have employment/studies with holidays or vacations (winter sports holiday, Easter holiday, etc.) that are part of their regular working year, pay the fee even if their child does not make use of his/her place during these holiday periods.
- The fee is paid 12 months of the year.
- The fee can be paid via electronic invoice. Report in your internet bank that you want electronic invoice from Skövde municipality. In the internet bank you also report if you want the electronic invoice to be paid via direct debit.

Income on which the calculation of the fee is based

- The fee is calculated based on both spouses'/cohabiting partners' gross monthly income, regardless of whether or not they are both the parents of the child/children.
- In cases where parents have joint custody of a child, the fee is based on the gross monthly income of the parent with whom the child is registered as domiciled. If the legal custodians wish to be debited separately, an application must be made to the Administrative Services Office of the Municipal Education Department.
- The following compensations and allowances together form the income on which the calculation of the fee is based:

- *Income from gainful employment including any holiday supplement*

- *Parental benefit/sickness benefit/sickness compensation*
- *Unemployment benefit/unemployment allowances/activity compensation*
- *Education grants relating to labour market education (i.e not CSN)*
- *Taxable pension benefits (not child pension/life annuity)*
- *Family allowance (financial assistance during military service)*
- *Care of foster children (taxable portion)*
- *Care allowance for handicapped children (taxable portion)*
- *Remunerations, taxable fringe benefits*
- *Taxable life annuity*
- *Taxable income from capital*

Declaration of income

- A declaration of income is to be made every year, whether or not there is any change in income.
- Notification of income can be made online at www.skovde.se (e-services).
- Changes in income and changes in family circumstances are to be notified as soon as they are known. The municipality has the right to debit retrospectively if the actual income is higher than the information that was used to calculate the fee.
- If the required income information is not provided, the full fee will be debited.
- No declaration of income is required for households where the combined gross monthly income totals SEK 56,250 or more.

Protection for low income households

Families with a monthly income which is less than 30 percent of the price base amount (i.e. SEK 16,900 in 2024) are exempted from paying any fees.

Reduction for more than one child

- The highest fee is paid for Child 1. For Child 2 and Child 3 the fees are reduced. Child 4 is exempted from any fees. Child 1 is defined as the youngest child.
- If the family has children placed both in private and municipal child daycare, the child that is registered in the private alternative is defined as Child 1. The child that is in municipal child daycare is

defined as Child 2. If a family has two children registered in private daycare these are defined as Child 1 and Child 2. The child/children in municipal child daycare is/are defined as Child 3.

- In order to have the fee confirmed in accordance with the above conditions, the Administrative Services Office of the Municipal Education Department must be advised of the parents in advance that the family also has a child/children placed in private daycare. The office must also be informed of any changes.

Refunds

- Fees are refundable if a child is absent because of illness for a continuous period of at least 15 days. The refund is calculated with effect from the first day of absence.
- Absence because of illness is calculated with effect from the day of notification or with effect from the first day on which the child should have been present.
- You can apply for refund not longer than 3 months ago.
- A written application must be made for a refund of the child daycare fee. The form is available online at www.skovde.se or may be ordered from the Administrative Services Office of the Municipal Education Department, preschools and day recreation centres.
- Temporary absence/changes to timetabling due to holidays does not qualify for a refund or reduced fee.

Contacts and questions

Online services

- Applications for child daycare, details of income, timetables and notification of the cancellation of child daycare places can be made simply and quickly online at www.skovde.se (e-services).
- To provide details of income, change timetables or cancel child daycare online, you must have an electric identification (a Bank ID) or a personal password. Contact the Contact centre (tel. 0500-49 80 00) for a personal password.
- On www.skovde.se, under the heading “Children & Education”, you can also read about municipal child daycare and find out more about preschools and the day recreation centres run by municipal and non-municipal organisations.

- This folder – “Preschools and day recreation centres in the Municipality of Skövde” – is also published on and can be printed from www.skovde.se, “Children & Education” under the heading “Preschool”.

Do you have questions?

If you have any questions concerning preschools and day recreation centres in the Skövde Municipality, you are welcome to contact the Contact centre.

Contact centre **0500-49 80 00**

If you have any comments or points of view about these activities, you can submit these through our municipal suggestion box, “Viewpoint” (SYNPUNKTEN). You will find this on our website www.skovde.se under the heading “Municipality & Politics”, “How can you influence”.

The information received is processed in the Municipal Education Department’s computer system for preschools, day recreation centres and schools in accordance with the General Data Protection Regulation, GDPR.

Municipal preschools and day recreation centres

Väring	Telephone	Stöpen	Telephone
Väring Preschool Väringsvägen 17 549 76 Väring	49 78 54	Björkebacken Preschool Svartbjörksvägen 2 549 70 Skövde	49 70 95
Väring Day Recreation Centre Skolgatan 3 549 76 Väring	49 72 90	Frösve Day Recreation Centre Kunskapsvägen 1 549 70 Skövde	49 70 81
Tidan	Telephone	Ryd	Telephone
Tidan Preschool Skolvägen 11 549 31 Tidan	49 78 54	Ollonborren Preschool Timmervägen 32 549 63 Skövde	49 88 01
Tidan Day Recreation Centre Skolvägen 11 549 31 Tidan	49 72 90	Nyckelpigan Preschool / Day Recreation Centre (open 24 hours a day) Timmervägen 32 549 63 Skövde	49 88 01
Lerdala	Telephone	Trollsländan Preschool (with a section adapted for allergy sufferers) Barkvägen 35 549 61 Skövde	49 88 04
Lerdala Preschool Lövsångarvägen 4 541 97 Lerdala	49 72 24	Rydskolan Day Recreation Centre Timmervägen 1 549 64 Skövde	49 88 30
Lerdala Day Recreation Centre Skaravägen 19 541 97 Lerdala	49 72 21	Myggdansen Preschool (with a section for children with impaired hearing/autism) Myggdansvägen 7 549 65 Skövde	49 88 04
Timmersdala	Telephone	Fjärilen Preschool Barkvägen 245 549 64 Skövde	49 88 01
Timmersdala Preschool Skolgatan 1 541 71 Timmersdala	49 72 24		
Timmersdala Day Recreation Centre Skolgatan 1 541 71 Timmersdala	49 72 23		

Lunden	Telephone	Ekebacken Preschool	49 71 03
Aspö Preschool	49 31 30	Ekebacksvägen 2	
Södra Aspövägen 27		549 48 Skövde	
Lundagården Preschool	49 71 17	Ekängen Preschool	49 71 03
Mariestadvägen 110		Inga Karls väg 4	
549 39 Skövde		549 48 Skövde	
Rosenhaga Preschool	49 72 50	Solrosen Preschool	49 78 53
Rosenhagavägen 28		Ekängsvägen 14	
549 38 Skövde		549 43 Skövde	
Lundenskolan		Påfågeln Preschool	49 78 53
Day Recreation Centre	49 70 73	Ekängsvägen 16	
Mariestadvägen 110		549 43 Skövde	
549 39 Skövde			
		Käpplunda Day Recreation Centre	49 78 52
Norrmalm	Telephone	Havstenavägen 3	
Trängen Preschool	49 71 17	549 43 Skövde	
Södra Trängallén 8			
549 55 Skövde		Östermalm	Telephone
		Ekedal Preschool	49 58 98
Norrmalmskolan		Henriksbergsgatan 11	
Day Recreation Centre	49 71 16	541 37 Skövde	
Vallevägen 14			
549 52 Skövde		Hattstugan Preschool	49 58 98
		Wetterbergs väg 2	
Billingen	Telephone	541 36 Skövde	
Billingstorp Preschool	49 78 51		
Billingstorpsvägen 4		Eriksdalskolan	
541 32 Skövde		Day Recreation Centre	49 59 76
		Östergatan 28	
Billingsskolan		541 36 Skövde	
Day Recreation Centre	49 71 01		
Norra Bergvägen 27			
541 32 Skövde			
Dalvägen Preschool	49 67 90		
Dalvägen 4			
549 40 Skövde			
Havstena, Dälderna, Ekängen	Telephone		
Karstorp Preschool	49 78 51		
Kristallvägen 2			
549 48 Skövde			

Södermalm Eken Preschool Skaraborgsgatan 16 541 52 Skövde	Telephone 49 74 74	Svärtagårdsskolans Day Recreation Centre Fagottvägen 4 541 57 Skövde	49 79 81
Hentorp Gläntan Preschool Hentorpsvägen 28 541 52 Skövde	Telephone 49 78 02	Billingsdalskolans Day Recreation Centre Skolvägen 3 541 57 Skövde	49 79 01
Claesborg Preschool Karl Dahlins väg 40 541 53 Skövde	49 78 02	Värsås Värsås Preschool Aftonpromenaden 4 541 78 Skövde	Telephone 49 72 50
Hentorp Day Recreation Centre Karl Dahlins väg 29 541 54 Skövde	49 78 01	Värsås Day Recreation Centre Djursättravägen 3 541 78 Skövde	49 72 40
Sventorp Igelkotten Preschool Stationsvägen 28 549 77 Skövde	Telephone 49 72 59	Varola Vargkulan Preschool 541 94 Skövde	Telephone 49 72 59
Sventorp Day Recreation Centre Stombergs väg 2 549 77 Skövde	49 72 40	Trädgårdsstaden Trädgårdsstaden Preschool Kabblagårdsgatan 1 549 66 Skövde	Telephone 49 72 70
Skultorp Bissgården Preschool Bissgårdsvägen 33 541 55 Skövde	Telephone 49 79 36	Mellomkvarn Preschool Vilkmansgatan 29 549 66 Skövde	49 72 70
Skogen Preschool Tunistorpsvägen 2 541 57 Skövde	49 79 36	Trädgårdsstaden Day Recreation Centre Hägnadsgatan 2 549 66 Skövde	49 31 81
Backsippan Preschool Linvägen 32 541 55 Skövde	49 78 02		

Other preschools/day recreation centres

Preschool/day recreation centres	Telephone		
Bäckagården Preschool Oxadrevsvägen 36 541 55 Skövde	072-442 16 52	Raoul Wallenberg Preschool Stenkilsgatan 8 541 50 Skövde	0722-24 07 79
Frälsningsarmén Preschool Skolgatan 19 541 31 Skövde	0500-47 12 14	Raou Wallenberg School/ Day Recreation Centre Hammargatan 1 549 54 Skövde	072-230 64 81
Preschool Kameleonten Timmervägen 19 A 549 64 Skövde	0500-41 49 33	Trollberget Preschool Älekärr 3, Berg 541 97 Lerdala	0511-822 41
Preschool Kungshuset Kungshusvägen 4 541 52 Skövde	0500-46 53 59	Tuvan, I Ur och Skur, Preschool Kunskapsvägen 5 549 70 Skövde	0500-46 19 90
Preschool Molekylen Havstenavägen 17 549 42 Skövde	076-168 27 83	Ute, I Ur och Skur, Preschool Skövde Bjällran 1 549 49 Skövde	070-453 60 18
Montessori, Preschool/ Day Recreation Centre Gamla kungsvägen 52 541 32 Skövde	0500-41 58 50		



SKÖVDE

Sektor barn och utbildning

Postadress 541 83 Skövde Telefon 0500-49 80 00 Webbplats www.skovde.se