



## Preschool

The municipality must offer preschool to all children from the age of 1 who are a resident in Sweden and have not started school. Whoever runs the preschool is called the school organiser. There are preschools run by Norrtälje municipality and independent preschools. An independent preschool is a preschool that is not run by the municipality but instead by, for example, a company or an association. Anyone who runs a private preschool is called the organiser of the independent preschool.

Preschool is the first step in your child's education and is a voluntary form of schooling. The preschool's mission is to create good conditions for lifelong learning. In preschool, care, development and learning form a whole. Learning and teaching consist largely of play, creation and exploration together with other children and preschool educators.

The preschool teachers, who have a college or university education, are responsible for ensuring that the work in the preschool follows the curriculum, Lpfö-18. In preschool there are also educators with other education and experience to promote your child's development and learning. It may for example be child carers or other educators. All preschools also have a principal, who has the overall responsibility for the preschool. The preschool rests on a basic view of everyone's equal value and we work actively for a norm-creative approach to all our preschools.

### Laws - governing documents

All preschools, both municipal and independent, are governed by the Education Act and the preschool curriculum, Lpfö-18. In the curriculum you can read more about how the preschool works and what learning and teaching you can expect your child to receive in preschool. Since 1 January 2020, the Convention on the Rights of the Child is also part of Swedish law and something that governs the preschool's activities.

- Curriculum (Lpfö 18) for preschool - the Swedish National Agency for Education: [norttalje.se/lpfo18](https://norttalje.se/lpfo18)
- Convention on the Rights of the Child - UNICEF Sweden: [norttalje.se/barnkonventionen](https://norttalje.se/barnkonventionen)



## Expectations of preschool

When your child starts preschool, you can expect care, development and learning to form a whole. The preschool should offer good learning environments that encourage a shared pleasurable and exploratory learning. The pedagogical approach should be based on humanistic and democratic values and is the first step in your child's education. In Norrtälje's preschools, all children and guardians should be met by a welcoming atmosphere based on participation and influence. Our preschools employ trained preschool teachers and child carers, as well as the principal. Here you can also meet other professional groups such as an assistant principal, substitute teachers, students, kitchen staff and cleaners. Everyone who works at the preschool are subject to professional secrecy.

As a guardian you can expect the teachers to have an open communication with you and tell you if something has happened that concerns your child.

## Expectations of you as a guardian

When your child starts preschool, we expect you to take part of the information and follow the rules and procedures that exist. We expect that you, like us, always have the best interests of the child in focus and that cooperation is a matter of course. We want you as a guardian to cooperate by notifying the preschool if there is something that we need to know about your child or if there is something you have thoughts or questions about. In order for all children to be given the conditions to learn, play and develop together with their friends, we expect your child to be healthy and have the energy needed for the teaching and activities that the preschool offers. We also expect you to notify us well in advance if your child will stay home due to illness or vacation. If the teachers for any reason such as your child being sick contact you as a guardian, we expect you to come to the preschool as quickly as possible to pick up your child.

## Introduction

The first time at the preschool is an important introductory time for your child and for you as a guardian. That entails a great opportunity for you to take part in what will be your child's everyday life. During this time, you will be able to learn how one works in preschool and the educators would very much like you to tell us about your child's needs, interests and experiences. This will allow the educators to have a greater opportunity to plan and organize the teaching so that your child has the best possible conditions to play and learn.

Different preschools set up the introduction in different ways, but what they have in common is that all children are unique so this first time will be flexible and



adapted to suit your child. Expect the introduction to take about two weeks, but it can be shorter and longer. When your child has been offered a place at the preschool, all of the child's guardians need to accept the place within 8 days. The preschool will then, together with you as a guardian, plan for what this first time will be like.

## Documents to sign

When your child starts preschool, it will be important that you fill in and sign certain documents/forms. It is important that you as a guardian fill these forms in so that the educators know how to get a hold of you if something happens to your child and if your child has a need for, for example, special diets, medications or the such things. It is also important that you as a guardian have influence and participation over what is published about your child.

## Documentation - information

According to the preschool curriculum, Lpfö-18, all preschools in Sweden have an obligation to continuously and systematically follow, document and analyse each child's development and learning. This is done so that the educators can see how they can develop the quality of the preschool, improve the teaching and how they can best work to ensure that all children develop and learn.

Norrtälje municipality's municipal preschools and several independent preschools use digital learning platforms for information, communication and documentation. This enables is an opportunity for participation and influence over the education your child is offered. Other independent preschools have other ways to share documentation and information.

## Conversation - collaboration between home and preschool

When your child starts preschool, it is important that the educators know about your child's needs, interests and experiences. You as a guardian can then either during the introduction or at a conversation tell the educators about your particular child and his or her needs. Every year, the preschool also offers conversations about your child's well-being, development and learning. This conversation is called a progress meeting and is a way to create cooperation, participation and insight into the child's everyday life at the preschool. During the meeting, the focus is on educators and you as a guardian together reviewing how the preschool can create the best conditions for your child to develop based on their interests and needs. The most important contact between preschool and home is the one that takes place daily when you drop off and pick up your child at the preschool. Here you will get information about how your child's day has been



and it is important that you convey to the preschool if there is something that the educators need to know about your child.

## Opening hours

Preschools in Norrtälje municipality must be open at least 12 hours per day. Most often, that time is between 6.00 - 18.00 or 6.30 - 18.30, Monday to Friday.

Exceptions to this are all holidays as well as Midsummer's Eve, Christmas Eve and New Year's Eve when the preschools are closed.

Norrtälje municipality also offers childcare during abnormal working hours to guardians who have their regular working hours in the evenings, nights or weekends. The need for childcare during abnormal working hours must be permanent for at least two months. The need must be regularly recurring on at least two occasions per month and the need must amount to at least sixteen hours on average per month.

## Closing

The preschool has the opportunity to close four days per year for staff training, evaluation and quality work. The preschool also has the right to close earlier one day a month for workplace meetings and various types of teacher meetings.

During these occasions, the educators plan, organize and evaluate the teaching they offer the children. This is to constantly develop and improve the preschool's activities. The principal announces which days these will be well in advance and if you do not have the opportunity to arrange for your child to be free, it is the principal who ensures that the child has care. Please notify the preschool at least 2 weeks in advance if you are unable to arrange time off for your child.

## Schedule – attendance – absence

You as a guardian must use the system for scheduling and attendance and absence reporting that your preschool uses. Each preschool is responsible for informing you as a guardian how the schedule, absence and attendance should be provided. It is important for educators to know your child's schedule in order to plan and organize for good teaching and care for all children.

The schedule your child has should include the time corresponding to your working or study hours as well as travel to and from work. If you have a work-free day or vacation, your child should also be off from preschool. You must notify the schedule well in advance and if changes to the schedule need to be made, this should be done at least one week before the change takes effect. In case of illness, the preschool should be notified early in the morning so that the



educators know how many children they can expect to come. You as a guardian must notify the preschool according to the routines that exist at that particular preschool.

Your child may only be picked up from preschool by you as a guardian or by the person you have specified. This is because the preschool wants to ensure your child's safety.

### Length of stay and fee

In the Edlevo app, you as a guardian enter your child's length of stay. This is the average time your child will attend preschool and not the child's schedule. You as a guardian are responsible for changing the length of stay in the Edlevo app if necessary. However, vacation or other leave is not a reason to change your child's length of stay. The fee is based on the guardians' total income and the child's length of stay in the preschool. As of the autumn term of the year in which they turn three, children are entitled to a free place in preschool. The scope is 525 hours per year and follows the school's school year hours. No preschool hours are allowed during the statutory school holidays. The times are decided by the principal with the best interests of the preschool and the child in focus.

### Continuity

It is important for your child to regularly attend the preschool after the introduction in order to maintain their relationships with friends and educators and to have the opportunity to take part in the teaching that is conducted. However, preschool is a voluntary form of schooling, having one's child off from preschool or going on vacation is up to each family. It is important that you notify the preschool if your child is going to have time off. The place at the preschool is terminated if you do not use it for 1 month and you have not notified the preschool of your child's absence. You will then receive a message from the preschool and have a two-month notice period. Notify the preschool in writing if your child is to be absent from their place at the preschool for up to 3 months in order for you to be able to keep the child's placement in the school.

### Termination of place

If for some reason you want to terminate your child's preschool place, this can only be done on the e-service for guardians or to Norrtälje municipality's contact centre. If you as a guardian have accepted a preschool place for your child, you have a two-month notice period regardless of whether your child has started at the preschool or not. However, you have the right to cancel the termination within one week. A fee must be paid for the place during the notice period regardless of



whether it is used or not. Automatic termination occurs on June 30 of the year the child turns 6 years old.

### Illness

At preschool, your child must be healthy in order to have the energy to play and participate in activities and teaching together with their friends. In order to avoid diseases and the spread of infection as much as possible, it is important that your child is at home if they do not have the energy to participate in the teaching and play that occurs in the preschool. In their early years, it is common for children to get a lot of infections.

Please read more on [www.1177.se](http://www.1177.se). 1177 Vårdguiden

### Self-care - medical certificate

There may be children who, for a shorter or longer period of time, are in need of care and/or medication during their period of stay at the preschool. If this need exists in your child, it is important that you as a guardian discuss this with the preschool concerned as how this is handled might differ between municipal and independent preschools. For the municipal preschools, it is important that your child needs a medical certificate that shows that the child is in need of certain care or medication during the stay at the preschool and how it is planned. This certificate must be submitted to the principal and form the basis for how this care is to be carried out at the preschool.

It is licensed health care professionals who must make an assessment of whether measures are self-care or not, thus it is not you as a guardian who can make that assessment. (Self-care in preschool/school, Norrtälje municipality 2018)

### Photography - filming

According to the Curriculum for Preschool, Lpfö-18, all preschools must document the children's development and learning, and photography and filming are often used as a tool. The documentation is always done with the preschool's own equipment to protect the privacy of children, guardians and educators and their right to decide for themselves if and when they want to be included in the photo and/or film. You as a guardian are therefore not allowed to photograph and film other children or in any way reveal their identity by photographing or filming where there are names of children or pictures of children posted. This applies both inside the preschool and in the courtyards of preschools. You are also not



allowed to take screenshots from the digital learning platforms the preschool uses.

### Confidentiality - duty of confidentiality

All employees at the preschool are subject to confidentiality and professional secrecy. What you say to the educators in confidence, they are prohibited from telling outsiders under the Education Act. You as a guardian should therefore be able to feel confident that information about your child and family stays at the preschool.

### Obligation to report concern - the cooperation of preschools with social services.

Everyone who works in preschool in Sweden is covered by a law that states that educators must report to social services if they feel concerned that the child's well-being at home is not good or if something indicates that the child is being harmed. This obligation to report concern is intended to enable social services to help families who are struggling by providing the support and help available to make the child feel good. After the report has been made, it is the social services that take over the responsibility and investigate what support the child and the family can be offered.

### Insurance

In Norrtälje municipality, all children and young people between the ages of 0 and 19 who are registered in the municipality are insured through a collective accident insurance. Even those children who are not registered in our municipality, but who attend one of the preschools that are located here, are insured. This applies to both municipal and independent preschools.

### Clothes at the preschool

The preschool conducts a large part of its teaching outdoors. This is done through play and pleasurable learning all year round. Your child's clothes therefore need to be adapted for outdoor play and be durable, spacious and practical as well as easy to take off and put on. It is important that your child has extra clothes at the preschool as children for various reasons sometimes get wet. Label all clothes and equipment clearly so that educators, children and you as a guardian can easily find the children's clothes and there is a decreased risk of the clothes ending up in the wrong place.



## Diet

Norrtälje municipality has developed a dietary policy and guidelines for meals that all municipal preschools follow. The vision there is to offer tasty, nutritious and pleasurable meals that are prepared close to the children and contribute to sustainable development. The independent preschools are not obliged to follow these guidelines but can develop their own. At all the municipality's preschools, both independent and municipal, food is free of charge and alternative diets are served if necessary. During the introduction, you as a guardian are asked fill in a document / form where you state if your child is in need of an alternative diet. If your child has any food allergy, a medical certificate is needed to prove this.

## Diapers

In all of Norrtälje municipality's preschools, diapers are free of charge and are ordered by the respective preschool or preschool area.

## Contact for questions and concerns

According to the Education Act, the principal of the preschool is obliged to have procedures in place to receive and investigate every complaint and to rectify any shortcomings. The procedures must be in writing and well known to those who wish to submit complaints. If you have comments or complaints about the preschool where your child has a place, you should start by submitting your comments/complaints directly to that preschool.

If you are not satisfied with the response you received or the change made, you can contact the principal or assistant principal. The principal and/or assistant principal, together with the teachers, will investigate whether any measures or changes should take place. The principal is responsible for ensuring that you as a guardian know what has been decided.

If you want to proceed with your complaint after that you can, in the case of municipal preschools, submit your complaint to the director of operations of the preschool. If it concerns an independent preschool, contact the school organiser of the independent preschool, i.e. the company management. The director of operations/school organiser of the independent preschool then receives the complaint and is responsible for ensuring that the matter is investigated and that feedback takes place. On Norrtälje municipality's website, you as a guardian can read more about what this process is like and there is also the opportunity to submit complaints.