



# Applying for a place and going to pre-school in Köping



Children & Education

Welcome to the pre-school and day-care centre in Köping. The pre-school is for children between 1 and 5 years of age. Here you will find information about how to apply for a place at the pre-school or day-care centre, and the most important things to think about when you have been given a place.

In order to get a place at the pre-school or day-care centre, both parents need to have an occupation. For example, they need to be working, studying or registered with the employment service as a job seeker, or receiving help to establish themselves.

You cannot have a place at the pre-school for your child and be on parental leave with that child at the same time. Your child may, however, attend the pre-school for 15 hours a week if you are on parental leave with a brother or sister.

### **Apply for a place in good time beforehand**

You need to put your child on the waiting list for the pre-school. Apply to get on the waiting list in good time before you need the place. It can take up to four months to get a place. In the application you may state three choices for pre-schools for your child. What pre-school your child is given depends on where there are vacant places.

You apply online. When you apply for a place, you also put yourself on the waiting list. You apply by using our e-service, which you can find at [www.koping.se](http://www.koping.se), or we can help you if you visit the placements unit at the town hall at Nibblesbackesvägen 17.

### **Provide a certificate of occupation**

When applying for a place, you will need to provide a certificate of your occupation. If there are two parents, both of you will need to provide a certificate for us to offer you a place. You submit the certificate to the placements unit at Nibblesbackesvägen 17.

### **When you receive an offer of a place**

We send the offer of a place at the pre-school to the e-mail address that is given in your application. A reminder is also sent by post before the response time has expired.

***It is important that you accept or decline*** the offer within the response time that is specified in the message. If we don't receive a reply, you will lose your place on the waiting list and you will need to re-apply.

**If you accept a place** The pre-school will contact you by phone and make an appointment for an induction meeting before the pre-school starts. At the induction meeting the pre-school informs you what will happen when your child starts the pre-school, and how much parents need to be with their children during the initial period.



### **State your income**

In order to ensure the fee for the place at the pre-school is correct, you will need to advise the placements unit of both parents' income when your child has been given a place at the pre-school.

### **When your child starts the pre-school**

The start date is when your child starts his or her induction. The induction takes about two weeks, during which time the father or mother should remain with the child at the pre-school.

### **Fill in a timetable**

When your child has started at the pre-school, you as the parent will need to state the times your child will be coming to the pre-school and going home.

The pre-school needs to know the child's attendance times in good time. You enter the times in the Tempus attendance system. You can find the link and instructions for this at [www.koping.se/e-tjanstforskola](http://www.koping.se/e-tjanstforskola). You can log into the e-service by using your Mobile Bank ID. Please contact the placements unit if you need any help.

### **In the event of sickness or holiday**

It is important to inform the pre-school when your child is sick and unable to attend. You also need to inform us when you are on holiday and are unable to attend the pre-school.

### **You must use your place**

It is important that you use the child's place at the pre-school. If you do not use your place and the child does not come to the pre-school for 30 days, you will lose your place. The child will then no longer be able to attend the pre-school, and you must re-apply for a place on the waiting list.

There are exceptions, in the case of sickness for example, but you must inform the pre-school of this. If there are other reasons, you may apply to the placements unit or the pre-school head for dispensation. Please contact the placements unit if you have any questions.



# Placements Unit Children & Education

<b>Visiting address</b>	Nibblesbackevägen 17, level 2
<b>Opening hours</b>	Monday-Friday 08.00-16.00, closed weekends and public holidays.
<b>E-mail</b>	placering@koping.se
<b>Telephone number</b>	0221-255 47
<b>Telephone times</b>	Monday-Friday 10.00-12.00

*You are welcome to contact us if you have any queries about the placement at the pre-school or day-care centre*



[www.koping.se](http://www.koping.se)