**Rules for preschool services**

1. **[Applying for preschool placement](#umsoknumleikskola)**
2. **Enrollment**
3. **Applying for transfer between preschools**
4. **Cancelling process for final year preschoolers**
5. **Priority in enrollment**
6. **Priority in enrollment of siblings**
7. **Period of adjustment, placement contract and cancellation**
8. **Opening hours, organization days and preschool summer holidays**
9. **Preschool placement policy conditions**
10. **Preschool sick child policy**
11. **Special education**
12. **School services**
13. **PMTO - parent management training supporting parenting skills and SMT school management training**
14. **Tuition and Fee schedule - discounts**
15. **The cost of a child‘s attendance in a preschool**
16. **Exceptions from the Akureyri domicile requirement and the contribution by the municipality of Akureyri to other municipalities on account of the preschool placement of children who are domiciled in Akureyri:**
17. [**For**](#erlendarfjölskyldur)**eign families:**

These rules apply to applications and enrollment in Akureyri preschools and also to preschool fees and the collection of fees for preschool placement in the municipality‘s preschools. These rules also apply to privately operated preschools. The term parent is used here for those who have legal custody of a child acc. to the Children‘s Act No. 762003 as amended.

1. **Applying for preschool placement:**

On the Akureyri municipality website <https://www.akureyri.is/is/thjonusta/menntun/leikskolar> you will find an alphabetical list of all preschools operating in Akureyri.

Parents wil be able to apply for preschool placement through an electronic application form on the Akureyri municipality website <https://www.akureyri.is/is/thjonusta/menntun/leikskola> You can get assistance with filling out the electronic application form at the Akureyri Municipal School Department at Glerárgata 26, Tel: 460-1455. ***You will be able to apply for preschool placement when the child has been given a name and an ID-kennitala.***

***It is important that applications be submitted prior to 15 February in the year when when you wish the child to be enrolled. Whereas the enrollment of children in a preschool is done by electronic means it is therefore important that parents carefully check the e-mail addresses that are entered on the application form.***

1. **Enrollment:**

**Applications and enrollment in preschools:**

1. Parents apply for certain preschools from the main choice list and the particular preschool carries a certain weight during the enrollment process. ***Applications will be sorted by ID-kennitala in the schools that have been placed on the main choice list.*** Þ When applications from the main choice have been processed and if there still are available places in the relevant school, applications for second choice will be sorted by ID-kennitala.
2. If the parents‘ wishes cannot be met with respect to the preschool which they enter as the main choice in their application for a preschool, then these applications will be ranked according to order for the schools that have been put as a second choice. These applications will be processed after enrollment based on the main choice has been completed. This means that an application for the second choice group will not take precedence over an application for the main choice for each school**.**
3. If parents only apply for one school and do not receive an offer to enroll their children in that school they will be offered a preschool placement some other place.
4. Usually there are four year groups in the preschools of Akureyri municipality. During the past few years however children of a fifth year group, i.e. 18 months old children have been enrolled. The guideline is then that the child becomes 18 months old in September of that year. Because of the age structure on preschool application lists it has not been possible to enroll these youngest children in all the preschools of the municipality.
5. At the beginning of March each year the main enrollment of children in the preschools starts. Then enrollment begins for the vacant places that open when the final year group leaves for elementary school.
6. Parents will receive an offer for preschool for their child, usually the year when the child becomes 2 years old.
7. Most of the children that are heading for elementary school leave the preschool in August of each year. For this reason the major part of the adaptation of children takes place then.
8. Parents then cancel the preschool places with one month‘s notice. Therefore it is rare that information about vacant prescool places becomes available except on one month‘s notice (the exception is when cancelling the placement of children during their final year because that information becomes available in the month of February)
9. After all the places in a preschool have been filled it will no longer be possible to respond to applications or requests for transfer to the relevant place until a cancellation is received from the relevant preschool.
10. If places in preschools become vacant during the winter period it may become necessary to take into consideration the conditions at each school when enrolling in these places, e.g. because of the age structure in certain units, and at Hólmasól it may become necessary to take into consideration factors such as gender for the core curriculum.
11. In the event that parents owe three months tuition fees they will be put on notice regarding the placement of their child. The child or other children of these parents will not be enrolled in a preschool until the debt has been settled or negotiated. For further details see section 15.
12. **Applying for transfer bewteen preschools:**

Parents can apply for a transfer between preschools through an electronic form on the website of Akureyri municipality <https://www.akureyri.is/is/thjonusta/menntun/leikskolar> When an application is received it will be placed on a waiting list and sorted by the child‘s ID-kennitala in the same manner as other applications. ***It is important that an application for transfer is submitted prior to 15 February during that year when you wish that the transfer takes place. It is not possible to ensure a transfer between preschools during that year if the application is received after 15 February.***

1. **The cancelling process for the final year group of preschool children:**

In February of each year the parents of children who are completing preschool attendance due to the age of the children, will file information about the time when their children will be leaving preschool.

Based on this information each preschool will draw up an enrollment schedule which it will submit to the School department by the end of February of each year at the latest.

1. **Priority in enrollment:**

You can submit a request for priority in enrollment in a preschool because of:

1. children with special needs. A diagnosis must have been made by a legally authorised diagnostic entity such as the State Diagnostic and Counseling Centre, by psychologists and/or pediatricians. Priority requests must be submitted in writing and be substantiated by documentation from the relevant parties.
2. children who live in difficult social conditions in the assessment of the family department and in the view of physicians. Requests for priority in enrollment must be submitted in writing and be substantiated by documentation from the family department.
3. other situations. Requests for priority in enrollment must be submitted in writing and substantiated by documentation.

An evaluation team at the school department will assess requests for priority in enrollment that are submitted to the school department.

1. **Priority in enrollment for siblings:**

Children who have siblings at a preschool ***have priority over other children of the same age group for that preschool.***Priority in enrollment for siblings only applies for the preschool of an older sibling however on the condition that the older sibling has at least 6 months left of its preschool attendance when the younger sibling is enrolled.

1. **Period of adjustment, placement contract and cancellation:**

Most children go through an adjustment process for the preschools in the month of August but in certain cases this adjustment process may however start by the end of May and it will continue into September.

1. Children are enrolled in the preschools by the school department sending an enrollment letter by e-mail to their parents. The enrollment letter states which preschool is available for their child. The letter also states that parents need to confirm their acceptance of the preschool place at the relevant school *within a period of seven days from the date of the letter*, as well to inform the relevant school of the number of hours the child will be at school every day and whether the child will be in need of special measures to be taken such as because of food allergy, illness etc. If the school does not receive a confirmation from the parents within these seven days, the school department reserves the right to remove the child from the enrollment list and instead to enroll another child.
2. When the parents confirm the acceptance of the preschool place the principal will give information about the date for adaptation for the child.
3. Before the child begins its attendance at the preschool the parents will sign a placement contract at the preschool. **By their signature the parents confirm that they are acquainted with the information relating to the preschool services and the preschool fee rates and the commit themselves observe this information as it may stand at any particular time.**
4. Parents commit to adhere to determined school hours for at least one semester (4 months). Anyway the circumstance of parents should be taken into consideration as well as the situation of the school if the parents want to change the school hours of the child. Any changes made regarding the school hours of the child must be applied for in writing.
5. The mutual period of notice regarding the placement contract is one month minimum and cancellation is effective from the 1st or the 15th day of each month. The period when the school is closed for summer holidays is not included in the period of notice. **The cancellation of a placement contract shall in any event be in writing.** Cancellation forms can be obtained at any preschool.
6. **Opening hours, organization days and preschool summer holidays:**

The public opening hours for preschools in Akureyri is from 07:45 until 16:15. Education starts in the morning and parents are free to select school attendance programmes for a child for periods ranging between 4 – 8.5 hours every weekday. Parents can purchase one quarter of an hour before and after the basic attendance period with a 100% surcharge.

Preschools are closed for 48 hours (6 workdays) per year because of organisation days and course days. It varies whether the schools are closed for a part of the day or for the whole day. Information about the dates when the school is closed may be found on the school calendar for the preschool that is available in each preschool in the spring. There are no adjustments made regarding preschool fees during these preschool closing days.

Akureyri preschools are closed for 4 weeks during summer because it is expected that each child take at least a minimum of 20 weekdays for summer holiday. The schedule for when the preschool is closed can be found in the school calendar for preschools.

1. **Preschool placement policy requirements:**

**The precondition for the placement of a child in a preschool in Akureyri is that the child‘s domicile i.e. legal address (according to the civil status records) and its permanent residence is in the municipality. All parents may apply for a place at a preschool in Akureyri, irrespective of residence, as a domicile is the condition for children to be able to start attending school.**

Akureyri municipality will subsidize the school attendance of a child in one location at a time. It is therefore important that periods of notice be complied with. Akureyri municipality does not pay a contribution at a new location until the period of notice has passed and with a maximum period being one month from the date of cancellation on the 1st or 15th of each month.

1. **Preschool sick child policy:**

If a child is not able to attend preschool due to sickness for a period of four consecutive weeks or more the parents can then apply for suspension of food expenses. Parents are advised to contact the principal in order to get assistance with the obtaining the cancellation of expenses.

1. **Special education:**

Children who are in need of special support/special education according to the evaluation of accredited diagnosticians will receive support/special education at the preschool following a resolution concerning the allocation of special education from the school department.

1. **School services:**

The school department runs the specialist services at preschools and other schools concerning the matters of individual learners. School staff and parents as well as the staff in the school department and at the health service can apply for specialist services for children at the link "referral to specialist services at the municipality‘s preschools and elementary schools and at the school department office". Applications should be filed at the school department office. Parents can get application forms at the preschools and the school department office, Glerárgata 26.

As an example of problems facing a child for whom assistance is being sought can be mentioned special learning difficulties, deviation from normal development, behavioral problems, bullying and emotional difficulties. The staff will evaluate the child‘s problems through tests, interviews and an examination of the child‘s situation and make recommendations about remedial action in collaboration with family and school. It may be necessary to look for service from other sources, e.g. Landspítali Hospital Child and Youth Psychiatric Ward, State Diagnostical and Therapy Centre, Akureyri Hospital, Health Care Institution of North Iceland, or from other entities and in that event the department staff will refer the problem to a relevant institution in collaboration with the parents.

1. **PMTO - parent management training supporting parenting skills and SMT -school management training - school management competencies in Akureyri:**

PMTO – parenting skills, represents "Parent Management Training Oregon method". PMTO is service to children, parents and school which has as its main objective to prevent serious behavioural and to address in a systematic manner the behaviour of children by applying the PMTO methods. Certain tools are utilized that advance a more positive behaviour in a child. SMT- school management competencies, (an implementation of the American method Positive Behavior Support/ PBS) based on the PMTO ideology. SMT-school management competencies is a method that corresponds to PMTO where the emphasis is to prevent and mitigate behavioural problems by i.a. to teach and train social skills, encourage desirable behaviour and to coordinate staff response towards learners who demonstrate undesirable behaviour.

For further information, see Akureyri municipality website: https://www.akureyri.is/is/thjonusta/menntun/pmto-foreldrafaerni or with Guðbjörg Ingimundardóttir Project Manager school department, tel: 460-1417.

1. **Tuition and fee schedule - discounts:**

The tuition and fee schedule for the preschool is twofold. Married parents and cohabitants pay a higher monthly fee, and a lower fee is paid by the following:

* single parents,
* parents who both are undertaking full time studies,
* parents who both are unemployed,
* parents who both are 75% disabled,
* parents when one of them is engaged in full time studies and the other is unemployed or 75% disabled.

Lowering of fees becomes effective on the 1st day of the next month after presenting certification.

* Parents who who are engaged in studies need to demonstrate their school attendance by presenting school certificates at the commencement of each semester. The certificate needs to state that the relevant person is engaged in full time studies, which will continue for at least one year. By the end of the semester you must submit a confirmation of the progress of studies.
* Parents who end their cohabitation or get divorced and ask for lower preschool fees need to demonstrate the end of cohabitation or dissolution of marriage by certificate from the district commissioner.
* Parents who are unemployed and are subject to lower fees must deliver a certificate from the Directorate of Labour by the beginning of each month.
* Parents who have a 75% disability rating need to present a certificate from the Social Insurance Administration.

Preschool tuition and fees will not be reduced despite holidays or the absence of a child, and full tuition and fees will be collected from day 1 of the adjustment - adaptation process. This does however not apply entirely to children with chronic diseases, cf. the resolution by the school committee about the right of chronically ill children. If a child is absent from preschool for 4 weeks in a row the parents can request that the charges for food be cancelled for the period in question. The absence must be reported to the school and the charges for food will be corrected afterwards.

**Family discount:**

Family discount is a discount of the preschool tuition for parents who have two children or more in daycare, preschool and/or in the elementary school leisure centre.

In order to be able to be entitled to get the family discount the children of the same family must be registered in the national register under the ID-kennitala of the same guardian and have a common domicile.

The family discount is calculated from the tuition fees but not from the food charges.

1. **The cost of preschool attendance :**

Akureyri municipality pays the largest part of the preschool attendance of children in Akureyri. Parents pay a portion of the cost in proportion to the time their children spend at the preschool including expenses for raw materials used for the children‘s food at the school.

1. Tuition fees for attending a preschool are collected electronically or through payment by credit card and the bills show up in the parent‘s online bank. The portal for residents <https://eg.akureyri.is> provides the inhabitants of the municipality with access to a variety of useful business information in a simple and acessible way. There the inhabitants will have an electronic access to all their bills that they get from the municipality.
2. You can request to have your bills sent and in that case you need to send an e-mail to the e-mail address [fjarreidur@akureyri.is](mailto:fjarreidur@akureyri.is) or contact the office of cash management in the municipality in tel: 460-1000.
3. Tuition fees are paid in advance with the deadline on the 15th day of each month. If tuition fees have not been paid before the deadline there will be interest on overdue payments as of the deadline day which is the date of the payment slip.
4. If the preschool fees are not paid prior to or on the deadline date parents will receive a reminder where they get an extra additional deadline. If the debt has still not been paid 20 days after the original deadline the debt will automatically be sent to a debt collection firm for debt collection.
5. If the parents are in 3 months arrears then the child palcement at the preschool will be cancelled and the debt will then be handed over to a debt collection office for debt collection. The child or other children of these parents will not be enrolled in a preschool until the debt has been settled or negotiated.
6. Attention is brought to additional cost of debt collection will be added to the debt with each collection letter sent from the debt collection firm and at the same time penalty interest will be added to the debt.
7. After the debt collection office has sent a third debt collection letter to the debtor the debt claim will be transferred to a cancellation process and the school department will then send a notice of cancellation to the payer and a copy to the preschool. The cancellation letter will give the debtor a one month deadline to pay or negotiate the debt at the debt collection office. If this is complied with the relevant preschool is notified and the cancellation is revoked. This revocation is effective so long as the payer adheres to the agreement. If on the other hand the debtor neither pays nor renegotiates his debt the child will have to quit the preschool by the end of that one month deadline.
8. If the payer has stopped receiving services from the school department and he still has an unpaid debt following the third debt collection letter, then a letter from a law firm will be sent with added costs. If the debt has still not been paid at the end of the deadline it will be placed in collection proceedings or in outstanding debt alert. The finance department of Akureyri municipality makes the final decision which path will be followed.
9. **Exceptions from the Akureyri domicile requirement and the contribution by the municipality of Akureyri to other municipalities on account of the preschool placement of children who are domiciled in Akureyri:**

Preschool children shall as a general rule attend preschool in the municipality where they are domiciled. If the parent of a child wants a temporary preschool placement for the child in another community, an application to this effect must be filed and the reasons for the application shall be specified. Application forms are available of the Akureyri municipality website <https://www.akureyri.is/is/thjonusta/menntun/leikskolar> In these instances the approval of of the municipality where the domicile is located to pay to Akureyri municipality the municipality‘s share in the preschool costs must be a matter of record before preschool attendance begins. Applications must be filed at the Akureyri municipality school department school at Glerárgata 26, 600 Akureyri or to the e-mail address [fraedslusvid@akureyri.is](mailto:fraedslusvid@akureyri.is)

When determining the issuance of an exemption the criteria in use by the Icelandic Association of Local Authorities are used concerning preschool placement outside municipality of domicile, see further details <http://www.samband.is/verkefnin/skolamal/leikskoli/vidmidunarreglur-um-greidslur-vegna-leikskoladvalar-utan-logheimilissveitarfelags/>

When parents who do not live together and do not live in the same municipality but have joint custody of their children, wish to have preschool placement in two preschools simultaneously, then the "Recommendations regarding dual preschool placement" approved by the Icelandic Association of Local Authorities in May 2013. See further details <http://www.samband.is/media/leikskoli/Tvofold-leikskolavist.pdf>

1. **Foreign families:**

The families of Icelandic citizens who have a foreign domicile, who are staying temporarily in Akureyri for studies or for work, may apply for a temporary preschool place. In such cases the allocation of preschool places is dependent upon the situation regarding preschools being such that it is possible to admit children on a temporary basis.

The parents of children who temporarily do not have an ID-kennitala nor a domicile, or they are resistered as outside the national register can apply for a preschool place in Akureyri. The requirement is that parents and the child have a permanent residence in Akureyri, according to the Domicile Act No. 21/1990, and it may be expected that the domicile, when it has been acquired will be in Akureyri.

It is requested that residence in Akureyri be verified with reference to the following documents:

* Citizens of the EEA and EFTA states and foreigners who are permitted to stay in Iceland without residence permit according to the Act on Foreigners No. 96/2002, need to present verification of a request to register their domicile in Akureyri.
* Citizens of states not party to the EEA Agreement nor to the EFTA Agreement and who may not stay in Iceland without residence permit according to the Act on Foreigners No. 96/2002, need to present verification of application for a residence permit and it must be stated in the application that the relevant person has his/her registered address in Akureyri.
* Asylum seekers according to the Act on Foreigners No. 96/2002, need to produce a certificate of registration for an asylum seeker from the Directorate of Immigration and the Directorate of Immigration will need to have drawn up a contract with Akureyri municipality stating that the maintenance and housing of the asylum seeker will be the responsibility of Akureyri.
* Refugee groups and refugees according to the Act on Foreigners No. 96/2002, who have obtained residence permits and the Directorate of Immigration have entered into an agreement for services to be provided on account of the above to Akureyri municipality, will need to present verification to this effect.

Passed by the School Education Board 19 February 2018.

Addition to item 5 passed by the School Education Board 21 January 2019