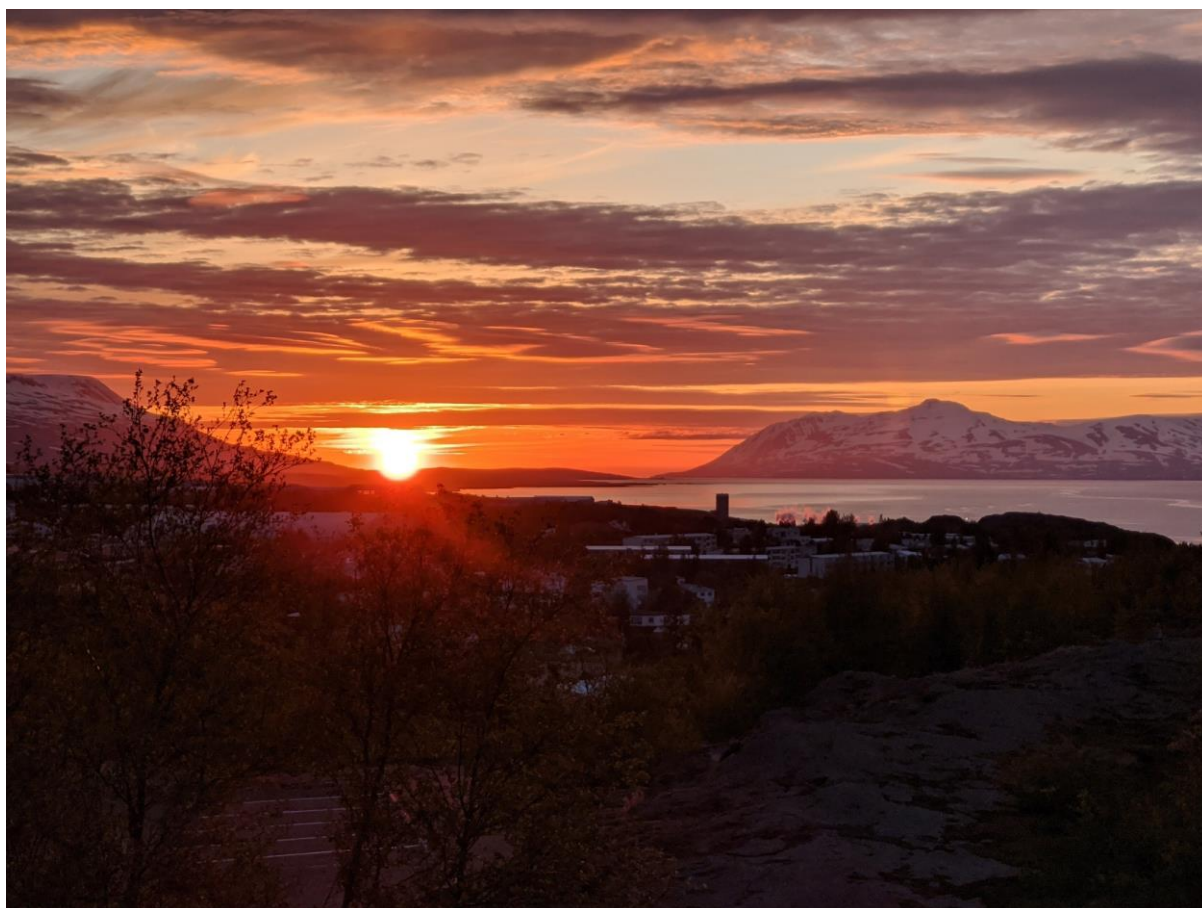




Akureyrarbær

# Rules on Preschool Service of Akureyri Municipality

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**Content**

Introduction .....	3
1. Application for preschool.....	3
2. Enrolment .....	3
Application and enrolment at preschool: .....	3
3. Priority.....	4
4. Application for transfer between preschools .....	4
5. Termination of preschool attendance .....	4
6. Preschool confirmation, school contract and termination notice.....	4
7. Opening hours, planning days and summer vacation .....	5
8. Conditions for preschool attendance .....	5
9. Children’s illness .....	5
10. Special needs.....	5
11. Tariff .....	5
12. Cost of child’s preschool attendance .....	6
13. Temporary preschool attendance in a different municipality.....	7
14. Double preschool attendance.....	7
15. Foreign families.....	7

## Introduction

The following rules apply for preschool service of Akureyri Municipality. These rules apply for independently operated preschools as well (Chapter 13 excluded). A parent is here cited as those who have the custody of a child according to the Children's Act No. 76/2003 with latter changes. <https://www.althingi.is/lagas/nuna/2003076.html>.

## 1. Application for preschool

On the website of Akureyri Municipality <https://www.akureyri.is/is/thjonusta/menntun/leikskolar> there is a list in alphabetical order of all the preschools operated in Akureyri. When a child has been given an ID number it is possible to apply for a preschool. Parents apply for a preschool in electronic form on the website of Akureyri Municipality [https://innritun.karellen.is/?municipality\\_id=37](https://innritun.karellen.is/?municipality_id=37). It is important to submit applications before 1<sup>st</sup> February the year parents wish to enrol their child. In March parents get information about the enrolment of their children.

## 2. Enrolment

### Application and enrolment at preschool:

- Parents apply for a certain preschool as a first choice and that preschool will have a certain weight in the enrolment process. Applications are arranged according to ID numbers into those schools that have been selected as a first choice.
- On average, parents get an offer of a preschool attendance for their child when the child has reached 15 months of age in August. Age criteria is viewed every year.
- Enrolment takes into account children, who have older siblings in the application school. It is a condition that the older sibling has at least 6 months left of preschool when the enrolment of the younger sibling takes place.
- In case it is not possible to comply with the parents' request for the preschool that was selected as a first choice on the application, then the application is considered in that school that was selected as a second choice. If a school selected as a second choice is full the parents are offered another school. These applications are dealt with after the enrolment from a first choice is completed. An application from a second choice does not advance an application for a first choice of each school.
- If parents apply for only one school and do not get an offer of enrolment, they will be offered a preschool somewhere else.
- When enrolment at preschool takes place after the main enrolment is completed the composition of the children's group of each school is taken into account, such as, the age of the children in each department, and in Hólmasól gender is taken into account in the school's cores.

### 3. Priority

It is possible to ask for a preschool priority due to:

- Children with special needs. Analysis needs to be available from recognized analysts, such as the State Diagnostic and Counselling Centre, psychologists, and/or paediatricians. Priority requests should be submitted in writing and justified with data from relevant parties.
- Children living in difficult social conditions according to the evaluation of the family department of Akureyri and/or doctors. Priority requests should be submitted in writing and justified with data from the family department of Akureyri Municipality and/or doctors.
- Other circumstances.
- Priority requests should be submitted in writing and justified with data. An evaluation group in the school department evaluates priority requests received.

### 4. Application for transfer between preschools

Parents apply for a transfer between preschools in electronic form through the service portal of Akureyri Municipal <https://innskraning.island.is/?id=thjonustugatt.akureyri.is>. Applications are arranged on a waiting list according to the ID number of the child. It is not possible to ensure a transfer between preschools during the calendar year, if an application is received after 1<sup>st</sup> February each year.

### 5. Termination of preschool attendance

A mutual notice of termination is one month and is based on 1<sup>st</sup> or 15<sup>th</sup> of each month. The school's summer closing does not count as notice of termination. The notice takes place electronically through the service portal of Akureyri Municipality <https://innskraning.island.is/?id=thjonustugatt.akureyri.is>. The parents of children, who are completing their schooling at preschool due to age, hand in a termination sheet at the beginning of February each year.

### 6. Preschool confirmation, school contract and termination notice

Children's adaptation in a preschool takes place in autumn, although, in special circumstances, it can begin in the spring time.

- Children are enrolled at preschools by their parents receiving a letter of enrolment in an email from the school department. In the letter of enrolment, it is stated which preschool is available to the parents for the child.
- Parents confirm the preschool to the school administrators of the relevant school within seven days from the date of the letter of enrolment. Also, information about the daily attendance time of the child and special needs of a child, such as due to food allergy, illness etc., is requested.

- If school administrators do not receive a confirmation from parents within seven days, the school department reserves the right to take the child off the enrolment list and enrol another child instead.
- Before the child begins preschool, parents sign a school agreement with the preschool. With their signature the parents confirm that they have familiarized themselves with the information that is stated in the agreement and commit to obeying the rules as they exist at each time.

## **7. Opening hours, planning days and summer vacation**

The preschools of Akureyri are open from 07:45 am to 16:15 pm. At the minimum it is possible to request a 4-hour-attendance daily and 8,5 hours at the maximum. Preschools are closed for 48 hours in a school year due to planning days and training days of staff. No change will be in preschool fees due to closing days of preschools. The preschools of Akureyri are closed for 4 weeks over the summer time. It is expected that each child gets at least 4 weeks of summer holiday, cf. regulation on work environment of preschools No. 655/2009.

## **8. Conditions for preschool attendance**

All parents can apply for a preschool in Akureyri, regardless of residence, but a legal residence in the municipality is a condition so that children can begin preschool. Akureyri Municipality subsidizes the school attendance of a child in one place at the time. Parents who have unpaid school fees are not allowed to enrol their child until they have paid up or negotiated the debt.

## **9. Children's illness**

If a child cannot attend preschool due to illness for four consecutive weeks or longer the parents can apply for a cancellation of food cost.

## **10. Special needs**

Children who need special support according to the evaluation of recognized analysts will receive it upon approval of the school department.

## **11. Tariff**

The tariff of preschools is dual, *general fee* on one hand, and *lower fee* on the other hand. Single parents, both parents studying full time, both parents unemployed, both parents 75 % disabled, or parents where one is studying and the other is unemployed, or 75% disabled, fall under lower fee. Attendance time beyond 8 hours each day is at 100% after-hours rate. Further information can be found in the tariff at [https://www.akureyri.is/static/files/01\\_akureyri.is/pdf/Gjaldskrar2019/gjaldskra\\_leikskola\\_2019.pdf](https://www.akureyri.is/static/files/01_akureyri.is/pdf/Gjaldskrar2019/gjaldskra_leikskola_2019.pdf)

## 12. Cost of child's preschool attendance

Akureyri Municipality pays to a great extent the cost of children's attendance at the town's preschools. Parents pay part of the cost in proportion to the time their children attend the preschool. Parents' cost ratio is shown on invoices together with raw material cost due to children's food in the preschool.

- Fees for schooling in preschools are collected electronically in the parents' online banking. It is possible to request a printed invoice through the service portal on the website of Akureyri Municipality. Automatic credit card payments are also possible.
- Preschool fees are paid beforehand and the deadline is 15<sup>th</sup> – 18<sup>th</sup> of each month. In case the fee has not been paid before the deadline, penalty interests will be added as of the deadline.
- Preschool fees are not reduced despite days off or the absence of a child and a full fee is charged from the first day of a child's adaptation. However, this does not altogether apply in the case of chronically sick children, according to an agreement of the school committee from 1<sup>st</sup> January 1998 about the right of chronically sick children.
- In case preschool fees are unpaid 8 days before deadline the parents get a collection warning where they are given a deadline for payment. In case the debt is still unpaid 20 days after deadline it will be automatically collected at a collection agency. Attention is drawn to the fact that a collection cost is added to the debt for each collection letter sent from the collection agency and penalty interests are also calculated.
- If parents owe three months of preschool fees the preschool agreement is terminated as the debt is then being collected at a collection agency. The child or other children of these parents will not be enrolled at preschool again until they have finished paying up or negotiated the debt.
- In the termination letter a deadline of one month is given in order to pay up or negotiate the debt at a collection agency. On the other hand, if a debtor neither pays up nor negotiates his/her debt the preschool agreement is terminated at the end of the deadline.
- If the payer has quit service at the school department but still has an unpaid debt after the third collection letter, a so-called attorney's letter is sent with associated costs. If the debt is still not paid at the end of the deadline it is sent to a collection agency or to a claim watch. The financial department of Akureyri Municipality makes the final decision which of two methods will be used.

### 13. Temporary preschool attendance in a different municipality

Preschool children shall, as a rule, attend preschool in that municipality where their legal residence is. If a child's parent requests a temporary preschool attendance for the child in a different municipality, an application thereof shall be submitted and reasons for the application specified. An application is submitted through the service portal <https://innskraning.island.is/?id=thjonustugatt.akureyri.is>.

The Head of the School Department processes applications for preschool attendance in a different municipality and confirms the payment duty of the municipality due to the preschool attendance of a child. Payments are based on the reference tariff of the Icelandic Association of Local Authorities, which is issued at the beginning of each school year. When processing an application, the following situations are considered, first and foremost:

- a. Parents are doing an internship or studying at university in a different municipality.
- b. Children are staying temporarily with foster parents by the child protection services in a different municipality.
- c. It is recommended by the school service that a child attends a preschool in a different municipality due to special circumstances.
- d. Parents need to move their legal residence for the maximum of one year to Akureyri Municipality, due to special circumstances.

See more at <https://www.samband.is/verkefning/skolamal/leikskoli/vidmidunarreglur-um-greidslur-vegna-leikskoladvalar-utan-logheimilissveitarfelags/>

### 14. Double preschool attendance

In case an application is received for a double school attendance of a child in a preschool or a primary school, it is the policy of Akureyri Municipality to decline such a request. See further the agreement of the school committee of Akureyri

Municipality: [https://www.akureyri.is/static/files/skoladeild/reglurogsamthykkir/tvofold-](https://www.akureyri.is/static/files/skoladeild/reglurogsamthykkir/tvofold-skolavist/tvofold-skolavist-samthykkt-stefna-akureyrar.pdf)

[skolavist/tvofold-skolavist-samthykkt-stefna-akureyrar.pdf](https://www.akureyri.is/static/files/skoladeild/reglurogsamthykkir/tvofold-skolavist/tvofold-skolavist-samthykkt-stefna-akureyrar.pdf). According to the opinion of the Icelandic Association of Local Authorities it goes against the interests and needs of children to attend two schools simultaneously whether the child is at a preschool or primary school level. All laws and regulations argue against a double school attendance. <https://www.samband.is/frettir/skolamal/leidbeinandi-alit-um-tvofalda-skolavist-barna>

### 15. Foreign families

The families of Icelandic citizens with a foreign domicile, who are temporarily staying in Akureyri, studying or working, can apply for a temporary preschool attendance.

The parents of children, who are temporarily without an ID number and a legal residence, or they are registered as outsiders in the National Registry, can apply for a preschool attendance in Akureyri. It is a condition that parents and their child have a fixed residence in Akureyri, according to a definition of the Act on Legal Domicile No.

21/1990, and that it can be expected that when the domicile has been granted it will be in Akureyri.

A confirmation of residency in Akureyri is required with the following data:

- Citizens of EES and EFTA states and foreigners who are authorized to stay in Iceland without residence permit according to Law on Foreigners No. 96/2002 <https://www.althingi.is/lagas/145b/2002096.html> need to submit a confirmation of a request for a registration of legal residence in Akureyri.
- Citizens of states that are not members of the EES or EFTA contract and who are unauthorized to stay in Iceland without a residence permit, according to Law on Foreigners (see law above), need to submit a confirmation of an application for residence permit and the application must state that the relevant party is registered with an address in Akureyri.
- Asylum seekers, according to Law on Foreigners (see law above), need to submit a registration certificate of an asylum seeker from the Directorate of Immigration, and the Directorate of Immigration must have made a contract with Akureyri Municipality that the support and housing of the asylum seeker be in the hands of Akureyri Municipality.
- Groups of refugees and individual refugees, according to Law on Foreigners (see law above), who have received a residence permit, and the Directorate of Immigration has entered into a contract with Akureyri Municipality about service to them, need to submit a confirmation to that end.

*Confirmed by the School Committee on 15 June 2020*