

Subject: Registrations and changes to the duration of stay of preschool children

Dear Parents and Guardians,

In autumn 2023, Garðabær announced changes to the town's preschool operations. The changes are made with the goal of further improving the organisation and working environment of preschools in order to ensure stability in operations, as well as the well-being of the children and employees. Already, several parent meetings have been held, presenting the changes.

- You can read more about the changes here: [FAQs about preschools | Garðabær \(gardabaer.is\)](#)

Included in these changes are amendments to the opening hours of preschools, and the maximum length of stay being set at 40 hours a week. Parents/guardians will need to decide the monthly hours of stay for their child and log their wishes in a new preschool system called "Vala – leikskóli," which will be launched on 15 February.

Precise instructions on how to register in Vala will be sent out in early February, however, we would like to use this opportunity to explain what these changes involve.

Amendments to the placement agreement

Principals will provide parents with new placement agreements for signature at the preschool at the end of February and the previous agreement will be terminated. All parents will receive a new placement agreement, even in cases where only slight changes are made to the duration of stay.

Changes to the duration of stay

Parents/guardians will need to take a look at their child's duration of stay, i.e. the time of their arrival in the morning and when their day at preschool is finished. This can vary.

What needs to be kept in mind before registering in Vala:

- Registrations for the new system are open between 15 and 20 February.
- These changes will enter into effect on 1 March 2024, according to a new list of fees.
- Parents/guardians will need to register in Vala whether the child will be staying until 14:00 on Fridays, or longer. This is in line with changes in focus in the working environment of preschools.
- With this new arrangement, duration of stay can vary depending on the day and from week to week.
- The maximum hours of stay is 40 hours per week and the minimum hours of stay are 20 hours (four-week average).

Example:

- *If a child is staying for 37 hours a week, the registration can be 7 hours on Mondays, 8 hours on Tuesdays, 8 hours on Wednesdays, 8 hours on Thursdays and 6 hours on Fridays.*
- *If a child stays in preschool for 40 hours per week, the registration can be 9 hours for four days and four hours on the fifth day.*

- *One week, the child can stay for 42 hours and 38 hours the next.*
- Preschools in Garðabær will be closing at 16:30 from Monday to Thursday, and at 16:00 on Fridays from 1 March.
- Staying schedule for March needs to be registered no later than 20 February 2024.
 - If there are changes to the hours of stay between months, these changes need to be made before the 20th of each month, otherwise the previous registration will apply to the following month.
 - Changes between months are the only ones that need to be registered.

School calendar

- Changes to the school calendar 2023-2024 will be presented in January. The main changes are:
 - Preschools in Garðabær will be closing the week before Easter, i.e. they will be closed from 25-29 March.
 - The planning day of preschools will be on 23 February. On that day all preschools will be closed.
 - Winter holiday for preschools is anticipated to be from 19-22 February, the same as in primary schools. **Parents who wish to use the services during that time need to register their child in consultation with the preschool's principal.** Preschool fees are waived if the child is on vacation **the whole time.**

The opening hours of Garðabær preschools from 1 March 2024

Monday 7:30-16:30	Tuesday 7:30-16:30	Wednesday 7:30-16:30	Thursday 7:30-16:30	Friday 7:30-16.00
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We would like to express our thanks for the understanding during the implementation of this new system, and we hope these changes will further improve the preschool environment in Garðabær.

For any questions that may arise, please contact our principal.

Respectfully,
Hanna Halldóra Leifsdóttir
preschool representative