Edlevo app- Register children's schedule

Custodian with children in nursery school or leisure centre is supposed continuously to submit actual scheduled times through Edlevo, which is an app where you register children schedule. You must submit actual scheduled times at least one week in advance, and this will be a basis for planning of the school activities.

When your child has a placement in nursery school or leisure centre, a function named children schedule / leave planning in Edlevo app and below functions are included:

- Register schedule, schedule overview
  Here you will have a monthly overview with times per day. It shows the child's planned respectively actual time.
- Persons who are allowed to collect your child
  persons who are allowed to leave and to collect your child, so that the staff at the nursery school or the leisure centre have access to actual information.
- Vacation planning
  Prior to vacation period a message is sent out when it is actual to register vacation and scheduled time for the vacation.

Custodians must have the same address as the child to get access to the functions where you register scheduled times. If custodians live at different addresses, supporting documents must be submitted to administrator for assistance in inputting separate addresses for both custodians if they have a need for nursery school / leisure centre for the child. The address must be the same for child as for custodian. If it differs you need to change it at Swedish Tax Authority. As an example, it does not work if the custodian has the address Strandvägen 29 A Bv and the child has the address Kungsvägen 29 A.

If you are a Good Man, foster parent(s) or family home and thus need to have access to the school systems, you must turn to the staff at the nursery school or the school. They will help you to log in through BankID. The child must have the same address for access.

Register schedule

The basis for the child's schedule is the custodian's work times, study times or reasonable travel times. It is very important that you as a custodian in good time inform the staff about your child's time for presence in the nursery school or the leisure centre. The scheduled times are submitted through Edlevo app and here is also access to vacation planning, which is explained below at this page. More information about the rules are available at : www.kristianstad.se/forskola

You must submit an actual schedule at least one week in advance. In "register schedule" it is shown the actual month with week No and at weeks you have submitted information there is shown a green symbol at the week No. You choose actual week and write or mark actual time when your child will be handed over respectively will be collected at nursery school or leisure centre. Do not include school time for leisure centre and if you have leisure centre prior to the school or after the school, you will have to push the plus button to add both times.

- There is a button meant for copying the scheduled time for one day and if you push that button a new button is opened to paste scheduled time for other weekdays within that week.
- If you are free one day, you do not write any times and the days appear as free. If you are free all week you will have to push it to mark it at the text "free all week" (symbol with polus sign.
- If there already is a time and the child is supposed to be free that day you erase that time. It may differ depending on type of mobile unit, and it may sometime be needed to push at "time" to get access to "clear".
- When you are ready with your times in the week, you will have to repeat for all accessible weeks (it is shown approximately 4 months ahead). If you only want to repeat / copy the week to some individual weeks ahead, you push at these weeks at the plus sign, and this will now be changed to a check point. When you are ready you push "confirm".
- It is important that you push "confirm changed scheduled weeks" and here you can also mark "siblings" and then push and submit.

In the function register schedule at the top of the screen it is shown actual child and nursery school or leisure centre with department and time interval for placement with dates indicated. If replacement to another nursery school or another leisure centre two placements are shown, and you choose the new placement to write the child´s actual scheduled times and submit.

A green symbol about scheduled times is registered for that week. Weeks without a symbol are missing scheduled times and it is important that you register actual scheduled times for these. If the child is free all week, you mark this through a click at "free all week".

If the custodians live at different addresses both can submit their scheduled times. None of the custodian's scheduled times are transferred, and instead the system includes both custodians scheduled times, to one schedule for the child. Sometimes there is a shift during the same day, but in the system both custodians cannot register information during the same day, so one custodian must register for handing over and collecting. If both custodians are registering at the same day, there will be a system warning with a time conflict, which both will notice to handle this error.

Reminder that schedule is missing.

If you have not registered scheduled times or marked a leave during one entire week, a reminder will be sent to you that schedule is missing. In Edlevo app in the message from Kristianstad municipality it is informed which child and which time period for which schedule is missing. Also, an email message will be sent informing about that schedule is missing. A message is sent out when scheduled times are missing and this is done automatically seven days before the schedule is running out, then two days before the schedule is running out and thereafter one day before the schedule is running out. After that a reminder will be sent out every day.

It is important that schedule is updated continuously, as the children's schedules are a basis for planning of the activities.

Planning of holidays

The schools/nursery schools and the leisure centres send out messages in Edlevo app prior to vacation periods. You as a custodian are supposed to register when your child will be absent at nursery school or leisure centre at the actual holiday. This will be done during a registration period and it is important that you are submitting information through comfirming in Edlevo app that Enlevo vacation planning is valid. A reminder is being sent out to you if you not answer the question about your vacation planning. The children's vacation and schedules are the basis for planning of the various activities.

During the actual registration period you choose children's schedule / vacation planning in Edlevo and when you are planning your vacation.

- Mark the days when you do not have a need for childcare and will be free during the leave.
- There is an access to choose all days or you only push on the days in the calendar when your child will be free.
- If you have a need for handing over your child to nursery school or leisure centre all days you shall not mark anything, but instead push "confirm registration". It is shown for the school, nursery school and the leisure centre that you have a need for care all days, and it is important that you fill in scheduled times that are valid for the vacation at "register schedule".

If you are sending in leave for individual days in a certain week and other days in the same week are missing schedule, a dialog box will be opened with the information that schedule is missing during the vacation period. To give the municipality a better possibility to plan you must also register a schedule. Push the link and you will come directly to "register schedule".

For days where you have a need for childcare during the holiday you must register in children's schedule or adjust the time and confirm changed scheduled weeks for the vacation. We remind you that leisure centre children have no school time during vacation period, so submit scheduled time for all day. The children's scheduled times are the basis for the planning.

When the registrion period has come to an end you will get a message in Edlevo app that children's schedule has been updated for the actual vacation period. In the children's schedule where you can

see and register the child's scheduled times, now your free days are fixed in the system and red marked. If you have care needs for the times actual days are shown it is important that the times fit with how the times are planned for your child regarding time to spend in the nursery school and / or the leisure centre. If your need is changed you must contact staff at the nursery school or the leisure centre.

Questions and answers

How do I do at study days and planning days?
Go to the actual week and day to change times to actual times. If the child is free, you clear the times through push "clear". If it is about a leisure centre child and if the child has morning time and afternoon time, it is important that you after clearing the times also clear the 2nd time field through pushing the minus sign. This is a need because there can only be one empty time span.

After adjustment it is important that you confirm changed schedule weeks and send in actual times.

Prior to the planning days it is important for the activities that staff planning to report the children's need for care and leave.

How do I input leave?
Choose actual week and push "free" for whole week. If it is about single days, you must leave the days empty, i e no times. Remember to take away times for red holidays.

When can I change schedule?
The child´s length of stay must comply with the submitted schedule. Scheduled times must be updated continuously in the Edlevo app. Please note that changes in the child's schedule must be submitted at least one week in advance. The children's schedule is the basis for the staff's work times.

Headmaster can if there is a need demand certificate about custodian's activities from employer or educators.

There is a blocked time of one day when you cannot report times, i.e., as from tomorrow times can be registered. Thus, you can always register times ahead through choosing actual week and fill in actual scheduled times and leaves.

How can I copy schedule to sibling?
When you have input actual times push "confirm". Then you will see an overview of scheduled weeks and there you will find the function "copy to siblings". Mark the actual sibling and send. At each day there is a button.
Please note that if you have children both in nursery school and leisure centre, the times must be adjusted. For example: child 1 is at nursery school at 8 - 16 hrs. and child 2 is at leisure centre at 14 - 16 hrs. If you have copied the time for child 1 to child 2 you need to change the time for child 2 to 14 - 16 hrs.

How do I add afternoon time when I have already put in morning time?
At each day there is a button "+ time span". Push it and you will get access to register new times for the same day.

I have the same schedule always after a longer period. Do I have to register schedule for each week?
Yes, you must register schedule continuously in order always to have actual times. Register your actual week and push repeat where you push "all available weeks". Then your schedule will last approximately 4 months ahead. Now you can put in deviations for the actual week if you are free one day or finish earlier or work longer. This is so that you always have time for the activities.

Do I need to make a schedule when we have public nursery school 15 hours per week?
Public nursery school you must apply for and is a free of charge activity amounting to 15 hours per week. The activities comprise of three hours per day during the terms of the basic school and are spread out on 175 days per year. The times are registered based on the headmaster's decision.

How do I make a schedule if the custodians live at different addresses?
Both custodians can send in a time schedule each. None of your time schedules will be erased, as the system automatically merges the **schedule for the child**.

If the child only has one custodian, remember to mark "free all week" when the child is not participating in the activities, otherwise time schedule is missing, and the reminders are sent to you.

Sometimes there is a shift during the same day, but in the system, both cannot be registered during the same day. One of you must register time for leaving and collecting the child.

If the place is shared in middle of a week, remember only put in times for your own days and leave the remaining one's empty.

If one of you mark "free all week" and the other needs to register times, it is possible to take away mark and write actual time.

It becomes a conflict, and the warning box comes up if you save scheduled time on an already registered time. A warning symbol is shown on the weekly overview for both parts, which means that a custodian must take away his/her incorrect time. An administrator can solve the conflict in the schedule and open it up.

How do I input a new schedule if the child gets a new placement?
If the child gets a new placement it is placed upon the schedule, and you choose which placement you will put the schedule on.

If the child gets a new placement and if there still is left scheduled times at the previous placement, you will receive the following information text:
"There are registered scheduled times after a terminated placement. You have a possibility to copy these to the child's new placement. When scheduled times have been registered, then this possibility will disappear."

After that you can choose to copy the remaining scheduled times to the new placement or register new scheduled times for the new placement.

How do I put in schedule if the child change department?
If the child receives a place at a new department, the placement is put upon the schedule, where the old placement also is seen. You choose which placement you will lay the schedule on.

If the child receives place on a department and if there is left registered scheduled times on the previous placement, the following information text will appear:
"There are registered scheduled times after a terminated placement. You have the possibility to copy these to the child's new placement. After that the scheduled times have been registered, this possibility will disappear."

You can then choose to copy the remaining scheduled times to the new placement, or to register new scheduled times for the new placement.

How do I input times if the child is at a nursery school or at a leisure centre during the night?
You write the time Saturday 15:00-23:59 and Sunday 00:01-11:15. Do you have a need for yet another time, you must push the plus sign to open up yet another time selector for the same day.

I cannot repeat week for closed days. What shall I do?
During Red Days the activities are closed. Therefore, it is not possible to repeat a whole week to a week where e.g., Christmas Evening is included. For weeks with closed days, you need to enter the system and add actual times for that week. You will see an information text "Weeks with days when the activities are closed 51,52,1".