



Children's schedule in Tieto Edu app, for legal guardians with their children in preschool and after-school activity

Legal guardians with children in preschool or after-school activity provide ongoing current times for the child via the Tieto Edu app. You submit a schedule for a period ahead of time. At schedule change, the new schedule must be submitted at least one week in advance, and it is not possible to register times within the processing time. The basis for the child's schedule is the legal guardian's work, study and reasonable travel times. See further rules and guidelines www.kristianstad.se/barnschema. It is very important that the staff have information about your child's length of stay in the preschool and the after-school activity. The placement of 15 hours per week is decided by the preschool manager in the case of general preschool 3-5 years and children whose parents are free/on a leave according to the parental leave law for care of another child.

Fill in current times for the child schedule

Schedule registration

In the Tieto Edu app, select the child schedule and register the schedule and the current calendar will be displayed for each week. It is shown with a green check symbol if the schedule is registered on that week. Weeks without a symbol do not have a schedule and it is important that you register the current schedule. If one day is vacant, then you skip that day and the child should be vacant all week, it should be marked by putting a tick at the vacant whole week.

It is important that you fill in current schedule times continuously. If you only have one week's schedule, which has the same times, select to repeat (copy) it over the new period by selecting current weeks. Or you can mark all available weeks which means about 4 months ahead. It is important that the schedule should not be missing and keep in mind that schedule changes should be submitted at least one week in advance. When it is done, press the confirm button.

If the times are changed on the previously submitted schedule, you enter the current week, change the time or mark the vacancy and confirm the times.



When you confirm the changed schedule weeks, it takes you to the overview, where you have the opportunity to copy the siblings' schedule and submit the schedule. If it is schoolchildren make changes for the current child, so that school hours are not included in the schedule. To add a morning time and an afternoon time select the plus sign at the current time, so a field appears in order to enter time.

If the legal guardians live at different addresses, both can send in a separate schedule. None of the legal guardians' schedules are overwritten, the system instead merges both of the legal guardians' schedules into a single schedule for the child.

Overview

Here you see your registered schedule time (planned time) and the time that the child has been at the preschool or after-school activity (in real time). You can view it as a monthly overview or day by day.

People who are eligible to pick up the children

It is important that you register who has/have the right to collect and leave your child. The staff sees the information within the preschool or after-school activity.

Reminder “missing schedule”

If you have not registered the schedule times or a free week, a reminder will be sent that the schedule is missing. A message appears in the Tieto Edu app so that you can adjust the settings on your mobile phone, so that it would be shown as notification.

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