Skola24 Fritidshem: Recreation Centres. Guardians

Skola24 Fritidshem (recreation centres) has functions for registering and following up a child's attendance at a recreation centre. The child's legal guardian can enter the times that a child is dropped off and picked up as a weekly schedule or as a 2 to 8 week rolling schedule.

The guardian can also enter unscheduled and scheduled absence, such as sickness or other absences. Absence reports are immediately visible to the recreation centre staff who confirm receipt of the report by notifying the guardian.

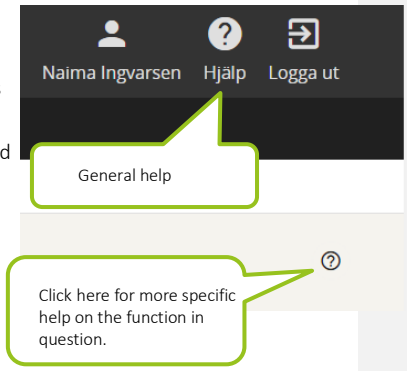
1 General

1.1 USER HELP

To find the recreation centre menus, you need to log in to [*domain name*].skola24.se using your username and password. Select **Förskola/fritidshem** (Recreation Centres) from the menus on the left to come to the start page for the function.

The start page lists the various functions. Those available depend on user privileges. Click on any function to proceed.

Each function has its own specific Help. Clicking the Help icon (a question mark in a circle) will link you to the help text. Help is available for all roles in the system.

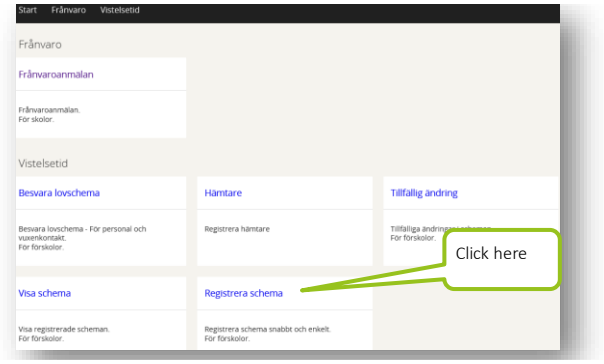


2 Attendance

Attendance is the time the child spends at the recreation centre while their guardian is at work. Normally, the guardian or another adult registers a child's attendance assisted by the recreation centre staff if required.

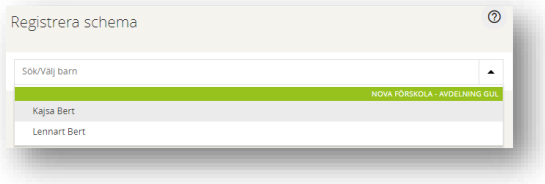
2.1 REGISTERING A SCHEDULE

Guardians register, via logging in, the attendance times they need for their child. The start page displays the options available to the user.



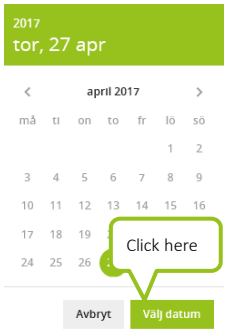
The recreation centre's settings determine the number of days in advance for registering new schedules. The standard setting is 14 days.

A guardian with several children at the centre begins by selecting the child in question under **Vistelsetid** (Attendance) – **Registrera schema** (Register Schedule).



There are two types of schedule to choose from; 1 week or 2-8 weeks. Choose the first option if the child has the same attendance week in, week out, and the second option if the guardian's working hours require a rolling schedule at intervals of 2-8 weeks.

Type of Schedule, 1 week

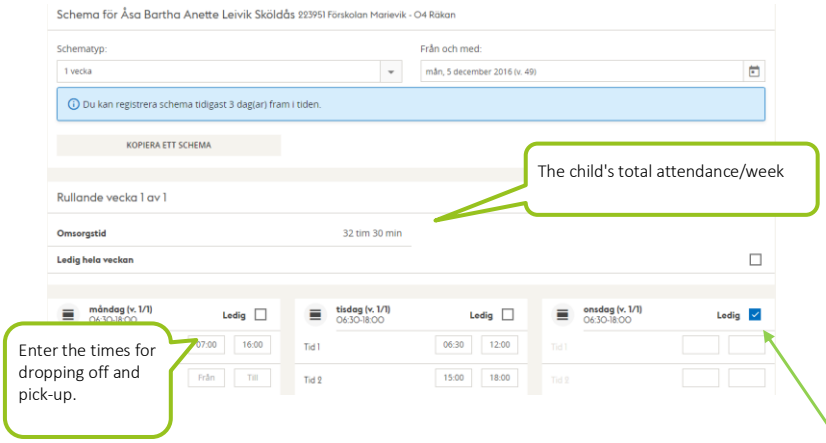


Under **Schematyp** (Type of Schedule) select the 1 week option. Click the calendar icon next to **Från och med** (From) and select the date from which the schedule will apply. Click **Välj datum** (Select date).

Under **Från** (From) enter the time that the child arrives at the recreation centre.

Under **Till** (To) enter the time that the child is picked up from the recreation centre.

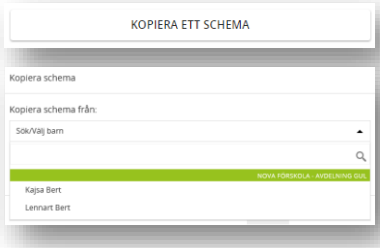
There are three rows, **Tid 1, Tid 2** and **Tid 3** (Time 1, Time 2 and Time 3). This is because children at a nighttime recreation centre may need to attend daytime, evenings and/or nights. Nighttime is recorded as a time in the evening up to 24:00 and a time the next day beginning at 00:00. It could also be used for entering attendance times before and after school.



If the child does not need to attend on a specific weekday, tick the **Ledig** (Absent) checkbox.

If you register attendance times outside the centre's normal opening hours, they will be marked yellow when saved. A guardian cannot save if attendance times have been registered outside the centre's normal opening hours.

If you have a previously-registered attendance schedule, you can copy the details from it and adjust accordingly. Simply click **Kopiera ett schema** (Copy a Schedule) and select it from those highlighted. You can also copy a sibling's schedule. Simply enter the sibling's name in the **Kopiera schema från** (Copy schedule from) field.



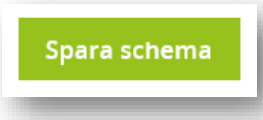
The child's total attendance is shown in hours and minutes. In the case of part-time children, the centre may have already registered a maximum attendance per week. If this maximum attendance is exceeded when registering a schedule, the system will issue a warning.





Kommenterad [1]:
Save schedule

Click **Spara schema** (Save schedule) to complete the registration and save the schedule.



A dialogue box confirms that the schedule has been saved.

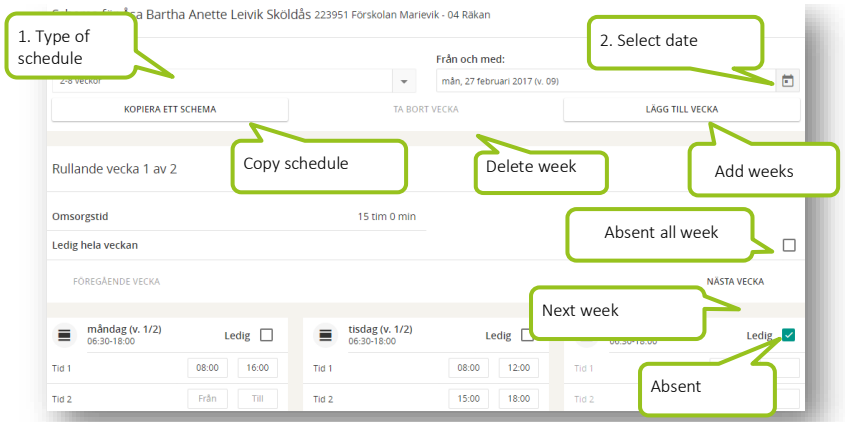
A registered schedule is valid until a new schedule is registered.

Type of Schedule, 2-8 weeks

Under **Schematyp** (Type of Schedule) select the 2-8 weeks option. Click the calendar icon next to **Från och med** (From) and select the date from which the schedule will apply. Click **Välj datum** (Select date).

A standard two-week rolling schedule is displayed.

Begin by registering the times for week 1 of 2. If you have a previously-registered attendance schedule, you can copy the details from it and adjust accordingly. Simply click **Kopiera ett schema** (Copy a Schedule) and select one from those highlighted. You can also copy a sibling's schedule. Simply enter the sibling's name in the **Kopiera schema från** (Copy Schedule from) field.



Under **Från** (From) enter the time that the child arrives at the recreation centre.

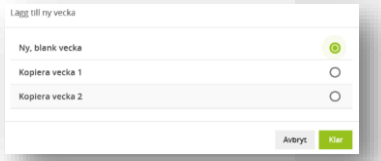
Under **Till** (To) enter the time that the child is picked up from the recreation centre.

There are three rows; **Tid 1, Tid 2** and **Tid 3** (Time 1, Time 2 and Time 3). This is because children at a nighttime recreation centre may need to attend daytime, evenings and/or nights. It could also be used for entering attendance times before and after school.

If the child does not need to attend on a specific weekday, tick the **Ledig** (Absent) checkbox. You can also enter if the child is absent all week. This is done in the **Ledig hela veckan** (Absent all week) checkbox.

If you register attendance times outside the centre's normal opening hours, they will be marked yellow when saved. A guardian cannot save if attendance times have been registered outside the centre's normal opening hours.

Click **Nästa vecka** (Next week) to come to week 2 of 2. Enter your desired times as above.

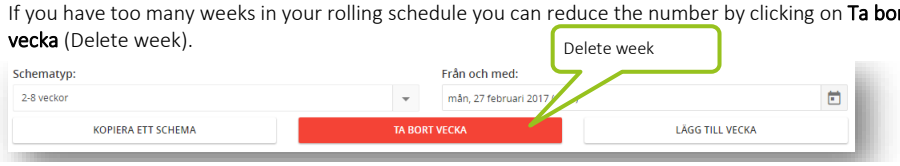


To add more weeks to the rolling schedule, click **Lägg till veckor** (Add weeks).

Select one of the options, **Ny, blank vecka** (New blank week), **Kopiera vecka 1** (Copy week 1) or **Kopiera vecka 2** (Copy week 2).

Click the **Klar** (Done) button. You can always change your choice by clicking **Avbryt** (Cancel). Schedules can be rolled a maximum of eight weeks.

If you have too many weeks in your rolling schedule you can reduce the number by clicking on **Ta bort vecka** (Delete week).



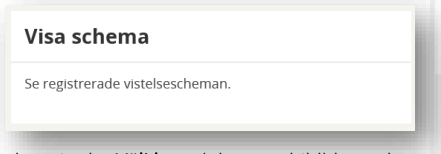
The child's total attendance is shown in hours and minutes. For part-time children, the centre may have already registered a maximum attendance per week. If this maximum attendance is exceeded when registering a schedule, the system issues a warning.

When the registration is ready, click **Spara schema** (Save schedule). A dialogue box confirms that the schedule has been saved and asks if you wish to register a new schedule.

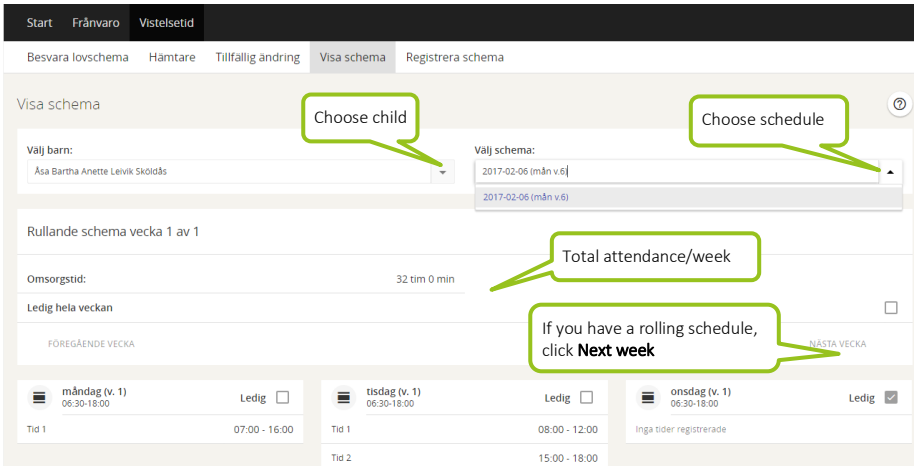
A registered schedule is valid until a new schedule is registered.

2.2 VIEW SCHEDULE

Vistelsetid – Visa schema (Attendance – View Schedule) gives guardians an overview of a child's current attendance schedule.



If you have several children, it is easy to switch between them in the **Välj barn** (Choose Child) box. The available attendance schedules registered by staff or guardians are displayed under **Välj schema** (Choose Schedule). If you have several schedules, simply choose the one you wish to view.



In the overview, the child's total attendance is shown in hours and minutes in the **Omsorgstid** (Attendance) field

All days of the week are shown. If the child has a rolling schedule registered, click **Nästa vecka** (Next week) to move forward a week.

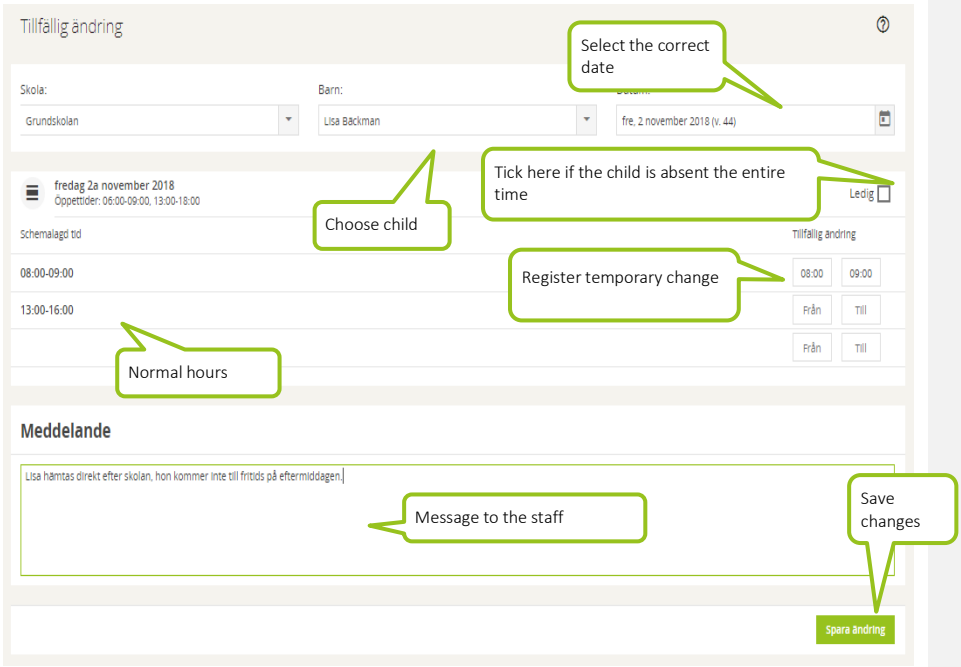
Temporary changes are made under the **Tillfällig ändring** (Temporary Changes) tab. If a change is permanent, it is registered as a new schedule under the **Registrera schema** (Register Schedule) tab.

2.3 TEMPORARY CHANGES

Under **Vistelsetid – Tillfällig ändring** (Attendance – Temporary Changes) guardians can notify the centre of any absence or changes to normal attendance for a specific day. You can also leave messages to the staff without changing attendance hours.



If you have several children, choose the child in question from the **Välj barn** (Choose Child) box. Then select the date of the temporary change in the **Välj datum** (Select date) box by clicking the calendar icon, selecting the date and clicking the **Välj datum** (Select date) button.



The child's normal schedule is shown for the day in question with the From and To times. Change the times to suit the temporary change. You can also divide the time onto three rows, e.g., if the child comes for a while in the morning, is picked up and then left again at a certain time.

Guardians can leave a message to the staff in the **Message box**.

Click on the **Save changes** button when you have completed the registration. You can always cancel the temporary registration by clicking on the **Delete changes** button. This works even if you have saved the changes and later need to make changes.

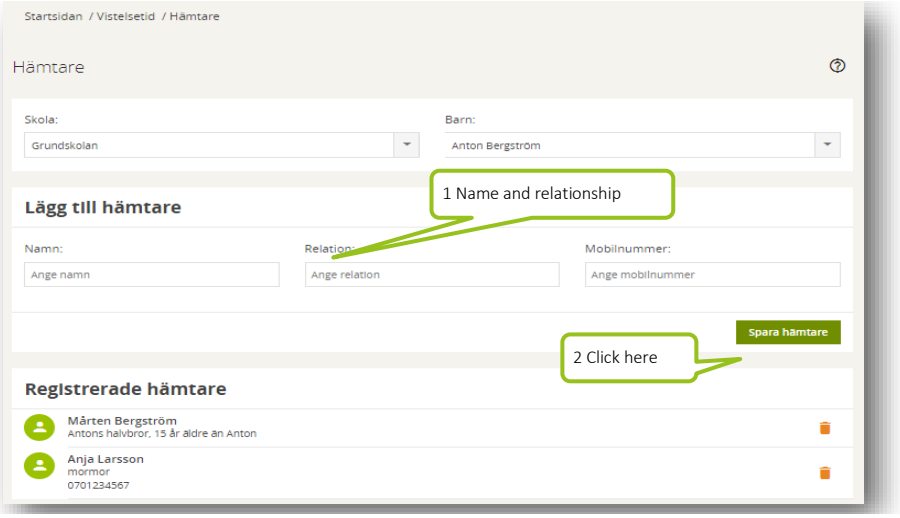
NB! Guardians cannot register temporary changes that come outside of the regular total attendance for the day. Please ask the staff at the centre for help if you need it.

2.4 CHILD PICK-UP PERMISSIONS

Kommenterad [2]:
You may want to leave out this word?

Under **Hämtare** (Child Pick-up), guardians can register other people who may pick up the child.

- Choose the child in the **Välj barn** (Choose child) box.
- Enter the name of the person entrusted with picking up the child.
- Specify the relationship the person has with the child.
- You can also enter their phone number in the mobile number field, or any other information that the staff may find useful.
- Click **Spara hämtare** (Save pick-up).



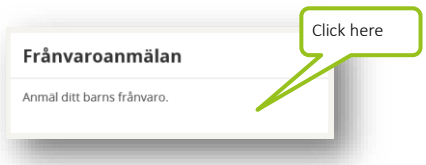
If several people have pick-up permission, repeat the above procedure. Click the Trashcan icon to delete people from the list.

3 Absence

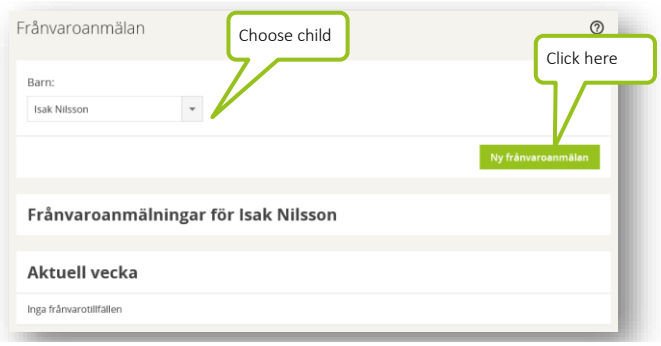
Under **Frånvaroanmälan** (Absence Reporting), guardians can notify staff of a child's absence and close a registered absence report when the child returns.

3.1 ABSENCE REPORTING

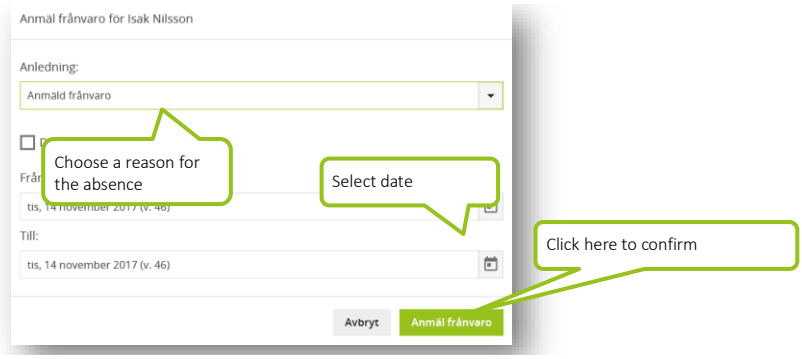
Guardians can report their child's absence directly in the system under **Frånvaro – Frånvaroanmälan** (Absence – Absence Reporting).



Guardians with several children need to choose the child in question. If you only have one child registered, it is preselected. Select **Ny frånvaroanmälan** (New absence report).



The day's date is always preselected but can be changed to another date a maximum of 5 days *ahead* by entering the desired date in the field or by clicking on the calendar icon and choosing a new date there.



Choose a reason. Different reasons are only available if the administrator has made them selectable to the guardian.

Confirm the absence report by clicking on **Anmäl frånvaro** (Report absence). Press **Avbryt** (Cancel) to close the form without saving the absence report.

The absence report is confirmed via notification from the staff at the centre.

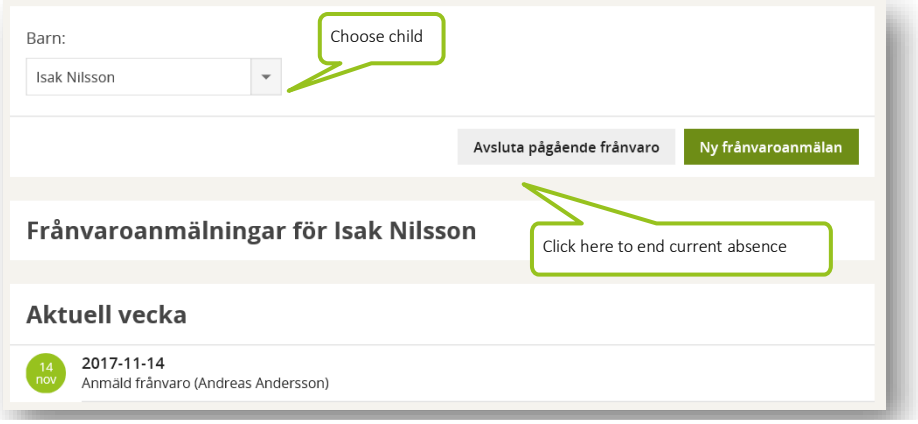
Part-day absence
Part-day absence at recreation centres is reported under temporary changes, unlike schools where it is reported as part-day absence.

3.2. REPORTING RETURN FROM ABSENCE

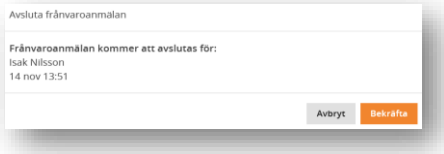
If your child returns from absence earlier than expected you need to report it.

Click on **Frånvaro – Frånvaroanmälan** (Absence Reporting) and your absence reports appear under **Aktuell vecka** (Current week), **Kommande veckor** (Coming weeks) and **Föregående veckor** (Past weeks).

Click on the absence report in question. Select **Avsluta pågående frånvaro** (Return from absence) and click **Bekräfta** (Confirm) on the form that opens or **Avbryt** (Cancel) to undo the command.



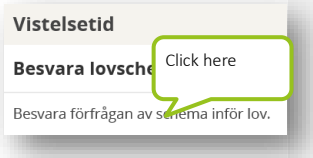
The return from absence is confirmed via notification from the staff at the centre.



4 Holiday Schedules

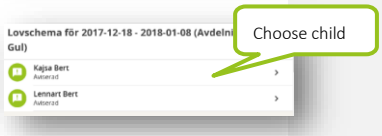
Recreation centres are usually open with reduced hours during Christmas and New Year, summer holidays and other holidays. Some may even merge with other centres for a period. Recreation centres register their opening hours during longer holiday periods and will enquire about guardians' needs during these periods. Guardians need to reply.

4.1 ENTERING HOLIDAY SCHEDULES

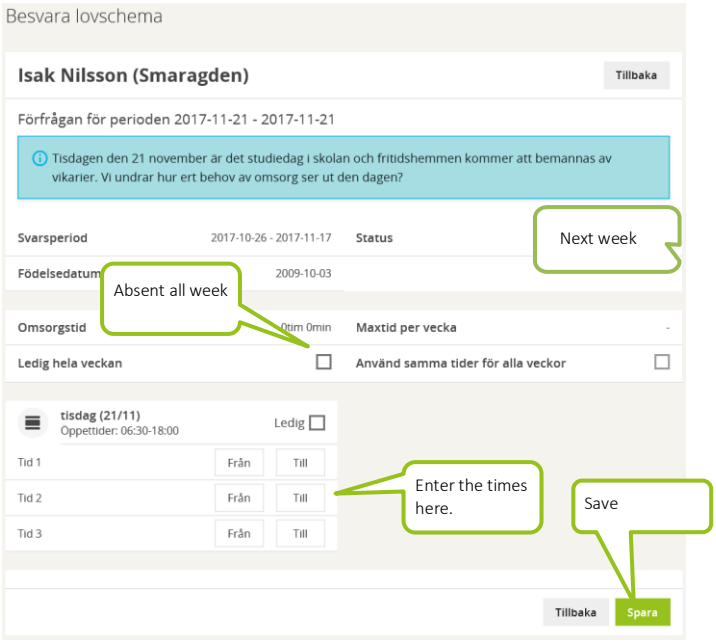


Only enquiries with an open response period are shown to the guardian.

- Go to **Vistelsetid – Besvara lovschema** (Attendance – Holiday Schedule)
- Click on the row for holidays. If a guardian has children in the same region but in different centres, the user first has to select a centre. Click on the row for your child. If you have several children at the same centre, they will all appear on the list.

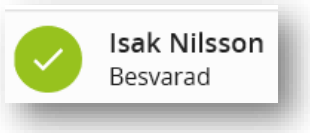


- The opening hours for the centre are shown under each weekday.



- Enter the child's attendance or mark the child as absent. You can choose individual days or whole weeks for absence.
- Tick the **Använd samma tider för alla veckor** (Use the same time for all weeks) checkbox if the child has the same attendance throughout the holiday period.

- Click **Spara** (Save)
- A green icon next to the holiday enquiry means the request has been responded to.



The holiday request can be opened and edited as long as the response period is active.