

Dear parents and guardians,

Garðabær has taken into use new software, Vala leikskóli, to keep track of applications, school hours and other services at the preschool level. Many people are familiar with this software, but Garðabær has used it for after school leisure in the past.

### **About Vala**

Vala preschool is a service portal for parents and guardians with preschool children and at the same time it offers an app where you can find information on the day to day live in the school such as the menu, event schedule, news and more.

Today, February 15, 2024, we start using Vala.

In Vala you can find:

- Applications for preschools
- Register how long you wish your child to stay during the day
- Send in transfer requests if you wish to change schools.

### **What should I do?**

The first thing that you need to do is to register the child's new length of stay/school hours in accordance with the changes of the opening hours and maximum length of stay in preschools in Garðabær.

Attached are instructions for Vala.

You find Vala here: [www.umsokn.vala.is](http://www.umsokn.vala.is)

What must be kept in mind when changing the length of school hours in Vala is:

- The registration period begins today and must be finished on the 20<sup>th</sup> of February
- On February 21<sup>st</sup> everyone must have registered their new school hours.
  - Please note that it is possible to change the hours on a monthly basis, but this must be done before the 20<sup>th</sup> of each month.
- Changes to the hours will take effect on March 1<sup>st</sup> 2024. School fees will be charged according to the new tariff which can be found at:  
<https://www.gardabaer.is/stjornsysla/fjarmal/gjaldskrar/>
- We ask parents/guardians to look specifically at whether they need to use the time between 2 pm and 4 pm on Fridays.
- We would like to draw your attention to the fact that it is not possible to request school hours passed 16:00 on Fridays (even if the system seems to offer the option (to be fixed soon)).
  - If parents/guardians apply for accommodation after 16:00 on Fridays, the preschool director will intervene.
  - This is in accordance with new changes to the working environment of the pre-schools.
- Please note that the maximum length of school hours is 40 hours per week and the minimum length of stay is 20 hours.
- You have the option to buy 60 minutes or 30 minutes.
- You have flexibility in terms of choosing hours that suit you and the child, they can differ between days and weeks. You register this in Vala.

- Flexibility between weeks: Please note that it for now it's necessary to inform the Preschool principal about difference in hours between weeks, but you will soon be able to register it in Vala.
- Please note that Garðabær charges only one flat fee for meals. In Vala it appears that you are only signing up for lunch but let us assure you that the price includes all meals: breakfast, lunch, and afternoon refreshments.
- It is no longer necessary to apply for a sibling discount (it is transferred automatically).
- You do need to apply specifically for a discount due to income. Please remember that those who already have an income-related discount will have to renew it in July.
- The principals will deliver to you new contracts based on the number of hours purchased according to registration in Vala before the end of February 2024.

The school staff members have received training in the use of Vala and are ready to assist you. You can also contact Garðabæjar's customer service, [gardabaer@gardabaer.is](mailto:gardabaer@gardabaer.is) or phone 525-8500.

**Ps! Don't forget to download your photos**

With our new system, the Karellen system is decommissioned. Please remember to download your photos from Karellen before the end of the next month (February/March).

Sincerely

Linda Udengard

Director of the Department of Education and Culture in Garðabær