



English

ŠKOFJA LOKA, MY NEW HOME

Good to know: **Information Booklet for Migrants**

FREE COPY – TAKE ME WITH YOU!

Hello,

Searching for and moving to a new home is always a demanding task. However, starting over in a new environment and living life to the fullest also enables you to become part of a community. Škofja Loka is a lively, economically successful and culturally rich community, which allows people to reach their potential. High-quality education, numerous public institutions and a wide range of activities are a guarantee for a good quality of life. This is also the purpose of this guide to services provided by the public services sector and other organisations in our millennial town.

Tine Radinja, Mayor

THE MUNICIPALITY OF ŠKOFJA LOKA

The Municipality of Škofja Loka is located at the transition of the pre-Alpine Škofja Loka Hills and Polhov Gradec Hills into the Ljubljana Basin. The town lies at the junction of the Selca Valley and the Poljane Valley with the Sora Plain. Throughout history, this territory has been an important transit area.

It has kept its favourable transport location to this day: it is located 26 kilometres from Ljubljana and 20 kilometres from Ljubljana Airport. The Ljubljana–Jesenice railway line also passes nearby.

For over 800 years, the town has been the administrative, economic and cultural centre of a feudal fief bestowed by the German Emperor Otto II to the Freising diocese from Bavaria in 973.

Today, the Municipality of Škofja Loka covers an area of 146 km² with around 23,000 inhabitants living in the area. Škofja Loka is a regional centre that has several administrative institutions as well as social (public) activities and a service (central) sector of wider significance. It is considered an important centre of business activity with highly developed industry.

ADMINISTRATION SERVICES

What can I arrange at the administrative unit?

At the administrative unit, you can take care of matters related to residence permits, the registration of your temporary or permanent residence, single permits for work and residence (see the Employment section), marriages, the issue of birth certificates and driving licences, replacements of lost documents, etc.

You can only apply for a temporary residence permit if you have entered Slovenia legally and you meet other conditions (e.g. if you study or work in Slovenia). As a general rule, the initial permit should be applied for at a consulate or embassy of the Republic of Slovenia abroad, while extensions can be requested at your local administrative unit. If you move, the administrative unit should be notified of your temporary residence within 8 days.

For children born in Slovenia, the maternity hospital will provide all the relevant details to the administrative unit and the birth certificate will be sent to your address. However, the baby is not automatically granted Slovenian citizenship. A residence permit is issued to children born in Slovenia of its own motion. The parents must submit the child's photo and passport – if the child already has one – to the administrative unit within 3 months. The child will not be entitled to health insurance until he or she has a residence permit.

A number of administrative matters can also be taken care of via the eUprava portal at <https://e-uprava.gov.si/en>.

Upravna enota Škofja Loka Škofja Loka Administrative Unit

Poljanska cesta 2, 4220 Škofja Loka
ue.skofjaloka@gov.si
+386 4 511 23 60

SOCIAL SERVICES

What kind of assistance can the social work centre provide?

You can contact the social work centre any time you are in distress or have a problem. The advisers will help you. They can provide financial assistance, help with integrating into the community, support for families and children, and consultations on a variety of topics.

Initial social assistance refers to the initial conversation with a social worker, where you discuss your problem and find a solution together. You will receive information on the types of help available and how to obtain it, including financial assistance and help provided by other organisations (the Red Cross, Karitas, etc.).

How can you access initial social assistance? Visit the centre during office hours for your first conversation with a social worker. There is no need to make an appointment in advance. In emergencies, you can also find help outside office hours, but only during opening hours.

Personal assistance means personalised long-term counselling aimed at solving your problems. It can also include handling various matters and providing guidance. It depends on your needs and the only condition is your voluntary and active cooperation. You will be assigned an adviser who will help you draw up a plan to solve the problem and will guide you on your way, helping you to reach the solution and organise your life. Family counselling means providing assistance with relationships between family members and childcare. It is similar to personal assistance but with multiple family members included in the counselling.

Financial assistance: You can apply for child benefits, social assistance benefits in cash, income support, reduced kindergarten fees, subsidised meals for primary and secondary school students, subsidies for rent, exemption from payments for compulsory health insurance and/or social assistance services, etc.

More information about your rights is available at www.csd-slovenije.si.

Center za socialno delo Gorenjska, Enota Škofja Loka Gorenjska Social Work Centre, Škofja Loka Unit

Partizanska 1d, 4220 Škofja Loka
www.csd-skofjaloka.si
gpcsd.skofj@gov.si
+386 4 517 01 00

HEALTH INSURANCE

Health insurance provides the appropriate health and social security in case of illness or injury since it covers the costs when you are ill, injured or have any other medical need. The basic characteristic of health insurance is that the rights of every person or his or her dependent family members are linked to the insurance registration and the payment of the relevant contribution (in case of compulsory health insurance) or premium (in case of voluntary health insurance). Health insurance in Slovenia is compulsory for anyone who meets the conditions laid down in the Health Care and Health Insurance Act (hereinafter: the ZZVZZ). The Health Insurance Institute of Slovenia establishes whether someone has obtained the status of an insured person based on the insurance registration lodged by the registrant. When the conditions for the insurance cease to exist, the registrant has to deregister a person from the insurance. The registrant of an insured person is a natural or legal person determined by the ZZVZZ as the person liable for payment of the compulsory health insurance contribution, unless otherwise provided by law (e.g. the Exercise of Rights to Public Funds Act stipulates that insured persons referred to in point 21 of Article 15(1) of the ZZVZZ are registered by the Health Insurance Institute of Slovenia and the contribution is paid by the municipality). Insured persons exercise their right to access paid medical services using their health insurance card. The registrant of an insured person's family member is the insured person through which that family member will be insured (a child is registered by a parent, a spouse by his or her spouse, etc.). Insured persons who are foreign nationals and are not included in health insurance in Slovenia have the right to emergency or necessary medical services. These are paid for in accordance with European acquis, international agreements or the Slovenian national budget. Voluntary health insurance provided by other insurance companies (such as Vzajemna, Adriatic, Triglav, etc.) is divided into complementary health insurance, which covers the difference up to the full price of services that are not fully covered by the compulsory health insurance (services referred to in points 2 through 6 of Article 23 of the ZZVZZ), and voluntary health insurance covering a wider range of rights or a higher standard of services, which are not set out in the compulsory insurance, and additional rights, which are not included in the compulsory health insurance – additional or supplementary health insurance.

ZZZS OE Kranj, Izpostava Škofja Loka
Health Insurance Institute of Slovenia, Kranj Regional Unit, Škofja Loka Branch
Stara cesta 10, 4220 Škofja Loka
OEKR@zzzs.si
+386 4 502 33 00

HOW TO FIND A PHYSICIAN

Once you have taken care of your compulsory health insurance, you will need to choose a personal physician (GP) who you will consult in case of health issues. The list of available physicians is available on the website of the Health Insurance Institute of Slovenia (ZZZS), under the tab Medical services – Select your personal physician. The health centre also houses clinics for infants and school-age children offering medical services and counselling.

In addition to a personal GP, you are expected to choose a personal dentist and a personal gynaecologist.

Health centres also offer counselling services, which provide information on how to look after your health, have a healthy diet, stay physically active, maintain a healthy weight, live without harmful habits (such as smoking or drinking alcohol), maintain good interpersonal relationships and manage stress. All counselling services and workshops are free of charge and open to everyone looking to do something positive for their health. Enquire at your nearest health centre for details.

For urgent medical assistance, call the free phone number 112 or visit an emergency unit, which is open 24/7.

Multilingual handbooks are available for easier communication in medical matters Slovenian-English-French:

http://multilingualhealth.ff.uni-lj.si/MNZ_ang_fr_ponatis_www_skupaj.pdf.

Zdravstveni dom Škofja Loka
Škofja Loka Health Centre

Stara cesta 10, 4220 Škofja Loka
www.zd-loka.si
info@zd-loka.si
+386 4 502 00 00



EDUCATION

When, how and where to enrol your child in kindergarten

Your child can be enrolled in kindergarten from the age of 11 months onwards. Subject to availability, your child can be enrolled at any time during the year. To enrol, visit your nearest kindergarten where you can collect the registration form and other information. As kindergarten is not compulsory, it is subject to a fee. The amount depends on the kindergarten and your income. At the social work centre, you can inquire whether you are entitled to a reduced kindergarten fee. The application for a reduced kindergarten fee should be submitted no later than one month before the child starts kindergarten.

Vrtec Škofja Loka **Škofja Loka Kindergarten**

Partizanska 1e, 4220 Škofja Loka
<https://vrtec-skofjaloka.si>
vrtec.s-loka@vrtec-skofjaloka.si
+386 4 512 24 65

... in primary school

Slovenia has compulsory primary education for children from 6 to 15 years of age. Primary school has nine grades and is free of charge. Your child should be enrolled in the first grade of primary school in the calendar year in which they turn 6. Enrolment in primary school takes place in February. Visit your nearest primary school to learn more about enrolment and the curriculum, including for children who have previously attended primary school. Information on reduced fees for brunch and lunch is available at the social work centre.

Osnovna šola Škofja Loka-Mesto **Škofja Loka-Mesto Primary School**

Šolska ulica 1, 4220 Škofja Loka
www.ossklm.si
info@ossklm.si
+386 4 506 00 11

Osnovna šola Cvetka Golarja **Cvetko Golar Primary School**

Frankovo naselje 51, 4220 Škofja Loka
<https://oscg.si>
info.c-golar@guest.arnes.si
+386 4 513 04 00

Osnovna šola Ivana Groharja **Ivan Grohar Primary School**

Podlubnik 1, 4220 Škofja Loka
www.groharca.si
info@os-igroharja.si
+386 4 506 11 13

... in secondary school

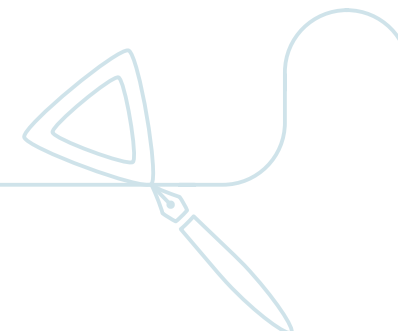
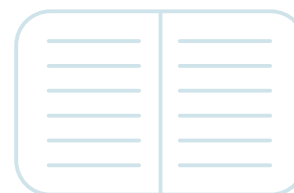
Secondary education has three or four grades and takes place in general upper secondary schools (gimnazija), vocational schools and technical schools. Calls for enrolment are published in February. Schools also hold visitors' days in February where you can find out more about the curriculum. Enrolment takes place in March. Secondary school students may also be entitled to a reduced brunch fee.

Šolski center Škofja Loka **Škofja Loka School Centre**

Podlubnik 1b, 4220 Škofja Loka
www.scsl.si
info@scsl.si
+386 4 506 23 00

Gimnazija Škofja Loka **Škofja Loka Upper Secondary School**

Podlubnik 1b, 4220 Škofja Loka
www.gimnazija-skofjaloka.si/english.html
info@gimnazija-skofjaloka.si
+386 4 518 33 30



ADULT EDUCATION

Are you an adult looking to finish your education? Would you like to further your education? You have a number of options available for finishing or obtaining a formal education, as well as for participating in free non-formal education programmes, such as workshops and talks on personal growth, strengthening basic skills, easier integration into the local environment, etc. Do you have the skills and know-how for a specific vocation but no formal qualifications? You can enrol in the National Vocational Qualification (Nacionalna poklicna kvalifikacija, NPK) programme, which is the fastest way to the vocation you want. Contact the adult education providers in your municipality. They will be happy to provide advice and assistance. Some adult education programmes are free of charge.

Some adult education programmes are also available at the Institute of the RS for Vocational Education and Training (Center RS za poklicno izobraževanje, www.cpi.si/en) and the Institute for Business Education (Center za poslovno usposabljanje, www.cpu.si/?lang=en).

SLOVENIAN LANGUAGE COURSES

Learning Slovenian is sure to make your life in a new environment easier. Citizens of third countries (all countries except EU and EEA member states and Switzerland) can take advantage of the free Slovenian language course organised as part of the programme for initial immigrant integration (Začetna integracija priseljencev, ZIP). The courses are organised throughout Slovenia; the provider's contact details are included below. The full updated list is available here:

<https://infotujci.si/en/integration-into-slovenian-society/free-slovenian-language-courses>.

You can take part in the course if you have a valid residence permit, have not completed and are not currently enrolled in an education programme in Slovenia and have not yet passed the basic-level Slovenian language exam. The course lasts up to 180 hours. In order to take part, you will need a certificate from the administrative unit (Certificate on meeting the enrolment conditions – Potrdilo o izpolnjevanju pogojev za udeležbo v enotnem programu), which costs EUR 22.60. 80% lecture attendance is a condition to sit the exam. Exams are free of charge. Škofja Loka Adult Education Centre (Ljudska univerza Škofja Loka) is also an authorised examination centre. In collaboration with the Centre for Slovene as a Second and Foreign Language (at the Department of Slovene Studies at the Faculty of Arts of the University of Ljubljana), it carries out basic-level Slovenian language exams according to the state-approved programme in Slovene as a Second and Foreign Language.

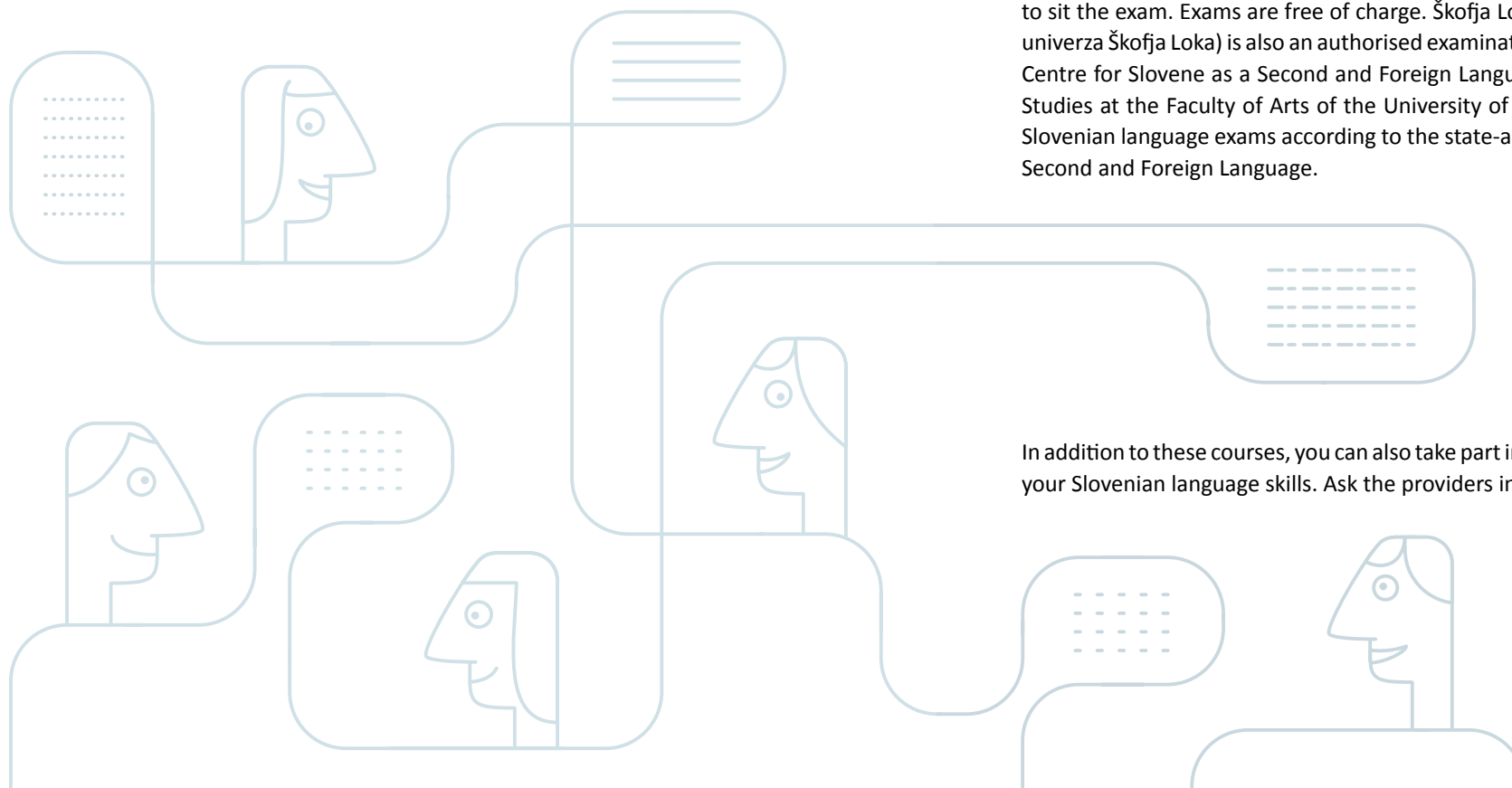
Ljudska univerza Škofja Loka
Škofja Loka Adult Education Centre

Podlubnik 1a, 4220 Škofja Loka
www.lu-skofjaloka.si
info@lu-skofjaloka.si
+386 4 506 13 00

In addition to these courses, you can also take part in other activities aimed at improving your Slovenian language skills. Ask the providers in your town for more information.

Zavod Tri
Tri Institute (courses for women)

Kapucinski trg 8, 4220 Škofja Loka
www.zavod-tri.org/en
info@zavod-tri.org
+386 40 528 387



EMPLOYMENT

The application for a work permit is included in the application for a single permit for work and residence, which enables foreign nationals from third countries to enter, live and work in Slovenia. The application for a single permit should be submitted at the administrative unit if you are already in Slovenia or at the Slovenian consulate or embassy in your country. Before submitting the application, make sure you notify your employer, as they will need to ensure that their tax obligations are settled in full on the day of submission.

The procedure for issuing the permit is managed by the administrative unit, while approval is issued by the Employment Service, provided you meet the required conditions. The conditions differ depending on the type of work. More details are available at the Employment Service and online at www.ess.gov.si/delodajalci/zaposlovanje_in_delo_tujcev/vrste_soglasij_in_pogoji.

Work permits for citizens of Bosnia and Herzegovina and citizens of Serbia, as well as for seasonal jobs in agriculture that last under 90 days, are issued by the Employment Service.

Self-employment: Foreign nationals can enter into self-employment after a one-year uninterrupted legal stay in Slovenia or after registering in the business register. In this case, approval from the Employment Service is not required.

To find out more about your own and your employer's rights and obligations, contact the workers' counselling centre Delavska svetovalnica by calling the free phone number 080 14 34 or visiting www.delavskasvetovalnica.si.

Info-point for foreign nationals: www.ess.gov.si/tujci/info-tocka-za-tujce.

Zavod za zaposlovanje, Urad za delo Škofja Loka
Employment Service, Local office Škofja Loka

Spodnji trg 40, 4220 Škofja Loka
gpzrszkranj@ess.gov.si
+386 4 777 52 70

SPORTS, CULTURE AND SOCIAL LIFE

Leisure activities are very important for your well-being in a new environment. Why not join an activity in your town and get acquainted with the locals? Most of them are free of charge and their providers are always happy to meet new participants. For details, contact each organisation directly.

Sports activities: Sports activities are the domain of sports clubs. Take a look at the addresses below and online to see what is available in your town. There will almost certainly be a local football, basketball, handball or volleyball team for you to join, as well as a mountaineering club that will introduce you to the neighbouring hills so you can explore your new home.

Culture activities: If you have a preference for culture rather than sports, you can visit a museum or gallery in town, take in an exhibition or join the local culture society to discover the sights with other members.

Youth centres provide spaces where secondary school students, university students and other young people can meet, socialise and participate in activities. They organise social and cultural events, sports activities and informal educational activities (workshops, courses, lectures, round tables).

Dnevni center OM
OM Day Centre

Partizanska 1d, 4220 Škofja Loka
dcom.loka@gmail.com
+386 30 226 508

DCM Podlubnik

Podlubnik 139, 4220 Škofja Loka
dcm.podlubnik@gmail.com
+386 51 363 107

MDC Blok

Frankovo naselje 68, 4220 Škofja Loka
blok@familija.eu
+386 40 326 165

FIRE BRIGADE, EMERGENCY SERVICES

Libraries provide a true treasure trove of information about current activities in your town. Be sure to visit your nearest library and enquire about the newest events. Libraries also organise numerous events for your toddlers and schoolchildren.

Knjižnica Ivana Tavčarja Škofja Loka *Ivan Tavčar Library in Škofja Loka*

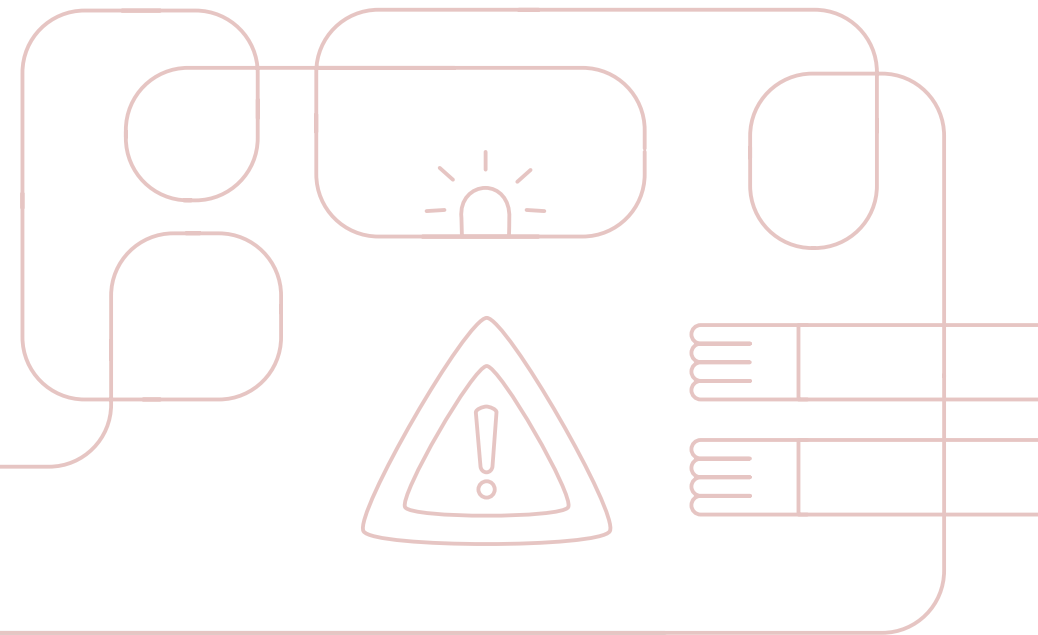
Šolska ulica 6, 4220 Škofja Loka
www.knjiznica-skofjaloka.si/en
info@knjiznica-skofjaloka.si
+386 51 672 367

Slovenian conversation courses, knitting and crochet

Zavod Tri *Tri Institute (courses for women)*

Kapucinski trg 8, 4220 Škofja Loka
www.zavod-tri.org/en
info@zavod-tri.org
+386 40 528 387

If you find yourself in a situation where your own or someone else's life is at risk, dial 112 (emergency services, fire brigade, police). If you are a victim of a crime, if you have witnessed a crime or if you believe a crime has been committed, call the police on 113. You can also call the police anonymously on the free phone number 080 1200.



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Škofja Loka, July 2020



REPUBLIKA SLOVENIJA
MINISTRSTVO ZA JAVNO UPRAVO



Občina Škofja Loka

