

## EARLY CHILDHOOD EDUCATION AND CARE APPLICATION (DAY CARE)

### Current place in early childhood education and care

- Cared for by parent/guardian
- Private career
- Municipal day care, where?

### Choose type of application

- New Day Care Application or Service Voucher Application
- Request for Transfer from current day care place
- Enrollment in pre-primary education

### Enter the child's information, child's first language, and if placed in foster care

Given name and family name	Personal identity code
Home address	Postal code and city

### Choose child's first language

- Finnish       Swedish       other, which?

### Is the child in foster care?

- No
- Yes

Which municipality is responsible for the placement of the child?

### Enter guardians' information

#### Enter the details of guardian 1, i.e. the person filling in the application

Given name and family name	Personal identity code
Telephone number residential / business	E-mail

## Guardian's work situation when child starts in early childhood education and care

- |   |   |
|---|---|
| <input type="checkbox"/> employed               | <input type="checkbox"/> student              |
| <input type="checkbox"/> the work is shift work | <input type="checkbox"/> retired              |
| <input type="checkbox"/> undemployd             | <input type="checkbox"/> family leave, which? |

## What is the relationship between the adults living in the same household?

- Joint custody.
- Guardian's spouse/partner who living in the same household is not the child's guardian
- Both adults are child's foster parents

## Enter details of the other guardian, spouse or partner living in the same household.

Given name and family name	Personal identity code
Telephone number residential/business	E-mail

## Work situation of the other adult (living in the same household) when child starts in early childhood education and care

- |   |   |
|---|---|
| <input type="checkbox"/> employed               | <input type="checkbox"/> student              |
| <input type="checkbox"/> the work is shift work | <input type="checkbox"/> retired              |
| <input type="checkbox"/> unemployed             | <input type="checkbox"/> family leave, which? |

**Choose preferred form of early childhood education and care or pre-primary education unit**

## Select the your preferred form of early childhood education and care

- |  |  |
|--|--|
| <input type="checkbox"/> family day care       | <input type="checkbox"/> pre primary education   |
| <input type="checkbox"/> day care center       | <input type="checkbox"/> pre primary education + early childhood education and care (day care) |
| <input type="checkbox"/> group family day care |  |

## Enter your preferred day care unit or pre-primary education unit here

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Select the form of early childhood education and care that is your second option

- |  |   |
|--|---|
| <input type="checkbox"/> family day care       | <input type="checkbox"/> free pre-primary education         |
| <input type="checkbox"/> day care center       | <input type="checkbox"/> free pre primary education + early |
| <input type="checkbox"/> group family day care | childhood education and care (day care)                     |

Enter the day care unit or pre-primary education unit that is you second option

### Enter preferred start date and child's hours in early childhood education and care

Need for early childhood education and care starts (dd.mm.yyyy)

Choose when child needs early childhood education and care. You can choose multiple options

#### Weekdays

Monday - Friday

#### Daily need of day care

beginning at

ending at

#### Need for nonstandard child care hours

Saturday

Sunday

evenings (between 6 pm and 10 pm)

nights

Choose child's need for early childhood education and care or pre-primary education from the following options

Early childhood education and care max 86 hours per month

Early childhood education and care max 150 hours per month

Early childhood education and care over 150 hours per month

Free pre-primary education 4 hours a day

Free pre-primary education 4 hours a day + early childhood education and care max 86 hour per month

Free pre-primary education 4 hours a day + early childhood education and care max 150 hour per month

### Has the child special support needs?

The child has no special support needs.

The child has special support needs. An assessment of the child's special support needs has been made by a doctor, psychologist or another specialist.

Send the assessment of the child's special support needs to: Early Childhood Education, City of Kokkola, PO Box 43, 67101 Kokkola.

## If needed write additional information here

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## Enter details of other children under age of 18 in the family

Family name and given name	Personal identity code
Family name and given name	Personal identity code
Family name and given name	Personal identity code
Family name and given name	Personal identity code

## Choose if you accept the highest fee or will provide details on your income

- I accept the highest client fee in early childhood education and care or the maximum deductible for the service voucher.
- I will provide details on our income.

We will ask for the necessary income statements in the payment decision. The decision on the fee is sent during the month in which the child starts early childhood education and care.

## I assure that the information I have submitted is correct and give my consent to its verification.

Date	Guardian's signature and clarification of signature
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## Address for submitting the application

Address: Early Childhood Education, City of Kokkola, PO Box 43, 67101 Kokkola.

ECEC service's mailbox: By the entrance to City Hall when entering from Virkakuja 5.

## You can receive the decision electronically or by mail

The City of Kokkola uses Suomi.fi-messages to send decisions. When the decision is made, you will receive a notification of a new Suomi.fi message in your email inbox. After this, you can read the officeholder's decision in the Messages section of the Suomi.fi service.

If you want to receive decisions electronically, please go to Suomi.fi to activate the service. If you accept electronic communication, messages from other authorities are sent by default to Suomi.fi Messages.

If you don't accept electronic communication, you will receive the decision by paper mail. The delivery time of the letter is approximately 7 working days.

## Where is the application data stored?

The application data is stored in the early childhood education and care data system maintained by the City of Kokkola. In addition, data is stored in the national data warehouse for early childhood education and care (Varda) maintained by the Finnish National Agency for Education. According to sections 68 and 70 of the Act on Early Childhood Education and Care (540/2018), municipalities have the obligation to store data on early childhood education and care in the early childhood education and care data repository.