



**WELCOME
TO EARLY CHILDHOOD EDUCATION!**

THE OPERATING PRINCIPLES OF EARLY CHILDHOOD EDUCATION AT MUNICIPAL DAY CARE CENTRES AND FAMILY DAY CARE

CITY OF PORVOO:

<http://www.porvoo.fi/paivakodit-ja-perhepaivahoito>

Application, income declaration, contact details (in Finnish).



EARLY CHILDHOOD EDUCATION SERVICES' PEDANET PAGE:

<https://peda.net/porvoo-borgå/vtis>

Forms, units, contact details, activities (in Finnish).



UNIT SUPERVISOR'S CONTACT DETAILS AND OTHER CUSTOMER SERVICE

	<p>SERVICE GUIDANCE:</p> <hr/> <p>WESTERN DISTRICT AND FAMILY DAY CARE</p> <p>Carina Liljeberg-Karlsson carina.liljeberg-karlsson@porvoo.fi +358 40 167 9048</p> <hr/> <p>EASTERN DISTRICT</p> <p>Marjatta Salo marjatta.a.salo@porvoo.fi +358 40 676 7864</p>
--	--

CHECKLIST FOR WHEN YOUR CHILD HAS BEEN GRANTED AN EARLY CHILDHOOD EDUCATION PLACE

1. Fill out the acknowledgement of receipt of the early childhood education decision and **return it to the address on the form.**
2. The day care centre will contact the family / You can contact the family day care childminder to set up a meeting and **familiarisation.**
3. **The service contract** is prepared at the day care centre / family day care location. The contract defines the starting date, the child's service needs, special diets, special arrangements during holiday periods, permit matters and, in the case of family day care, the child's backup care place. The same meeting also includes discussion about the child and the filling out of the starting discussion form.
4. **Submit an income declaration** for the calculation of the client fee no later than the end of the starting month: Link: <https://www.porvoo.fi/varhaiskasvatuksen-asiakasmaksut> (in Finnish)
5. The early childhood education and invoicing begin on the agreed upon date, within 1 month of the granting of the early childhood education place. The child's individual needs in regard to familiarisation will be taken into account.

OPENING HOURS, ATTENDANCE, SERVICE NEEDS

Day care centres are open Monday to Friday 6.30am–5.00pm.

If needed, early childhood education can be provided between 6.00am and 6.00pm. Changes in attendance and days off must be notified by Monday 10.00am on the preceding week.

In shift day care, opening hours are determined based on the reserved early childhood education times. Shift day care is subject to the service principles for shift day care.

The child's service needs are recorded in a written contract. The contract can be amended from the start of the following month. The client fee is determined based on the agreed upon service needs.

Guardians will be asked to fill out a survey regarding absences during the Christmas and winter holiday periods and in June–July, which must be returned 30 days before the start of the planned holiday period.

ADDITIONAL NOTES ABOUT FAMILY DAY CARE

A family day care childminder's working time is based on agreed upon early childhood education times between 6am and 6pm.

Family day care is usually provided only to children whose care need is 25½ h/week or higher. A family day care childminder's working time is 40 h/week, and longer working days are balanced over a 6 month balancing period.

No client fee is charged for days on which the family day care childminder is absent and the guardians arrange their child's care themselves. Families also have the option of using the backup day care place defined in advance.

The guardians need to reserve care times from the backup day care place as early as possible for days on which the family day care childminder is known to be absent. In the event of the family day care childminder's sudden illness, the child can be taken to the backup place without advance agreement.

If a child needs a backup place during the Christmas or winter holiday period or in June–July, the child will be transferred to the day care centre open in the district along with the backup place. The child's family will be provided with the necessary information and instructions concerning the holiday backup place by the child's backup day care centre.

STARTING EARLY CHILDHOOD EDUCATION AND FAMILIARISATION

The child's guardian(s) will receive a written decision concerning the early childhood education place granted to their child. The guardians must then fill out the form for confirming the acceptance of the early childhood education place and return it to the early childhood education place in question. The client fee is charged starting from the day on which the guardian(s) confirm their acceptance of the early childhood education place (within 1 month of the starting date on the decision).

The day care centre will then contact the child's home to set up a meeting. The guardian(s) should preferably attend the first meeting without the child. This meeting includes discussion about the child and matters related to starting early childhood education as well as the arrangement of the child's familiarisation with their early childhood education place.

In family day care, the family must contact the childminder themselves to set up a meeting. In this meeting, the family day care childminder and guardian(s) prepare the service contract and discuss the child and matters related to starting early childhood education as well as the arrangement of the child's familiarisation with the day care place.

The child can begin familiarisation two weeks before the actual starting date. Familiarisation visits must be scheduled in advance. During familiarisation, the child is accompanied by their guardian. By separate agreement, the child may also stay for a moment (1–3 times, 2 h/time) at the early childhood education place without their guardian. The child is covered by an accident insurance policy for the duration of the familiarisation.

NOTIFYING ATTENDANCE TIMES AND ABSENCES

The early childhood education place must be notified of any changes in the child's attendance times. Notifications of changes in attendance or care times must be submitted to the early childhood education place on the Monday of the week preceding the change. Further guidance on how to submit the notification is provided by the staff.

Unplanned absences must be reported to the child's own group or the family day care child minder in the morning.

TAKING THE CHILD HOME

The child is dropped off and picked up from the early childhood education place by his/her guardian(s). If the child is to be picked up by someone else, the early childhood education place must be informed of this in advance. The person picking up the child must be over 18 years old. Please notify the child's group if you know that you will miss the agreed upon pickup time.

CLOTHING AND SUPPLIES

The child needs the following when starting early childhood education: weather-appropriate outdoor clothes, waterproofs, a second set of clothes, indoor shoes and personal supplies, such as nappies, a pacifier, a bedtime toy, etc. Dirty waterproofs are washed at home. The child's clothes, shoes and supplies should be name-tagged to avoid mix-ups.

MEALS

Full-time early childhood education includes breakfast, lunch and a snack. Meals are served during agreed upon attendance times. In pre-primary education, only lunch is served. In shift day care, the child may also be served dinner and an evening meal, depending on care times. Early childhood education places follow the City of Porvoo's guidelines for meals and nutrition (Ruokailun ja ravitsemuksen linjaukset).

SPECIAL DIETS

Special diets are available to children who need them based on medical grounds. A special diet is only offered on the basis of a medical certificate, which must be submitted to the child's early childhood education place. The certificate is valid for one year at a time, with the exception of permanent diets (e.g. a diet based on celiac disease).

Day care centres have one vegetarian day per week. On other days, lacto-ovo vegetarian or vegan dishes are only prepared by separate order. Variations of the regular diet based on religious and cultural grounds are also available. The preferred diet variant needs to be notified to the day care centre by the child's guardian.

Special diets or variations of the regular diet are only provided on the condition that the child follows the same diet at home as well.

Children are not allowed to bring birthday or other treats and sweets with them to early childhood education.

HEALTH CARE AND ILLNESSES

The child's guardians should make sure that the child washes their hands when arriving at the day care centre.

The use of fragrances is avoided in early childhood education places, which we would like guardians to also take into consideration when visiting their child's early childhood education place.

Taking care of the child's teeth and making sure that the child brushes their teeth is the responsibility of the home. In early childhood education, the child is given a xylitol product after each meal. The child's guardians are responsible for covering the costs of the products.

ILLNESSES

The early childhood education place will notify guardians of any epidemics and infectious diseases. Guardians are also asked to notify their child's early childhood education place of any infectious diseases that their child may have.

Bringing a child who is ill or still recovering from an illness to early childhood education is prohibited. A child must always be given adequate time to recover after an illness. The child must have the energy to participate in their group's activities. Early childhood education services follow the City of Porvoo health centre's instructions on infection isolation times.

In the event that the child falls ill during the day, we will contact the child's guardians. The child should then be taken home to recover as soon as possible.

MEDICATION

A child's medication is the responsibility of the physician treating the child and the administration of medication should be carried out primarily at home. If medication needs to be administered at the day care centre, the medicine must be supplied to the day care centre in its original packaging, which must state the prescription's recipient and the medicine's dosage.

For more detailed instructions, please see the early childhood education services' medication plan.

ACCIDENTS AND ACCIDENT INSURANCE

In the event that the child has an accident during early childhood education, the staff will inform the child's guardians about this. Unless the situation is urgent, it is the responsibility of the child's guardian to take the child to receive the necessary care and treatment.

In urgent situations, the staff will ensure that the child is provided with immediate first aid and treatment.

ACCIDENT INSURANCE AND NOTIFYING ACCIDENTS, REIMBURSEMENT OF TREATMENT COSTS:

Children attending early childhood education organised by the City are covered by an accident insurance policy. This coverage also extends to journeys between the early childhood education place and the child's home (by the shortest route).

The insurance policy only offers reimbursements of costs resulting from the use of public sector health care services. In this context, public sector health care services mean treatment that is provided at operating units and institutions maintained by the state, municipalities and joint municipal authorities, such as health centres.

In the event of an accident, the early childhood education place will submit a notice of the accident to the insurance company (in family day care, the notice is submitted by the family day care supervisor). The child's guardian must apply for the reimbursement of possible costs themselves. Additional information about applying for reimbursements is available from the early childhood education place.

THE CHILD'S POSSESSIONS:

The City of Porvoo does not have an accident and theft insurance policy for compensating broken or missing possessions.

SCHOOL HOLIDAY PERIODS

During school holiday periods, early childhood education services are reduced and some day care centres are closed. During these times, early childhood education services are centralised to the day care centres that remain open in each district. Children have the right to take holidays during their guardians' holidays.

More information on the impact of holiday periods on client fees is available in the early childhood education client fee instructions.

CLIENT FEES OF PORVOO'S EARLY CHILDHOOD EDUCATION SERVICES



Client fees are determined based on an income declaration submitted by the child's guardian(s). <https://www.porvoo.fi/varhaiskasvatuksen-asiakasmaksut>

The client fee decision and monthly invoice for early childhood education services are sent to the client by post.

DISCONTINUING EARLY CHILDHOOD EDUCATION AND CARE PLACE GUARANTEE

The care relationship of a child in municipal early childhood education can be temporarily discontinued for a minimum period of six months. Discontinuation is subject to a written agreement.

Afterwards, the child may return to their early childhood education place without a new application procedure. A child in day care can generally return to the same unit if the return takes place in August. If the return takes place at some other time, the day care director will notify the child's guardians of the child's new early childhood education place.

FREE-OF-CHARGE PATERNITY ALLOWANCE MONTH



A child may attend early childhood education before paternity leave. During paternity leave, the child may keep their early childhood education place, but cannot attend early childhood education. The client fee is not charged for the duration of paternity leave.

A family may receive child home care allowance for another child at the same time as paternity allowance. Child home care allowance cannot be granted for a child for whom paternity allowance is being paid.

More information on paternity leave: <https://www.kela.fi/web/en/paternity-allowance>

CHILD HOME CARE ALLOWANCE

Child home care allowance cannot be claimed for a child who has an early childhood education place. In order to claim child home care allowance, you must first cancel the child's early childhood education place.

If a family cancels their child's early childhood education and the child needs an early childhood education place at a later date, the place must be applied for again. The processing time of an early childhood education application is 4 months. In the event that early childhood education places are available, the place can also be granted sooner.

CUSTODY OF THE CHILD

JOINT CUSTODY

According to Section 5(1) of the Act on Child Custody and Right of Access, the persons who have custody of a child are jointly responsible for the duties inherent in custody and make the decisions concerning the child together, unless otherwise provided or ordered.

An early childhood education place can be applied for by the guardian with whom the child lives. Guardians with joint custody need to agree on the joint exercise of custody and the reception of information related to the child's early childhood education with each other.

From the perspective of early childhood education staff, guardians with joint custody are equal when it comes to matters of upbringing. The implementation of early childhood education is discussed with both guardians or, by agreement, with the guardian with whom the child lives. In the event of custody or meeting disputes, the day care centre must be supplied with an agreement confirmed by a child welfare office or a court decision confirming who the child may be handed over to.

SINGLE CUSTODY

When only one of the child's parents has custody of the child, this guardian makes all the decisions concerning the child alone. In this case, early childhood education services will hand over information concerning the child only to the child's guardian. The other parent's possible right to be informed must be agreed upon or notified separately.

The party primarily responsible for a child is the child's parents. One of the tasks of early childhood services is to support parents with their upbringing and education duties. Potential problems and difficulties are addressed early in co-operation with the parents whenever possible.

Together with guardians, the authorities may submit a request for an assessment of child welfare needs. The authorities' duty to notify (Section 25 of the Child Welfare Act) requires them to immediately submit a child welfare notification if, in the course of their work, they discover that there is a child for whom it is necessary to investigate the need for child welfare on account of the child's need for care, circumstances endangering the child's development or the child's behaviour.

EARLY CHILDHOOD EDUCATION PLAN

The content development and steering of early childhood education in Porvoo is steered by the City of Porvoo's early childhood education plan. An online version of the plan is available (in Finnish) at <https://www.porvoo.fi/var-haiskasvatuksen-esitteet-oppaat-ja-lomakkeet>

Every child is also provided with an individual early childhood education plan prepared in collaboration with the child's guardians. Because of this, the City's early childhood education staff set up annual meetings with children's guardians.



COMMUNICATION

Information about the operations of early childhood education places is provided via child-/family-specific messages. In addition to this, group- or unit-specific bulletins are distributed via pedanet or electronically.

Some children may need support with their physical, psychological or social development. It is important to recognise a child's need for support as early as possible and provide them with an early childhood education environment that promotes their growth, development and learning. This way the child's growth, development and learning can be supported with intensified or special needs support. Support needs may stem from the following, for example:

- Delayed development
- Speech and language difficulties
- Social and emotional challenges
- Learning difficulties
- An injury or chronic illness

Support can be provided in various ways:

- Adapted activities
- Small group activities
- Closer cooperation with the child's guardians
- Rehabilitative elements



The City employs special needs kindergarten teachers who work in close cooperation with early childhood education staff and families, offering consultation to other staff and coordinating the various types of support provided to children. Parents can also contact the City's special needs kindergarten teachers directly.

More information on the support available to children and families is available on the website of the City of Porvoo early childhood education services (in Finnish)

<https://www.porvoo.fi/lapsen-ja-perheen-tukeminen>

MULTICULTURAL EARLY CHILDHOOD EDUCATION



The diversity of early childhood education is an asset. Children and adults may have different backgrounds, languages, cultures, values or worldviews. Diversity is valued as a resource. More information on multicultural early childhood education (in Finnish):

<https://peda.net/porvoo-borgå/vtis/mm/monikulttuurisuus#nav>

Children whose native language is something other than Finnish or Swedish are provided with support for learning both their native language and Finnish or Swedish.

