



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).

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

1. **Indicate** that you will accept the early childhood education place via eDaisy (in English). Check that the starting date is correct.
(if you receipt a letter, the place is accepted by contacting the relevant day care centre)
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 meeting** includes discussion about the starting date, the child's service needs, special diets, special arrangements during holiday periods, permit matters, the use of DaisyNet (in English) 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 a starting discussion form.
4. **Submit an income declaration** for the calculation of the client fee via the electronic service eDaisy no later than the end of the starting month: Link: <https://www.porvoo.fi/varhaiskasvatuksen-asiaksmaksut> (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 AND SERVICE NEEDS

Day care centres and pre-primary education groups operating in school premises are open from 6.30 am to 5 pm from Monday to Friday. If necessary, early childhood education is provided from 6 am to 6 pm based on a separate agreement. Other service needs are subject to service contracts made via eDaisy. The contract can be amended from the start of the following month. The client fee is determined based on the agreed upon service needs.

The autumn, Christmas and winter holiday, as well as any absences in June or July, will be determined with the help of a separate survey provided to the parents via DaisyNet.

STARTING EARLY CHILDHOOD EDUCATION AND FAMILIARISATION

The child's guardian(s) will receive an electronic decision concerning the early childhood education place granted to their child. The guardian(s) then need to indicate that they accept the offered early childhood education place via DaisyNet. 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 placement 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. The guardians will also be instructed on how to use DaisyNet.

In family day care, the family must contact the childminder themselves to set up a meeting. This meeting includes discussion between the childminder and guardian 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.

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.

MAKING ATTENDANCE RESERVATIONS AND NOTIFYING ABSENCES

The dates on which the child will attend early childhood education are reserved via DaisyNet. Notifications of changes in attendance or care times must be entered at least two weeks before the Monday of the week of the change. Further guidance on how to submit the notification is provided by the staff.

Unplanned absences must be reported via DaisyNet, 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 their guardian(s). The guardian must sign their child in and out by showing their Daisy tag to a mobile device of a staff member. 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.

HEALTH AND WELL-BEING

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 must be name-tagged to avoid mix-ups.

Any special clothing or equipment (e.g. gym clothes, ice skates, etc.) will be requested separately.

The teaching materials and equipment as well as any outings and events are free of charge in early childhood education.

MEALS

Full-time early childhood education includes breakfast, lunch and a snack. Meals are served during attendance times. 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).

Each child is given a xylitol pastille after each meal.

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 guardian must notify the day care centre manager of any changes to the child's diet.

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.

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. Please inform the staff of any changes to your contact details without delay. Every child must have at least one additional person allowed to pick up the child besides their guardian. The details of persons allowed to pick up the child must be entered into DaisyNet.

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

Autumn holiday	14–18 October 2019
Christmas holiday	23 December 2019 – 1 January 2020
Winter holiday	17–21 February 2020

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

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).

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 service coordinator 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 terminates 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

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. Both guardians are informed of any matters concerning the child through DaisyNet. In the event of custody or meeting disputes, the day care centre must be supplied with an agreement confirmed by a child welfare officer 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.

CHILD WELFARE

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

<https://www.porvoo.fi/varhaiskasvatuksen-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

Communications about the activities of the early childhood education place are handled electronically through DaisyNet via child- or family-specific messages. In addition to this, group- or unit-specific bulletins are distributed via Pedanet.

DEVELOPMENT AND LEARNING SUPPORT IN EARLY CHILDHOOD EDUCATION

Some children may need support with their physical, psychological or social development. 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



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. The child's skills may also be assessed by a special needs kindergarten teacher, who can refer the child to e.g. a speech therapist, a psychologist or an occupational therapist for further examinations.

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>

PUPIL WELFARE IN EARLY CHILDHOOD EDUCATION

Pupil welfare refers to the promotion and maintenance of the child's learning, good physical and psychological health as well as social welfare, and actions that increase the related capabilities. Pupil welfare is primarily implemented as a preventive and communal tool that supports the entire community. Guardians also have a representative in the communal welfare group of the pre-primary education group or the day care centre.

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.