



CITY OF OULU
Social Affairs and Health
Care Administration
Day-care Unit
P.O. Box 50
FIN-90015 City of Oulu
Tel. switchboard 08 558 410
Street address: Isokatu 30, 4th floor

INSTRUCTIONS WHEN APPLYING FOR CHILD DAY-CARE

THE CARE SYSTEM FOR SMALL CHILDREN COMPRISES

- **municipal day-care centres and family day care**
- **support for private care provision**
- **open early education activity**
- **open day-care activity**
- **free pre-school instruction**
- **support for home care**
- **service voucher for private day care**

Applications for the allowances for home and private care should be submitted to the local office of the Social Insurance Institution of Finland (KELA), which will make a decision and deal with payments. A decision on municipal supplemental allowances is made annually. Applications for the Oulu City supplement should be submitted to the local office of the Social Insurance Institution of Finland (KELA), which will make a decision and deal with payments.

APPLYING FOR DAY CARE

Day care means care, education and instruction at day-care centres, with private day care providers or at special day-care centres. Care can be part-time, full-time or shift care. A place in full-time care is primarily provided for those families whose children require a place owing to their parents' work or study or some significant social reason affecting the family. Open early education and open day-care activity form part of the day care system, and are intended for the children of home-based parents. Pre-school instruction for six-year-olds is provided at day-care centres or in conjunction with primary schools.

The application for a place in day care must be submitted four months prior to the need for care arising. If the need for care is caused by new employment, training or study, and the need for care could not have been foreseen, the application for a place should be made immediately, but nevertheless at least two weeks beforehand.

A home care allowance is an alternative to municipal day care. The child's placement in municipal day care results in the discontinuation of the home care allowance.

The application for day care is valid for one year from the date of submission. The applicant must notify of any changes to the information provided in the application. Application forms and instructions are available at all day-care centres or printable in paper format from our website <http://www.ouka.fi/sote/paivahoito/haku/index.htm>. Alternatively, an electronic day care application can be submitted via the same website.

Application forms and instructions are available all the day care centres or printable in paper format from our website <http://www.ouka.fi/sote/paivahoito/haku/index.htm>. The application for day care is valid one year from the date of submission. Please inform the day care case management team of any changes in the application, email paivahoidonpalveluohjaus@ouka.fi

Please submit the printed application form for day care to the day care case management team address Isokatu 30 4th floor 90100 Oulu (P O Pox 50 90015 City of Oulu). If you have any questions, please contact the day care case management team tel. 08 558 45300

The decision on the granting of a day care place will be sent in writing with the income declaration form as electronic letter. For operational reasons or by joint agreement, the location of the child's place of day care may change during the care relationship. If the child's parents do not accept the place granted to their child and fail to cancel it before the start date of care specified in the acceptance notification, a fee for 15 days' care will be levied.

APPLICATION FOR A SERVICE VOUCHER

Principally, you apply for a service voucher from the web site of the city of Oulu. Families who not able to fill in the electronic application, get further information from the day care case management team.

The application procedure and processing are carried out electronically. On the city web site, families fill in the application including basic details of the family, day care they wish for, information on the jobs and studying as well as income information with attachments.

The application is then sent to the customer payments unit where the families are granted day care service in the form of a service voucher and the decision is made regarding the amount of the service voucher, taking the income of the family into consideration. The applicant will be notified of the decision on the service voucher, and the service provider will be informed of the benefit granted to the family.

CHILDRENS´S DAY CARE FEES

The day care fees are defined in the customer payments unit at Kirkkokatu 18 3rd floor. Further information is available at <http://www.ouka.fi/sote/paivahoito/paivahoitomaksut.html> (in Finnish)

DAY-CARE FEES

A **monthly fee** is charged for children's day care. The fee is charged for a maximum of **eleven calendar months** during the year of operation (1st August - 31st July). The fee is revised annually or whenever there is a material change in the family's ability to pay (change of 10%). The penalty interest on the fee is 10%. The day-care fee can be recovered without a court decision.

The **monthly fee for full-time day care** is determined according to the size of the family as a percentage of the monthly income exceeding the minimum income level. If no income is declared, the maximum fee is charged. A place in full-time care is granted until the child begins primary education.

For the purposes of determining the fee, **family size** means married or co-habiting adults and any of their children under 18 years of age who live in the joint household with them.

FEE PERCENTAGES AND INCOME THRESHOLDS

Family size, persons	Minimum gross income, EUR per month	Fee (%)
2	1,198	11.5
3	1,477	9.4
4	1,754	7.9
5	1,871	7.9
6	1,988	7.9

If the family size exceeds six, the income threshold, which determines the fee, will be increased by €117 for each of the family's subsequent underage children.

The **maximum monthly fee** is €254 for the youngest child, and the **maximum monthly fee** for the second-oldest child is €229. For each subsequent child, the fee is 20% of the fee for the first child. A monthly fee per child which is less than €23 will not be collected.

Income comprises other taxable and non-taxable income apart from child benefit, child care allowance, pensioners' care allowance, child increment according to the Social Insurance Act, housing allowance, disability allowance, medical treatment and examination expenses paid for on the basis of accident insurance, draftees' dependants allowance, front veterans' pension allowance, study grant, adult study grant, student housing allowance, activity money paid in the form of subsistence support and travel reimbursement, maintenance payment according to the Rehabilitation Grant Act, maintenance payment according to the Act on adult education relating to labour policy, grants and other corresponding assistance paid for study purposes, compensation for costs of foster care and also child home care allowance.

Maintenance payments and other similar costs arising from real family relationships and any life annuities will be **deducted from the income**.

From the share of the care costs apportioned to a child of pre-school age, 60% of the full-time care fee is charged for part-time care. Part-time care generally corresponds with school hours.

If a child's actual weekly or monthly care is continually less than the regular agreed care time, a notification can be submitted for a monthly fee that is based on a service requirement lasting **an average of 10-15 care days**. The fee for temporary care (maximum of 5 days a month) is **€15.50 per day** for full-time care and **€9.30 per day** for part-time care. The **monthly fee** for open early education activity in a Toddler Group (which is held twice per week for 2-3-year-olds) is **€28 per month**, and in the Mini-School Group (which is held three times per week for 3-5-year-olds) **€43 per month**. The fee for afternoon care for school pupils is **€72.50 per month**. The fee for open day-care activity is **€36.70/term/family**.