

Early education

Oulun Konttori, customer payments unit

Child's details	Child's last name and first name(s)		Personal identity code
	Home address		Post code and town/city
Parents	Guardian		Spouse
Day care facility	Child's day care facility (day care centre / family child care)		
Details regarding care hours and days and reason for the need for care (optional)	shift-work <input type="checkbox"/>	studies <input type="checkbox"/>	maternity leave / child home care allowance <input type="checkbox"/>
	regular working hours <input type="checkbox"/> from - to	unemployed <input type="checkbox"/>	other reason, please specify <input type="checkbox"/>
	Care hours (working hours + transport)		
Days per month and the contract on care arrangement	<p>Act: 1134/20.12.1996 section 7a(6): If a child is in part-time daycare or his or her care hours are significantly shorter than regular full-time daycare on daily, weekly or monthly basis, the municipality shall on the grounds determined for full-time care fee, charge a fee lower than the full-time fee and in proportion to the care hours as stated in sub-sections 2 to 4 of the Act.</p> <p>The Social Welfare and Healthcare Board 25.2.2010 § 23. A contract for fewer days of care can be prepared for 10 to 15 days per a calendar month. The contract can be signed for a minimum period of five months. The contract becomes effective in the beginning of the month it is signed.</p> <p>The contract may be terminated mid contract term for a well grounded reason, i.e. changes in the number of family members, work or study commitment.</p> <p>Additional care (exceeding the number of care days) is invoiced in accordance with means-tested day fee. If the number of days agreed upon exceeds 15 days (in a calendar month), the fee will be for the entire month.</p> <p>_____ days of care per month, as of _____ for the time being.</p> <p>When the need for care changes, care hours are adjusted and a new, written contract will be signed or the contract will be terminated in writing.</p>		
Date	Date Place and date I am familiar with the instruction on page 2.		
Signed by	Child's guardian	Daycare Centre Manager / Family Child Care Provider	
Termination of the contract	The contract will be terminated as of _____.		
	The contract is always terminated in the beginning of a calendar month; please note: it can not be retroactively terminated.		
Signed by	Child's guardian	Daycare Centre Manager / Family Child Care Provider	

Circulation Original document for the daycare centre and a copy for the child's guardian

CARE FEE = care fee for the family x 10 to 15 days of care

**INSTRUCTION ON NEED OF FEWER DAYS OF CARE THAN USUAL AS OF 1 AUGUST 2010
(Social Welfare and Healthcare Board 25.2.2010 § 23)**

When signing a contract for 10 to 15 days of care a month for your son or daughter, please note the following:

1. The contract can be signed for a minimum period of five (5) months.

- the contract becomes effective in the beginning of the month of signing, the contract can not cover previous calendar months
- **for a new child**, the contract may be signed as of the day he or she starts at daycare
- the monthly daycare fee is determined depending on the care arrangement
- the contract may be terminated mid contract term for a well grounded reason, i.e. changes in the number of family members, work or study commitment.

2. The care provider shall be notified of the days your son or daughter will need daycare by the 4th of each month using a booking form.

- when the child is absent as per advance arrangement, the reason for absence will be recorded (illness, other reason). Entries can not be changed afterwards.

3. Days booked for daycare can be changed for a change of work-shift and by a special arrangement with the daycare manager.

4. The average amount of days of daycare is no longer considered.

- additional care (exceeding the number of care days) is invoiced in accordance with means-tested day fee. If the number of days agreed upon exceed 15 days in a calendar month, the fee will be for the entire month.

5. When the contract on daycare expires, it will be terminated in writing. The termination item is at the bottom of the care arrangement form.

6. Absences and customer fee

- if a child is absent from daycare due to illness for at least 11 days per a calendar month, only half a fee will be charged.
- if a child is absent for the entire calendar month due to illness, no fee will be charged.
- if a child is absent for some other reason, half a fee will be charged.
- under any other conditions, full fee will be charged.