



**MUNICIPAL EARLY CHILDHOOD EDUCATION AND CARE GUIDELINE FOR ARRANGING SERVICES AND DETERMINING THE FEE**

Education and Culture Committee 20 December 2017 section 167 and 21 January 2020 section 8

## 1. Shorter daily attendance

- A child is entitled to full-time early childhood education and care if his or her guardian so wishes. The guardian can also opt for attendance of less than 5 hours a day or less than 7 hours a day. In that case, the client fee is lower than the fee of full-time early childhood education and care.

## 2. Contract on fewer hours of services

- If a child needs full-time early childhood education and care either for 10 days a month or 13 days a month, the guardian and the day care manager draw up a contract and the customer fee shall be adjusted accordingly.
- A contract can be written up for a minimum of five (5) months.
- The contract may be adjusted during the contract period for a justifiable reason (family circumstances, studies, unemployment, layoff, employment or change of job).
- The City of Oulu has the right to change the contract without consulting the family, if the agreed days of attendance are repeatedly exceeded, for instance on three consecutive months.
- The contract becomes valid from the beginning of the month it is signed and cannot be drawn up afterwards for the previous month. The contract enters into force once both the guardian and the day care manager have signed it.
- The contract for a **new child** can be drawn up and signed as of the date the child starts his or her early childhood education.
- The fee for early childhood education and care is determined by chosen services (service options and rates on the front page).

## 3. Child's attendance and absence

- A child's attendance and absence is entered online on <https://www.ouka.fi/oulu/paivahoito-ja-esiopetus/sahkoinen-asiointi>
- Notify the day care centre of your child's attendance and absence using the paper form before the beginning of the previous week.
- Day care centres with extended opening hours shall be notified of a child's care hours by Monday in the previous week.
- If a child is absent from early childhood education and care as agreed in advance on an attendance day, the reason for absence shall be entered into the system (illness, other reason). Sick days are entered as sick leave in the report, even if they fall on previously agreed non-attendance days. Entries cannot be changed afterwards.
- Booked days can be altered due to work shift changes by a separate arrangement with the day care manager.

## 4. Exceeding contract days

- **10-day contract:** If the number of days in the contract is exceeded, the fee for extra days will be based on family's income. If the agreed 10 days are exceeded by 1 to 3 days, each exceeding day will be charged as extra days, and if the total of days exceeds 13 days, the fee is for a full month.
- **13-day contract:** if the 13 days entered in the contract are exceeded, the fee is for a full month.