

Child's details				
Last name	First name(s)		Personal identity code	
Street address	Post code		Town	
Guardian's details				
Last name	First name(s)		Personal identity code	
E-mail			Tel.	
Spouse's details				
Last name	First name(s)		Personal identity code	
E-mail			Tel.	
Day care facility				
Child's day care facility				
Contract for monthly care hours				
The following care hours are booked for the child. The fee is based on the selected number of care hours.				
Care hours needed	Percentage of fee for full-time early childhood education		Choose appropriate amount of care hours (please tick)	
10 days /month	50 %		<input type="checkbox"/>	
13 days /month	75 %		<input type="checkbox"/>	
5-6 h/ day	75 %		<input type="checkbox"/>	
20 h/week (due to work arrangement)	50 %		<input type="checkbox"/>	
<p>A contract of fewer care hours shall become effective as of _____ until further notice.</p> <p>In case the conditions change, the contract on care hours shall be reviewed and notification of adjustment submitted.</p>				
Date and signature				
I am familiar with the instruction on page 2.				
Place and date	Child's guardian		Manager of Day Care Centre	
Termination of contract (The contract is always terminated in the beginning of a calendar month and cannot be retrospectively terminated).				
Termination of contract as of / 20				
Signed by Guardian:			Signed by Manager of Day Care Centre / Supervisor of Family Day Care	
Adjustment to care hours per month				
Adjustment as of	Hours/month	Time and place	Signed by Guardians	Signed by Day Care Manager

Data processing: data entered into the client database of early childhood education and care.
 The original contract shall be kept at the day care centre and a copy given to the guardian.

MUNICIPAL INSTRUCTION ON FEWER CARE HOURS AND CLIENT FEES

Education and Culture Committee 20.12.2017 § 167

1. Contract on fewer care hours and client fees
 - a contract can be drawn up if, due to work or study commitments, the need for early childhood education and care is less than full-time early childhood education and care.
 - the contract can be drawn up for a minimum period of five (5) months.
 - the contract may be adjusted or terminated before the expiry date for well-justified reasons (family circumstances, studies, unemployment, temporary layoff)
 - the City of Oulu is entitled to adjust the contract unilaterally if the family repeatedly (for instance, in three subsequent months) exceeds the number of care hours they originally selected.
 - the contract becomes effective in the beginning of the month of signing; the contract cannot be signed retrospectively for the previous calendar month. The contract will become effective once both parties (the guardian and day care centre manager) have signed it
 - **for a new child**, the contract may be signed as of the date his or her day care arrangement begins.
2. Determination of fee
 - the monthly fee for early childhood education and care is determined as per the amount of care hours requested
3. Booking care hours and notification of absences
 - **10 and 13 day contracts, online notification:** notification of your child's days of absence shall be submitted online. Notifications of absence at <https://www.ouka.fi/oulu/paivahoito-ja-esiopetus/sahkoinen-asiointi>
 - **notification by paper form:** please, enter days of attendance and absence on the paper form and return it to the day care centre
 - **5-6 h/day or 20 h/week (due to work arrangement) contracts:** if your child's care hours are regularly either 5-6 h/day or 20 h/week (due to work), please, enter daily care hours and times into the paper form and give it to your day care centre
 - booking for care hours shall be done well in advance, entering the care hours not for the upcoming week but the week after by Sunday 24.00 at the very latest
 - when a child is absent from early childhood education as arranged in advance, the reason of absence shall be given (sick leave, other reason) Sick leave is entered as sick leave also when pre-arranged. Entries cannot be modified afterwards.
4. Days booked for day care can be adjusted in accordance with change of work-shifts and by a special advance arrangement with the day care manager
5. Exceeding the days in the contract
 - additional care day fee based on the family's income shall be charged for the additional care days. If the agreed 10 care days are exceeded by 1 to 3 days, an additional care day fee shall be charged for each day and if the care days exceed 13 days, full month's fee shall be charged. If the agreed 13 days are exceeded, the fee will be for a full month.
6. When the contract for fewer care hours expires, it will be terminated in writing. The termination note is at the bottom of the care arrangement form.
7. Absences and day care fee
 - if a child is absent from early childhood education due to illness for at least 11 education days per a calendar month, only half of the fee will be charged
 - if a child is absent for the full calendar month due to illness, no fee will be charged
 - if a child is absent for some other reason, half of the fee will be charged
 - there is no fee for days when a child is absent from early childhood education due to paternity allowance period as stated in the Health Insurance Act Chapter 9 section 7
 - under any other conditions, full fee will be charged.