

Child's details

Last name	First name(s)	Personal ID code

Guardian's details

Last name	First name(s)

Guardian's details

Last name	First name(s)

Options for services

Service option code	Extended opening hours (tick the box)	Service options	Percentage of full-time fee
A		10 days/month	50 %
B		13 days/month	75 %
C		Less than 5 hours a day	60 %
D		Less than 7 hours a day	75 %
E		Pre-school and early childhood education for 10 days/month	30 %
F		Pre-school and early childhood education for 13 days/month	45 %
G		Pre-school and early childhood education for less than 3 hours	45 %
H		Full-time early childhood education	100 %
I		Pre-school and early childhood education	60 %
J		Free pre-school education	0 %

Arrangement of monthly services

Service option preferred by the family	Starting date	Guardian's signature	Day Care Manager's signature	Saved to eVaka on (date)

I have read the instruction on page 2.

Data processing: The data will be transferred to the enterprise resource planning system of Early Childhood Education and Care. The original contract will be archived in the day care centre and a copy given to the child's guardian

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/english/evaka>
- Customers of municipal early childhood education indicate the child's attendance times in the eVaka calendar. You can announce attendance times for several weeks and for several children at once. Please note that attendance times must be announced by Sunday at 23:59, not for the following week, but for the week after next. After that, that week will be locked and you won't be able to make any more changes to it. If your child's stated attendance times change while the days are already locked, please contact your child's group.

Report your child's attendance and absence times as far into the future as you reasonably know they are certain. Attendance times and absences can be edited until they are locked.

- 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.