

EARLY CHILDHOOD EDUCATION AND CARE AGREEMENT IN A MUNICIPAL DAY CARE CENTRE

When you deal with the Tampere City services, we will handle your affairs to the extent necessary for the management of your affairs. Personal data will be processed in accordance with the purpose of your registration and based on the services used by you. Further information: Tampere.fi – Frontpage – Data protection and information management – Privacy statements

DAY CARE CENTRE	Day care centre		Telephone
	Director's name		Director's telephone number
	Director's email address		
CHILD	Child's first name	Child's surname	Personal identity code
	Child's address		Mother tongue / Mother tongue 2
CUSTODIANS	Custodian's first name 1)	Custodian's surname 1)	Tel. (where the custodian can be reached during the care day):
	Address		
	Email address		Mother tongue
	Custodian's first name 2)	Custodian's surname 2)	Tel.: (where the custodian can be reached during the care day):
	Address		
	Email address		Mother tongue
	<input type="checkbox"/> Joint custody	<input type="checkbox"/> Sole custody	Decision seen on date
HOURS FOR EARLY CHILDHOOD EDUCATION AND CARE	Early childhood education starts on Presence daily ____ - ____		Contractual day(s) ____ / month
	Some early childhood education units are closed during the summer and other holiday periods. Day care centres on duty will be announced well in advance.		Contractual days are reserved in advance, and the days can only be changed for work and study reasons. Reserved contractual days are valid for 5 months . Agreed care days Mon Tue Wed Thu Fri <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If there is a change in the need for service, the custodian shall contact the director of their day-care centre.			

CLIENT FEE	<p>The client fee for municipal early childhood education and care is based on the Act on Client Fees in Early Childhood Education and Care (1503/2016). The client fee is determined according to the size of the family, on the needs for service, and gross income. The custodian/custodians are obliged to report any changes in family size and income. The early childhood education and care fee is charged for a maximum of 11 months per period of activity. The family shall report their income to the Early Childhood Education Fee Office within one month from the start of early childhood education.</p> <p>Further information: Tampere.fi – Front page – Early childhood education and pre-primary education – Client fees</p> <p><input type="checkbox"/> Information on client fees has been given to the custodians</p>
CHILD'S WELL-BEING	<p>Illnesses and allergies: (chronic illnesses, medications, diets)</p> <p>Other matters to be kept under consideration: (e.g. matters related to the child's need for support, possible statements, rehabilitative services or aids)</p> <p><input type="checkbox"/> A FGM discussion has been conducted with the custodians arriving from a country at risk</p> <p>Child's health clinic:</p> <p>In accordance with the Government Decree on Child welfare clinics, school and student health care, as well as Preventive oral health care for children and young people (28.5.2009/380), early childhood education participates in comprehensive health checks when the child 1.5 and 4 years old.</p>
CHILD'S ILLNESS AND INSURANCE	<p>If a child falls ill, primarily to be contacted is:</p> <hr/> <p>The custodians themselves arrange for the care of a sick child. The early childhood education staff are entitled to issue a certificate confirming a child's illness to an employer for the day of illness (Local Government and County Employers KT: 9 § Temporary child-care leave).</p> <p>In the event of an accident during an early childhood day care day, the child will be taken to the closest health centre and the matter will always be reported to the custodian. The City of Tampere has a group accident insurance policy with the If Insurance Company.</p> <p>Instructions for the treatment of infections (in Finnish) https://www.terveyskirjasto.fi/dlk01200/infektiot-ja-paivahoito</p>
DOCUMENTATION	<p>We photograph and videotape children's group activities as part of our pedagogic documentation. The material is used for assessment and development of the day care centre's own activities. The photographs/videos may be displayed in the premises of the day care centre. This material will not be shared or used in other ways without permission.</p> <p>The photographs, videos and pictures of material produced by our children can be published in the growth folder (e.g. Office365: Sway, eVaka Tampere)</p> <p><input type="checkbox"/> in the child's own folder</p> <p><input type="checkbox"/> in our group's joint folder</p> <p>For all authorisations other than the ones above, the permission of the custodians is separately asked for.</p>

<p>TRAVEL TO AND FROM DAY CARE</p>	<p>Persons who may pick up the child from day care besides the custodians</p> <p>Supplementary person 1. (name and contact details): _____</p> <p>Supplementary person 2. (name and contact details) _____</p> <p>Supplementary person 3. (name and contact details): _____</p> <p>Supplementary person 4. (name and contact details): _____</p> <p>The main rule is that the child should be picked up from the day care centre by an adult. It is the duty of the early childhood education and care staff to ensure that the person collecting the child has right to do so. If another person apart from the custodian or the above-mentioned supplementary person picks up the child, the custodians of the child shall notify the day care staff about this in writing in advance. In special cases, where the custodians present the child to be picked up by a minor sibling or similar person or wish the child to travel alone, the day care staff, in consultation with the custodians, will assess the safety of the child's way home and will agree on it in writing.</p> <p>(Safety Guide for education and early childhood education (in Finnish): Organisation and Management of Safety Work. Finnish National Agency for Education, 2022)</p>
<p>CHILD'S EARLY CHILDHOOD EDUCATION PLAN</p>	<p>An individual early childhood education and care plan is drafted for every child (Act on Early Childhood Education and Care, Section 23§) and it will be regularly assessed during early childhood education and care. The plan will be entered in the eVaka system.</p> <p>When drafting the early childhood education and care plan, the child's linguistic, cultural and religious background are also taken into consideration. In early childhood education, the religions and other beliefs present in a group of children are explored together. Lack of religious belief is considered alongside other beliefs. (Foundations of Early childhood education and care plan 2022).</p> <p>When the child moves to another early childhood education unit of the City of Tampere, the early childhood education and care plan and the matters related to it will be transferred to the day care centre in question.</p> <p>If necessary, the day care centre will order an interpreter for discussions held with the families (Administrative Act § 26).</p>
<p>TRANSFER OF DATA</p>	<p>The daycare staff is bound by confidentiality in matters concerning your child and family. Also, the day care centre's staff includes a special needs teacher of early childhood education.</p> <p>Collaborators in early childhood education and care in child's matters are other actors of the City of Tampere: day care centres or family day care, basic education, morning and afternoon activities for schoolchildren, basic health care (child health clinic) and child therapists, family counselling centres, child welfare services in the area, police and refugee reception services.</p> <p>RIGHT TO DEROGATE FROM THE SECRECY OBLIGATION (Act on Early Childhood Education and Care Section 41§)</p> <p>Notwithstanding the provisions on secrecy, the organiser and producer of early childhood education and care have the right to obtain, free of charge, the information necessary to organise early childhood education and care for the child from the parents or persons who have custody of the child, education authorities, healthcare and social welfare authorities and from other providers of early childhood education and care services, healthcare and social welfare providers, as well as from healthcare and social welfare professionals.</p> <p>The secrecy obligation notwithstanding, the people in charge of the early childhood education and care of a child and the people participating in the assessment of the need for support, support measures and implementation of support measures shall have the right to receive from and disclose to each other as well as to the organiser and provider of early childhood education and care any information that is necessary for organising and providing early childhood education and care and assessment of support.</p> <p>If a child transfers to early childhood education and care organised by another organiser of early childhood education and care in accordance with this Act, or to pre-primary education or basic education in accordance with the Basic Education Act, the organiser of the previous early childhood education and care shall, notwithstanding the provisions on secrecy,</p>

	<p>provide without delay the information necessary for the provision of early childhood education and care for the child to the new organiser, or the information necessary for the provision of instruction and early childhood education and care to the organiser of pre-primary education or basic education. The corresponding information may also be disclosed upon request by the organiser of early childhood education and care, pre-primary education or basic education.</p>				
<p>SYSTEMS</p>	<p>Early childhood education and care uses the eVaka Tampere system. Through the eVaka Tampere online service the custodian reports a child's hours of attendance, absences due to illnesses and similar to the day care centre, as well as the holiday periods. Via the online service the custodian can communicate with the early childhood education staff and participate in drafting the early childhood education plan. Through the eVaka Tampere online service the custodians can advise the Client Fees Unit about their income or give their consent to the highest client fee. Using the same service they can also discontinue the child's place at day care.</p> <p>The custodians will create for themselves their user ID for the eVaka Tampere system the first time they use it. Strong authentication is required to the creation of user IDs and some eVaka online services.</p>				
<p>SIGNATURES</p> <table data-bbox="113 719 1482 958"> <tr> <td data-bbox="113 719 829 828">Date</td> <td data-bbox="829 719 1482 828">Custodian</td> </tr> <tr> <td data-bbox="113 828 829 958">Day care centre's Director / Employee</td> <td data-bbox="829 828 1482 958">Custodian</td> </tr> </table>		Date	Custodian	Day care centre's Director / Employee	Custodian
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