

## EARLY CHILDHOOD EDUCATION AND CARE AGREEMENT IN MUNICIPAL FAMILY DAY CARE

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

<b>DAY CARE CENTRE</b>	<b>Director's name</b>		<b>Director's telephone number</b>
	<b>Director's email address</b>		
<b>CHILD</b>	<b>Child's first name</b>	<b>Child's surname</b>	<b>Personal identity code</b>
	<b>Child's address</b>		<b>Mother tongue / Mother tongue 2</b>
<b>CUSTODIANS</b>	<b>Custodian's name 1)</b>		<b>Tel. (where the custodian can be reached during the care day):</b>
	<b>Address</b>		
	<b>Email address</b>		<b>Mother tongue</b>
	<b>Custodian's name 2)</b>		<b>Tel.: (where the custodian can be reached during the care day):</b>
	<b>Address</b>		
	<b>Custodian's workplace</b>		
	<b>Email address</b>		<b>Mother tongue</b>
<b>CAREGIVER</b>	<input type="checkbox"/> <b>Joint custody</b>	<input type="checkbox"/> <b>Sole custody</b>	<b>Decision seen on date</b>
<b>CAREGIVER</b>	<b>CAREGIVER</b>		<b>Email address</b>
	<b>Address</b>		<b>Tel.</b>
<b>SUBSTITUTE CARE PLACE</b>	<b>Day care centre</b>		<b>Day care centre's director</b>
	<b>Address</b>		<b>Tel.</b>
<b>SUBSTITUTE CARE PLACE</b>	<b>Day care centre</b>		<b>Day care centre's director</b>
	<b>Address</b>		<b>Tel.</b>

<b>HOURS FOR EARLY CHILDHOOD EDUCATION AND CARE</b>	<p><b>Early childhood education starts on</b></p> <p><b>Presence daily</b> _____ - _____</p> <p>During the family daycare caregiver's holidays and other absences, the child's care is organised in the substitute care place (2 units). The substitute care place will be announced well in advance.</p> <p><input type="checkbox"/> The family has been informed about the open early childhood education services, as well as about the possibility for contractual days (the guarantee of a day care place does not apply to the family day care)</p>	<p><b>Contractual days at family day care only 15 days /month</b></p> <p>_____ / month</p> <p>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.</p> <p><b>Agreed care days</b></p> <p>Mon Tue Wed Thu Fri</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<b>MEALS</b>	<p>When custodians reserve early childhood education according to their work shifts, they reserve their child's care days via the eVaka Tampere application. The parents also report their own working hours in a message via eVaka. The care shifts are to be booked at the latest by Monday at 0:00 hours the week prior to the need for early childhood education. Any evening, weekend or night reservations or changes after that cannot be guaranteed.</p> <p>The child will receive meals according to his/her age and diet, which will be determined according to the time of attendance. The target is that the child has the opportunity to also eat a daily meal with his/her custodians.</p> <p><input type="checkbox"/> Breakfast at 8-8.30am <input type="checkbox"/> Lunch at 11am-12noon <input type="checkbox"/> Snack at 2-3pm, times approximate</p>	
<b>CLIENT FEE</b>	<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><input type="checkbox"/> The family has been informed, about the principles of the day-care place guarantee and about a part of summer period being free of charge, as well as about open early childhood education services and the possibility for contractual days.</p> <p>Further information: Client fees [City of Tampere- Early childhood education and pre-primary education - Early Childhood education and care]</p>	
<b>CHILD'S WELLBEING</b>	<p><b>Illnesses and allergies: (e.g. chronic illnesses, medications, diets)</b></p> <hr/> <p><b>Other matters to be kept under consideration: (e.g. matters related to the child's need for support, possible statements, rehabilitative services or aids)</b></p> <p><input type="checkbox"/> A FGM discussion has been conducted with the custodians arriving from a country at risk</p> <p><b>Child's health clinic:</b></p> <hr/> <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>	

<b>CHILD'S ILLNESS AND INSURANCE</b>	<p><b>If a child falls ill, primarily to be contacted is:</b></p> <hr/> <p>The custodians themselves arrange for the care of a sick child. The family daycare caregiver is 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 family daycare caregiver will make contact with the custodian or, in case of emergency, the emergency number. 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)  <a href="https://www.terveyskirjasto.fi/dlk01200/infektiot-ja-paivahoito">https://www.terveyskirjasto.fi/dlk01200/infektiot-ja-paivahoito</a></p>
<b>DOCUMENTATION</b>	<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> <hr/> <p><b>The photographs, videos and pictures of material produced by our children can be published in the growth folder</b> (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>
<b>TRAVEL TO AND FROM DAY CARE</b>	<p><b>Persons who may pick up the child from day care besides the custodians</b></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> <hr/> <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><u>(Safety Guide for education and early childhood education (in Finnish): Organisation and Management of Safety Work. Finnish National Agency for Education, 2022)</u></p>
<b>EARLY CHILDHOOD EDUCATION PLAN</b>	<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 family daycare caregiver will order an interpreter for discussions held with the families (Administrative Act § 26).</p>

<b>TRANSFER OF DATA</b>	<p>The family daycare caregiver 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, 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>		
<b>SYSTEMS</b>	<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>		
<b>SIGNATURES (name and clarification of name)</b> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Date  <hr/> Day care centre's director  <hr/> Family day care caregiver  <hr/> </td><td style="width: 50%; vertical-align: top;"> Custodian  <hr/> Custodian  <hr/> </td></tr> </table>		Date <hr/> Day care centre's director <hr/> Family day care caregiver <hr/>	Custodian <hr/> Custodian <hr/>
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