

Starting or ending private early childhood education operations and changes in operations



Instructions of Espoo's Finnish Early Childhood Education
for private early childhood education service providers

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Contents

| | |
|--|----|
| Starting or ending private early childhood education operations and changes in operations | 1 |
| 1. Steps of starting private early childhood education operations | 3 |
| Acquisition of facilities: statements and licences | 3 |
| Permit granted by the Regional State Administrative Agency to engage in private daycare centre operations..... | 3 |
| Starting operations..... | 3 |
| 2. Preparations for starting operations | 4 |
| 2.1 Legislation relating to the provision of private early childhood education services..... | 5 |
| 2.2 Acquisition of facilities | 5 |
| 2.3 Process of starting early childhood education operations..... | 6 |
| 2.4 Starting a business | 6 |
| 2.5 Notification to environmental health care..... | 7 |
| 2.6 Fire inspection | 7 |
| 2.7 Permits from the Building Control Department | 8 |
| 2.8 Outdoor area of an early childhood education unit | 9 |
| 2.9 Data warehouse for early childhood education care (Varda) | 9 |
| 3. Permit to engage in private daycare centre operations..... | 10 |
| 3.1 Inspection visit to the facilities for the permit application | 10 |
| 3.2 Notification to Kela | 11 |
| 4. Applying to become a service provider in the service voucher system | 11 |
| 4.1 Process of processing a service provider’s application to join the service voucher system | 12 |
| 4.2 Applying through the PSOP system | 13 |
| 5. Start-up grant for new operating locations of early childhood education | 15 |
| 6. Private day care allowance, sibling supplement (for service providers in the private day care allowance system)..... | 15 |
| 7. Starting operations..... | 15 |
| 8. Altering the permit..... | 16 |
| 9. Notification of changes in operations..... | 17 |
| 10. Ending of operations by service providers..... | 17 |

1. Steps of starting private early childhood education operations

Acquisition of facilities: statements and licences

- Acquisition of facilities
- Building Control Department's building permit/approved final inspection protocol
- Indoor air quality measurement of the facilities
- Statement by the health protection authority
- statement by the rescue authority;

Permit granted by the Regional State Administrative Agency to engage in private daycare centre operations

The service provider acquires the following documents and encloses them with the permit application:

- attachments concerning the service provider;
- attachments concerning the daycare centre; and
- certificates of the daycare centre director: copies of diplomas and certificates of employment.
- The municipal inspection requires the following:
 - self-monitoring plan;
 - criminal records extract;
 - building permit and final inspection protocol;
 - statement by the rescue authority;
 - certificate/statement by the health protection authority;
 - notification of food premises; and
 - description of a yard area suitable for outdoor activities.

Starting operations

The preparation of plans and documents relating to operations starts before opening the unit:

- the Espoo early childhood education plan or the service provider's own local early childhood education plan prepared in accordance with the National Core Curriculum for Early Childhood Education and Care;
- diplomas, criminal records extracts and hygiene passports of employees;
- self-monitoring plan;
- food hygiene (kitchen) self-monitoring plan;
- list of the number and titles of staff and number of children by group; and
- various plans (see the guidance visit protocol).

Two or three months after starting, the first guidance and counselling visit is made to the unit in accordance with the protocol materials, and all safety-related documents are reviewed.

2. Preparations for starting operations

Privately run early childhood education and care means early childhood education and care that is provided by a private person, entity, foundation or enterprise established by a public body as a business or professional activity in exchange for compensation. Private service providers are responsible for ensuring that the service package organised for the client on the basis of an agreement or administrative decision fulfils the requirements set for it.

Act on Early Childhood Education and Care, section 43a ([13 May 2022/326](#))

General prerequisites for private early childhood education services

A service provider shall fulfil the following general requirements throughout the operations:

- 1. the service provider is not bankrupt and, if he or she is a private person, is at least 18 years of age, his or her legal competency has not been restricted and he or she is not banned from engaging in commercial activities;*
- 2. the service provider has not been in a position of control of an entity that has been declared bankrupt within the past three years;*
- 3. the service provider does not have tax debts or other public debts in enforcement proceedings, debts that have been returned from enforcement proceedings with a certificate of lack of means nor any neglected obligations associated with taxes, statutory pension, accident or unemployment insurance contributions or other non-minor debts with regard to the service provider's solvency that endanger the service provider's trustworthiness;*
- 4. no serious shortcomings in client safety have been detected in the service provider's previous operations, or if such shortcomings have been detected, the earlier notices and orders issued by a supervisory authority have resulted in the correction of the shortcomings and elimination of irregularities.*

If there are changes in the circumstances referred to in subsection 1, paragraphs 1 and 3, the changes must be notified in writing without delay, to the permit authority in the case of daycare centre operations, and to the municipal multi-member body in the municipality where the services are provided in the case of family daycare.

The provisions on a service provider laid down in section 43 and subsection 1 shall also apply to a party who, on the basis of ownership, agreement or other arrangement, exercises control on behalf of the service provider. If the permit has been granted to a legal person, and control of the legal person on the basis of ownership, agreement or other arrangement is transferred, the permit holder must inform the permit authority of this within two weeks of the transfer of control.

The service provider must provide early childhood education services in accordance with the Act on Early Childhood Education and Care. If necessary, the early childhood education unit must be open for at least 10 hours a day, and early childhood education services must be organised both full-time and part-time.

The above is required by

- the conditions for awarding a start-up grant,
- the conditions for awarding Espoo's municipal supplement for private day care allowance, and
- the early childhood education service voucher supplement (in early childhood education produced with a service voucher starting from 1 August 2021).

2.1 Legislation relating to the provision of private early childhood education services

[Act on Early Childhood Education and Care](#)

[Government Decree on Early Childhood Education and Care](#) (staff to child ratio and applicable degrees to gain the qualifications of an early childhood education child nurse)

[Decree of the Ministry of Education and Culture on the annexes to the permit and notification procedure for private service providers in early childhood education](#)

[Basic Education Act](#)

[Basic Education Decree](#)

[Child Home Care and Private Day Care Allowance Act](#)

[Act on Qualification Requirements for Social Welfare Professionals](#)

[Act on Checking the Criminal Background of Persons Working with Children](#)

[Provision for the content, preparation and monitoring of a unit-specific self-monitoring plan for private early childhood education services](#)

[Early childhood education self-monitoring plan](#)

[Student Welfare Act](#) (applies to free pre-primary education services)

2.2 Acquisition of facilities

Before the acquisition of facilities, it is recommended to carefully read the instructions describing the suitability of facilities to early childhood education:

[Day care and club facility design instructions \(2021\)](#) by Espoo Environmental Health Care

[RT building instruction card on building and renovating daycare centres](#)

Information on [safety in education and early childhood education](#)

Information on [building control](#)

Information on [traffic planning](#)

Information on [accessibility](#)

2.3 Process of starting early childhood education operations

Once a private service provider has found suitable facilities, the service provider contacts the public authorities relevant for the approval of the facilities:

1. Lessor's representative. The use of the facilities requires consent from the owner of the facilities and, in case of a property or housing company, also from the board and the residents.
2. [Building Control](#); to check or apply for a building permit for early childhood education operations.
3. If necessary, the service provider uses an architect and/or a person in charge of facility design in mapping the facility requirements.
4. [Rescue authority](#).
5. [Health protection authority](#).
6. After the contacts in items 1–5, the service provider contacts a private early childhood education specialist at vaka.yksityinen@espoo.fi. The specialist provides guidance and advice on processes related to starting operations, such as the suitability of the facilities and the outdoor area for early childhood education activities, and on the permit procedure of the Regional State Administrative Agency.
7. The service provider submits a preliminary floor plan and plan for using the facilities to the early childhood education specialist.

The service provider must reserve sufficient time for planning the start of operations. The service provider must take into account the time it takes to apply for and process building permits and to apply for a permit from the Regional State Administrative Agency as well as the time taken by municipal inspection visits.

The operations can only be started after the Regional State Administrative Agency has granted the service provider a permit.

2.4 Starting a business

The service provider can contact [Business Espoo](#), which can provide more information on starting a business. The service provider takes care of and is responsible for setting up its own business. It is the responsibility of the service provider to make the necessary notifications and to provide the necessary parties with information.

Private early childhood education may be provided by a legally competent association, company or private person. The information of the operator must be reported to the Register of Associations and the Trade Register maintained by the Finnish Patent and Registration Office (PRH). A private early childhood education service provider must file a notification with the Trade Register. The Trade Register is an official business register; the information in it is public. The Trade Register is available at www.prh.fi.

If the service provider is an association, the instructions for registering an association in the Trade Register can be found in the menu of the PRH's Trade Register website by selecting Start a Business and then [Non-Profit Association](#).

Information on registering in the VAT register, the prepayment register and the employer register is available on the Tax Administration [website](#).

2.5 Notification to environmental health care

The service provider asks the health protection authority to perform an approval/inspection of the facility to be used:

Espoo Region [Environmental Health Services, customer service](#)

PO Box 210, 02070 City of Espoo

Street address: Pihatörmä 1 C (Espoo)

huoneistovalvonta@espoo.fi

Monitoring in accordance with the Health Protection Act terveydensuojelu@espoo.fi

Food Control elintarvikevalvonta@espoo.fi

The service provider submits the following **two notifications** to environmental health care:

1. **Notification in accordance with section 13 of the Health Protection Act (notification of taking a daycare centre into use)** with all attachments 30 days before starting operations. The service provider receives a certificate of the fact that the service provider has submitted the notification of the operation in accordance with section 13 of the Health Protection Act. A decision is made based on the notification, and it is subject to a fee to the service provider. The decision is sent to the service provider for information. The same notification is always submitted in change situations.
2. **Notification of food premises** (notification in accordance with section 13(1) of the Food Act) 30 days before starting operations. The same notification is also submitted if the operations change significantly. The service provider receives a certificate of the fact that the premises have been included in supervision in accordance with the Food Act.

The forms are available on the Environmental Health Care [website](#). The health protection authority performs an inspection visit in the unit after it has started operations.

In addition, the service provider prepares a kitchen self-monitoring plan in accordance with the instruction by Environmental Health Care.

2.6 Fire inspection

The service provider asks the [rescue authority](#) to perform a fire inspection of the premises and provide the necessary statements.

Before starting operations, the service provider asks the rescue authority to perform a fire inspection of the facility to be taken into use.

2.7 Permits from the Building Control Department

All facilities must have a building permit for the purpose they are used for. The service provider must apply for a building permit from the Building Control Department for both new construction and a change of use. The change of use permit must always be applied for when the facility has not been built as an early childhood education unit.

A building permit is always needed for the construction of new buildings and major renovations. A building permit is also needed for repair and modification work comparable to new construction, expansion or a change of use.

The Building Control Department requires that an indoor air quality expert state that the facility is suitable for children. The service provider is responsible for ensuring that the quality of indoor air and the sufficiency of ventilation for the entire number of children and staff be measured before starting the building permit process.

The building permit signals the start of construction, and it includes a deadline by which construction must be completed. The building permit expires in 3 years, or in 5 years if construction or modification has started but has not been completed.

A temporary building permit is granted if the facilities do not comply with all granting criteria. **The building permit or deviation decision must be applied for again during the validity of the temporary building permit.** If deviations from the town plan, master plan or other rules, regulations, prohibitions and other restrictions stipulated in the Land Use and Building Act or adopted thereunder (for example, the building code) are needed in the construction, a deviation decision is needed before the building permit.

When the deviation decision has been granted, a building permit must be applied for. The deviation decision is usually made for 2 years. Continuation can be applied for a temporary permit but not for a deviation decision.

The final inspection and its approved protocol mean that the building is complete and has a permanent building permit.

The service provider must demonstrate to the early childhood education supervisory authority that the building permit is in order. A copy of the building permit/change of use permit from the Building Control Department, deviation decision and final inspection protocol are submitted to the early childhood education specialist.

In order for the service provider's approval process to progress, the documents required for the permit listed above must be submitted.

More information on applying for a permit and contact information can be found on the City of Espoo [Building Control](#) website.

2.8 Outdoor area of an early childhood education unit

The early childhood education unit must have the use of an outdoor area of sufficient size and suitable for its purpose. The outdoor area must be located adjacent to the unit or as close as possible, in which case the route to the outdoor area must be safe.

If the unit does not have its own outdoor area in its immediate vicinity, the service provider must prepare a written report to the City of Espoo Building Control in connection with the building permit application. This report must also be submitted to the early childhood education specialist. The report must describe how the children's outdoor activities will be facilitated and indicate the name and location of the outdoor area, its rental/use/agreement, size, equipment/fixtures, safety and fencing (minimum fence height 120 cm) and the passage to the outdoor area. If the outdoor area is not in the immediate vicinity of the early childhood education unit, the passage to the area must be safe.

A safe, fenced waiting/assembly area must be arranged next to the exit if there is no fenced yard at the early childhood education unit. The service provider must, with Building Control and architects/designers, plan the required fenced assembly area with a gate next to the front door of the unit.

The Public Works Department maintains, builds and designs playgrounds in public areas (including residents' parks). Playgrounds in public areas are available to everyone, and they are designed for resident use. Playgrounds are not assigned to daily outdoor recreation use in private early childhood education. Playgrounds in public areas can be used as destinations for excursions. The equipment and fencing of public playgrounds are not built in line with daycare centre dimensioning and principles.

A private entrepreneur may rent an area from the city and set up a playground at their own expense. In this case, the maintenance of the playground is also the responsibility of the entrepreneur.

2.9 Data warehouse for early childhood education care (Varda)

A private early childhood education operator must first register in Varda. More information on the [registration](#). According to the Act on Early Childhood Education and Care (540/2018), private service providers for early childhood education must record the required information on the service provider, its locations, the children, their guardians and the personnel in the data warehouse for early childhood education and care (Varda).

After registration, see the Varda [quick guide](#).

The service provider must follow the [orders of the Finnish National Agency for Education and Varda's data list](#) for **storing the following data:**

1. Service provider
2. Units
3. Children's data
4. Staff data
5. Guardians' data

Purchased service provider or service provider in the service voucher system:

When a child's early childhood education is arranged with service vouchers or as a purchased service, in order for data to be stored, it is first necessary to carry out management of service

voucher and purchasing service activities, i.e. PAOS management, in Varda's user interface. PAOS management refers to linking the organiser of early childhood education and the service provider in Varda's user interface; this is done by Varda's main user. [PAOS management](#) is needed in order to store the data of children in early childhood education arranged as a purchased service and with service vouchers in Varda.

The Varda customer service is available at varda@opintopolku.fi.

3. Permit to engage in private daycare centre operations

New service providers entering the field must take into account that **daycare centre operations must not be started before a permit for the operations has been granted. The same condition applies to a significant change to the operations.**

It is a good idea for the service provider to contact the City of Espoo's private early childhood education specialists at vaka.yksityinen@espoo.fi well in advance of starting or changing the operations.

The Regional State Administrative Agency has published a [guide](#) on the permit requirements of private early childhood education. **Setting up a new unit and its notification procedures take time.** The Regional State Administrative Agency's guide includes a detailed description of the necessary attachments and information on where to order the attachment forms.

In the service provider register Soteri, the service provider can submit registration applications, notifications and changes related to private early childhood education. Service providers submit applications electronically through Soteri. More information on the electronic services of the Soteri register can be found on the [website](#) of the Regional State Administrative Agency.

The service provider acquires the following attachments to the permit application (see the guide):

- attachments concerning the service provider;
- attachments concerning the daycare centre; and
- Certificates of the daycare centre director: copies of diplomas and certificates of employment and training

The service provider submits the permit application and all the attachments electronically to Soteri in good time before the planned start of operations or the implementation of the change. The City of Espoo does not accept permit applications except for notifications of private family daycare.

A private service provider must appoint a head responsible for the operations of the daycare centre as referred to in section 31 of the Act on Early Childhood Education and Care and, for family daycare, a responsible person who fulfils the qualification requirement provided for in section 29, who are responsible for ensuring that the early childhood education location and the early childhood education provided there comply with the set requirements.

3.1 Inspection visit to the facilities for the permit application

The municipal authority, i.e. the City of Espoo's early childhood education specialist, receives a copy of the service provider's permit application from the Regional State Administrative Agency and a request to inspect the service provider's early childhood education facilities for the permit application. The early childhood education specialist performs an inspection at the early childhood

education location to ensure that the operating environment is suitable for the planned early childhood education operations and meets the requirements set forth in legislation.

The service provider personally requests official inspections (rescue, health protection and building permit authorities) of the location and submits the related documents/statements to the early childhood education specialist.

In connection with the inspection, the service provider must present the following documents to the early childhood education specialist:

- **Self-monitoring plan** for the daycare centre as referred to in section 48 of the Act on Early Childhood Education and Care
- **Criminal records extract** for a person working with children who is not a staff member under an employment contract (such as a third-party music playschool teacher, a special-needs teacher of early childhood education or a director who is not in an employment relationship but, for example, owns the daycare centre)
- Copy of the **building permit** for the facilities and/or of the approved **final inspection protocol**
- Statement by the rescue authority
- Certificate or statement by the health protection authority
- Notification of food premises
- Description of a yard area suitable for outdoor activities

If necessary, the early childhood education specialist may request a statement from the rescue, building supervision and health protection authorities.

The early childhood education specialist prepares without delay a statement on the inspection performed and on the statements received from other authorities. In the statement, the specialist records information on the presentation of the self-monitoring plan and criminal records extract, and attaches the statements received from authorities as an appendix to the statement. The early childhood education specialist records the statement and submits it to the Regional State Administrative Agency.

The service provider can only start or change the operations after receiving a permit from the Regional State Administrative Agency.

3.2 Notification to Kela

Once the Regional State Administrative Agency has granted the permit, the early childhood education specialist sends a notification to Kela of the private early childhood education service provider.

4. Applying to become a service provider in the service voucher system

If the service provider so wishes, they can apply to be a daycare centre that operates on service vouchers once all the application documents and other required documents are in order and ready to be entered into the PSOP application system ('Parasta palvelua,' [service voucher and purchased service system](#)). More information and instructions for use on the [PSOP system](#).

If the daycare unit is a new operating location, the following documents must be in order before applying to become a service provider in the service voucher system:

- permit of the Regional State Administrative Agency to engage in private daycare centre operations has been granted;
- approved building permit/final inspection protocol; and
- all documents relating to the application must be completed and ready to upload to the PSOP system.

According to the service voucher rule book:

- The City will start the processing of the selection of the service provider (application documents) within one (1) month of the notification from the service provider.
- The decision to approve or reject the service provider will be taken within three (3) months of the service provider's notification as a service voucher applicant.

The service provider must fulfil the conditions defined in the service voucher rule book. By applying to join the service voucher system, the service provider undertakes to comply with the City of Espoo's service voucher rule book for early childhood education.

Approval as a service provider requires the service provider to read and accept the service voucher rule book for early childhood education.

4.1 Process of processing a service provider's application to join the service voucher system

1. The service provider applies to join the service voucher system electronically in the PSOP system.
2. The city then processes the service provider's application and attachments.
3. The service provider must monitor the progress of the processing of the application in the system and, if necessary, supplement/add attachments.
4. The decision to approve or reject the service provider is taken by the city. The service provider receives an extract of the official's decision and sees the approval/rejection in the PSOP system.
5. After the service provider has been approved in the service voucher system, they must submit the information of the daycare centre using the service voucher unit establishment form (Palvelusetelyksikön perustamistiedot).
6. After the service provider is approved in the service voucher system, their details are added to
 - the list of service providers in the service voucher system on the Espoo Early Childhood Education [website](#), and
 - the electronic system for early childhood education (eVaka).

The list of service providers in the service voucher system (on the website) and the eVaka system operated by the City of Espoo will include those service providers for which an approval decision has been taken to act as a daycare centre in the service voucher system.

The processing of applications of service providers in the service voucher system aims to be flexible and to take into account the desired time of starting activities in the service voucher system. If the service provider intends to start activities in the service voucher system on 1 August, for example, all necessary attachments to the application must be available in the PSOP system in time. With regard to the processing time, it is also necessary to take into account the summer holiday periods of application processors and decision-makers, for example.

4.2 Applying through the PSOP system

Service providers apply to join the service voucher system through the PSOP system. In order to apply to join the service voucher system, the service provider must have a person with the **authority to sign documents**. More information and instructions for use on the [PSOP system](#).

The system includes all basic information about the company, such as name, address, business ID, contact person and all necessary attachments. Attachments for applying to join the service voucher system must be electronic or scanned (in Word or PDF format). Attachments should be named according to their content, such as "Fire inspection statement."

Only the following sections and appendices shall be entered in the PSOP system:

- Enter the information of the company, locations and daycare centre managers under "Yrityksen tiedot" (Company information).
- Fill in the basic information of the company.
- Under "Toimipaikat" (Locations), enter the information of the daycare centres one by one.
- Under "Työntekijät" (Employees), enter the information of the daycare centre directors one by one.
- Under "Palvelut" (Services), select the service provider (Espoo) and the service (Yksityinen varhaiskasvatus, Private early childhood education).
- Under "Toimipaikat" (Locations), select the service provider's daycare centres and add attachments to each via the "Muokkaa" (Edit) button.
- Under "Työntekijät" (Employees), tick the box for the director(s) of the added daycare centre.
- **No other information is needed for the PSOP system, so no other sections are to be filled in (nothing for units, area of operation or subcontractor).**

Electronic attachments required from the service provider/company

The necessary attachments depend on whether the service provider's company belongs to VastuuGroup's Reliable Partner service. [More information and joining](#).

If your company is **not** part of the Reliable Partner service, you must submit the attachments listed below. The attachments must not be more than six months old:

- Extract from the prepayment register
- Up-to-date extract from the Trade Register or, in the case of associations registered in accordance with the Associations Act (503/1989), an extract from the Register of Associations
- TYEL insurance extract or a certificate issued by an employment pension fund and/or insurance company concerning taking out a pension policy and the payment of employees' pension insurance contributions or a statement that a payment plan concerning outstanding pension insurance contributions has been made
- Extract from the Employer Register
- Liability insurance certificate (at least EUR 1 million per damaging event) / If the information on liability insurance is not shown in the Tilaajavastuu.fi report, an attachment of a current liability insurance certificate must be submitted separately
- Tax debt certificate or a certificate of paid taxes, or a certificate issued by the tax authority on taxes and social security contributions paid or a tax debt certificate and a statement that a tax debt payment plan has been drawn up

In addition, **all** service providers must provide the following electronic attachments:

- Permit granted by the Regional State Administrative Agency for private daycare centre activities (in PSOP, attached under “Todistus AVI:n tai Valviran todistus yksityisten sosiaalipalveluiden antajien rekisteriin merkitsemisestä” [Certificate, Certificate issued by the Regional State Administrative Agency or Valvira certifying the entry of the providers of private social services in the register])
- Articles of association, articles of incorporation or statement of the rules of the community or foundation
- Certificate from the Register of Bankruptcies and Restructurings, details for the company
- Certificate from the Enforcement Register, details for the company
- Record of processing activities in accordance with Article 30 of the GDPR (register description) (in PSOP, attached under “EU-asetusten mukainen GDPR-tietosuojaseloste” [GDPR privacy statement according to EU regulations])
- Report on public subsidies received/If the service provider has received public subsidies provided by the municipality or other body for services provided with service vouchers, the service provider must attach a report and attachments on the public subsidies received
- Report on subcontractors/If the service provider has subcontractors, the service provider must provide their information (name, business ID, information on which part of the service is subcontracted) (in PSOP, attached under “Muu liite” [Other attachment])

Required electronic attachments concerning the operating location

The service provider establishes an operating location for the company in the system. An operating location is always established even if the information of the operating location is the same as the company information. **If there are several operating locations, each must be established separately.**

- Statement by the rescue authority (fire inspection protocol)
- Building permit issued by Building Control (building permit/approved final inspection protocol)
- Up-to-date floor plan and plan for use of the facilities
- Certificate on notification of activities in accordance with section 13 of the Health Protection Act/statement of the health protection authority (health inspection protocol/inspection report)

Required electronic attachments concerning the employee/For the daycare centre director and staff

- Staff list (titles and qualifications/training details)
- Group details
- Diploma(s) of the daycare centre director (in PSOP, under “Vastuuhenkilön tutkintotodistus” [Diploma of the responsible person])

Service provider’s price list

The service provider adds the price list for early childhood education services (service products). Name the price list according to its start date, for example, starting from 1 August 20XX. The price list must be **valid until further notice**. The price list can be created as valid until further notice by leaving the end date blank. Only enter prices for the services you provide.

If the company has more than one operating location, **create a separate price list for each operating location (per service provider part)**, even if they have the same prices. Different operating locations will not appear in the price comparison if a price list has not been added.

5. Start-up grant for new operating locations of early childhood education

Start-up grant is paid annually to the number of new early childhood education places designated in the budget of Finnish Early Childhood Education at most. Start-up grant is targeted at areas with special demand for new places. Providers of private early childhood education can apply for a [start-up grant](#) from the City of Espoo to help with setting up new operations.

6. Private day care allowance, sibling supplement (for service providers in the private day care allowance system)

Further information on [private day care allowance](#).

A service provider in the private day care allowance system must submit the service provider's [commitment](#) to the sibling supplement to private day care allowance and the [service price list](#) of its early childhood education services when submitting the Regional State Administrative Agency's notification, at the latest.

7. Starting operations

The service provider receives login credentials to the City of Espoo's **private early childhood education extranet** from the early childhood education coordinator, Sari Saarinen (firstname.lastname@espoo.fi). The extranet contains material to support the design of safety, health and pedagogy of early childhood education. The service provider can utilise this material in preparing its own plans. In addition, the service provider must submit the unit's contact information to Coordinator Sari Saarinen so that she can add them to the city's website.

The operations and pedagogy of early childhood education are steered by the [National Core Curriculum for Early Childhood Education and Care](#) and the [Espoo early childhood education plan](#).

A service provider in the private day care allowance system has the opportunity to use the early childhood education plan of Espoo's Finnish Early Childhood Education. The service provider may use its own local early childhood education plan prepared in accordance with the National Core Curriculum for Early Childhood Education and Care. **If the service provider uses its own local early childhood education plan, it must be submitted to the specialist.**

Service providers in the service voucher system are committed to complying with Espoo's rule book for early childhood education and the Espoo early childhood education plan.

According to section 23 of the Act on Early Childhood Education and Care, a personal early childhood education and care plan must be prepared for each child. Each child's early childhood education and care plan must be assessed and revised at least once a year.

Service providers in the private day care allowance system and service voucher system are advised to use the child's and group's early childhood education plan forms provided by the City of Espoo. The service providers can use the child's early childhood education plan form complying with the Finnish National Agency for Education's model form, which conforms to the changes in the

Act on Early Childhood Education and Care and the National Core Curriculum for Early Childhood Education and Care regarding the entries relating to support for the child.

Service providers must prepare the group's early childhood education plan using either the Espoo group plan form or the service provider's own similar form.

If the daycare centre is a **pre-primary education location approved by the Education and Early Education Committee**, the daycare centre follows the Espoo pre-primary education plan and uses the Espoo child's pre-primary education learning plan form and pre-primary education group-specific plan form.

Before preparing employment contracts, the service provider must check the **criminal records extracts** of the employees. After checking, the criminal records extract is returned to the employee. The service provider records the provision and checking dates of criminal records extracts, for example, in the employment contract.

Copies are made of the **diplomas** of the employees. They must be preserved in a data-secure way and presented during guidance visits.

Before starting operations, the service provider must send the early childhood education specialist a list of the number of staff, titles of staff (early childhood education child nurse, teacher, Bachelor of Social Services) and numbers of children by group.

The service provider must keep the **self-monitoring plan** publicly available, monitor its realisation and update it as necessary/annually. A new service provider must update the self-monitoring plan within three months to correspond with the operation.

Employees who handle unpackaged, easily perishable foodstuffs need a [hygiene passport](#).

The early childhood education specialist makes the first guidance and counselling visit 2–3 months after the start of operations. The service provider prepares for the visit by filling in the basic and staff data on the protocol template available on the private early childhood education extranet.

8. Altering the permit

The permit holder must apply for a change to the permit if:

- new daycare centres are established;
- the number of early childhood education places in the daycare centre increases;
- the daycare centre starts or stops providing round-the-clock care; or
- daycare centres are closed.

The change application must be accompanied by documents relating to the change.

The service provider submits the permit alteration applications for private daycare centre operations electronically to Soteri. The Regional State Administrative Agency requests a statement from the municipality. The Regional State Administrative Agency grants a permit when the prerequisites for operations are met.

Changes in private daycare centre operations may only be implemented once the permit has been granted. The Regional State Administrative Agency informs the municipality of the permit it has granted.

The Regional State Administrative Agency's [guide](#) on the permit requirements of private early childhood education includes further information and instructions for the changes.

9. Notification of changes in operations

New service providers entering the field must take into account that daycare centre operations must not be started before a permit for the operations has been granted. The same condition applies to a significant change to the operations.

Although private daycare activities are subject to a permit, a few things remain to be reported. A notification of changes must be made if:

- there are changes in the data of the service provider, or
- the daycare centre director or the person in charge of group family daycare changes.

Any changes concerning the service provider must be notified **electronically to Soteri without delay**. Changes in **control** must be notified **within two weeks** of the transfer of control. The notification must be accompanied by documents relating to the change.

The service provider must immediately make a written notification of the change of the daycare centre director and contact details. The notification must be accompanied by certificates proving the qualifications of the daycare centre director. If the daycare centre director is going to exercise control alone, attachments applicable to persons exercising control must be submitted about the director.

The change of the person in charge of group family day care in must be notified to the municipality in writing without delay.

In addition, it is advisable for the service provider to also contact the City of Espoo's private early childhood education specialists and notify them of the aforementioned changes, so that the necessary contact information and distribution lists can be updated.

The Regional State Administrative Agency's [guide](#) on the permit requirements of private early childhood education includes further information and instructions for the changes.

10. Ending of operations by service providers

The service provider must immediately make a notification of the ending of the daycare centre's or service provider's operations electronically in Soteri. The Regional State Administrative Agency will notify the municipality where the daycare centre is located of the ending of operations.

The closing of a group family day care centre must be notified to the municipality in writing without delay.

In addition, it is advisable for the service provider to also contact the City of Espoo's private early childhood education specialists and notify them of the aforementioned changes, so that the necessary contact information and distribution lists can be updated.

The service provider sends a free-form notification of ending operations to Kela.

The service provider sends the form “Terveydensuojelulain 13 §:n mukainen ilmoitus” (Notification in accordance with section 13 of the Health Protection Act) to Environmental Health Care, ticking the box “ilmoitus toiminnan lopettamisesta” (notification of ending operations).

If the operations of an early childhood education service provider end, the service provider must always notify the customer service of the data warehouse for early childhood education and care Varda (varda@opintopolku.fi) of the end of early childhood education activities. Varda’s customer service will add the end date to the basic information of the early childhood education service provider and, if necessary, block the users’ access rights. If the service provider has provided purchased services and/or services in the service voucher system, they must contact the municipalities with which they have been carrying out the aforementioned activities.

More detailed instructions on measures relating to ending the entire operations or the operations of an individual operating location can be found in Varda in the section [Vardassa olevien tietojen päättäminen](#) (Terminating information in Varda). The Varda customer service is available at varda@opintopolku.fi.

Changes concerning the early childhood education service provider, including the end of operations, must also be reported to the Business Information System ([YTJ](#)).