

AGREEMENT Child's early childhood education schedule

☐ New agreement ☐ Change

New agreement or changes begin on (dd/mm/yyyy): _____

Act on the Openness of Government Activities, Section 24(1)(32)

The child's early childhood education schedule and information about possible regular days of absence are needed to calculate the client fee. The guardian specifies the early childhood education periods recorded in the agreement with eVaka's attendance reservations.

Submit the form to your child's early childhood education provider

The early childhood education fee is based on this agreement. As a general rule, the agreement on the child's early education schedule must be fulfilled during the year of operations (01/08–31/07) at least for 3 months.

Family holidays are not taken into account when calculating the actual cost (e.g. summer, autumn, Christmas and winter holidays) and the child's occasional absences.

Child's name	Child's date of birth
Early childhood education/pre-primary education provider	Child's group

CHILD'S DAILY EARLY CHILDHOOD EDUCATION SCHEDULE

The daily early childhood education schedule is reported to an accuracy of 10 minutes, e.g. 7:40–16:10. The early childhood education schedule recorded in the agreement will be specified with the eVaka's attendance reservation. Early childhood education schedule needs to be specified/reported in eVaka by Monday 6 pm of the previous week.

The child's daily early childhood education schedule including pre-primary education/basic preparatory education/free early childhood education for 5-year-olds:

☐ MON at: - TUE at: - WED at: - THU at: - FRI at: -

☐ Early childhood education schedule varies due to parent's work shifts.

ABSENCES

Absences must be reported by Monday of the previous week in eVaka. A child's long-term absence (more than 1 month) is notified to the early childhood education unit in advance with the eVaka absence mark. A separate permit for absence from pre-school and pre-primary education is applied by using the form available from the unit.

☐ Regular day off. The child's regular days off are: ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI

☐ Irregular day off. Irregular days off approximately: ____/week and ____/month

CHILD'S PLANNED WEEKLY EARLY CHILDHOOD EDUCATION HOURS

The weekly early childhood education schedule consists of child's early childhood education and free pre-primary education / early childhood education for 5-year-olds (4h/day, 20h/week) / basic preparatory education (5h/day, 25h/week). The child's absence days do not reduce the number of hours per week of pre-primary education, free early childhood education for 5-year-olds or basic preparatory education.

Early childhood education time _____ hours/week

Part-time early childhood education, up to 5 h/day, 25 h/week ☐ Yes ☐ No

PATERNITY / PARENTAL LEAVE

The right to the same place of early childhood education is kept for a maximum of 13 weeks of absence due to parental leave. There is no early childhood client fee during that time. The notice of absence shall be delivered to the child's early childhood education place no later than two weeks before the scheduled start date. Kela's decision or the employer's proof of paternity/parental leave must be attached to the notification.

Paternity/parental leave begins at (dd.mm.yyyy) | Ends at: (dd.mm.yyyy)

DATE AND GUARDIAN'S SIGNATURE AND NAME IN BLOCK LETTERS

Date	Guardian's signature and name in block letters	Guardian's signature and name in block letters
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DATE AND SIGNATURE AND NAME IN BLOCK LETTERS OF THE EARLY CHILDHOOD EDUCATION PROVIDER'S REPRESENTATIVE

Date	Signature and name in block letters of the child's early childhood education provider's representative
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The information on the form will be saved in the early childhood education's ERP system. The privacy notices of the City of Espoo can be viewed at the address https://www.espoo.fi/en-US/Eservices/Data_protection/Privacy_Notices (EU General Data Protection Regulation 679/2016) The form is archived in the unit for six years in accordance with the archiving instructions.