

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

STARTING OR ENDING PRIVATE EARLY CHILDHOOD EDUCATION OPERATIONS AND CHANGES IN OPERATIONS



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STEPS OF STARTING PRIVATE EARLY CHILDHOOD EDUCATION OPERATIONS

1. Acquisition of facilities: statements and licences

- Acquisition of facilities
- Counselling visit by an Early Childhood Education Specialist
- Statement by Early Childhood Education on the suitability of the facilities
- Building permit/final inspection report from the Building Control Department
- Indoor air quality measurement of the facilities
- Statement by the health protection authority
- Statement by the rescue authority

2. Notification of the provision of private early childhood education services

- The service provider acquires the following documents to attach to the notification section:
- Attachments concerning the service provider
- Attachments concerning the operating location
- Certificates of the responsible person: a copy of their diploma(s) and an account of their work experience
- Inspection statements:
 - Statement by the rescue authority
 - Certificate or statement by the health protection authority
 - Statement by the municipal authority (Early Childhood Educa-

3. Starting operations

The preparation of plans and documents related to operations starts before the opening of the unit.

The service provider is granted Extranet login credentials.

- Extracts on criminal background, diplomas and hygiene passports of employees
- Written agreements with families on the organisation of early childhood education
- List of the number of staff, numbers of child nurses and teachers by group and numbers of children by group before starting operations
- Certificate of a valid statutory accident insurance for employees
- Self-monitoring plan
- Food hygiene (kitchen) self-monitoring plan
- Yard supervision plan
- Crisis plan
- Local search plan
- Plan for safeguarding children from violence, bullying and harassment
- Excursion-specific excursion plan
- Plan for preventing vandalism and defacement of the facilities
- List of employees with first aid training
- Occupational health and safety action plan and assessment of risks and dangers
- Espoo's 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
- Children's early childhood education plans

Two or three months after starting, the first guidance and counselling visit in accordance with the record material, and all safety-related documents are reviewed.

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1. Preparations for the start of operations

Section 43 Privately run early childhood education and care

Privately run early childhood education and care means early childhood education and care that is provided by a private person, entity, foundation or an 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.

A service provider shall fulfil the following general requirements:

- 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 shortcoming and elimination of irregularities.

With respect to the requirements referred to above in subsection 2, paragraphs 2–4, a service provider shall be provided with an opportunity to demonstrate that they meet the requirements.

The provisions on a service provider laid down in subsections 1 and 2 shall also apply to a party who, on the basis of ownership, agreement or other arrangement, has control on behalf of the service provider.

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.

This is required by

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

The provision of private early childhood services involves the following acts, decrees and regulations:

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

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

[Decree of the Ministry of Education and Culture on the Notification Procedure for a Private Service Provider](#)

[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](#)

[Self-monitoring of early childhood education](#)

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

1.1 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 \(2018\)](#) by Espoo Environmental Health Care

[RT building instruction card on building and renovating day-care centres](#)

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

Information on [building control](#)

Information on [traffic planning](#)

Information on [accessibility](#):

[Important considerations for accessibility, document supporting the Code of Conduct for Building Control](#)

1.2 The 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 facility:

1. Lessor's representative
2. [Building Control](#), and applies for a building permit for early childhood education activities.
3. The service provider handles the mapping of the facility requirements, using an architect and/or a person in charge of facility design, if necessary.
4. The use of the facilities requires consent from the owner of the facilities and, in case of a property company or housing company, also from the board and the residents.
5. [Rescue authority](#).
6. [Health protection authority](#).
7. After the contact from Building Control, the service provider contacts the [Early Childhood Education Specialist/District Manager](#).
8. During the preliminary counselling visit carried out with Early Childhood Education, assessment is made on the suitability of the facility and the outdoor area for early childhood education and any modifications needed.
9. The service provider submits a preliminary floor plan and plan for using the facilities to the Early Childhood Education Specialist.
10. The Early Childhood Education Specialist writes a statement to the service provider to use as an attachment to the building permit or any start-up grant application.
11. The service provider submits the statement to Building Control as an attachment to the permit documents.
12. The service provider attaches one copy of the statement to any start-up grant application, and one copy remains with the service provider.

The service provider must reserve sufficient time for planning the start of operations. The service provider must take into account the time eaten by submission of notifications, inspection visits and application and processing of building permits.

1.3 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 under Start a Business and below that under [Non-Profit Associations](#).

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

1.4 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
weekdays at 9:00–11:00
Tel. 09 816 23900
terveydensuojelu@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 inauguration of a day-care centre, school or similar premises)** with all attachments 30 days before starting operations. A certificate is sent to the service provider 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. A certificate is sent to the service provider of the fact that the premises have been included in supervision in accordance with the Food Act.

The health protection authority performs an inspection visit in the unit after its operation has started.

The forms are available on the Environmental Health Care [website](#).

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

If the unit has a homelike kitchen (such as in group family day care centres), the service provider does not need to submit a notification in accordance with the Food Act, and inspections in accordance with the Food Act are not performed at the unit. More information is available from Environmental Health Care.

1.5 Fire inspection

[The rescue authority](#) is invited to join the counselling visit.

The on-duty fire inspector is available by telephone on weekdays at 9.00–11.30.
Tel. (09) 8162 6815

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

A report on evacuation safety with instructions can be found on the rescue authority's [website](#).

1.6 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 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 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.

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 be measured before starting the building permit process.

1.7 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 (fence height at least 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 day-care 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.

1.8 Data warehouse for early childhood education (Varda)

A private early childhood education operator must first register in Varda. More information on the [registration](#). The data warehouse for early childhood education and care (Varda) contains nationwide information on early childhood education and care actors, locations and personnel, children attending early childhood education and care and the children's guardians. The information in Varda used to develop early childhood education and care, facilitate decision-making, perform official duties and carry out research. It is also used to compile statistics for national and international use. Provisions on Varda are contained in the Act on Early Childhood Education and Care (540/2018). Varda is maintained by the Finnish National Agency for Education.

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).

The service provider is responsible for **storing data** in accordance with [the order of the Finnish National Agency for Education and Varda's data list](#):

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

The Varda materials are mainly in Finnish and Swedish. The Finnish National Agency for Education has also produced a **quick guide for using Varda** in English, German, French, Spanish, Estonian, Russian and Northern Sami. See the Varda [quick guide](#).

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, management of service voucher and purchasing service activities, or PAOS management, must first be done 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 purchased service and with service vouchers in Varda.

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

2. Regional State Administrative Agency notification of the provision or change of private early childhood education services

Filling in the notification to be submitted to the Regional State Administrative Agency, required attachments and submitting them to the Early Childhood Education Specialist.

When all permits and documents required for starting early childhood education operations have been assembled, the service provider fills in the form "Ilmoitus yksityisten varhaiskasvatuspalvelujen tuottamisesta tai muutoksesta" ("Notification of the provision or change of private early childhood education services") and sends it with attachments to the Early Childhood Education Specialist.

The form with detailed instructions is available in the [Suomi.fi service](#).

The Regional State Administrative Agency has published a [guide](#) on the notification procedure for private service providers in 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.

All the necessary attachments are appended to the notification form to be sent to the Early Childhood Education Specialist. **The notification and all the attachments must be submitted in good time before the planned start of operations.** The Early Childhood Education Specialist inspects the information and attachments of the form.

The requirements concerning the attachments are laid down in sections 43–45 of the Act on Early Childhood Education and Care and the Decree of the Ministry of Education and Culture (772/2018).

The documents to be attached to the notification are divided into four groups:

- Attachments concerning the service provider (other persons exercising control must also comply with the general requirements (540/2018, section 43) and attachments separately marked in the notification must be issued for persons exercising control)
- Attachments concerning the operating location
- Certificates of the responsible person
- Inspection documents

When new early childhood education operations start, the **following two documents must be attached to the notification to the Regional State Administrative Agency:**

- A copy of the approved building permit for the premises; and
- a copy of the approved final inspection report on the premises.

The list of attachments (Appendix 4) is intended for the service provider and specialist as instruction material for assembling the attachments.

Person responsible for the early education unit

When the operations start, the unit must have a responsible person meeting the qualification requirements.

The responsible person must have the qualifications of a head of an early education centre laid down in section 31 of the Act on Early Childhood Education and Care. A person is qualified to act as head of a day-care centre if he/she is a teacher in early childhood education or a social pedagogue in early childhood education and has at least a Master's degree in Education and sufficient practical leadership skills.

A private service provider must appoint a head responsible for the operations of the day-care centre. The head is responsible for ensuring that the early childhood education and premises in which it is organised meet the requirements set for them. If the responsible person is in charge of several locations, the whole must be manageable.

Before 2030:

A person who, at the time the Act on Early Childhood Education and Care enters into force (1 September 2018) or for a maximum of five years before that, has been in a public-service employment relationship or a contractual employment relationship in a professional or administrative managerial task in early childhood education and care for which he or she has been considered to fulfil the competence requirement laid down in section 10 of the Act on Qualification Requirements for Social Welfare Professionals is qualified to act in the role of a head of a day-care centre after 1 September 2018 and also after 2030. (Act on Early Childhood Education and Care, section 75). (A certificate of a Bachelor of Social Services from a university of applied sciences must indicate that the person is qualified for early childhood education. For graduates before 2005, their degree in social instruction and social services must have included sufficient pedagogical and didactic studies. However, the amount of studies was not regulated before the Act on Qualification Requirements for Social Welfare Professionals of 2005, and the assessment of sufficiency is left to the discretion of the employer.)

A person qualified to work as a teacher in early childhood education (regardless of whether he or she has degree from university or university of applied sciences) is eligible to act as the head of a day-care centre until 2030, even if he or she is not covered by the transitional provision (section 75 above), for example, if he or she only took up the position of head after 1 September 2018. From the beginning of 2030, such a person will also be required to have a Master's degree in Education. (Act on Early Childhood Education and Care, section 74)

A person who, within a year of the entry into force of the Act, i.e. by 31 August 2019, is admitted to a university of applied science to study in a programme that leads to a Bachelor's degree in Social Services (graduation by 31 December 2023) must, in addition to the Bachelor's degree in Social Services, complete a Master's degree in Education in order to obtain the qualification of a head of a day-care centre before 2030. (Act on Early Childhood Education and Care, sections 74 and 75)

From 2030 onwards:

From 2030 onwards, the qualification criteria for the role of a head of a day-care centre are a qualification of a teacher in early childhood education or of a social pedagogue in early childhood education, and at least a Master's degree in Education, as well as sufficient leadership skills. (Act on Early Childhood Education and Care, section 31)

A person who, at the time the new Act on Early Childhood Education and Care enters into force (1 September 2018) or for a maximum of five years before that, has been in a public-service employment relationship or a contractual employment relationship in a professional or administrative managerial task in early childhood education and care for which he or she has been considered to fulfil the competence requirement laid down in section 10 of the Act on Qualification Requirements for Social Welfare Professionals is qualified to act in the role of a head of a day-care centre also after 2030. (Act on Early Childhood Education and Care, section 75)

The private service provider must immediately make a written notification of the change of the responsible person and of the change of the contact details of the responsible person.

The notification must be appended with copies of diplomas and testimonials (a curriculum vitae, that is CV is not a sufficient account of work experience).

3 Inspection visit to start operations

When the Early Childhood Education Specialist has inspected the Regional State Administrative Agency notification with all attachments, the municipal authority must immediately perform an inspection at the early childhood education location to ensure that the operating environment and the early childhood education provided there meet the requirements set for early childhood education.

After the inspection visit, the municipal authority writes its own statement giving a reasoned assessment on whether the service operation subject to declaration meets the requirements set for early childhood education.

The service provider can start operations only after the municipal authority (Early Childhood Education Specialist) has stated that the above requirements have been met.

3.1 Submitting the notification to the Regional State Administrative Agency

The municipal authority (Early Childhood Education Specialist) sends the notification with attachments, the arrival notice (Appendix 2) and the statement of the authority (Appendix 3) to the Regional State Administrative Agency of Southern Finland. The arrival notice (Appendix 2) is sent to the service provider.

If persons not in a contractual employment relationship work at the location and are required to perform tasks which involve, on a permanent basis and to a material degree, and in the absence of any person who has custody of the child, raising, teaching, caring for or looking after a minor, or other work performed in personal contact with a minor (section 4(2) of the Act on Checking the Criminal Background of Persons Working with Children), the criminal records extract is checked by the Early Childhood Education Specialist (item 11 of the notification form).

3.2 Notification to Kela

After the inspection visit and sending the Regional State Administrative Agency notification, the Early Childhood Education Specialist sends a notification to Kela of the approval of the private early childhood education service provider (Appendix 1).

The Early Childhood Education Specialist may submit an advance notification of the start of new early childhood education operations to Kela even before the inspection visit. However, private day care allowance is not granted based on an advance notification.

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

If the service provider so wishes, they can apply to be a unit that operates on service vouchers once all the application documents and other required documents are in order and ready to be entered into the application system (PSOP, Service Voucher and Purchased Service System, [additional information](#)).

If the day-care unit is a new operating location, the following documents must be in order before applying:

- Early childhood education official/supervisory authority has carried out an inspection visit to the unit (the authority's statement has been given)
- On the City of Espoo's side, the notification form of the Regional State Administrative Authority has been processed and sent to the Regional State Administrative Agency
- Approved building permit and final inspection report
- All documents related to the application must be completed and ready to upload to the PSOP system.

According to 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.

Acceptance 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. Service providers apply 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 producer receives an extract from the official's decision and sees the approval/rejection in the PSOP system.
5. After the service provider in the service voucher system has been approved, they must submit the information of the day-care centre using the service voucher unit establishment form (Palvelusetelyksikön perustamistiedot).
6. After the service provider is accepted 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 service provider's day-care centre is added to the electronic system for early childhood education and care (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 day-care 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

producer intends to start activities in the service voucher system, for example, on 1 August, all necessary attachments to the application must be available in the PSOP system in time. In regard to processing time, summer holiday periods of application processors and decision-makers, for example, must also be taken into account.

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**.

- Identification for the PSOP system is done using **Suomi.fi identification**.
- If you need **a mandate to act on behalf of a company or association**, this must be done before applying to join the service voucher system. [Instructions](#) for acting on behalf of others and [instructions](#) for granting such mandates to persons.
- **If the persons with authority to sign documents for an association-based** service provider have **a shared authority to sign documents, the mandates must be applied for** through the mandate service provided by Suomi.fi. [Instructions](#) for granting mandates.
- After the mandates have been added, the person can act on behalf of the company in the PSOP system by [logging in](#) with Suomi.fi identification and mandate.

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 become 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 "Self-monitoring plan".

Electronic attachments required from the service provider/company

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

If your company is **not** part of VastuuGroup's Tilaajavastuu.fi service, you must submit the attachments listed below. The attachments must not be more than two months old:

- Extract from the prepayment register
- Up-to-date extract from the trade register or information equivalent the extract
- In addition, a 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 may be requested
- 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 payment information/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:

- Record of processing activities in accordance with Article 30 of the GDPR (register description)
- 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

- Articles of association, articles of incorporation or statement of the rules of the community or foundation
- Certificate of financial independence from the Enforcement Register (extract from the Enforcement Register, details for the company)
- Extract from the Register of Bankruptcies and Restructurings, details for the company (under Other attachments)
- 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) (under Other attachments)

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

Electronic attachments required for the responsible person/staff

- Staff list (number of employees by group and by title and qualifications/training details for each employee, number of children by group, under 3 years and over 3 years of age)
- Diploma(s) and copies of testimonials of the responsible person (related to management experience in early childhood education)

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 2021. The price list must be valid until further notice. The price list is 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, **a separate price list is created 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. [More information](#) on the principles of the start-up grant starting from 1 May 2021.

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 the early childhood education unit-specific login credentials to the City of Espoo **private early childhood education extranet** page via the early childhood education secretary of the service area. 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 information to the secretary so that the secretary can add them to the city's website.

The operation 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](#).

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.

A service provider in the private day care allowance system has the opportunity to use the early 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 private day care allowance system are advised to use Espoo's group early education plan form or, alternatively, an equivalent form.

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. Service providers in the service voucher system use Espoo's early childhood education forms, such as the child's early childhood education plan and group early childhood education plan forms.

If the day-care centre is a **place of pre-primary education approved by the Early Education and Care Committee**, the day-care centre follows the Espoo pre-primary education plan and uses the child's pre-primary education learning 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, numbers of child nurses and teachers by group and numbers of children by group.

The service provider must keep the self-monitoring plan publicly available, monitor its realisation and update it 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 page.

Report	From whom	To whom	Further to whom	Finished
Statement by Early Childhood Education on the suitability of the premises for early childhood education	Early Childhood Education Specialist	Service provider	Building Control Attached to the start-up grant application	
Permit from the Building Control Department (copy of the approved building permit/change of use permit and final inspection protocol)	Building Control Department	Service provider	Copies to the Early Childhood Education Specialist	
Certificate or statement on the notification of the inauguration of a day-care centre, school or similar premises in accordance with section 13 of the Health Protection Act	Environmental health care	Service provider	A copy is attached to the Regional State Administrative Agency's notification	
Certificate of the processing of a notification concerning food premises	Environmental health care	Service provider	A copy is submitted to the specialist	
Fire inspection protocol	Rescue authority	Service provider	A copy is attached to the Regional State Administrative Agency's notification	
Notification to Kela of approving a private service provider	Early Childhood Education District Manager/Specialist	Kela	Copy of the notification to the service provider	
Notification of the provision or change of private early childhood education services with attachments	Service provider	Early Childhood Education Specialist, who adds the statement of the authority	Regional State Administrative Agency of Southern Finland	
Arrival notice	Early Childhood Education Specialist	Service Provider and the Regional State Administrative Agency of Southern Finland		

8 Notification of changes in operations

Notification of

- changes in operations,
- a change of the responsible person, or
- ending operations

of a private early childhood education service must always be submitted **promptly** to the public authority in the municipality where the service is provided. The forms and their attachments are submitted to the Early Childhood Education Specialist.

When the responsible person of the unit changes, the service provider must immediately make a written notification of [change of the responsible person of early childhood services](#) and send it to the Early Childhood Education Specialist. The notification must be appended with copies of diplomas and testimonials (a CV is not a sufficient account of work experience). The responsible person presents a criminal records extract to the municipal authority, who records the presentation and creation dates of the extract on the notification. For details on matters related to the responsible person, such as eligibility, see pages 11–12 of these instructions.

If the operations change significantly, the service provider must fill in a [notification of the provision or change of private early childhood education services](#) and submit it to the municipal authority. The notification concerning the change of operations must be appended with the documents, reports and statements necessary to determine the change in question. The documents describing the change of operations must be attached to the notification.

Significant changes include:

- changes in service provider information,
- change of address of the operating location,
- changes in the number of education staff; or
- expansion of the operating location, for example, by one group of children.

The change of the operating location's address, for example, requires submitting the attachments concerning the operating location and updating the rescue plan and self-monitoring plan to cover the new day-care centre.

If the operations change significantly, an inspection visit and a statement of the authority are needed, just like when starting operations. When the number of early childhood education places in the operational unit changes, environmental health care and the rescue authority must be contacted and, if necessary, statements must be requested from other authorities regarding the changes.

In connection with corporate acquisitions by the service provider, the procedure is the same as when starting or ending operations. **If the business ID remains unchanged during the corporate acquisition, the change is made to the service provider details.** All attachments concerning the service provider must be appended to the notification. **If the business ID changes, a notification must be made of ending the previous company and operating locations. A new notification must be submitted for the new company and operating locations.** All attachments concerning the service provider must be appended to the notification, as well as those to which the change of the service provider has caused changes, such as the municipality's statement, the updated action plan, the self-monitoring plan and the rescue plan.

The municipal officeholder signs the form, certifying that they have inspected the document and attachments, performed an inspection at the location in question and provided a statement that the operating environment and the early childhood education provided there meet the requirements set for them.

9 Ending operations

The private service provider sends the Early Childhood Education Specialist a [notification of ending private early childhood education services](#).

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

The private service provider sends the form [Terveystensuojelulain 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 early childhood education 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 user 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 are carrying out the above-mentioned activities. Changes related to the early childhood education service provider, including the end of activities, must also be reported to the Business Information System ([YTJ](#)).

If the **operations** of a single **operating location** cease, an end date will be added in Varda only in the information concerning that operating location. In the case of early childhood education provided as a purchased service and/or in the service voucher system, the service provider must contact the municipality organising early childhood education.

More detailed instructions on measures related to the end of 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.

Appendix 1. Notification to Kela of approving a private education service provider

Location, family day care provider or employed carer the notification concerns

Name _____

Address _____

Tel. _____ Business ID/personal ID code _____

Employer _____ Personal ID code _____

Employment contract seen _____

Private early childhood education operation approved

Day-care centre _____ onwards

Group family day care centre _____ onwards

Private family day-care provider *) _____ - _____

Employed carer *) _____ - _____

Municipal supplement half-day _____ full-day _____

Extract on criminal background seen/issued _____ to be requested _____

Espoo, _____ 20____

_____ Deci-
sion-maker's signature, printed name and telephone number

*) The information on the form is recorded in the personal data file of family day-care providers in private early childhood education/employed carers hired by families. [The privacy notice](#) is available on the website of the City of Espoo.

Appendix 2. Arrival notice

Arrival notice

Service provider's name
Name of service provider's contact person
Address
Postcode and city/town

date

NOTIFICATION OF RECEIVING DOCUMENTS

The Espoo Finnish Early Childhood Education Unit/ X service area reports that You have, on X X 20XX, submitted all documents, reports and information needed for the resolution of the matter in private early childhood education services concerning the notification of the change of responsible person/starting/ending the provision of early childhood education services as of x x 20XX in X.

Further information For further information, contact the person preparing the matter:
First name Last name

First name Last name
Early Childhood Education Specialist
City of Espoo
Education and Cultural Services/Finnish Early Childhood Education
X service area
P.O. Box XXXX, 02070 CITY OF ESPOO
Street address: XXX
email@espoo.fi
tel. XXX

Appendix 3. Statement of the authority

STATEMENT OF THE EARLY CHILDHOOD EDUCATION AUTHORITY ON A PRIVATE EARLY CHILDHOOD EDUCATION UNIT

Statement provider municipality:

Inspection date and persons present:

Service provider and business ID:

Early childhood education unit:

Unit address:

Responsible person and qualification:

Number of early childhood education places:

On behalf of Espoo's Finnish Early Childhood Education, I state that the service operations of service provider X meets the requirements set for early childhood education in the Act on Early Childhood Education and Care.

Additional information:

First name Last name
Early Childhood Education Specialist
City of Espoo
Education and Cultural Services
Finnish Early Childhood Education
X service area
P.O. Box X, 02070 CITY OF ESPOO
Street address:
X.X@espoo.fi
Tel.:

Appendix 4. List of attachments

NOTIFICATION OF THE PROVISION OR CHANGE OF PRIVATE EARLY CHILDHOOD EDUCATION SERVICES			
Service provider name:			
Attachments concerning the service provider. Persons exercising control must also comply with the general requirements (540/2018, section 43). The following specified attachments must be submitted for the persons exercising control indicated in item 2. Mark the number of attachments in the space reserved.		X	Date
1	Up-to-date extract from the trade register or a copy of the registration of a business		
2	If the applicant is a company, another community or a foundation, a copy of the partnership agreement or rules		
3	Extract from the employer register in accordance with the Prepayment Act		
4	Record of processing activities in accordance with Article 30 of the GDPR		
5	_____ pc(s) Extract from the business prohibition register		
6	_____ pc(s) Extract from the guardianship register		
7	_____ pc(s) Extract from the register of bankruptcies and restructurings		
8	_____ pc(s) Print of name search on roles entered in the trade register for the last three years (only for natural persons exercising control) → for the communities where the person has exercised control, extracts from the register of bankruptcies and restructurings for the last three years		
9	_____ pc(s) Extract from the enforcement register		
Attachments concerning the operating location			
1	Action plan		
2	Up-to-date ground plan and use plan of rooms used for the activities		
3	Rescue plan and, if necessary, account of evacuation safety		
4	Self-monitoring plan		
Certificates of the responsible person			
1	Copy of diplomas and testimonials demonstrating the qualification of the responsible person for the services		
Inspection documents			
1	Statement by the rescue authority		
2	Certificate given by the health protection authority on receiving the notification in accordance with section 13 of the Health Protection Act or statement by the health protection authority on completed inspection		
3	Statement by the municipal authority		
Additional reports: The service provider submits 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 (full-time and part-time early childhood education) by x x xxxx.			