|  |  |  |  |
| --- | --- | --- | --- |
| Fill out the applicable sections | **Application:** **[ ]  early childhood education****[ ]  club****[ ]  transfer to other day care unit** | **[ ]  pre-primary education****[ ]  application for pre-primary transportation attached** | **Recipient:****Date:** |
| Application is valid for one year. |
| **Personal data of the child** | **Surname**      | **Forename**      |
| **Social security number**      | **Municipality of residence**      | **Native language**      |
| **Address and postal code**      | **Telephone** |
| **Details of the family** | **Name of the mother/ spouse/ partner**       **[ ]  Guardian of the child** |
| **Social security number**       | **Telephone**       | **Telephone (work)**       |
| **E-mail address:**       |
| **Profession**       | **Place and address of employment / -studies**       |
| **Name of the father/spouse/partner**       **[ ]  Guardian of the child** |
| **Social security number**       | **Telephone**       | **Telephone (work)**       |
| **E-mail address:**       |
| **Profession**       | **Place and address of employment / -studies**       |
| **Name of spouse / partner / other**       **[ ]  Guardian of the child** |
| **Social security number**       | **Telephone**       | **Telephone (work)**       |
| **E-mail address:**       |
| **Profession**       | **Place and address of employment / -studies**       |
| **Relationship of the parents**[ ]  **marriage** [ ]  **cohabitation** [ ]  **widow** [ ]  **single** [ ]  **divorced** [ ]  **separated** [ ]  **sole custody** [ ]  **joint custody** |
| **Name and social security numbers of family members under 18 years old** |
|       |       |
|       |       |
|       |       |
| **Early childhood education and care** | **Applying for early childhood education and care from**   **.**  **.20**   |
| **Amount of early childhood education and care needed:****[ ]  147 – hours per month****[ ]  106–146 hours per month****[ ]  85–105 hours per month****[ ]  1–84 hours per month** | **ECEC in addition to preschool time (4 hours/day):****[ ]  147 – hours per month** (only for children who needs round the clock day care)**[ ]  106–146 hours per month****[ ]  85–105 hours per month****[ ]  1–84 hours per month** |
| **Applying for ECEC centers (name of the center or the area of the family day care)** |
| **1.**      **2.**      **3.**       | **4.**      **5.**      **6.**       |
| **Pre-primary education** | **Applying for pre-primary in**  |
| **1.**      **2.**       | **3.**      **4.**       |
| **The transportation benefit of the pupils of pre-primary education must be applied with a separate application** **[ ]  If the pre-primary education is, as my wish, in another than the closest unit, I commit to arrange the transport myself with no compensation** |
| **Club** | **Applying to a club from**   **.**  **.20**   |
| **Name of the club and the group****1.**       **2.**       |
| **Additional information** | **Other issues the applicant wish to inform (for example disability, illness or special needs)**      |
| **If there are any changes in the information filled above, the applicant should inform it immediately to service councellors of early childhood education and care services (varhaiskasvatus.palveluohjaus@hyvinkaa.fi, p. 0400 784 781 / 0400 784 791).****I declare that the above information is correct and I accept the information to be verified. Given information is confidential.** **Date**   .  **.20**   **Signature of the guardians**            **We will not give the information of our income, we accept to pay the full fee of the early childhood education and care** [ ]  |

# Instructions to fill out the application

Application to early childhood education and care, preschool and playgroups is done mainly electronically in eDaisyHakemus (<https://hyvinkaa.daisynet.fi/eDaisy/Esuomi/EsuomiLogin>).

If You are applying a place for several children, fill out an application for each child. More information of early childhood education and care, pre-primary education and club: [www.hyvinkaa.fi/varhaiskasvatus](http://www.hyvinkaa.fi/varhaiskasvatus).

**Further information:**

**Service councellor of early childhood education and care**

City hall

Kankurinkatu 4-6

Tel. 0400 784 791, 0400 784 781

varhaiskasvatus.palveluohjaus@hyvinkaa.fi

**In case the application is done on paper (not on eDaisy), the application should be submitted in a municipal daycare center or to the service councellor (address above). Decision of the ECEC/preschool/playgroup place is sent mainly electronically to eDaisy.**

**CUSTOMER FEES**

The client fees are determined on the basis of the size and income of the family and the number of hours that a child participates in early childhood education and care. The client fee is determined on the basis of the taxable earned income and capital income as well as tax-exempt income of the child, the child's parent or other guardian, and the married spouse or domestic partner of the parent or guardian living in the same household with the parent or guardian. Also other children living in the same household, will be considered in the family size. Both parents have joint responsibility of the fees during the child lives with both parents.

As an income is not considered; child benefit, disability allowances according to the law (570/2007), child increase of national pension (568/2007), housing benefit, healthcare and health survey costs paid by accident insurance, conscripts allowance, front-veteran’s supplement, student allowance, adult education subsidy, housing supplement of study grant etc.

**Certificates of the incomes have to be supplied during the month following the month the child started in the early childhood education and care. If the certificates are not supplied, the highest fee will be charged.**

**Attachments needed in determining the fee:**

* the last payslip of minimum one month or daily allowance certificate
* entrepreneurs fill out the income report form with attachments needed
* certificate of studies
* sole custody parents and blended families need to attach a certificate of received child support
* child support paid to another family will be considered as reduction of income, if the certificate of the payments of last 3 months will be supplied

**More information of customer fees** from tel. 019 459 4950 and 019 459 4952 and [www.hyvinkaa.fi/varhaiskasvatus](http://www.hyvinkaa.fi/varhaiskasvatus).

*Personal data is collected with this form to produce early education and care and pre-primary education -services. Information will be stored in the early childhood education and care customer data system. Information will be transfered only according to the law or with permission of the parents (for example to children health center). Information is stored only the time according to the law (different information may have different storage periods). More information and privacy policy can be seen:* [*www.hyvinkaa.fi/muut-sivut/tietosuoja*](http://www.hyvinkaa.fi/muut-sivut/tietosuoja)