

## ELECTRONIC DAYCARE APPLICATION INSTRUCTIONS

Logging into the service requires the online banking ID of the parent/guardian.

If sending an application results in an error message, please report this by email to: [paivahoito@uusikaupunki.fi](mailto:paivahoito@uusikaupunki.fi)

**There are question-based instructions for filling in the form**, but you will also need the following information to complete the application:

### 1) Child's information

- The child's full name, given name first: please note the letter A in the personal identity code
- The child's address on the desired starting date of daycare
- Residential area: City area, Kalanti, Lokalahti, Pyhämaa

### 2) Information about parent/guardian

- The program sets the holder of the online banking account as the parent/guardian. It is recommended that the same parent/guardian fill in the applications for all the family's children.
- The best telephone number to contact the parent/guardian.
- Workplace / place of study and address should be reported in the additional information section.
- Daily working hours: Select the information matching the working hours of the parent/guardian, if the working hours are regular.
- Shift work: This information goes to section 8. Additional clarifications, **obligatory information**. Shift care is arranged if both parents/guardians are employed in shift work.
- We accept the highest care fee: Select this item if you accept the highest care fee. If you wish the care fee to be based on your income, please deliver income statements within two weeks of starting daycare.
- The information pertaining to the spouse / domestic partner living in the same household should be filled in the same way as that of the first parent/guardian.

### 3) Information on the other children under the age of 18 in the family

- Add the other children under the age of 18 who are living in the same household. The size of the family affects the care fee.

### 4) Fee calculator

- The information on the other family members should be opened before the fee calculator can be used.

### 5) The child's current childcare facility

## 6) Daycare format desired, childcare facility and times

- Select the child's age-appropriate daycare format from the menu. Full-time care is over five (5) hours a day and part-time care is five (5) hours a day at maximum. Pre-school education – approx. four (4) h/day – should be applied for by using its own electronic form.
- Select one to three activity formats, childcare facilities and areas so that your number one choice is your most preferred option.

If the child requires shift care (Saturday, Sunday, evening and night care), select the unit offering shift care.

### **Information about the various daycare units:**

Link to daycare page: <http://paivahoito.uki.fi/>

Select the desired starting date of care. If the starting date of care changes, please contact the daycare office. If there is a sudden care requirement due to work or study demands, the arrangement period for a place in daycare is two weeks.

- Enter the shift work care times in section 8, **obligatory information**.
- Report the total number of care days per month in section 8. A separate agreement should be made about this and sent to the daycare office.

## 7) Child's information

- The child's possible special needs, health status, allergies, etc., should be entered here. Written statements concerning the need for special support, allergies and the like should be delivered without delay to the daycare office.
- Mention if daycare staff cannot liaise with the various daycare partners (children's counselling, family counselling, primary education) on child development and health issues if necessary.

## 8) Additional clarifications

- You can briefly write down information freely here that you wish to be known about the child's health status, allergies, etc. The following information can also be given here: sudden employment or study, current address of those who have changed residence, the child's domicile, total number of care days per month, shift work care times, family pets, etc.
- If you wish the daycare fee to be based on income, income statements should be delivered under the child's name to the daycare office.
  - Salary statement that indicates average earnings before taxes
  - study certificate
  - statements of other income, e.g. supplementary income, capital gains, pension support, rental income, daily allowances related to courses, alimony and maintenance support
  - entrepreneurs and self-employed persons should deliver the most recent official tax certificate.

If you have any problems connected with filling in the application, you are welcome to contact the daycare office.