

Day care and pre-school
education in
HÄMEENLINNA



HÄMEENLINNAN KAUPUNKI
Hyvä arki asuu Hämeenlinnassa

ENGLANTI

Welcome to Hämeenlinna!

This guide briefly explains how you can arrange your child's day care in Hämeenlinna and how to apply for a day care or pre-school place for your child. The guide also lists important contact information where you can ask for advice in all matters concerning day care.



Day care: day care centre or family day care

Children who are too young to attend school have the right to receive day care. Day care is provided at day care centres or at family day care. Family day care providers work in their own homes. Family day care groups can include no more than four children, some of whom can be the day care provider's own children who are under the school age. When applying for a day care place for your child, you have a say in where you would rather have your child placed.

You can list between 1 and 3 day care places you prefer. If you cannot name a particular day care provider you prefer, select an area or areas where you would like your child's day care to be located.

Round-the-clock day care

You can also have child care during the evenings and nights. This form of day care is called round-the-clock day care ("vuorohoito"). Round-the-clock day care is only available to children both of whose parents work shifts, or if the parents' studies include on-the-job training that takes place during the evenings or nights. Round-the-clock

day care means that child care is provided before 6 AM or after 6 PM.

Applying for day care

You can apply for a day care place for your child by filling in an application form at the city of Hämeenlinna web-site:

www.hameenlinna.fi > Palvelut > Päivähoito > Hoitopaikan hakeminen

If you find it difficult to fill in the electronic form, you can also collect a paper form from the nearest day care centre or city service point. Make sure you fill in the form as carefully as possible, as this makes it easier for the clerk to make a decision.

You must apply for day care at least four months before your child is in need of care. If your child unexpectedly needs a day care place, you must apply for one at least two weeks before your child is in need of care.

If you wish to withdraw your day care application, contact the Kastelli service point.

The decision to grant your child a day care place will be sent to your home. Another form will be sent to you with the decision and you must fill it in. With this form you are informing the city that you have accepted the day care place offered to your child. The completed acceptance form must be returned to the Kastelli service point within 14 days of reception. If you neglect to return the acceptance form, the decision to grant your child a day care place becomes void and your child will lose his/her day care place.

The day care placement decision is also accompanied by a letter to the parents. The letter gives details on starting day care and on the initial meeting you will have with your day care provider. The letter also explains that your child's day care provider will be in contact with the family.

Day care fee

Day care is subject to a fee, and the amount of the fee is determined by the parents' income. When determining the amount of your child's day care fee, the size of your family will also be taken into consideration. The family income includes the combined taxable earnings, capital income and tax-free income of a married couple or couple

living together. The income of the child is also considered. This includes, for example, pension, child support or child maintenance allowance.

If your child is in day care only part time ("osapäivähoitopäätös"), your day care fee will be 60% of the full day care fee. If your child starts day care in the middle of the month, the day care fee will be collected only for the days when your child was in day care.

The day care fee will be determined when your child starts day care and later once a year. If you fail to provide your income information, your child's day care fee will set at the maximum amount. If your family's income changes, you must immediately notify the service secretary of the change.

If you wish to terminate your child's day care, you must do so in writing with a form that is available at your child's day care provider, the city website or at a city service point. The collection of the day care fee will end on the day you have marked as the last day your child is in day care.

Additional information:

www.hameenlinna.fi > Palvelut > Päivähoito > Maksut

The city website includes a calculator that can help you estimate the amount of your child's day care fee:

www.hameenlinna.fi >

Perheiden palvelut > Lomakkeet ja laskurit

If your family is in need of child care only occasionally, you have the option of buying between 1 and 5 day care days per month, provided that the day care centre has a place available for your child. Temporary day care fee is €17/day.

Pre-school education

Children have the right to attend pre-school education the year before their compulsory education starts. Usually children attend pre-school education during the year when they turn six. Pre-school education supports children's linguistic development and their ability to learn new things. Children are inspired to learn new things through imagination and play. A pre-school day lasts for four hours.

In the spring, all pre-school age children are sent a letter that gives instructions on how to apply for a pre-school place. You can apply for pre-school education through the city website. Pre-school begins in August. The education is free of charge.

If your child needs day care in addition to pre-school education, the day care fee will be 60% of the full day care fee. In this case, the combined length of a day spent in day care and pre-school can be up to nine hours. If the day is longer than this, you must pay the full fee.

Private day care

Private day care is provided by a private enterprise or community. Private day care is subject to city supervision and also financially supported by the city.

Private day care places are applied for directly from the day care providers. The service provider makes all decisions regarding the selection of children and day care fees.

Private day care centres:

www.hameenlinna.fi > **Palvelut > Päivähoito > Yksityinen päivähoito**

Your family can also become an employer and hire a child care provider by signing a contract with him/her. In this case, the parents may be eligible to receive private day care allowance. Private day care allowance is applied for from Kela.

Looking after a child at home

If all of the children in your family are being looked after at home, your family can apply for home care allowance and home care municipal supplement. You can apply for these benefits if your family does not receive parental allowance. Home care allowance and municipal supplement are applied for from Kela.

Club activities are supported by service voucher

Children who are being looked after by a parent at home can attend different club activities. These clubs, organised by private service providers, are supervised by the city, and the club fees can be paid with city service vouchers.

First enrol your child in a club. Then take your service voucher application to the Kastelli service point. You will receive your voucher within two weeks. Your child can start attending his/her club after you have received your voucher.

The voucher application is available at Kastelli or the city website (search for: "Palvelusetelillä tuettu kerhotoiminta").

If the Finnish procedure feels difficult

Matters related to day care and pre-school education are usually handled at the city service points. The service languages are Finnish and English.

Immigrants also have their own service point where guidance to the city services is given in various different languages.

Immigrant information

Raatihuoneenkatu 11
Kastelli service point

Opening hours:

- Mondays 1 PM–4 PM
(Finnish, Russian, Estonian)
- Wednesdays 1 PM–3.30 PM
(Finnish, English)
- Thursdays 1 PM–3.30 PM
(Finnish, English, Kurdish, Farsi, Dari, Turkish, Azerbaijani)

Tel. (03) 621 2557

e-mail:

maahanmuuttoinfo@hameenlinna.fi

Check the opening hours and service languages online at:

www.hameenlinna.fi >

Maahanmuutto-Immigration

Important contact information

Kastelli service point

Services for children and young people

Raatihuoneenkatu 11
13101 Hämeenlinna
Tel. (03) 621 4880

e-mail: lanu.palveluohjaus@hameenlinna.fi

Other service points:

www.hameenlinna.fi > Asiointi > Palvelupisteet - Hauho, Kalvola, Lammi, Renko, Tuulos

www.hameenlinna.fi > Palvelut > Päivähoito

Service points will provide you with guidance and the forms you need. You can also return your forms there.

Kela

Rauhankatu 1
13100 Hämeenlinna

Benefits for families with children

The national service number: 020 692 206
www.kela.fi > Families





ANNA



Maahanmuuttoinfo

Kastelli service point | Raatihuoneenkatu 11
13100 Hämeenlinna | +358 3 621 2557



HÄMEENLINNAN KAUPUNKI
Hyvä arki asuu Hämeenlinnassa



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