

## AGREEMENT Child early childhood education hours

- New agreement  
 Amendment, in force from dd Month yyyy: \_\_\_\_\_

Deliver this form to your child's early childhood education unit

**Confidential (Act on the Openness of Government Activities, sections 24(1)(23) and 24(1)(25))**

The child mentioned below should spend the hours specified in this agreement in early childhood education mainly within three months during the operational year from 1 August to 31 July. When the child's hours of attendance are calculated, family holidays (e.g. summer, autumn, Christmas, spring) and the child's occasional absences are not counted in.

Please indicate the child's weekly and daily early childhood education hours and regular days of absence. This information is needed for the calculation of your early childhood education fee and for work shift scheduling. The child's early childhood education fee will be based on this agreement.

### CHILD'S INFORMATION

Child's name	Early childhood education unit
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### THE CHILD'S EARLY CHILDHOOD EDUCATION HOURS PER WEEK

<input type="checkbox"/> At least 35 h/week	<input type="checkbox"/> 25–35 h/week	<input type="checkbox"/> At most 25 h/week	<input type="checkbox"/> At most 5 h/day and 25 h/week
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**EARLY CHILDHOOD EDUCATION IN ADDITION TO THE CHILD'S PRE-PRIMARY EDUCATION** (Pre-primary education is free of charge and will not affect the early childhood education fee)

<input type="checkbox"/> Pre-primary education 20 h/week, no early childhood education	<input type="checkbox"/> Pre-primary education 20 h/week and at least 25 h/week of early childhood education
<input type="checkbox"/> Pre-primary education 20 h/week and 15–25 h/week of early childhood education	<input type="checkbox"/> Pre-primary education 20 h/week and at most 15 h/week of early childhood education

### CHILD'S DAILY HOURS IN EARLY CHILDHOOD EDUCATION

Please give the child's early childhood education time **with an accuracy of 10 minutes**, for example from 7:40 to 16:00. The early childhood education time agreed for the child should be at least four hours a day.

The child's daily hours in early childhood education, including pre-primary education:

Mon from \_\_\_\_\_ to \_\_\_\_\_ Tue from \_\_\_\_\_ to \_\_\_\_\_ Wed from \_\_\_\_\_ to \_\_\_\_\_ Thu from \_\_\_\_\_ to \_\_\_\_\_ Fri from \_\_\_\_\_ to \_\_\_\_\_

The early childhood education hours vary due to shift work. We will notify the early childhood education unit of the child's hours no later than on the Monday of the previous week. The hours are based on the guardian's shift roster.

### REGULAR ABSENCES

Recurring absence due to work or studies:  Mon  Tue  Wed  Thu  Fri

Regular days of absence due to the guardian's work or studies will occur about \_\_\_\_\_ times a week and \_\_\_\_\_ times a month. We will notify the early childhood education unit of the days of absence no later than on the Monday of the previous week.

Regular absences due reasons other than work or studies:  Mon  Tue  Wed  Thu  Fri

**PATERNITY LEAVE** (Bring this form to the child's early childhood education unit at least two weeks before the planned start date. Attach a Kela decision or an employer's certificate.)

Paternity leave	
Start date (dd Month yyyy)	End date (dd Month yyyy)

### CHILD'S LONG-TERM ABSENCE

A child can be absent from early childhood education for a maximum of 11 consecutive calendar weeks per year. If the absence is longer, the decision on the child's early childhood education unit will expire. The early childhood education unit must be notified of the absence in advance.

Absence:

Start date (dd Month yyyy)	End date (dd Month yyyy)
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### TERMINATION OF EARLY CHILDHOOD EDUCATION (Period of notice: 2 weeks)

The child will no longer attend this early childhood education unit. Last day of early childhood education dd Month yyyy: \_\_\_\_\_

### DATE AND PARENT'S OR 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 OF A REPRESENTATIVE OF THE EARLY CHILDHOOD EDUCATION UNIT

Date	Signature of a representative of the child's early childhood education unit and name in block letters
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The information on this form will be entered in the Effica information system used by early childhood education providers. The documents are part of the early education client data file maintained by the city. The city of Espoo's descriptions of personal data registers as required by the EU General Data Protection Regulation (2016/679) are available at:  [espoo.fi/personaldatafiledescriptions](http:// espoo.fi/personaldatafiledescriptions). The form will be kept at the early education unit for six years following the child's early education, at which point the archiving period ends.