



DAYCARE CENTRE GUIDELINES FOR 2023

1. Children whose guardians have a need for shift care due to work or study are entitled to a daycare centre. There is no so-called subjective right to shift care.
2. Guardians must submit the employer's certificate of the need for shift care primarily by email to the service manager (hanna.vornanen@kajaani.fi or reetta.suhonen@kajaani.fi) or by mail to the address: City of Kajaani, Early Childhood Education/Service Managers, Pohjolankatu 13, 87100 Kajaani.
3. The need for early childhood education and/or pre-school education for at least the whole of the following week must be reported primarily through the electronic care reservation (VakaMukana) system no later than Tuesday of the previous week by 12 noon. The reservation system helps us guarantee adequate safety for children and personnel.
4. Shift care is always based on the working hours of the guardians: the one who goes to work later brings the child to the daycare, and the one who gets off work earlier picks the child up from the daycare. The guardians' days off are also the child's days off. The Early Childhood Education Act recommends that the child's care day should not exceed 10 hours. The exception is longer care times due to the guardians' work schedule. After the end of the night shift, the child's care time shall be a maximum of nine (9) hours. Children can be brought to the daycare centre no more than five hours before the start of the first night shift.
5. Guardians must immediately notify the daycare centre of their child's absence/illness/cancellation of night care/change of care shift, as well as of cancellation of weekend care.
6. If guardians or siblings fall ill, children can be cared for during the day shift on weekdays between 6:30 a.m. and 5:30 p.m., or at the discretion of the daycare director/deputy director on a case-by-case basis. Sudden changes are always discussed with daycare centres and guardians.
7. In case of sudden change in the guardians' work shifts or for lacking or late care reservations, it might prove unfeasible to guarantee the organisation of early childhood education as per the guardians' needs.
8. In the evening after 10:30 pm and in the morning before 5:30 am, it is recommended that children who need care stay overnight in the daycare centre to ensure a sufficient night's sleep.
9. In principle, Teppana's daycare centre closes during Christmas on December 24 after 3 p.m. and opens on 26/12 according to the reserved care shifts. However, if the family has a need for early childhood education during that time, they should contact the Director of Teppana's daycare centre to arrange the matter.

10. Children of pre-school age can participate in pre-school education on the guardians' days off 4 hours/day on weekdays and during their own care shift. We recommend that children have at least two days off per week.
11. At a daycare centre, children are offered the meals that belong to their actual care time.
12. If the children's need for shift care ends, we try to arrange a place for them at a daycare or family daycare that operates between 6:30 a.m. and 5:30 p.m. on weekdays.
13. Daycare for schoolchildren is available for 1st and 2nd class children. It is possible to reserve daycare for a schoolchild only for the needs of the shift (early morning, evening, night and weekend). Daycare for schoolchildren is always reserved directly at the daycare centre offering daycare. Shift care is arranged for schoolchildren only if there are also early childhood education clients on the same shift and the ratio allows it.
14. The above-mentioned principles are reviewed with guardians at the start of shift care and whenever necessary. Guidelines guarantee equal treatment of all early childhood education clients in the city of Kajaani, regardless of the daycare's opening hours.