



Principles of shift early childhood education:

1. A child is entitled to a shift daycare place, whose guardians have a need for shift early childhood education due to work or study. There is no subjective right to shift early childhood education.
2. The guardian(s) must provide an employer's certificate of the need for shift early childhood education primarily electronically through the early childhood education customer information system or alternatively by email to the early childhood education service manager or by post to the address: City of Kajaani, early childhood education/service managers, Pohjolankatu 13, 87100 Kajaani.
3. The need for shift early childhood education is checked once a year.
4. The need for early childhood education and/or pre-primary education for at least the following week must be reported primarily through the electronic early childhood education reservation system by Tuesday at 12 noon of the previous week. With an effective reservation system, we ensure sufficient staff and the safety of children. The basis of shift early childhood education is always the working hours of the guardian(s): the one going to work later brings the child to daycare and the one finishing work earlier picks the child up from daycare.
5. The guardian's days off are also the child's days off. According to the Early Childhood Education Act, a child's early childhood education day may last a maximum of ten hours, excluding shift care, where the daily duration is based on the child's needs (= longer early childhood education times due to the guardians' shift work). After the end of the night shift, the child's early childhood education time is a maximum of nine hours. A child can be brought to daycare a maximum of five hours before the start of the first night shift.
6. The guardian must promptly report the child's absence/illness/cancellation of night care/change of early childhood education shift as well as the cancellation of weekend early childhood education to the daycare center.
7. If the guardian or siblings fall ill, the child may attend early childhood education during the day on weekdays between 6:30 AM and 5:30 PM, or according to the case-by-case discretion of the daycare director/deputy director, considering the child's best interest. In case of sudden changes, discussions are always held with the daycare and the guardians.
8. Children needing early childhood education after 10:30 PM and before 5:30 AM are recommended to stay overnight at the daycare to ensure sufficient night sleep.

9. Preschool-aged children can participate in preschool education on the guardian's days off for 4 hours per day on weekdays and during their own early childhood education shift. We recommend, that the child has at least two days off per week.
10. In a shift daycare, the child is provided with meals that correspond to their actual early childhood education time.
11. If the child's need for shift early childhood education ends, efforts will be made to arrange a place for the child in a daycare center or family daycare operating on weekdays from 6:30 AM to 5:30 PM.
12. Shift early childhood education is available for children in the 1st and 2nd grades. Shift care for school-aged children can only be reserved for the need of the shift (early morning, evening, night, and weekend). Shift early childhood education for school-aged children is always reserved directly from the daycare providing shift early childhood education. Shift care for school-aged children is arranged only if there are also early childhood education clients in the same shift.
13. The aforementioned principles are reviewed with the guardians at the beginning of shift care and whenever necessary. The guidelines ensure equal treatment of all clients of early childhood education in the city of Kajaani, regardless of the daycare's opening hours.

These principles of shift early childhood education have been discussed and approved in the meeting of the Education Board on January 29, 2025 (KAJDno-2023-84) and will come into effect on March 1, 2025.

Principles of shift early childhood education reviewed:

date:

guardian's signature

guardian's signature

signature of early childhood education