

29 April 2021

Early childhood education

## KOTKA EARLY CHILDHOOD EDUCATION CLIENT FEES AS OF 1 AUGUST 2021

A monthly fee is charged for early childhood education organised by the municipality. The fee is determined in accordance with the Act on Client Fees in Early Childhood Education and Care (1503/2016, amendment 1052/2020) and the decision taken by the City of Kotka Welfare Committee on 20 April 2021.

The amount of the client fee is determined by the size of the family, income and the number of early childhood education hours selected for the child

### Family size

When determining the size of the family, married or cohabitating partners living in the same household as well as the minor children of both partners living in the same household with them are taken into consideration. Registered partnership is considered a marital relationship.

### Family income

Family income includes the taxable earnings, capital income and tax-exempt income of the guardians of the family and the child in early childhood education.

Paid child support and other such expenses resulting from actual family relations as well as the so-called life annuity paid in cash are considered as deductions to family income.

The early childhood education payment decision is family-specific, and includes early childhood education client fees specified for all of the children in the family. If the child's parents have separated but live in the same municipality, only one early childhood education payment decision shall be issued. In such a situation, the client fee will be determined by the income of the parent with whom the child resides in accordance with the Act on the Population Information System and the Certificate Services of the Digital and Population Data Services Agency (661/2009). In this case, the parents shall agree among themselves on the distribution of the early childhood education fee. If early childhood education is arranged for the child in two municipalities, the fee will be determined separately in both municipalities.

### Income statement

Income statement can be submitted through the early childhood education online services. [Early childhood education online services for current clients](#)

The use of the online services requires authentication. If you are unable to use the online services, the income statement can also be submitted by post to the following address: Welfare services, Early childhood education, Laivurinkatu 4, 48100 Kotka.

If a family does not submit an income statement, the maximum early childhood education fee will be charged. If a family agrees to pay the maximum fee, they need not submit an income statement. The consent to the maximum fee can be given on the early childhood education website via the online services. The consent will remain valid indefinitely until the client informs early childhood education of a change.

## Reviewing the fee

If there is a considerable change in the family's income (+/-10%) or a change in the size of the family, the family shall submit the updated information as stated under "Income statement". Income information affecting the fee will be considered starting from the month during which the updated information was submitted. The client fee can be adjusted if its basis (e.g. family size) turns out to be incorrect. The fee can be adjusted retroactively for up to a year.

## Early childhood education service needs and client fees

### Fee for full-time early childhood education

The maximum fee for the family's youngest child in full-time early childhood education is €288 per month. A fee that is less than €27 per child will not be collected. The fee for the family's next child in order of age will be 40% of the fee set for the youngest child. The fee for all other children in the family will be 20% of the fee set for the youngest child.

The fee is determined so that the percentage of the family's monthly income exceeding the income limit is calculated in accordance with the table below. The fee is rounded to the closest full euro sum. If the family includes more than six people, the income limit will be increased by €189 for each subsequent underage child.

Family size (persons)	Income limit €/month	Fee percentage for the part exceeding the income limit	Payment starting at €27, income at least	Maximum fee, if income exceeds
2	2,798	10.70%	3,050	5,485
3	3,610	10.70%	3,862	6,297
4	4,099	10.70%	4,351	6,786
5	4,588	10.70%	4,840	7,275
6	5,075	10.70%	5,327	7,762

### Early childhood education hours

h/month	Fee percentage of maximum fee
0–80	50%
81–100	70%
101–150	85%
more than 151	100%

### Fee for early childhood education supplementing pre-primary education

Fee for early childhood education supplementing the free-of-charge early childhood educations for 5-year-olds

During the school year, 4 hours of free-of-charge pre-primary education are provided per day. If the child attends early childhood education in addition to pre-primary education, a monthly fee will be charged for the child's early childhood education in accordance with the early childhood education hours reserved for the child.

In the operating period 1 August–31 July, 20 weekly hours of free early childhood education are available to all 5-year-olds. The table below presents the options for supplementary hours.

h/month	Fee percentage of maximum fee
0–45	40%
46–80	50%
81–100	70%
101–150	85%

## Collecting the fee

The monthly client fee is based on the number of hours reserved for the child in the service agreement. The number of early childhood education hours scheduled is monitored on a monthly basis. If the hours specified in the service agreement are regularly exceeded or not fully used, a new service agreement shall be made on the number of early childhood education hours available to the child. If the child does not use all of the early childhood education hours specified in the service agreement, the fee shall nevertheless be collected according to the hours specified in the service agreement.

## Client fees are invoiced in accordance with the payment decision and records

### Payment decision

Each family shall receive a payment decision specifying the fee for each child in early childhood education. The decision is based on the size of the family, income and reserved early childhood education hours.

If the payment decision contains any incorrect information, the family must immediately notify the early childhood education client fee telephone service of the matter during its opening hours, tel. 05 234 7850.

If there is a change in family size, income or early childhood education hours reserved, a new service agreement will be made and a new payment decision will be sent to the family. The decision is automatically sent from the client information system, so a family may receive several payment decisions within the same calendar month. Two payment decisions can be sent, for example, if a 17-year-old child of the family turns 18 at the beginning of the calendar month or a sibling starts early childhood education.

### Client fee collection during absence

Early childhood education providers keep a record of the children's attendances and absences. If a child is absent from day-care, parents must immediately notify the child's early childhood education provider of the reason for the absence, as it cannot be retroactively changed in invoicing. A child's temporary absence from early childhood education will not reduce the invoiced fee. Exceptional cases are listed below:

- if a child is absent from early childhood education for a full calendar month due to illness, no fee will be charged
- if a child is absent due to illness for at least 11 days within the same calendar month, half of the monthly fee will be charged
- if a child is absent for a reason other than illness for the entire calendar month, half of the monthly fee will be charged
- if a child is absent for the duration of the paternity allowance period, no fee will be charged

### Invoicing

Invoicing will start on the date the child is scheduled to start early childhood education. If the child starts or finishes early childhood education in the middle of a calendar month, the partial month will be considered as a factor reducing the client fee. If the family does not accept the early childhood education place or cancel it in writing before the scheduled start date, half of the monthly fee will be charged.

The invoice will be sent at the beginning of the following calendar month. After the due date, all outstanding invoices will be forwarded to Sarastia Kuntaperintä Oy for collection. Interest for late payment in accordance with the Interest Act will be collected for outstanding invoices starting from the due date.

Invoicing ends on the day the service agreement is terminated. The family must terminate their child's early childhood education place online at Tieto Edu or, if this is not possible, using a paper form.

### Paternity leave

If the father takes his paternity leave while the child is already in early childhood education, the family must provide the director of the child's day-care centre or family day care provider with a copy of Kela's paternity leave decision. No client fee will be charged for the duration of the paternity leave. However, the child cannot attend early childhood education during the paternity leave. The early childhood education place will be reserved for the child during the paternity leave. The child's early childhood education provider must be notified of the paternity leave at least two weeks before the leave starts. The other children of the family may attend early childhood education during the paternity leave.

### Client fees during holiday periods

If the parents reserve an early education place for the child for the holiday period and fail to cancel it in writing by the specified date, half of the monthly client fee set for the child will be charged for the uncanceled and unused early childhood education place in accordance with the Act on Client Fees in Early Childhood Education and Care. If no monthly fee has been set for the child, half of the minimum fee (EUR 27) will be collected. The fee will also be collected for the month of July, even if July would otherwise be free-of-charge for the family.

### July

The month of July will be free-of-charge for the family, if the child started early childhood education before the first of September of the previous year.

### Service guarantee

The service guarantee agreement guarantees children who are temporarily absent from day-care the possibility to return to the same day-care centre they previously attended.

A child with a service guarantee from municipal family day care is guaranteed priority when a day-care place becomes vacant.

### Service guarantee conditions

- the child has attended early childhood education for a continuous period of at least four months
- the service guarantee agreement was signed at least two weeks before the start of the service guarantee
- the absence lasts for at least four months
- the service guarantee lapses if the family changes the child's period of absence to a period shorter than that originally specified in the agreement
- the maximum length of service guarantee is 24 months

A service guarantee agreement can be made for the summer months, if the child's absence lasts for the entire basic education summer holiday period, or between 1 June and 31 August. The agreement concerning the summer holiday period must be signed by 30 April the latest.

In spring, families are asked to report their child's need for early childhood education during the holiday period in writing.

### Other holiday periods

If the child is on holiday at another time, normal client fee will be charged for the days of the temporary absence. If the child is absent for the entire calendar month, half of the monthly fee will be charged.

During autumn, Christmas and winter holidays

- In early childhood education, holidays do not reduce the child's fee.
- During pre-primary education holiday periods (autumn, Christmas and winter holidays), the child may attend early childhood education in accordance with the agreed service needs. The service needs specified in the child's service agreement will be considered in the invoicing.

### Discretionary reduction or exemption from the client fee

You can apply for a discount or exemption from the client fee on the basis of maintenance obligations, income difficulties or other maintenance perspectives by filling in a fee discount form and sending it to: City of Kotka/Registry office, Kustaankatu 2, 48100 Kotka. For more information, please call the client fee service, tel. 05 234 7850.

### Other things to keep in mind

A family cannot receive home care allowance or private care allowance for a child attending municipal early childhood education (provided by a day-care centre or family day care). Children whose families receive home care allowance may attend other early childhood education activities (such as open day-care and children's clubs) and pre-primary education the year before their compulsory education starts.

Families receiving home care allowance are obliged to inform Kela immediately if their child starts early childhood education or pre-primary education. Unduly paid allowance shall be recovered from the family.

If the child's care is organised by a service voucher, the parents are not eligible to receive home care allowance or private care allowance for that child. The service voucher is considered comparable to early childhood education provided by the municipality in accordance with Section 11a of the Act on Early Childhood Education and Care. In early childhood education organised with a service voucher, the share of the fee paid by the family will be determined in the same way as the client fee for municipal early childhood education.

More information on questions related to client fees:

Client fee telephone service, tel. 05 234 7850

Mondays 9–12 and 13–15

Tuesdays 9–12

Thursdays 13–15

and by e-mail: [varhaiskasvatus@kotka.fi](mailto:varhaiskasvatus@kotka.fi) or [palveluseteli@kotka.fi](mailto:palveluseteli@kotka.fi)