

**CHILD'S INFORMATION**

|      |                        |
|------|------------------------|
| Name | Personal identity code |
|------|------------------------|

**PARENTS' CONTACT INFORMATION**

|                 |       |                        |
|-----------------|-------|------------------------|
| Guardian's name |       | Personal identity code |
| Telephone       | Email |                        |

|                 |       |                        |
|-----------------|-------|------------------------|
| Guardian's name |       | Personal identity code |
| Telephone       | Email |                        |

**THE CHILD'S CURRENT EARLY CHILDHOOD EDUCATION PROVIDER**

|                                                                                                                                      |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Early childhood education unit, name:                                                                       |                                                            |
| <input type="checkbox"/> Family day care or group family day care, name:                                                             |                                                            |
| <b>A place in early childhood education is reserved for the child for the following time:</b><br>Select start date - Select end date | <b>Child's planned return to early childhood education</b> |

**PLACE, DATE AND SIGNATURES**

|                                            |                                                |                                                       |
|--------------------------------------------|------------------------------------------------|-------------------------------------------------------|
| Place and date<br><br>In Espoo Select date | Guardian's signature and name in block letters | Unit supervisor's signature and name in block letters |
|--------------------------------------------|------------------------------------------------|-------------------------------------------------------|

The information on this form will be entered in the Efficia information system used by early childhood education providers. The City of Espoo's privacy policies that comply with the General Data Protection Regulation of the European Union (2016/679) are available at: [espoo.fi/en-US/Eservices/Privacy\\_policies](http://espoo.fi/en-US/Eservices/Privacy_policies) This form will be stored by the early childhood education unit throughout the child's early childhood education and for six additional years until its storage time ends.

**Principles concerning the guarantee of an early  
childhood education place**  
**Social and Health Services Committee 19 November 2009**

After 1 January 2010, it has been possible to get a guarantee of an early childhood education place.

If a child has attended early childhood education for four (4) consecutive months, the parents may temporarily interrupt it on the grounds of a maternity leave, parental leave, child care leave, job alteration leave, sick leave, unemployment, lay-off, temporary move or another reason. A written agreement must be made of the interruption.

The guarantee of an early childhood education place requires that the child's early childhood education is interrupted for at least four (4) consecutive months.

If a child's early childhood education has been temporarily interrupted, the City of Espoo commits to giving the child an early childhood education place in the beginning of the next operational year (in August) in the same early childhood education unit or, if possible, in the same family day care as before.

The family must inform the City of Espoo in writing four (4) months before the agreement ends whether the child's will return to early childhood education or whether the interruption will continue for another year (1 August to 31 July).

If the child needs a place in early childhood education because the parents get employed or start studying, the agreement will end. In this case, the family must apply for place in early childhood education for the child within the time limits laid down in legislation.

The guarantee of an early childhood education place is granted for a maximum of two (2) times.