

Starting or ending private early childhood education operations and changes in operations



Instructions of Espoo's Finnish Early Childhood Education
for private early childhood education service providers

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1. Steps of starting private early childhood education operations

Acquisition of facilities: statements and licences

- Acquisition of facilities
- Building Control Department's building permit/approved final inspection protocol
- Indoor air quality measurement of the facilities
- Statement by the health protection authority
- statement by the rescue authority

Registration granted by the Finnish Supervisory Agency

The service provider acquires the following documents for registration:

- attachments concerning the service provider
- attachments concerning the early education centre; and
- certificates of the early education centre director: copies of diplomas and certificates of employment.
- The municipal inspection requires the following:
 - self-monitoring plan
 - criminal records extract
 - building permit and final inspection protocol
 - statement by the rescue authority
 - certificate/statement by the health protection authority
 - notification of food premises; and
 - description of a yard area suitable for outdoor activities.

Starting operations

The preparation of plans and documents relating to operations starts before opening the unit:

- the Espoo early childhood education plan or the service provider's own local early childhood education plan prepared in accordance with the National Core Curriculum for Early Childhood Education and Care
- diplomas, criminal records extracts and hygiene passports of employees
- self-monitoring plan
- food hygiene (kitchen) self-monitoring plan
- list of the number and titles of staff and number of children by group; and
- various plans (see the guidance visit protocol).

Two or three months after starting, the first guidance and counselling visit is made to the unit in accordance with the protocol materials, and all safety-related documents are reviewed.

2. Preparations for starting operations

Privately run early childhood education and care means early childhood education and care that is provided by a private person, entity, foundation or enterprise established by a public body as a business or professional activity in exchange for compensation. Private service providers are responsible for ensuring that the service package organised for the client on the basis of an agreement or administrative decision fulfils the requirements set for it.

Act on Early Childhood Education and Care, section 43a ([13 May 2022/326](#))

General prerequisites for private early childhood education services

A service provider shall fulfil the following general requirements throughout the operations:

- 1. the service provider is not bankrupt and, if he or she is a private person, is at least 18 years of age, his or her legal competency has not been restricted and he or she is not banned from engaging in commercial activities;*
- 2. the service provider has not been in a position of control of an entity that has been declared bankrupt within the past three years;*
- 3. the service provider does not have tax debts or other public debts in enforcement proceedings, debts that have been returned from enforcement proceedings with a certificate of lack of means, or other neglected obligations associated with taxes or statutory pension, accident or unemployment insurance premiums or fees collected by Customs, or other debts that are notable when considering the service provider's solvency and which would endanger the service provider's reliability;*
- 4. no serious shortcomings in client safety have been detected in the service provider's previous operations, or if such shortcomings have been detected, the earlier notices and orders issued by a supervisory authority have resulted in the correction of the shortcomings and elimination of irregularities.*

If there are changes in the circumstances referred to in subsection 1, paragraphs 1 or 3, the changes must be reported in writing, without delay, to the registration authority in the case of early education centre operations and to the municipal multi-member body in the municipality where the services are provided in the case of home-based childcare.

The provisions on a service provider laid down in section 43 and subsection 1 shall also apply to a party who, on the basis of ownership, agreement or other arrangement, exercises control on behalf of the service provider. Where private early childhood education and care is provided by a legal person and the legal person's control on the basis of ownership, agreement or other arrangement is transferred, the operator must inform the registration authority of this within two weeks of the transfer of control.

The service provider must provide early childhood education services in accordance with the Act on Early Childhood Education and Care. If necessary, the early childhood education unit must be open for at least 10 hours a day, and early childhood education services must be organised both full-time and part-time.

The above is required by

- the conditions for awarding a start-up grant,
- the conditions for awarding Espoo's municipal supplement for private day care allowance, and
- the early childhood education service voucher supplement.

2.1 Key legislation relating to the provision of private early childhood education services

[Act on Early Childhood Education and Care](#)

[Government Decree on Early Childhood Education and Care](#)

[Decree of the Ministry of Education and Culture on the annexes to the permit and notification procedure for private service providers in early childhood education](#)

[Act on Service Vouchers in Early Childhood Education and Care](#)

[Child Home Care and Private Day Care Allowance Act](#)

[Act on Checking the Criminal Background of Persons Working with Children](#)

[Provision for the content, preparation and monitoring of a unit-specific self-monitoring plan for private early childhood education services](#)

[Early childhood education self-monitoring plan](#)

2.2 Acquisition of facilities

Before the acquisition of facilities, it is recommended to carefully read the instructions describing the suitability of facilities to early childhood education:

[Day care and club facility design instructions \(2021\)](#) by Espoo Environmental Health Care

[RT building instruction card](#) on building and renovating early education centres

Information on [safety in education and early childhood education](#)

Information on [building control](#)

Information on [traffic planning](#)

Information on [accessibility](#)

2.3 Process of starting early childhood education operations

Once a private service provider has found suitable facilities, the service provider contacts the public authorities relevant for the approval of the facilities:

1. Lessor's representative. The use of the facilities requires consent from the owner of the facilities and, in case of a property or housing company, also from the board and the residents.
2. [Building Control](#); to check or apply for a building permit for early childhood education operations.
3. If necessary, the service provider uses an architect and/or a person in charge of facility design in mapping the facility requirements.
4. [Rescue authority](#).
5. [Health protection authority](#).
6. After the contacts in items 1–5, the service provider contacts a private early childhood education specialist at vaka.yksityinen@espoo.fi. The specialist provides guidance and advice on processes related to starting operations, such as the suitability of the facilities and the outdoor area for early childhood education activities, and on the registration procedure of the Finnish Supervisory Agency.
7. The service provider submits a preliminary floor plan and plan for using the facilities to the early childhood education specialist.

The service provider must reserve sufficient time for planning the start of operations. The service provider must reserve time for applying for a building permit and its processing time, as well as to take into account the time it takes to get statements from other authorities, organise an inspection visit by the municipality and write the inspection report.

The new early education centre can only start its operation after the municipality has carried out an inspection visit and written an inspection report.

A [website](#) under the title "Information on private day care allowance for service providers" has been compiled for service providers, and it contains information about things such as starting operations, service vouchers and support for private care.

2.4 Starting a business

The service provider can contact [Business Espoo](#), which can provide more information on starting a business. The service provider takes care of and is responsible for setting up its own business. It is the responsibility of the service provider to make the necessary notifications and to provide the necessary parties with information.

Private early childhood education may be provided by a legally competent association, company or private person. The information of the operator must be reported to the Register of Associations and the Trade Register maintained by the Finnish Patent and Registration Office (PRH). A private early childhood education service provider must file a notification with the Trade Register. The Trade Register is an official business register; the information in it is public. The Trade Register is available at www.prh.fi.

If the service provider is an association, the instructions for registering an association in the Trade Register can be found in the menu of the PRH's Trade Register website by selecting Start a Business and then [Non-Profit Association](#).

Information on registering in the VAT register, the prepayment register and the employer register is available on the Tax Administration [website](#).

2.5 Notification to environmental health care

The service provider asks the health protection authority to perform an approval/inspection of the facility to be used:

Espoo Region [Environmental Health Services](#), [customer service](#)
huoneistovalvonta@espoo.fi

Monitoring in accordance with the Health Protection Act terveydensuojelu@espoo.fi

Food Control elintarvikevalvonta@espoo.fi

The service provider submits the following **two notifications** to environmental health care:

1. **Notification in accordance with section 13 of the Health Protection Act (notification of taking an early education centre into use)** with all attachments 30 days before starting operations. The service provider receives a certificate of the fact that the service provider has submitted the notification of the operation in accordance with section 13 of the Health Protection Act. A decision is made based on the notification, and it is subject to a fee to the service provider. The decision is sent to the service provider for information. The same notification is always submitted in change situations.
2. **Notification of food premises** (notification in accordance with section 13(1) of the Food Act) 30 days before starting operations. The same notification is also submitted if the operations change significantly. The service provider receives a certificate of the fact that the premises have been included in supervision in accordance with the Food Act.

The forms are available on the Environmental Health Care [website](#). The health protection authority performs an inspection visit in the unit after it has started operations.

In addition, the service provider prepares a kitchen self-monitoring plan in accordance with the instruction by Environmental Health Care.

2.6 Fire inspection

The service provider asks the [rescue authority](#) to perform a fire inspection of the premises and provide the necessary statements.

Before starting operations, the service provider asks the rescue authority to perform a fire inspection of the facility to be taken into use.

2.7 Permits from the Building Control Department

All facilities must have a building permit for the purpose they are used for. The service provider must apply for a building permit from the Building Control Department for both new construction and a change of use. The change of use permit must always be applied for when the facility has not been built as an early childhood education unit.

A building permit is always needed for the construction of new buildings and major renovations. A building permit is also needed for repair and modification work comparable to new construction, expansion or a change of use.

The Building Control Department requires that an indoor air quality expert state that the facility is suitable for children. The service provider is responsible for ensuring that the quality of indoor air and the sufficiency of ventilation for the entire number of children and staff be measured before starting the building permit process.

The building permit signals the start of construction, and it includes a deadline by which construction must be completed. The building permit expires in three or five years if construction or alteration work has not been started or completed.

The building permit or deviation decision must be applied for again in sufficient time during the validity of a temporary building permit.

If deviations from the town plan, master plan or other rules, regulations, prohibitions and other restrictions stipulated in the Land Use and Building Act or adopted thereunder (for example, the building code) are needed in the construction, a deviation decision is needed before the building permit.

When the deviation decision has been granted, a building permit must be applied for. A building permit must be applied for during the validity of the deviation decision. The deviation decision is usually made for 2 years. Continuation can be applied for a temporary permit but not for a deviation decision.

A final inspection must have been carried out in the facilities. A record of the approved final inspection must be included. Otherwise, the building permit will expire.

The service provider must demonstrate to the early childhood education supervisory authority that the building permit is in order. A copy of the building permit/change of use permit from the Building Control Department, deviation decision and final inspection protocol are submitted to the early childhood education specialist.

In order for the service provider's approval process to progress, the documents required for the permit listed above must be submitted.

More information on applying for a permit and contact information can be found on the City of Espoo [Building Control](#) website.

2.8 Outdoor area of an early childhood education unit

An early childhood education unit is required to have an outdoor area of sufficient size and suitable for its purpose. The goal is that the outdoor area has 15 m² per pupil place in the early childhood education unit available for children. The outdoor area must be an outdoor area adjacent to the unit or as close as possible, in which case the route to the area must be safe. The public playgrounds of the City of Espoo are not assigned to daily outdoor recreation use in private early childhood education.

If the unit does not have its own outdoor area in its immediate vicinity, the service provider must prepare a written report to the City of Espoo Building Control in connection with the building permit application. This report must also be submitted to the early childhood education specialist. The report must describe how the children's outdoor activities will be facilitated and indicate the name and location of the outdoor area, its rental/use/agreement, size, equipment/fixtures, safety and fencing (minimum fence height 120 cm) and the passage to the outdoor area. If the outdoor area is not in the immediate vicinity of the early childhood education unit, the passage to the area must be safe.

A safe, fenced waiting/assembly area must be arranged next to the exit if there is no direct access to the outdoor area. The service provider must, with Building Control and architects/designers, plan the required fenced assembly area with a gate next to the front door of the unit.

The Public Works Department maintains, builds and designs playgrounds in public areas (including residents' parks). Playgrounds in public areas are available to everyone, and they are designed for resident use. Playgrounds are not assigned to daily outdoor recreation use in private early childhood education. Playgrounds in public areas can be used as destinations for excursions. The equipment and fencing of public playgrounds are not built in line with early education centre dimensioning and principles.

The service provider is responsible for arranging an outdoor area suitable for early childhood education activities. A private entrepreneur may, for example, rent an area from the housing company or the city and set up a playground at their own expense. In this case, the maintenance of the playground is also the responsibility of the entrepreneur.

3. Registration of private early education centre activities

It is a good idea for the service provider to contact the City of Espoo's private early childhood education specialists at vaka.yksityinen@espoo.fi well in advance of starting or changing the operations.

New service providers must apply to the Finnish Supervisory Agency for registration to engage in private early education centre activities. The registration authority will alter the permits and registrations granted to service providers so that they comply with the Act within three years after the Act enters into force. After the deadline has expired, all service providers must have a decision by the Finnish Supervisory Agency regarding registration to engage in private early education centre activities.

You can read more about the [registration procedure](#) for service providers on the website of the Finnish Supervisory Agency.

In the e-service Soteri, the service provider can submit registration applications, notifications and changes related to private early childhood education. Service providers submit applications electronically through [Soteri](#).

The service provider submits the application and all the attachments electronically to Soteri in good time before the planned start of operations or the implementation of the change.

The City of Espoo does not accept registration applications except for notifications of private home-based childcare.

A private service provider must appoint a head responsible for the operations of the early education centre as referred to in section 31 of the Act on Early Childhood Education and Care and, for home-based childcare, a responsible person who fulfils the qualification requirement provided for in section 29, who are responsible for ensuring that the early childhood education location and the early childhood education provided there comply with the set requirements.

3.1 Inspection of the facilities before registration

The municipal authority, i.e. the City of Espoo's early childhood education specialist, receives a request from the Finnish Supervisory Agency to inspect the service provider's early childhood education facilities for the registration. The early childhood education specialist performs an inspection at the early childhood education location to ensure that the operating environment is suitable for the planned early childhood education operations and meets the requirements set forth in legislation.

The service provider personally requests official inspections (rescue, health protection and building permit authorities) of the location and submits the related documents/statements to the early childhood education specialist before the facilities are inspected.

Before the visit to inspect the facilities, the service provider must deliver the following to an early childhood education and care specialist:

- Self-monitoring plan for the early education centre as referred to in section 48 of the Act on Early Childhood Education and Care
- Criminal records extract for a person working with children who is not a staff member under an employment contract (such as a third-party music playschool teacher, a special-needs teacher of early childhood education or a director who is not in an employment relationship but, for example, owns the early education centre)
- Copy of the building permit for the facilities and/or of the approved final inspection protocol
- Statement by the rescue authority
- Certificate or statement by the health protection authority
- Notification of food premises
- Description of a yard area suitable for outdoor activities

If necessary, the early childhood education specialist may request a statement from the rescue, building supervision and health protection authorities.

The early childhood education specialist prepares without delay an inspection report on the inspection performed and, on the statements, received from other authorities. In the inspection report, the specialist records information on the presentation of the self-monitoring plan and criminal records extract and attaches the statements received from authorities as an appendix to the statement. An early childhood education and care specialist writes an inspection report and submits it to the Finnish Supervisory Agency.

A new service provider may start its operation when

- the service provider meets the general requirements referred to in section 43a,
- the municipality has carried out an inspection at the early childhood education and care facilities in accordance with section 44b, and the inspection did not reveal any shortcomings,
- the municipality has written an inspection report on the inspection it has carried out and
- the municipality has notified the service provider of the inspection report without delay after it has been completed. After receiving the inspection report, the service provider can start early education centre activities.

A service provider already operating in a municipality (a registered service provider) that opens a new establishment can start operation as soon as

- the municipality has carried out an inspection at the early childhood education and care facilities in accordance with section 44b, and the inspection did not reveal any shortcomings,
- the municipality has written an inspection report on the inspection it has carried out and
- the municipality has notified the service provider of the inspection report without delay after it has been completed. After receiving the inspection report, the service provider can start early education centre activities.

3.2 Data warehouse for early childhood education care (Varda)

A private early childhood education operator must first register in Varda. More information on the [registration](#). According to the Act on Early Childhood Education and Care (540/2018), private service providers for early childhood education must record the required information on the service provider, its locations, the children, their guardians and the personnel in the data warehouse for early childhood education and care (Varda).

After registration, see the Varda [guidelines](#).

The service provider must follow the [orders of the Finnish National Agency for Education and Varda's data list](#) when storing data.

Purchased service provider or service provider in the service voucher system:

When a child's early childhood education is arranged with service vouchers or as a purchased service, in order for data to be stored, it is first necessary to carry out management of service voucher and purchasing service activities, i.e. PAOS management, in Varda's user interface. PAOS management refers to linking the organiser of early childhood education and the service provider in Varda's user interface; this is done by Varda's main user. [PAOS management](#) is needed in order to store the data of children in early childhood education arranged as a purchased service and with service vouchers in Varda.

The Varda customer service is available at varda@opintopolku.fi.

3.3 Notification to Kela

Once the Regional State Administrative Agency has granted the permit, the early childhood education specialist sends an email to inform Kela of the private early childhood education service provider.

4. Applying to become a service provider in the service voucher system

If the service provider so wishes, they can apply to be an early education centre that operates on service vouchers once all the application documents and other required documents are in order and ready to be entered into Espoo's electronic [Vakaseteli](https://vakaseteli.espoo.fi/login) system (<https://vakaseteli.espoo.fi/login>)

If the early education unit is a new operating location, the following documents must be in order before applying to become a service provider in the service voucher system:

- the municipality's approved inspection report
- approved building permit
- final inspection protocol; and
- all documents relating to the application must be completed and ready to upload to the electronic Vakaseteli system.

The service provider of an early education centre that is not located in Espoo must submit a permit or registration decision issued by a licensing and supervisory authority to the system as well as an extract from the register and, if necessary, the municipality's inspection report.

According to the service voucher rule book:

- The City will start the processing of the selection of the service provider (application documents) within one (1) month of the notification from the service provider.
- The decision to approve or reject the service provider will be taken within three (3) months of the service provider's notification as a service voucher applicant.

The service provider must fulfil the conditions defined in the service voucher rule book. By applying to join the service voucher system, the service provider undertakes to comply with the City of Espoo's service voucher rule book for early childhood education.

Approval as a service provider requires the service provider to read and accept the service voucher rule book for early childhood education.

4.1 Process of processing a service provider's application to join the service voucher system

1. The service provider applies to join the service voucher system electronically in the Vakaseteli-system.
2. The city then processes the service provider's application and attachments.
3. The service provider must monitor the progress of the processing of the application in the system and, if necessary, supplement/add attachments.
4. The decision to approve or reject the service provider is taken by the city. The service provider receives an extract of the official's decision and sees the approval/rejection in the Vakaseteli-system.
5. After the service provider has been approved in the service voucher system, they must submit the information of the early education centre using the service voucher unit establishment form (Palvelusetelyksikön perustamistiedot).
6. After the service provider is approved in the service voucher system, their details are added to
 - the list of service providers in the service voucher system on the Espoo Early Childhood Education [website](#), and
 - the electronic system for early childhood education (eVaka).

The list of service providers in the service voucher system (on the website) and the eVaka system operated by the City of Espoo will include those service providers for which an approval decision has been taken to act as an early education centre in the service voucher system.

The processing of applications of service providers in the service voucher system aims to be flexible and to take into account the desired time of starting activities in the service voucher system. If the service provider intends to start activities in the service voucher system on 1 August, for example, all necessary attachments to the application must be available in the Vakaseteli-system in time. With regard to the processing time, it is also necessary to take into account the summer holiday periods of application processors and decision-makers, for example.

4.2 Applying through the Vakaseteli-system

Service providers apply to join the service voucher system through Espoo's electronic Vakaseteli system. In order to apply to join the service voucher system, the service provider must have a person with the authority to sign documents.

The system includes the basic information about the company, such as name, address, business ID, contact person and all necessary attachments. Attachments for applying to join the service voucher system must be electronic or scanned (in Word or PDF format). Attachments should be named according to their content, such as "Statement of rescue authorities".

Service provider-/company-specific attachments

The attachments must be no more than six months old. If the service provider is part of the Reliable Partner service, the service provider can upload the Reliable Partner report for the attachments in question.

Service providers must provide the following attachments:

- Up-to-date extract from the Trade Register or the Register of Associations (Reliable Partner)
- Articles of Association, partnership agreement or account of the rules of the community or foundation
- Extract of TyEL insurance (Reliable Partner)
- Certificate from the register of bankruptcies and restructurings, details of the company
- Certificate from the enforcement register, details of the company
- Tax liability certificate or certificate of payment of taxes / A certificate of paid taxes and social security contributions issued by the tax authority, or a tax liability certificate and proof that a payment plan has been drawn up for the tax debt (Reliable Partner)
- Liability insurance certificate (at least 1 million euros in a single accident) / If the information of the liability insurance is not visible on the Tilaajavastuu.fi report, another attachment of an up-to-date liability insurance certificate must be submitted separately (Reliable Partner)
- Information on subcontractors (name, business ID, information on which part of the service is subcontracted)
- Report on public subsidies received

The service provider of an early education centre that is not located in Espoo must submit a permit or registration decision issued by a licensing and supervisory authority to the system as well as an extract from the register and, if necessary, the municipality's inspection report. Upload the attachments to the "Other attachments" (Muut liitteet) section by attachments concerning the service provider.

Operating location-specific appendices

The service provider establishes an operating location for the company in the system i.e. an early education centre. **If there are several operating locations (early education centres), each must be established separately.**

- Building permit for the facilities
- Approved final inspection record of the facilities
- Up-to-date layout of the facilities
- Statement by the rescue authority or fire inspection record
- Inspection report by an authority in Environmental Health Care or certificate of notification of activities under section 13 of the Health Protection Act

Service provider's price list

The service provider adds the price list for early childhood education services (service products). Name the price list according to its start date, for example, starting from 1 August 20XX. The price list must be valid until further notice. The price list can be created as valid until further notice by leaving the end date blank. Only enter prices for the services you provide.

If the company has more than one early education centre (operating location), each early education centre must be created its own price list, even if they have the same prices.

5. Start-up grant for new operating locations of early childhood education

Start-up grant is paid annually to the number of new early childhood education places designated in the budget of Finnish Early Childhood Education at most. Start-up grant is targeted at areas with special demand for new places. Providers of private early childhood education can apply for a [start-up grant](#) from the City of Espoo to help with setting up new operations.

6. Private day care allowance, sibling supplement (for service providers in the private day care allowance system)

Further information on [private day care allowance](#).

A service provider in the private day care allowance system must submit the commitment to the sibling supplement to private day care allowance and the service price list of its early childhood education services when submitting the permit application to the Regional State Administrative Agency. [More information](#) and [forms](#) related to the commitment and service price list forms for the sibling supplement.

7. Starting operations

[A website](#) under the title "Information on private day care allowance for service providers" has been compiled for service providers, and it contains information about things such as starting operations, service vouchers and support for private care.

The service provider receives login credentials to the City of Espoo's **private early childhood education extranet**. The extranet contains material to support the design of safety, health and

pedagogy of early childhood education. The service provider can utilise this material in preparing its own plans. In addition, the service provider must submit the unit's contact information to the City of Espoo so that the information can be added to the city's website.

The operations and pedagogy of early childhood education are steered by the [National Core Curriculum for Early Childhood Education and Care](#) and the [Espoo early childhood education plan](#).

Service providers in the service voucher system are committed to complying with Espoo's rule book for early childhood education and the Espoo early childhood education plan.

A service provider in the private day care allowance system has the opportunity to use the early childhood education plan of Espoo's Finnish Early Childhood Education. The service provider may use its own local early childhood education plan prepared in accordance with the National Core Curriculum for Early Childhood Education and Care. If the service provider uses its own local early childhood education plan, it must be submitted to a specialist for review.

According to section 23 of the Act on Early Childhood Education and Care, a personal early childhood education and care plan must be prepared for each child. Each child's early childhood education and care plan must be assessed and revised at least once a year.

Service providers in the private day care allowance system are advised to use the child's and group's early childhood education plan forms provided by the City of Espoo. The service providers can use the child's early childhood education plan form complying with the Finnish National Agency for Education's model form, which conforms to the changes in the Act on Early Childhood Education and Care and the National Core Curriculum for Early Childhood Education and Care regarding the entries relating to support for the child.

Service providers must prepare the group's early childhood education plan using either the Espoo group plan form or the service provider's own similar form.

If the early education centre is a **pre-primary education location approved by the Education and Early Education Committee**, the early education centre follows the Espoo pre-primary education plan and uses the Espoo child's pre-primary education learning plan form and pre-primary education group-specific plan form.

Before starting operations, the service provider must send the early childhood education specialist a list of the number of staff, titles of staff (early childhood education child nurse, teacher, Bachelor of Social Services) and numbers of children by group.

Before preparing employment contracts, the service provider must check the **criminal records extracts** of the employees. The service provider records the provision and checking dates of criminal records extracts, for example, in the employment contract.

Before preparing employment contracts, the service provider must check the **diplomas and qualifications** of the employees. Copies are made of the **diplomas** of the employees. They must be preserved in a data-secure way and presented during guidance visits.

According to Section 33 of the Act on Early Childhood Education and Care, a person who does not meet the eligibility requirements may perform the task for a maximum of one year. After this, the position must always be made available for applications. A person who has previously acted in the position but does not meet the eligibility requirements may be re-elected for a fixed term of up to one year only if no person meeting the eligibility requirements can be found among the candidates for the position. The service provider must keep the recruitment advertisements and present them to an expert upon request.

The service provider must keep the **self-monitoring plan** publicly available, monitor its realisation and update it as necessary/annually. A new service provider must update the self-monitoring plan within three months to correspond with the operation.

Employees who handle unpackaged, easily perishable foodstuffs need a [hygiene passport](#).

The early childhood education specialist makes the first guidance and counselling visit 2–3 months after the start of operations. The service provider prepares for the visit by filling in the basic and staff data on the protocol template available on the private early childhood education extranet.

8. Registration amendments

The service provider must apply for an amendment of the registration whenever there are changes in the details of the service provider or early education centre. The amendment may only be implemented after the municipality has inspected the early education centre, written the inspection report, and the amendment has been registered with the Finnish Supervisory Agency.

The service provider must apply for an amendment of registration if there are substantial changes to the service provider or the early education centre. A change is considered substantial if

- the number of places in early childhood education and care changes,
- the number of establishments is increased or reduced,
- the existing establishment is expanded or reduced,
- the establishment moves to another address,
- change of service provider or the decision-making power,
- changes in contact details, or
- starting or ending the provision of extended hours in the early education centre.

However, if the amendment concerns opening a new establishment, its operation can start as soon as the facilities have been inspected in accordance with section 44b of the Act on Early Childhood Education and Care and the municipality has submitted an inspection report to the service provider on the inspection it has carried out and the inspection revealed no shortcomings. In this case, the service provider does not need to wait for registration.

If there are changes to the general requirements concerning the service provider, you must report them **immediately** through Soteri. Changes in the **decision-making power** must be reported **within two weeks** of the transfer of power. Documents related to the amendment must be attached to the notification.

The service provider makes an amendment application in Soteri and attaches the necessary appendices to the system.

A private service provider must report the following changes to the registration authority through Soteri:

- change of head of the early education centre
- change of the name of the early education centre

The service provider must contact the private early childhood education and care specialists of the City of Espoo and notify them of all changes in order to keep the necessary contact information, distribution lists and the city's website up to date.

Information concerning early education centres that operate with service vouchers must be updated in the City of Espoo's electronic service voucher system. If necessary, a new official's decision will be made on the early education centre operating with service vouchers.

The service provider must **immediately submit a written notification** of the change of the early education centre director and contact details in Soteri. The notification must be accompanied by certificates proving the qualifications of the early education centre director. If the early education centre director is going to exercise control alone, attachments applicable to persons exercising control must be submitted about the director.

The change of the person in charge of multi-practitioner home-based childcare in must be notified to the municipality in writing without delay.

9. Ending of operations by service providers

The service provider must contact the private early childhood education and care specialists of the City of Espoo and notify them of the termination or planned termination of the activities.

The service provider must immediately make a notification of the ending of the early education centre's or service provider's operations electronically in Soteri. The Finnish Supervisory Agency will send the decision on the termination of operations to the municipality where the early education centre is located.

The closing of a multi-practitioner home-based childcare centre must be notified to the municipality in writing without delay.

The service provider sends a free-form notification of ending operations to Kela.

The service provider sends the form "Terveystensuojelulain 13 §:n mukainen ilmoitus" (Notification in accordance with section 13 of the Health Protection Act) to Environmental Health Care, ticking the box "ilmoitus toiminnan lopettamisesta" (notification of ending operations). The service provider also notifies the rescue authorities of the termination of operations.

If the operations of an early childhood education service provider end, the service provider must always notify the customer service of the data warehouse for early childhood education and care Varda (varda@opintopolku.fi) of the end of early childhood education activities. More detailed instructions on measures relating to ending the entire operations or the operations of an individual operating location can be found in Varda in the section [Vardassa olevien tietojen päättäminen](#) (Terminating information in Varda). The Varda customer service is available at varda@opintopolku.fi.

Changes concerning the early childhood education service provider, including the end of operations, must also be reported to the Business Information System ([YTJ](#)).