

**PIRKKALA**  
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**WELCOME  
TO PIRKKALA EARLY CHILDHOOD  
EDUCATION**

<https://www.pirkkala.fi/varhaiskasvatus>



**Service guidance for early childhood education**

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**The duty of early childhood education (ECEC)** is to facilitate the comprehensive growth, development and learning of children, in cooperation with their guardians. The operations are based on the [early childhood education plan of Pirkkala](#), which defines which aspects are valued in early childhood education in Pirkkala and what is required from the operations. Cooperation with guardians has a significant role in early childhood education.

After receiving the information about their child's **ECEC place**, the guardians will contact the ECEC unit in question and agree on the date the child will start there and how the initial visits will be arranged. A start-up discussion will always be held between the guardians and the person in charge of the group. In this initial discussion, the participants will talk about matters related to the child's and the family's day-to-day life and discuss the family's views on raising children as well as matters concerning their beliefs, values and culture. These conversations are always confidential, and the staff members are bound by secrecy in all matters related to the child and the family. The child's initial visits, intended for familiarising the child with their ECEC group, will be agreed in advance with the person in charge. The guardian will accompany the child to these initial visits.

The guardians need to deliver receipts of their income to the ECEC department for determining their **client fee**. The client fee of early childhood education will be charged from the guardians retroactively every month, based on these receipts. If the guardians' situation regarding the ECEC payments changes, they should contact the office secretary of early childhood education (tulotiedot@pirkkala.fi). The notification should be submitted whenever there are changes to the family's income or size or the child's service needs. Changes to service needs must be reported using the form available on the website of early childhood education or via email.

**Changes** (including an address change) must always be reported to the early childhood education unit. A child's ECEC place must be terminated in writing two weeks before the child's need for the daycare place ends.

**A child's early childhood education plan (VASU)** will be compiled annually for every child, in cooperation with the guardians.

**Support for development and learning** is a part of day-to-day early childhood education activities, and its function is to offer comprehensive support to the child at an early stage. The special education teacher of early childhood education (VEO) takes part in planning and assessing the activities and learning environment of the group of children and the support measures needed by the child.

**Wilma** is the official communication channel of early childhood education. It is used for the communication between families and the early childhood education unit. All topical notifications will be sent through Wilma. User credentials will be provided by the early childhood education unit. Wilma can be used either with an internet browser or via a mobile application.

**Care times** (presences and absences) will be notified through the online mobile system Pääkky. The child will be registered into the unit upon both arrival and departure. If a child is absent, the early childhood education unit should always be notified of this. You can log into **Pääkky** with your telephone number, either through a browser (Chrome or Mozilla) or the mobile application (Pääkky Huoltaja). Instructions for using Pääkky are on the municipality's early childhood education website.

**Holiday times** in early childhood education are often arranged based on the need for daycare, and a questionnaire will be compiled about the child's need for care. A child's holidays should be reported to the early childhood education unit in advance.

The children are **insured** during their day at early childhood education, also on the way to daycare and back home. If the child gets into an accident during their day at early childhood education, the guardians will be notified of this immediately. A written review will be conducted for all accidents, based on which an accident notification will be submitted to the insurance company.

**Daily chats** about the child's day are an important channel for sharing information. We hope for your sincere cooperation. The staff members should be aware of any small and larger issues that may affect your child's day-to-day life. All staff members at the daycare centre are bound by confidentiality in all matters concerning the child and family.

The children are taken **outside** everyday, either to the playground in the yard or to local excursions. The child must always have **outdoor clothes** and shoes suited to the weather and a change of clothes in correct size. We recommend naming the child's clothes, shoes and other equipment to avoid mix-ups. Indoor slippers are worn **indoors**.

**Meals** (breakfast, lunch and snack) will be served to the child based on their presence schedule at the daycare and the group's meal times. At shift daycare centre, dinner and evening snack are also served if the child is present during these mealtimes. The meals also include bread, spread and a beverage.

**For special diets** (health-related needs), a doctor's or public health nurse's certification of the diet has to be submitted to the early childhood education unit.

**The child's medication** is mainly the responsibility of the guardians. If necessary, the guardians will deliver the child's personal medicine, in its original packaging, to the early childhood education unit. The packaging must show the dosage prescribed by the doctor. A plan will be compiled for the child's medical treatment.

**If a child is ill**, they cannot be brought to early childhood education. If a child becomes ill in the middle of the day, the guardians will be contacted to agree on how and when the child will be picked up. An information letter about children's most typical communicable diseases and recommended absence times is available on the website of Pirkkala early childhood education.