



**HELSINGIN KAUPUNKI**  
Education Division  
Early childhood and Pre-  
primary education

**EARLY CHILDHOOD EDUCATION, APPLICATION**

**New application**

**Transfer application**

Transfer reason:  change of address\*  change in need of service  
 other reason

Use this form to apply for pre-primary education and supplementary early childhood education if you do not have a Finnish bank account number, personal identity code or electronic application is not possible. You can apply online at [asti.hel.fi](http://asti.hel.fi).

**Applicant child**

Surname		First name	
Date of birth		Personal identity code	
Home address		Post code and city	
Language spoken at home <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> other, please specify			
* Family is about to move, new address:			Moving date

**SERVICE NEED**

Need for early childhood education starting from: (date):		<p><b>You must apply for a place 4 months before you need it.</b> You can only get a place faster due to unforeseen circumstances.</p> <p><b>If you apply for a place less than 4 months before you need it, your application will not be processed until you have submitted all the necessary attachments.</b> Please see the reverse side of the form for more instructions.</p>
<input type="checkbox"/> Up to 5 hours per day  <input type="checkbox"/> 5 to 7 hours a day  <input type="checkbox"/> More than 7 hours per day Regular absences during weekdays per month (number of times):		
<input type="checkbox"/> Evening, night or weekend care	Please note: if you wish to apply for Swedish-language immersion, fill in a separate application form for language immersion	If you wish to apply for a place in a playground club (up to 3 hours per day), fill in a separate form for clubs.

**NAME OF THE MUNICIPAL DAYCARE CENTRE(S) YOU WOULD PREFER**

1.
2.
3.

**GUARDIANS**

Surname		First name	
Email		Date of birth/Personal identity code	Telephone
Home address		Post code and city	
Preferred language of communication <input type="checkbox"/> Non-disclosure for personal safety <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> other, please specify:			
Surname		First name	
Email		Date of birth/Personal identity code	Telephone
Home address		Post code and city	
Preferred language of communication <input type="checkbox"/> Non-disclosure for personal safety <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> other, please specify:			

Please fill in the reverse side →

### The child's need for special support and medical treatment (e.g. allergies and medications)

- the child has needs special support
- the child has special medical needs
- the child has assistive devices or other issues to consider:
- statements are enclosed/attached to this application
  - statements will be provided later
- the child has no need for support

### Consent to using the electronic service

- I give my consent to using the electronic service

By signing in to the Edlevo e-service, you give your consent for the e-service and for receiving the decision in electronic form. After this, all your payment and other decisions concerning your child's early childhood education and pre-primary education will be delivered in Edlevo. You can sign in to Edlevo e-service at [hel.fi/vakapalvelu](https://hel.fi/vakapalvelu) or via the Edlevo mobile app, which can be downloaded from Google Play and the App Store. You can sign in to the Edlevo e-service using suomi.fi e-Identification. Remember to update your contact information in Edlevo. When you update your contact information, the information will also become available for the early childhood education or pre-primary education staff. The Edlevo e-service is available in Finnish, Swedish and English.

Learn more about it on the hel.fi website at <https://www.hel.fi/en/childhood-and-education/early-childhood-education/applying/electronic-service-edlevo>.

If you or the child has a non-disclosure agreement for personal safety, the decisions will be sent via secure email..

Your customer data will be registered in the customer data register of the City of Helsinki's Education Division's early childhood education services. The register description can be found in Finnish at: <https://www.hel.fi/static/liitteet-2019/Kaupunginkanslia/Rekisteriselosteet/Kasko/Varhaiskasvatuksen%20asiakastietoseloste.pdf>

### I declare that the information is correct

Date	Guardian signature and name in block letter
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**Send or deliver the form to: Early Childhood Education Service Guidance, Työpajankatu 8, PO Box 58300, 00099 City of Helsinki.** Playgrounds also accept paper applications. You can also send the form by e-mail to: <https://securemail.hel.fi/?recipient=varepalveluohjaus%40hel.fi>.

#### Information on how to apply:

<https://www.hel.fi/en/childhood-and-education/pre-primary-education/applying-to-pre-primary-education>  
<https://www.hel.fi/en/childhood-and-education/early-childhood-education/applying-for-early-childhood-education>

Early Childhood and Pre-primary Education Service Guidance can help you with your application by email: [varepalveluohjaus@hel.fi](mailto:varepalveluohjaus@hel.fi) or by telephone on +358 9 310 80488. You can also contact the Education Division's Advisory Service on + 358 9 310 44986.

#### More information on urgent applications with less than 4 months to the start date:

You can only get a place more quickly only if the need for a place is sudden and unforeseen. An employment contract or study certificate, the end of parental leave or a move to Helsinki do not entitle you to an urgent application for a place in less than 4 months. An unforeseeable, sudden situation can be: a job or study place allocated by the TE Office, a study place from a cancelled/reserve place, the end of a lay-off, or other similar situation. The unforeseen situation must be documented by a certificate of unforeseen employment written separately by the employer or a certificate from the educational institution confirming a reserve place. Both guardians' certificates of employment or study must be attached to the application at the time of submission. The certificate of the other guardian must indicate the unforeseen situation. The application will only be processed once the necessary certificates have been submitted.

**Fee for early childhood education will be charged from the day the child's early childhood education starts. At the same time, the payment of home care or private care allowance will stop. This date will be indicated in the early childhood education decision.**

### To be filled in by the Education Division

Date of submission of admission	Recipient and operational unit
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