



### APPLICATION FOR EARLY CHILDHOOD EDUCATION

- New application**  
 **Transfer application**

Reason for transfer:  New address\*     Change in service needs     Other reason

You can use this form to apply for early childhood education if you or your family do not have Finnish personal identity codes or online banking credentials, or you are unable to apply online for other reasons. You can apply online at [asti.hel.fi](http://asti.hel.fi).

#### CHILD for whom I am applying for a place in early childhood education

Last name		First name	
Date of birth		Personal identity code	
Street address		Postal code and city	
Home language <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> Other language, please specify:			
*My family is about to move, and our new address is:			Moving date

#### NEED FOR EARLY CHILDHOOD EDUCATION

We need a place in early childhood education starting from:		<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 per 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 DAYCARE CENTRE(S) YOU WOULD PREFER

1.
2.
3.

#### GUARDIANS

Last name		First name	
Email		Date of birth/personal identity code	Phone number
Home address			Postal code and city
Preferred language for communication <input type="checkbox"/> Non-disclosure for personal safety reasons <input type="checkbox"/> Finnish <input type="checkbox"/> Swedish <input type="checkbox"/> English <input type="checkbox"/> Other language, please specify:			
Last name		First name	
Email		Date of birth/personal identity code	Phone number
Home address			Postal code and city

Please fill in the reverse

side as well →

Preferred language for communication

- Non-disclosure for personal safety reasons  
 Finnish  Swedish  English  Other language: please specify:

### The child's need for special support and medicinal treatment (e.g. allergies, medication, special needs)

- The child needs special support (you must include a medical statement or other documentation)
- The documentation is attached to this application
- The documentation will be submitted later
- The child needs demanding medicinal treatment
- No need for support

### Other relevant information related to the child's start in early childhood education

### I hereby certify that the information I have provided is correct

Date	Guardian's signature and name in block letters
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**Send your application by post to: Service guidance for early childhood education, Työpajankatu 8, PO Box 58300, 00099 City of Helsinki.**

We also accept paper applications at playgrounds.

You can also send your application by secure email to <https://securemail.hel.fi/?recipient=varepalveluohjaus%40hel.fi>

#### More information about applying for early childhood education:

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

If you need information or support with applying for early childhood education or pre-primary education, please contact the service guidance for early childhood education by sending email to [varepalveluohjaus@hel.fi](mailto:varepalveluohjaus@hel.fi) or calling +358 9 310 80488.

If you need help with filling in the application form, please contact the Education Division's advisory services by calling +358 9 310 44986.

#### More information about applying for early childhood education due to an urgent need:

You can only get a place in early childhood education in less than 4 months if you need it due to sudden and unforeseen circumstances.

An employment contract, a certificate of student status, the end of parental leave or a move to Helsinki are not sufficient grounds for getting a place urgently, in less than 4 months.

Unforeseen, sudden circumstances may include:

a job or student place designated by the TE Office, obtaining a study place due to someone else's cancellation/from a waiting list, the end of a temporary lay-off or other similar circumstances. To prove unforeseen circumstances, you must provide a certificate issued by your employer regarding the unforeseen employment, or a certificate from your educational institution about obtaining a study place from a waiting list. Both parents or guardians' employment contracts/student certificates must be attached to the application when you submit it. At least one parent or guardian's certificate must indicate the unforeseen circumstances. Your application will not be processed until you have submitted all the necessary documents.

**You will be charged an early childhood education fee starting from the early childhood education start date indicated in your early childhood education decision. Starting from this date, you will also no longer receive child home care allowance or private day care allowance.**

Your client data will be registered in the early childhood education client register of the City of Helsinki's Education Division. The privacy statement is available at:

<https://www.hel.fi/static/liitteet-2019/Kaupunginkanslia/Rekisteriselosteet/Kasko/Varhaiskasvatuksen%20asiakastietoseloste.pdf>

### To be filled in by a city official

Date of submitting the application	Recipient and unit
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