

## Notice to guardians

### CLIENT CHARGES AND PRINCIPLES FOR REDUCING CHARGES FOR SCHOOLCHILDREN'S AFTERNOON ACTIVITIES UNDER THE BASIC EDUCATION ACT IN THE SCHOOL YEAR 2020 - 2021

#### Fixed monthly charge

A charge is made for afternoon activities for every month that the child participates in these activities. In accordance with the decision of the Helsinki City Board on 23.5.2016 (Section 517) the monthly client charge for afternoon activities under the Basic Education Act as from 1.1.2017 until further notice is 100 euros/month for the daily service ending at 16.00, or 120 euros/month for service ending at 17.00.

Parents/guardians are invoiced for a fixed monthly charge as stipulated in the decision on afternoon activities for the specific pupil, with the following exceptions:

- In August half the monthly charge will be made.
- No client charge will be made for activity days that fall in June
- Half of the monthly charge will be made if the child is absent from afternoon activities due to illness for 11 or more activity days in a calendar month. A doctor's or school nurse's certificate is required in case of illness.
- No monthly charge is made if the child's absence due to illness lasts the whole calendar month. A doctor's or school nurse's certificate is required in case of illness.
- Half of the monthly charge is made if the child does not participate in afternoon activities for the whole calendar month for other reasons than illness. The parent/guardian should notify the group's instructor in advance of the child's absence.
- No reduction on the charge will be granted for school autumn, Christmas or skiing holidays
- When a child's place is longer needed in afternoon activities, notice should be given in writing at least one calendar month before giving up the place.
- no charges are payable for children with severe mental disabilities: For mentally disabled children on grades 3 – 10 for whom a special care programme has been drawn up, the afternoon activities can be organised as special care in accordance with the Basic Education Act. The afternoon

activities are incorporated in the client's special care programme and when provided in this manner they are free of charge.

If the fee charged the parent/guardian for afternoon activities has not been paid by the due date, annual interest on overdue payments may be charged from the due date in accordance with the provisions of the Interest Act.  
(Basic Education Act, Section 44.2).

The fee may be recovered without court ruling or decision in accordance with the provisions of the Act on the Collection of Taxes and Charges by Execution Measures.  
(Basic Education Act, Section 44.3).

### Invoicing:

#### The city's operations

In questions relating to the content of an invoice you can contact the City of Helsinki, Education Division, Client Fees and Invoicing, tel. 09-310 8600 and in technical matters concerning an invoice Financial Services, customer service number 09-310 25300 or [talpa.asiakaslaskutus@hel.fi](mailto:talpa.asiakaslaskutus@hel.fi).

In invoicing matters concerning the afternoon activities of mentally disabled and autistic schoolchildren, please contact at the City of Helsinki, Education Division, Client Fees and Invoicing, tel. 09-310 8600 or [varhaiskasvatus.maksut@hel.fi](mailto:varhaiskasvatus.maksut@hel.fi).

#### Service provider

In questions concerning invoicing please contact the organisation or service provider directly.

### Principles for granting a reduction of charges

A decision of the Helsinki City Board made on 17.3.2008 (Section 360) lays down the principles for granting a reduction of or exemption from client charges for schoolchildren's afternoon activities.

- You must apply for an exemption from the client fee or the halving of the client fee in writing or by using secure e-mail (see instructions at the bottom) and you must attach proof of income to your application.
- The reduction application must be submitted each year, and an application submitted in the autumn is used to apply for reductions for the entire academic year and an application submitted in the spring can only be used for applying for reductions for the spring term.

- The exemption from the client fee or the halving of the client fee is only granted retroactively from the start of the academic year.
- For children in the same family attending afternoon activities as specified in the Basic Education Act, exemptions from client fees are processed separately for each child.
- The reduction limits are based on income limits applied to client fees for early childhood education as specified in the Act on Client Fees in Early Childhood Education and Care.

Gross income limit table as from 1.8.2020:

Number of persons in family	Income limit for exemption from client charge (euros)	Income limit for reduction of client charge (euros)
2	2389	3606
3	3009	4226
4	3382	4599
5	3755	4972
6	4127	5344

### Applying for reduction of charge

The deadline for applying for a reduction in charges for the autumn term is **31 December**; applications must arrive at the address for the administration of the sector in question, specified below, by this date. **If the application for the reduction arrives in the new year, the application will only be processed concerning the spring term. Reductions for the spring term must be applied for by 31 May** using the attached form.

The following documents and copies of documents are to be submitted:

- signed application form for reduction of / exemption from client charge for afternoon activities (appended)
- copies of income statement

Application with documents can be submitted by security e-mail. The instructions are on the page [www.hel.fi/afternooncharges](http://www.hel.fi/afternooncharges). Authentication works with an online banking ID, mobile certificate or chip ID card. The identification serves as the signature of the application.

Application with copies of documents to be sent to the following address: City of Helsinki, Education Division, Client Fees and Invoicing, Afternoon activities, P.O. Box 51301, FI-00099 City of Helsinki  
Street address: Töysänkatu 2 D

With best regards

Arja Juvonen  
Client Fee Manager

Leena Palve-Kaunisto  
Service director of afternoon activities

APPENDIX

APPLICATION FOR 50% REDUCTION OF / EXEMPTION  
FROM THE CLIENT CHARGE FOR SCHOOL CHILDREN'S  
AFTERNOON ACTIVITIES