

Notice to guardians

CLIENT CHARGES AND PRINCIPLES FOR REDUCING CHARGES FOR SCHOOLCHILDREN'S AFTERNOON ACTIVITIES UNDER THE BASIC EDUCATION ACT IN THE SCHOOL YEAR 2019 - 2020

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 86000 and in technical matters concerning an invoice Financial Services, customer service number 09-310 25300 or 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 86000 or 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.

- The 50% reduction or exemption from the client charge shall be applied for in writing and the applicant shall append the documents to which he or she wishes to appeal.
- The decision is made for a fixed period, for no more than a school year at a time.
- 50% reduction of the client charge or exemption from the charge can be granted retroactively only for the period starting at the beginning of the term in question.

- Exemption from the client charge for each child of the same family participating in afternoon activities under the Basic Education Act is dealt with separately for each child, taking the whole situation into consideration.
- The limits for reducing charges are based on the income limits given under the Act on Client Charges in Social Welfare and Health Care.

Gross income limit table as from 1.8.2018:

Number of persons in family	Income limit for exemption from client charge (euros)	Income limit for reduction of client charge (euros)
2	2354	3579
3	2965	4190
4	3332	4557
5	3699	4924
6	4065	5290

Applying for reduction of charge

You can apply for a reduction in charges once you have received the first invoice.

The deadline for applying for a reduction in charges for the autumn term is 31 December and the deadline for the spring term is 31 May, so that the application arrives at the address for the administration of the sector in question, specified below, by this date. Please use the form attached. The following documents and copies of documents must be attached to the application. Please use the accompanying 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 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

Leena Palve-Kaunisto

Client Fee Manager

Service director of afternoon activities

APPENDIX

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



APPLICATION 1(2)
for 50% reduction of / exemption from client
charge for schoolchildren's afternoon activities
the Basic Education Act

Application with copies of documents to be sent to the 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

1 PERSONAL DETAILS OF CHILD	Child's family name and first names	Personal ID Code
	Home address	Postal code and city/municipality
	Child's school	School grade
	Service provider (City, organisation, other)	Current client charge (€/kk)
	Address where activities are organised	
2 OTHER BROTHERS OR SISTERS (name and year of birth)		
3 DETAILS OF PARENT/GUARD IAN	Surname and first name of the guardian	Telephone no.
	Home address	Postal code and city/municipality
	Surname and first name of the parent, guardian, unmarried or married partner living in the same household	Telephone no.



APPLICATION 2(2)

for 50% reduction of / exemption from client
charge for schoolchildren's afternoon activities
the Basic Education Act

Child's family name and first names		Period to which application for reduction or exemption applies -		
4 INCOME DETAILS AND APPENDICES	Income of the parents, guardians, unmarried or married partners living in the same household as the child			
	Type of income	Gross income of the mother (or other guardian, married/unmarried partner)	Gross income of the father (or other guardian, married/unmarried partner)	Total income
	Earned and additional income (Appendix: Most recent payslip or a pay certificate from the employer, showing the income accumulated over several months)			
	- fringe benefits			
	- holiday bonus			
	Pensions			
	Unemployment benefits, integration allowance			
	Maternity allowance, parental allowance, child care allowance or flexible care allowance			
	Child maintenance/support for a child in afternoon activities, orphan's pension.			
	Other income (e.g. grants, job alternation compensation, sickness allowance, support for informal care, start-up grant)			
	Entrepreneur's income (shareholder of a limited liability company: attach a pay statement and a statement of the fringe benefits and dividends; private entrepreneur: attach an income statement and balance sheet; general or limited partnership: attach an income statement, balance sheet and a statement of the pay and fringe benefits)			
	Capital gains: interest and dividend income, rental income (excluding the management charge)			
	Studies: Students must submit a certificate of student status from their educational institution as well as the decision on student allowance			
	Reductions: Child maintenance paid (copy of the proof of payment)			
Total income				
5 SIGNATURE	I hereby declare that the above information is true and consent to the information being verified if necessary (the information on the form will be treated confidentially). The guardian is obligated to notify the Client Fee Unit of any changes to income, expenditure or family size.			
	Signature of parent/guardian with clarification (in block capitals)	Date . .		
	Signature of parent/guardian with clarification (in block capitals)	Date . .		