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| **For staff to be filled in:****Viranhaltijan merkintöjä** |
| Saapunut: | Vastaanottaja: |



Basic education

APPLICATION FOR THE MORNING AND AFTERNOON CARE

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| **Child’s information:** | Name      | Personal identity code:      |
| Address:      |
| Phone number/home:      | Current/Next academic year’s school and grade       |

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| **Mother’s information:** | Mother’s name:      | Phone number/home:      |
| Address:      |
| [ ]  Working [ ] Studying [ ]  Unemployed [ ]  Other, specify: |
| Name of work place / study unit:      | Work phone number:      |
| Payer of the invoice:       | Personal identity code:      |
| **Father’s information:** | Father’s name:      | Phone number/home:      |
| Address:      |
| [ ]  Working [ ] Studying [ ]  Unemployed [ ]  Other, specify: |
| Name of work place / study unit:      | Work phone number:      |
| Payer of the invoice:       | Personal identity code:      |

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| Morning and afternoon care-place to be wished for:      | Date of start:      |
| Our child will participate in: [ ]  morning care starting from            [ ]  afternoon care until            Please state the times. |
| The activities are organised between **8.00-16.00** duringschool days. The fee for the morning and afternoon care is **120€/month**. The application is done on an annual basis, one academic year at a time. If the child will cancel the morning and afternoon care before the end of the academic year, the place needs to be terminated **in a written form.** The full payment continues to the end of the next full month. After that, the payer needs to pay half of the amount until the end of **the autumn term**. Rules for cansellation can be read on the back of the paper! |

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| Need of special needs care:      | Has a decision of special support: Yes [ ]  No [ ]  |
| Allergies:      |

Date Guardian’s signature

**The application needs to be filled in and brought to the place of morning and afternoon care or to basic education office (Raastuvankatu 29).**

**RULES FOR CANCELLATION THE MORNING AND AFTERNOON CARE**

If a child has got a placement for morning and afternoon care and the guardians want to cancel the placement for the academic year 2023-2024, it **needs to be cancelled by 15.6.2023.** The cancellation will need to be made to the email apip@vaasa.fi. If this is done on time, the family will not get any expenses due to the cancellation.

If the cancellation is done during the time period of 15.6-9.8.2023, the family is charged for 60 euros as a cancellation fee. The family does not need to pay additional fees for the autumn term.

From 10.8 onwards the normal cancellation procedure is taken into use, and then **cancellations need to be made always before the 15th day of the specific month**, in order to not need to pay a full amount of the next month.

If the cancellation is done after the 15th day of the month, then the family needs to pay the full payment for the next month. After the cancellation the family is charged for half of the payment for the rest of the autumn term. This is due to the commitment, that has been done already before as the guardians have applied for the morning and afternoon care-placement earlier in the year. The commitment involves participation throughout at least the autumn term, ie. until the end of December. Only following reasons are taken into account: moving away from the area, family’s financial situation (eg. unemployment, studies, maternity leave), and please notice, that in these cases the month following the cancellation will still be charged. Working remotely / distance work is not a reason for fee exemption.

An un-cancelled placement at the morning and afternoon care will be charged with 60 euros/month for the entire autumn term, as there are on-going costs eg. staff costs and the child is possibly holding a space from someone in the waiting line.

**Examples for cancellation:**

1) The placement is cancelled on 17.9 and announced that the child will no longer need the morning and afternoon services after 30.9, as the mother will be on maternity leave from 1.10. This means that the family still needs to pay the full October-month fee and after that no more fees.

2) The placement is cancelled on 17.9 and announced that the child will no longer need the morning and afternoon services after 30.10, as the parents are working remotely from home. This means that the family still needs to pay the full fee for the end of October-month and 60 euros/month for November and December.

3) The placement is cancelled on 15.8 and announced that the child will not need any morning and afternoon care at all. This means that the family will need to pay the full August-month fee and 60 euros/month for September, October, November and December.

**The cancellation form needs to be filled in and returned to the Basic Education’s City Office (Raastuvankatu 29) or to the morning and afternoon care-unit at the school.**

**All cancellations for the spring term 2024 will need to be cancelled by 30.11.2023.**

**In spring term** the cancellation is according tonormal cancellation procedure, ie. the cancellations need to be made always before the 15th day of the specific month, in order to not need to pay a full amount of the next month.

If the cancellation is done after the 15th day of the month, then the family needs to pay the full payment for the next month.

The cancellation date is determined by when the form has been recieved by the staff (ie. morning and afternoon care-staff or the staff at the City office).

**Examples for cancellation for spring term:**

1) The placement is cancelled on 30.1 and announced that the child will no longer need the morning and afternoon services after 28.2. This means that the family still needs to pay the full monthly fee until the end of February.

2) The placement is cancelled on 16.1 and announced that the child will no longer need the morning and afternoon services after 30.1. This means that the family still needs to pay the full monthly fee until the end of February.