

- APPLICATION FORM FOR DAY CARE
- APPLICATION FORM FOR PRESCHOOL
- INFORMATION CHECK

THE NEED FOR CARE STARTING FROM \_\_\_\_ / \_\_\_\_ 20\_\_\_\_

<b>Information about the child</b>	<b>Surname and forenames (spoken name underlined)</b>			
	<b>Street address, post code, city/post office</b>			<b>Home phone number</b>
	<b>Social security number</b>		<b>Family's e-mail addresses</b>	
<b>Information about the guardians and family relations</b>	<b>Name of the guardian</b>		<b>Name of the spouse or commonlaw spouse</b>	
	<b>Social security number</b>		<b>Social security number</b>	
	<b>Occupation or task</b>		<b>Occupation or task</b>	
	<b>Work-/study place</b>		<b>Work-/study place</b>	
	<b>Address of the work-/study place</b>		<b>Address of the work-/study place</b>	
	<b>Working hours</b>	<b>Phone number</b>	<b>Working hours</b>	<b>Phone number</b>
	<b>Family relations:</b> <input type="checkbox"/> married <input type="checkbox"/> common law marriage <input type="checkbox"/> single <input type="checkbox"/> divorced/widow		<b>Custody:</b> <input type="checkbox"/> single parent <input type="checkbox"/> joint custody Name of the guardian's:	
<b>Primary form of day care</b>  <b>Please note! The application form for the shift care needs to be returned personally to the primary day care centre</b>	<b>Name of the day care centre:</b> <input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> shift care <input type="checkbox"/> special needs group  <input type="checkbox"/> preschool/4h/a day <input type="checkbox"/> day care+preschool			The time that child spends in day care on daily basis (o'clock)
	<b>Family day care(care given at childminder's home) Area:</b> <input type="checkbox"/> At childminder's home <input type="checkbox"/> Group of childminders in a place/care centre provided by the city  <input type="checkbox"/> full-time <input type="checkbox"/> part-time			Daily time of care at (o'clock)
	<b>Need for the shift care:</b> How many days/a month _____ <input type="checkbox"/> Saturday care at _____ - _____ <input type="checkbox"/> evening care at _____ - _____ <input type="checkbox"/> Sunday care at _____ - _____ <input type="checkbox"/> nighttime care at _____ - _____			
<b>Alternative day care</b>	Names of the alternative day care centres and areas of family day care in the preferred order			
<b>Transportation</b>	Transportation of the child to the day care/preschool <input type="checkbox"/> on foot <input type="checkbox"/> public transport <input type="checkbox"/> by own car			
<b>Family members</b>	Names and social security numbers of the family's other children (under 18 –years old), living in the same address			
<b>Child care situation</b>	Children currently in the municipal day care: name, date of birth, day care			
	Siblings will be applied for the municipal day care <input type="checkbox"/> Day care centre _____ <input type="checkbox"/> Family day care (care at childminder's home) _____			

**CERTIFICATES OF INCOME WILL NOT BE PROVIDED, WE ACCEPT THE HIGHEST DAY**

**CARE FEE**

**PLEASE NOTE: IF THE APPLICATION IS FOR FREE PRESCHOOL 4H/ A DAY, THERE IS NO NEED TO DECLARE INCOME.**

**FAMILY’S GROSS INCOME**

	<b>Guardian</b>	<b>Spouse/common-law spouse</b>
Salary gross € a month		
gross € a year		
Salary or business income from an enterprise		
Entrepreneur’s private yearly withdrawals		
Unemployment benefit		
Child in day care: - child maintenance and/ or support - pension		
Daily and maternity or parental allowance		
Pension		
Capital income: interest, dividend and rental income		
Other income		
<b>Total income</b>		
Child maintenance to another family is deducted ( <b>receipts attached</b> )		

**TOTAL INCOME INFLUENCING THE DAY CARE FEE** \_\_\_\_\_

**Attachments:**

- Salary certificates or payslips, that show the accumulated income from the current and previous year
- Entrepreneur’s income from verified taxation together with profit and loss account and also balance sheet and statement of private withdrawals and investments
- Certificate for other income i.e maternity and parental allowance, unemployment benefit, daily allowance for a study course, pension etc income
- Certificate of study
- Statement of the capital income: interest, dividend, rental income
- Receipt of the maintenance payment to another family

➤ **IF CERTIFICATES OF INCOME ARE NOT PROVIDED, THE HIGHEST DAY CARE FEE WILL BE APPLIED.**

- The following allowances will not be considered as income eg child benefit, housing benefit, child care support and study allowance.
- Students must declare income earned outside of their studies, unless the income was earned during summer and if studies continue in the autumn.

**PLEASE NOTE: SIGNIFICANT CHANGES IN INCOME MUST BE DECLARED IMMEDIATELY**

<b>Other information about the child</b>	<p><b>For example child's allergies, illnesses, need for a special needs day care placement etc.</b></p> <p><b>Following a special diet always requires health care nurse's or doctor's medical statement/certificate</b></p> <p><b>As attachment doctor's psychologist's family clinic's etc statement</b></p>                    	
<b>Please note!</b>	<p><b>SIGNIFICANT CHANGES IN CIRCUMSTANCES HAVE TO BE INFORMED IMMEDIATELY</b>  ( EG CHANGES IN FAMILY SITUATION, ADDRESS, WORK PLACE, INCOME)</p>	
<b>Signature</b>	<p><b>I DECLARE THE INFORMATION TO BE CORRECT AND CONSENT TO VERIFICATION OF THE INFORMATION PROVIDED</b></p>	
	<b>Date</b> ____ / ____ 20__	<b>Signature</b>

## INSTRUCTIONS FOR FILLING IN THE DAY CARE APPLICATION FORM

- **Names and social security numbers** of the child and guardians have to be entered clearly and correctly.
- Paragraph in the application form: Family members: one must enter the **names and social security numbers of the family's under 18 –years old children, living in the same address** (number of the family members influences on the day care fee). Children aged 18 and over will not be calculated in the family size.
- If multiple alternative day care centres are being applied for; please number them in order of preference.
- A separate form should be completed for each sibling.

## RETURNING OF THE FORMS

- The day care application form has to be done **four months before a child needs a placement for day care**. In case the need is caused by work or studies and the starting date can not be predicted, day care placement has to be applied for **two weeks before the child needs the placement**.
- Application forms for the new children will be returned **in the first place to the area's main day care, preferred day care or day care office**.
- Review application forms for the children already in day care will be returned to **child's own day care center**.
- **Application forms for the shift care will be returned personally to that day care where child is being primarily applied for**
- Application form has to be left/sent only to **one place**.
- **Application forms for family day care will be returned to the director of family day care**.

