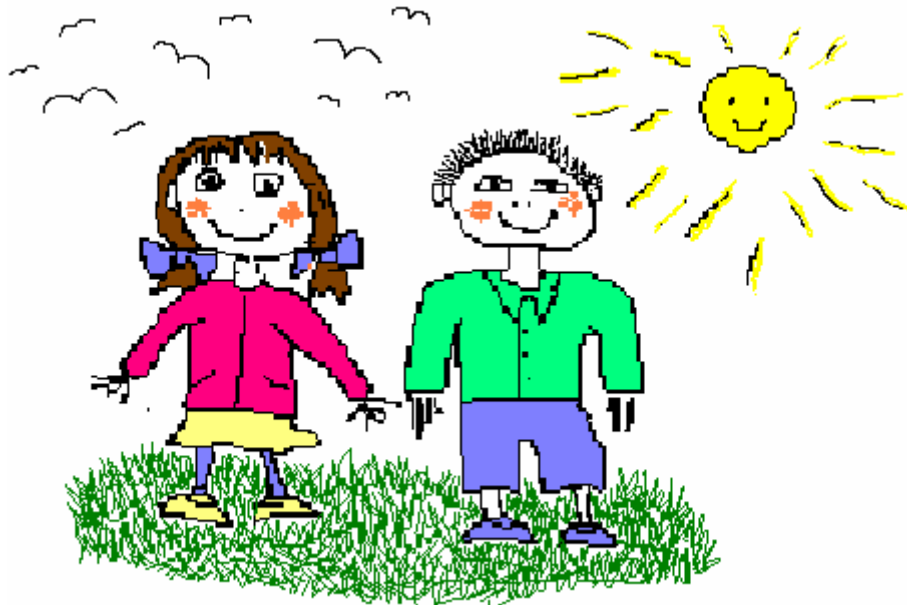


CITY OF RAUMA  
Social Services/Day Care

# PRIVATE DAY-CARE SERVICE VOUCHER



**Private day care** is supported in Rauma by a statutory private child-care allowance as well as by a service voucher paid by the council.

**The day-care service voucher** is a payment to private day-care providers approved by the council (day-care centre/family childminder) for the day-care services provided by them.

**A day-care provider may be a private person or a community**, which for remuneration provides children's day care services, or a private person who has signed a contract of employment with the child's parent for the care of the child. The day-care provider may not be a member of the same family.

**The service voucher is available if**

- the child receives a private child-care allowance paid through KELA
- the child is in day care due to the parents' working, studies or training
- the child actually lives in Rauma

**The service voucher is applied for with the application form for private day-care services**, which is available from all day-care centres, private family childminders, family day-care supervisors, the day-care office and the service point in the main foyer of the town hall.

A care agreement on the child (a contract between the service provider and parents) and KELA's decision on private child-care allowance sent to the parents are to be enclosed with the application.

**Different forms of service voucher support**

**Full service voucher**

care requirement	time of care	day-care centre	family day care
full-day care (kp)	more than 5 h /day	€185.00	€129.50
part-day care (pp)	5 h or less/day	€92.50	€64.70
day-care required in addition to pre-school education	more than 5 h /day	€92.50	€64.70
	5 h or less/day	€46.20	€32.30

**Service voucher for part-week care**

If the child is regularly absent from day care for part of the calendar month, the service voucher is calculated as a percentage of the full service voucher in relation to the days determined in the care agreement as follows:

17 days 85%	13 days 65%	9 days 45%	5 days 25%
16 days 80%	12 days 60%	8 days 40%	4 days 20%
15 days 75%	11 days 55%	7 days 35%	3 days 15%
14 days 70%	10 days 50%	6 days 30%	2 days 10%

**Service voucher proportionate to the period of care**

If the child is in care for both full and half days on a monthly basis, the service voucher is determined in relation to the average full and half-day care days estimated in the care agreement, to a maximum of 21 days of care per month.

**Service voucher for shift care**

In shift care (evening, night and weekend care) there is the possibility to apply for an increased service voucher to a maximum of €370.00/month.

An increased fee is charged for evening care after 17.30, at €2.20/h.

## □ A supplement to the service voucher

This is paid to families with a small income and/or with more than two children under school age. The supplement shall be proportionate to the service voucher paid at any given time.

## □ Sibling's increase in service voucher

To be paid only on a child in the first grade at school who is in shift care and who lives in the same family with a child who is entitled to a shift care service voucher during the payment period of the allowance. The amount of the allowance is to maximum of €92.50/month.

## Criteria for the payment of the service voucher

### General criteria

- The service voucher is paid to the service provider according to the period of care specified in the care agreement.
- It is possible to pay the service voucher in arrears for a period of 6 months.
- The amount of service voucher for children requiring special care and education is determined on the basis of an expert statement, according to a separate agreement.
- When the carer is unable to work, the service voucher is paid to a service provider referred to in the care agreement when the parents use a private substitute approved by the council.
- If according to the agreement the child is in care in two private day-care places, the service voucher is divided in half between both providers.
- As a rule, the child's days of illness do not reduce the amount of the service voucher unless their duration is very long.
- Other absence of the child reduces the full amount of the service voucher after ten days of absence and the part-week-care service voucher when the absence is longer than half of the agreed care days.
- If the child stays away from care unexpectedly, the service voucher is paid for the term of notice agreed in the care agreement for a maximum of one month.
- The service voucher is not paid:
  - when the care place is closed
  - for the duration of annual leave within the parents' vacation period (1 May -30 September)

### For parents to take into account

- The child's parents apply for a private child-care allowance from KELA and the service voucher from the council.
- Please carefully complete the application for the service voucher because the service voucher entitlement is paid on the basis of actual periods of work.
- A family who, with a service voucher, has employed a private carer to work in their home is acting in the capacity of an employer, in which case it has employer's obligations.
- Parents in shift work apply for a part-week and/or proportionate service voucher.
- A parent signs the family childminder's monitoring form each month to verify its validity.
- The parents and the service provider are obliged to notify the day-care office of any changes to their circumstances that may affect eligibility to the service voucher.
- The service voucher is not paid during a period of parental allowance or a parent's unemployment.
- A service voucher issued on the basis of incorrect information will be collected back from the parents.
- A care place entitlement to a service voucher shall be cancelled in writing.

### For the service provider to take into account

- A carer with an intention of becoming a service provider should contact a family day-care supervisor who will make a home visit. At the proposal of the supervisor, the area manager will approve the service provider as a private family childminder and notify KELA accordingly.
- A private day-care centre is approved as a service provider receiving a service voucher by the social welfare committee at the proposal of the head of the day-care department.
- The head of department can provide further information about the terms required of the day-care centre.

- The family childminder shall have:
  - accident insurance for the children in day care
  - liability insurance for the staff or self-employed person
  - a copy of the prepayment register or tax card
- Each month, the family childminder shall forward the invoice (bank giro form) and the monitoring form signed by the person having custody of the child and the carer to the day-care office. The recipient of the payment, bank account, reason for the payment, due date of the invoice, total to be paid and VAT shall be stated on the invoice.
- The service provider and parents are obliged to notify the day-care office of any changes to circumstances that may have an impact on the eligibility to the service voucher.

## PRIVATE SERVICE PROVIDERS

### DAY-CARE CENTRES

English Kindergarten	Karjalankatu 16	tel.	822 6910 <a href="mailto:english.kindergarten@surfeu.fi">english.kindergarten@surfeu.fi</a>
Lastentalo Musikatti	Osmonkatu 4		822 5838 <a href="mailto:musikatti@luukku.com">musikatti@luukku.com</a>
Rauma-Repola kindergarten	Talolantie 9		822 6555 <a href="mailto:RRTARHA@kolumbus.fi">RRTARHA@kolumbus.fi</a>

**Enquiries about day-care places should be made to the day-care centre or the area day-care managers:**

Marja-Leena Kempas	Pyynpää day-care centre	834 4586 <a href="mailto:marja-leena.kempas@rauma.fi">marja-leena.kempas@rauma.fi</a>
Satu Mäki	Pyvvahe 3 Lensu day-care centre Taimipolku 3	834 4576 <a href="mailto:satu.maki@rauma.fi">satu.maki@rauma.fi</a>

### FAMILY CHILDMINDERS

**Private family childminders are approved by the area day-care managers at the proposal of the supervisors:**

Eeva Koskinen	Lajo day-care centre Vilkuntie 46	834 4584 <a href="mailto:eeva.koskinen@rauma.fi">eeva.koskinen@rauma.fi</a>
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**Enquiries about private family childminders should be made to the family day-care supervisors:**

Jaana Eriksson-Kuromaa	Pyynpää day-care centre	834 4580 <a href="mailto:jaana.eriksson-kuromaa@rauma.fi">jaana.eriksson-kuromaa@rauma.fi</a>
Merja Mustonen	Lajo day-care centre	834 4578 <a href="mailto:merja.mustonen@rauma.fi">merja.mustonen@rauma.fi</a>

**The office secretaries are responsible for the decisions on service vouchers and their payment:**

Arja Jalonen	tel.	834 3379 <a href="mailto:arja.jalonen@rauma.fi">arja.jalonen@rauma.fi</a>
Ulla Johansson		834 3381 <a href="mailto:ulla.johansson@rauma.fi">ulla.johansson@rauma.fi</a>
Katja Takalo		834 3382 <a href="mailto:katja.takalo@rauma.fi">katja.takalo@rauma.fi</a>

address:  
City of Rauma, Day-Care Office,  
Kalliokatu 1, 26100 Rauma

**Decisions on other service vouchers (evening, shift and special care) are made by the head of day-care department**

Outi Sinkkilä-Salmi	834 4523	<a href="mailto:outi.sinkkila-salmi@rauma.fi">outi.sinkkila-salmi@rauma.fi</a>
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