

## Calculation of Early Childhood Education Hours and Billing for Exceeding Hours

The early childhood education services use the Päikky customer and operational management system. Guardians enter their children's planned early childhood education hours into the system (reported hours) and record daily check-ins and check-outs using an identifier (actual hours). The system automatically reviews both the reported and actual hours and identifies any monthly exceedances of the hours stated in the customer fee decision.

The determination of the customer fee is automated and based on the customer fee decision. The decision itself is based on the guardians' reported need for early childhood education hours (hours/month), according to the hour ranges defined by the Education Committee.

Billing is based on the reported and/or actual hours if either or both exceed the monthly hours stated in the customer fee decision (hour range). The system automatically calculates a new customer fee according to the higher hour range. It is important to note that even a one-minute exceedance results in an additional charge, as the system switches to the next hour range. For this reason, it is essential to estimate the correct monthly number of hours that sufficiently meets the family's needs.

Example: The child's reported attendance time is 7:45–16:00. The child is brought/checked in at 7:40 and picked up/checked out at 16:00. The actual hours for that day are 7:40–16:00.

The child's reported attendance time is 7:45–16:00. The child is brought/checked in at 8:00 and picked up/checked out at 16:00. The actual hours for that day are 7:45–16:00.

The child's reported attendance time is 7:45–16:00. The child is brought/checked in at 7:45 and picked up/checked out at 15:00. The actual hours for that day are 7:45–16:00.

Consistency between the reported hours, the hour range stated in the customer fee decision, and the actual hours is important. Reported hours are used to plan staff work shifts in early childhood education and pre-primary education units. This ensures that there is enough staff at the right times in relation to the number of children. In addition, the planned attendance information is automatically forwarded to meal services. This ensures that the correct amount of food is delivered to the unit and groups, and that special diets are properly taken into account.

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