



PRINCIPLES OF SHIFT CARE

1. A child is entitled to shift care place in daycare, whose guardians have a need for shift care due to their work or studies. There is no so-called subjective right to shift care.
2. A guardian/guardians need to provide employer's certificate for the need of shift care primarily by email to service manager or by mail to the address: Kajaanin kaupunki, varhaiskasvatus/palvelupäälliköt, Pohjolankatu 13, 87100 Kajaani.
3. The child's care shifts need to be informed as long beforehand as they are known, minimum for the next week at a time. The whole week's care shifts will be informed primarily through electronic care booking system (VakaMukana) latest by the previous Tuesday at 12 o'clock. By using a well-functioning booking system, we will guarantee the safety of personnel and children.
4. The shift care is always based on the working hours of the guardian and/or spouse/partner: the person who goes to work later brings the child to care and the person who finishes the work earlier picks up the child from the childcare. The recommendation in the Early Childhood Education Act is that the day of care for a child should not exceed 10 hours. The exception is longer care periods due to the work of guardian/guardians. Shift care in daycare centres is based on shifts concerning the main work of the guardian/guardians: the guardian's holidays are also the child's holidays. After the end of the night shift, the child's care period is a maximum of 9 hours. A child can be brought to daycare centre up to five hours before the start of the first night shift.
5. The guardian is required to inform immediately the daycare centre of child's absence/illness/cancellation of night care/change of care shift as well as cancellation of weekend care.
6. In the case when the guardian or siblings get ill can the child be in daycare shift care during the weekdays between 9-15 o'clock or according to case-by-case consideration of head of daycare centre/vice-head of daycare centre.
7. If the guardian's work shifts change suddenly or the booking entry for the care is missing or delayed, arranging the care cannot be guaranteed according to the guardian's needs.
8. It is recommended that in the evening after 22.30 and in the morning before 5.30 children who need care to stay overnight to ensure sufficient sleep.
9. Children in pre-school age can participate in early education during the guardian's days off 4h/day on weekdays as well as during the time according to their own shift care. We recommend that a child would have at least two free days a week.
10. In shift care day care the child will be offered meals according to the real care time.
11. In case the need for the child's shift care ends, the aim is to arrange the child a place in the daycare centre or family daycare operating during the normal opening hours (weekdays at 6.30-17.30).
12. The above-mentioned principles will be reviewed with the guardians once the shift care begins as well as always when required. By implementing these instructions, the equal

treatment of City of Kajaani's day care customers is secured regardless of the unit's opening times.