



04/02/2019

CHECKLIST FOR PARENTS WHO HAVE CHOSEN THE SERVICE VOUCHER

Please note the following if you want a service voucher for your child's early childhood education

1. Agree on a day-care place with a day-care centre that takes service vouchers.
2. After your day-care place has been confirmed, sign a written service agreement on your child's early childhood education with the day-care centre.
3. Apply for a service voucher from the City of Lappeenranta with an electrical service voucher application at lappeenranta.fi (in Finnish): Etusivu > Asiointi ja yhteystiedot > Verkkoasiointi (Home > Services and contact information > Online services)
4. In order to decide the value of the service voucher, send your income information **no later than when your child starts at the day-care centre** to:
ph.maksupaatokset@lappeenranta.fi

If you cannot send your income information by the deadline, you must contact the early childhood education client fee team in order to arrange things. If you fail to contact them before your child starts at the day-care centre and the income information is missing, your service voucher will have the lowest value (highest client's share of the fee), and it will not be adjusted retroactively.

For more information regarding the client's share of the fee of service vouchers, please contact:

Early childhood education client fee team

[ph.maksupaatokset\(at\)lappeenranta.fi](mailto:ph.maksupaatokset(at)lappeenranta.fi)

Tel. +358 40 130 9071

5. After you receive a decision regarding the value of your service voucher, you and the day-care centre director need to fill in the page of the service agreement stating the client's share of the fee.
6. Remember to inform the early childhood education client fee team if
 - the family's income changes significantly, for example due to losing or finding employment or changing jobs
 - there is a change in family relationships, such as a new family member
 - the child's custody changes
 - the service voucher is incorrect
7. Remember to inform the instructor of private daycare if

Welfare and Educational Services | Early Childhood Education

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- the child's service needs change
- the child's day-care attendance ends
- you move to another municipality – the City of Lappeenranta only provides service vouchers for children who live in Lappeenranta.