

The early childhood education of the City of Turku is introducing the Päikky system, which is a system for planning and monitoring the care times of children, to be used by the guardians. The care times should be planned in as much detail as possible. Together with the actual presence times of the child, the planned times form the basis for the invoiced amount of care hours per month.

### **Päikky**

Päikky can be used with internet browsers or as an application. In Päikky you can plan and monitor the accrued total hours per week or calendar month.

The following browsers are supported: Google Chrome, Mozilla Firefox, and Safari.

<https://turku.paikky.fi/#login>

An application for the guardians is available on AppStore and Play Store under the name Päikky Huoltaja (mukavaIT Oy).

More information can be found on [www.turku.fi/paikky](http://www.turku.fi/paikky).

### **Monitoring the hours**

. The amount of hours per week is only approximate, because it only shows the amount of invoiceable hours for the week in question. The total hours for the calendar month show the accrual for the entire month in relation to the hours reserved.

### **Contact information and user identification**

Guardian's personal username is your telephone number which you have informed in early childhood education e-services. You can update your contact information through this [link](#).

### **Logging in and out for the care time in the system**

When the child is brought to the early childhood education unit, they are logged in using an NFC identifier.

When the child and the responsibility for the child is given over to the guardian, they are logged out using an NFC identifier.

### **Changing the plan and locking of the calendar**

The plan made by the guardian is automatically locked at noon on Mondays, seven days before the period in question is starting.

When an absence is planned in the system, no invoiceable hours are accrued. Unexpected absences such as sickness will be included in the invoiced hours for the calendar month.

### **Exceeding the planned hours**

The family has defined the amount of early childhood education hours in the agreement concerning the child's early childhood education (80 h/month, 110 h/month, max. 140 h/month or over 140 h/month). If the actual hours in a certain month exceed the hours reserved in the agreement, the fee is increased to the service product corresponding to the actual hours. The following month will be charged in accordance with the original decision. The hours can only be exceeded once. If the planned hours are exceeded during the following month as well, a new agreement concerning the child's early childhood education must be made.

### Planned care time for a child attending early childhood education

The guardians can plan the child's care times for a shorter or longer period of time. The minimum time period is one calendar week.

#### Examples of the planned and actual care times

The planned care time is 8.00 am to 4.00 pm, but the child arrives already at 7.30 am and is picked up at 3.30 pm.

The period from 7.30 am to 4.00 pm is invoiced, because the child was present from 7.30 am onwards.

	Arrival time	Leaving time	Hours
Reserved by the guardians	8:00 am	4:00 pm	8
Actual care time	7:30 am	3:30 pm	8
Invoiced hours	7:30 am	4:00 pm	8.5

### Planned care time for a child attending preschool education and early childhood education

On days when preschool education is arranged free of charge, the system will automatically decrease four (4) hours from the care time of the child. The planned care time is 8.00 am to 4.00 pm, but the child arrives already at 7.30 am and is picked up at 3.30 pm.

The period from 7.30 am to 4.00 pm is invoiced, decreased by four hours of preschool education.

	Arrival time	Leaving time	Hours	Preschool education hours
Reserved by the guardians	8:00 am	4:00 pm	8	
Actual care time	7:30 am	3:30 pm	8	4
Invoiced hours	7:30 am	4:00 pm	8.5 hours	4

**The invoiced hours are  $8.5 - 4 = 4.5$  hours**

The child arrives for preschool education and stays for early childhood education in the afternoon. The guardians must make a plan for the entire care time, including the preschool education hours. In this example, preschool education is arranged from 9.00 am to 1.00 pm.

	Arrival time	Leaving time	Hours	Preschool education hours
Reserved by the guardians	9:00 am	4:00 pm	7	
Actual care time	9:00 am	3:30 pm	6.5 hours	4
Invoiced hours	9:00 am	4:00 pm	7	4

**The invoiced hours are  $7 - 4 = 3$  hours**

If you still have some questions about the application after you have read this information and the information on website, please let us know and send us e-mail [varhaiskasvatus@turku.fi](mailto:varhaiskasvatus@turku.fi). We will send your question forward to be answered.