

## Applying for early childhood education and care in Paimio

The application can be filled in the Wilma-system. You can access Wilma with your browser on your computer or on your mobile device. Application cannot be filled in the Wilma-app.

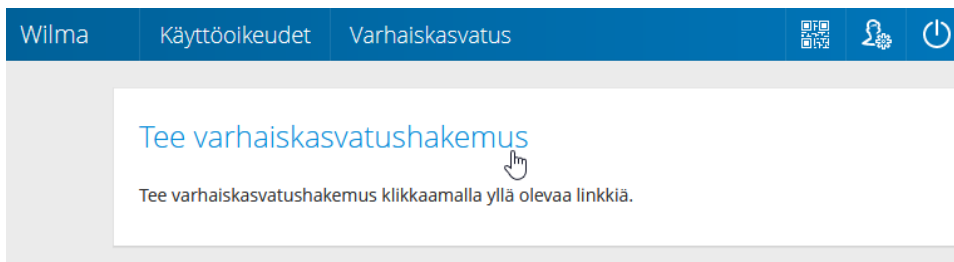
If you do not have a Wilma account and ID in Paimio, see the instructions "Guardian IDs in Wilma for Early Education and Care in Paimio".

1. Log in to Wilma on a computer (the application cannot be made with a mobile app) with the username you just created or with an existing one. **Please note that you still need to use strong identification** (with online banking codes or a mobile certificate) when you start submitting an application for early childhood education and care.

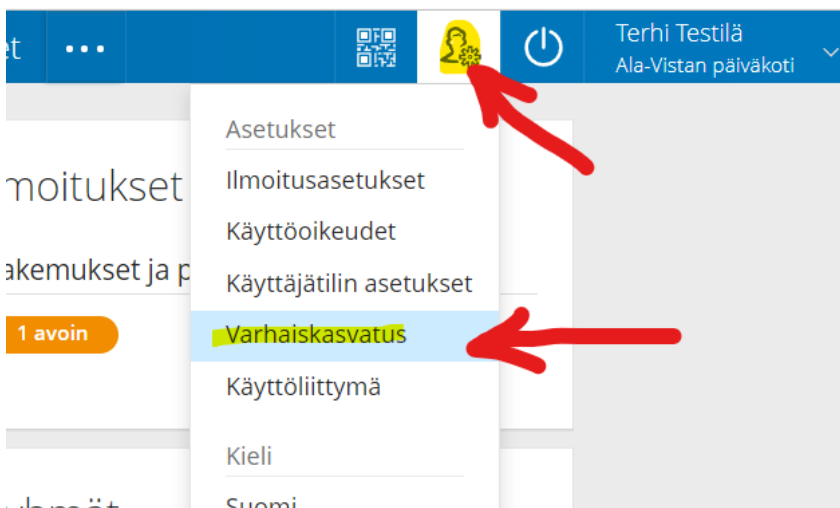
- Click the "Apply for early childhood education/Tee varhaiskasvatushakemus" link. If you don't see the link immediately on your home page, first click the settings icon



and choose "Early education and care/Varhaiskasvatus".

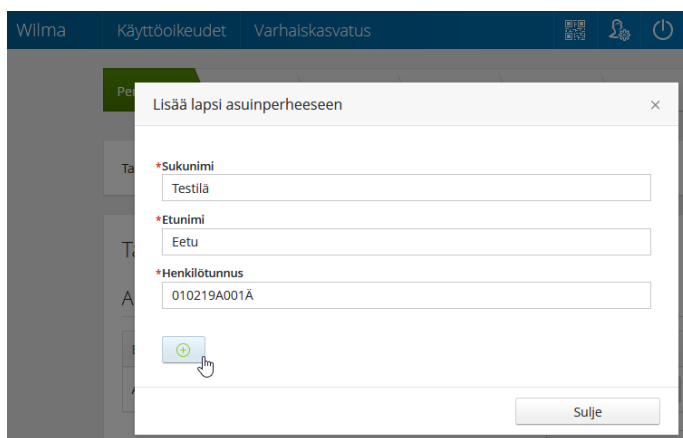


- Or:



## 2. Family details

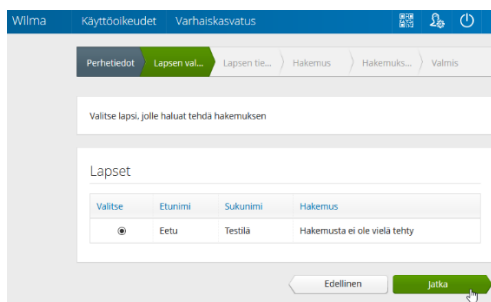
- Check your familymembers and complete the information if necessary. Adults and children registered at the same address (=persons living in your household) are updated on this page. The information you give with this form is saved in our system in order to uphold your child's contact info. If you live with another adult, click "Add adult". Fill in his/hers personal identity code and personal information. Close the window with the "Add" button. You can add more adults in a similar way.
- After that, click on "Add child". Enter your child's name and social security number, then click the green plus symbol. If you want to add another child, fill in the same fields and click the plus symbol again. Similarly, add all children registered in the same household. Finally, click "Close" when all children have been added.



- If necessary, tick "Allowed to use the highest payment category/Saa käyttää korkeinta maksuluokkaa" if your monthly income exceeds the highest payment category (See the Billing details [here](#)) Click "Save data and continue/Tallenna tiedot ja jatka". If you agree to use the highest payment category, you do not need to submit a statement of income. If you do not agree with the highest payment category, see instructions on how to submit a statement of income.

## 3. Choosing a child

- Select the child you want to apply to from the list. If there is more than one child, other applications will be made later. Click "Continue".



#### 4. Child's information

- Fill in the information on the form. Click "Save data and continue/Tallenna tiedot ja jatka".

#### 5. Application

- Fill in the required information on the form.

##### Hakutoiveet

Voit valita enintään 3 vaihtoehtoa.

Hakutoiveet \*

- **Hakutoiveet:** Click on the first line or the blue icon next to it to open a list of units to select in the side section of the browser. Click on the "Details/Lisätietoja" button next to the desired unit to see more detailed information about it. Once you have found the unit you want, click "Select unit/Valitse yksikkö". The unit appears on the first line of the form. If you want to add search preferences, add them to their own rows in the same way. The green plus button allows you to add rows if necessary.

You can apply for a municipal early childhood education in the following units;;

- Ala-Vista daycare center (children in age groups 3-6 yrs.)
- Hanhijoki daycare center (children in age groups 3-6 yrs.)
- Jokela daycare center (children in age groups 3-6 yrs.)
- Kriivari daycare center (children in age groups 3-6 yrs.)
- Lempilä daycare center (children in age groups 3-6 yrs.)
- Preitilä daycare center (children in age groups 0-5 yrs.)
- Tapiola daycare center (children in age groups 0-6 yrs.)
- Family day care (children in age groups 0-5 yrs.)

6. **N.B!** If you want your child to receive an early childhood education from a private service provider, it should be applied for directly from the service provider itself, not with this form. When you have applied for an early childhood education and care from a private service provider, see also instructions on how to apply for a service voucher.

## Hakemus

\*Hakemus

Valitse listasta

Hakemus kunnalliseen varhaiskasvatukseen

Palveluseteli

Valitse Peruuta

- When applying for a municipal early childhood education and care, select the "Application for municipal early childhood education/Hakemus varhaiskasvatukseen" -option in the "Application" field.

- Click "Save data and continue/Tallenna tiedot ja jatka".

### 7. Application submission

- If necessary, add attachments to the application and check that the information is correct. **N.B! Once submitted, the information can no longer be changed, so do a thorough review.** Finally, click "Submit application/Lähetä hakemus" and accept the confirmation notification.

### 8. Ready

- Click "Exit/Sulje" if you're ready. If you want to apply for another child, click on "Return to the child's selection page" and follow the steps above.

If the information in the early childhood education application needs to be changed afterwards, it can be done by contacting the early childhood education and care -office. Contacts below:

## The Early Childhood Education and Care Office / =Varhaiskasvatustoimisto

1. Telephone hours of the early childhood education and care office every weekday from 9 am to 10 am, at other times contact us by email.
2. Early childhood education and care service advisor: Johanna Koivunen Tel. (02) 474 5239, [johanna.koivunen@paimio.fi](mailto:johanna.koivunen@paimio.fi)
3. Early childhood education and care supervisor: Anne Kuisma tel. (02) 474 5241, [anne.kuisma@paimio.fi](mailto:anne.kuisma@paimio.fi)

### TECHNICAL PROBLEMS FILLING OUT THE APPLICATION?

[helpdesk@paimio.fi](mailto:helpdesk@paimio.fi)

[heidi.siltanen@paimio.fi](mailto:heidi.siltanen@paimio.fi)