

# Principles for shift care in the City of Jakobstad

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The principles of looking after children whose parents work shifts and need evening- and/or weekend care are to create as functional a daycare as possible. The basis for the work in shift care is the (national) plan for early childhood education, and we always safeguard the best interests of the child. We are happy to discuss with parents.

## When and where is shift care arranged?

- According to needs and booking at Alma daycare, all hours except weekdays 06.30-17.00.
- At Alma daycare, there is a curfew at 10.30 pm, after that time you can't drop off- or pick up your child. Any time past eleven thirty pm is considered night care. Children must be guaranteed a sufficient night's sleep without any interruptions.
- There are meal- and sleeping routines at the daycare that are planned beforehand according to what is best for the children. The staff are happy to discuss these times with parents in order to create a smooth transition between the home and daycare.

## Who has the right to shift care?

- The children of parents or a single parent who work shifts or are doing vocational studies. The daycare has the right to ask for work lists of those who need shift care.
- To be entitled to shift care, the times must be scheduled within the allocated time via Päikky.
- Shift care can't be provided for personal matters, evening classes, hobbies or the like.

## How and why do you book care times in advance?

- The times are booked via Päikky, 8 days before the start of the week. (Locked on Sundays at 23.00)
- Night care (10.30 pm-6.30am) should always be booked by the headmaster of Alma daycare, guardians work-lists included. Send your night-bookings by sms/phone to number 044 7851 755 or by e-mail to the headmaster of Alma daycare center. Night care is not booked by Päikky, but deadlines for bookings are the same.
- If the parent has worked a night shift, the child can stay in the daycare for a further 8 hours after the end of the shift to guarantee rest for the parent.
- The scheduling of times is important to guarantee sufficient staff and for ordering correct food.
- Shift care is also an educational activity, and it is important that the children's times are known in advance so that appropriate planning can take place.

### **If you forget to schedule your times?**

- If the times are not scheduled within the allocated time, **we can not guarantee that shift care can be arranged.** Existing schedules determine staff working hours. The responsibility for arranging care in case of emergencies lies primarily with the family itself, but if necessary, you can contact the headmistress and discuss further.

### **Can the child attend shift care if the parent has a day off work?**

- If one or both parents have a day off, the child can attend daycare during the day (06.30-17.00) on weekdays, though not in shift care.
- Children who are in shift care must have an average of 8 days off per month - children in shift care deserve to have days off with their family.
- Children are entitled to longer periods of leave at least once a year, for example during the parents' holidays.

### **If the parent is at home due to illness, can the child attend daycare?**

- If the parent stays at home due to their own illness or if caring for ill siblings, the child can attend daycare during the day (06.30-17.00) but not during shift times despite scheduling beforehand. This must be notified to the care group as soon as possible and the scheduled times must be changed. Shift care is arranged only when one or both parents work or have vocational studies.

### **If my working hours change?**

- If your working hours change you must always check with the daycare if altering the care hours is possible. We can't guarantee that the change of care time will work if there are no staff.

### **If we do not need shift care despite a booking?**

- **If the child falls ill and stays at home, we want this to be notified to the daycare as soon as possible.**
- If the child does not have to participate in the evening despite scheduling (for instance the child is picked up by someone else earlier), we want to know this in advance. **Preferably a few days before if possible.**
- Sometimes we have staff working in the evening caring for only one child, and if the child does not need care, the staff is there unnecessarily.