



Application instructions for after-school activities

Dear Parents/Guardians,

Places at after-school activities are available for 1st and 2nd grade pupils and for pupils in need of special support. The selections will be made in accordance with criteria stipulated by the Education and Early Education Committee on 19 November 2014. You may become acquainted with the criteria in www.espoo.fi/iltapaivatoiminta

After-school activities are group activities, where a group of 15 children is led by one adult. After-school activities are organised at schools as a part of the city-organised activities, by giving donations to private service providers or as purchased services. After-school activities are not a subjective right of the child. Not all applicants will necessarily receive a place at after-school activities.

Client fees charged from parents/guardians in the 2017–2018 school year

- part-time after-school activities – 12 noon–3 pm, client fee €80/month.
- full-time after-school activities – 12 noon–5 pm, client fee €140/month.

The client fee is the same for all activity months, including August. For June, the client fee will not be collected. The client fee includes a snack.

In the 2017-2018 school year, after-school activities are organised on normal school days between 10 August 2017 and 1 June 2018.

The decision on after-school activities placement is made according to the activity duration specified in the application submitted by the parent/guardian, either full-time or part-time. The activity duration specified in the application is binding. The earliest time that the activity duration can be changed is at the start of the spring term. The notification of the change in activity duration must be done in writing no later than one full

calendar month in advance. For example: a change made on 8 November will take effect on 1 January.

The application period for after-school activities starts on 10 January 2017 and ends on 3 May 2017 at 3:45 pm.

Applications received after the deadline will be handled separately every month starting in August. In August there will be only cancellations available. A more specific schedule for the handling of the applications that arrive after the application period will be given online.

Application for after-school activities is done through Wilma using the same username and password that are used for school enrolment. The parents/guardians' Wilma username is valid for the duration of the child's compulsory schooling.

If you are unable to fill in the electronic form in the Wilma, you may apply using a paper form. You can print out the paper form at www.espoo.fi/iltapaivatoiminta or order one by calling 09 816 52029. The application must be submitted no later than 3 May 2017 at 3:45 pm: by post to the address Suomenkielisen opetuksen tulosityksikkö PL 31, 02070 ESPOON KAUPUNKI, or in person at the address Kamreerintie 3 B, 8th floor.

The decision on an after-school activity place will be communicated either electronically through Wilma or sent to your home by post on 18 May 2017, depending on the option selected by the parent/guardian in the application.

The parent/guardian must cancel his/her child's after-school activity place by 31 July 2017, if the child is not going to attend. For cancellations made after this date, term of notice shall be observed. Client fees will be charged during the term of notice.

Additional information on after-school activities and selection criteria:

www.espoo.fi/iltapaivatoiminta or by e-mail: iltapaivatoiminta@espoo.fi