

INSTRUCTIONS FOR PRIVATE SERVICE PROVIDERS FOR ESTABLISHING AN EARLY CHILDHOOD EDUCATION AND CARE SITE

UPDATED IN MAY 2020

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Education Division

Early Childhood Education and Preschool Education

Privately run early childhood education and care

updated in May 2020

APPENDICES

Appendix 1. Checklist for actions related to the establishment of a new early childhood education and care site and attachments to be submitted to the Education Division

Appendix 2. Documents needed for Regional State Administrative Agency registration

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1 Introduction

1.1. Content and purpose of these instructions

These instructions define the City of Helsinki's procedures for establishing a new privately run early childhood education and care site. Early childhood education and care sites mean both daycare centre facilities and group family daycare facilities and associated outdoor areas.

The purpose of these instructions is to harmonise and clarify the procedures followed at the City of Helsinki in the establishment of early childhood education and care sites. **The instructions were prepared collaboratively by the Education Division (KASKO), the Rescue Department (PELA) and the Urban Environment Division (KYMP). The Urban Environment Division units that participated in the preparation included Building Control Services, Environmental Services and Buildings and Public Areas.**

Before establishing a privately run early childhood education and care site, the service provider is expected to familiarise themselves with the legislation and regulations governing private early childhood education and care and other obligations related to establishing the site. The service provider should reserve enough time for the establishment of a new daycare centre or group family daycare. Factors that should be taken into consideration include the time required for inspections to be carried out by authorities and the processing of building permits and other applications.

All new private sites are registered by the Regional State Administrative Agency. The service provider must fill out the Regional State Administrative Agency's notification about providing or changing private early childhood education and care services form. Attachments that need to be submitted with the form include documents pertaining to the site, the service provider and the person in charge. Before submitting the form, the service provider must schedule an appointment with the special planning officer from Early Childhood Education and Preschool Education. After the notification has been processed, the service provider must schedule an approval visit with a service supervisor.

If you have any questions about the establishment of a new privately run daycare centre or group daycare, the required documents or other support provided by the municipality, please contact the special planning officer by e-

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mail or phone / Johanna Auer, johanna.auer@hel.fi, tel. 09 310 56404. The contact information of other parties that you might need to contact are provided at the end of these instructions, under Section 6.

These instructions use the following abbreviations about the City's divisions and their services and units:

Education Division = KASKO

Urban Environment Division = KYMP

KYMP/Building Control Services = RAVA

KYMP/Buildings and Public Areas = RYA

KYMP/RYA/Premises Services (Rental Services for Businesses) = TILA

KASKO/Early Childhood Education and Pre-school Education = VARE

KYMP/Services and Permits/Environmental Services = YMPA

KYMP/Land Use and City Structure = MAKKA

KYMP/MAKA/Urban Space and Landscape Planning = KAMU

KYMP/MAKA/Detailed Planning = ASKA

KYMP/RYA/Construction Contracting = RAKE

KYMP/RYA/Built Assets Management

1.2. The binding force of the Act on Early Childhood Education and Care and the regulations based thereon

According to the Act on Early Childhood Education and Care, privately run early childhood education and care means early childhood education and care that is provided by a private person, entity, foundation or an enterprise established by a public body as a business or professional activity in exchange for compensation. Private service providers are responsible for ensuring that the service package organised for the client on the basis of an agreement or administrative decision fulfils the requirements set for it (section 43 of the Act on Early Childhood Education and Care 540/2018).

The Act on Early Childhood Education and Care is binding for private service providers and its provisions and obligations must be complied with in all respects. The binding force of the Act is thus the same as in municipal early childhood education and care. Finland also has a national core curriculum for early childhood education and care 2018, which was issued based on the Act on Early Childhood Education and Care (Finnish National Agency for Education's

Regulations and guidelines 2018:3c). The national core curriculum for early childhood education and care is a legally binding order for both private and municipal early childhood education and care providers.

Based on the national core curriculum for early childhood education and care, the early childhood education and care provider must also prepare a local curriculum for early childhood education and care. The local curriculum for early childhood education and care is also legally binding. In Helsinki, the local curriculum for early childhood education and care is Helsinki's curriculum for early childhood education and care 2019, the provisions of which private service providers must also comply with. Private service providers must also comply with other policies issued by the City of Helsinki concerning the quality of early childhood education and care.

Private early childhood education and care providers must also prepare their own local curriculum for early childhood education and care. In Helsinki, the service provider prepares the unit's operating plan after the start of operations. Instructions for preparing the operating plan are provided separately after the start of operations, which is why they are not included in this document.

The obligations of private service providers concerning the submission of the notification to the Regional State Administrative Agency prior to starting operations and its attachments are covered in multiple parts of these instructions. These obligations are based primarily on the provisions of chapter 9 of the Early Childhood Education and Care Act on the general requirements that the service provider must fulfil (Section 43), the content of the notification to be submitted before the start of operations and the notification procedure (Section 44) and the person in charge (Section 45), the provisions of Chapter 7 on staff and the provisions of the Ministry of Education and Culture's decree on attachments (772/2018). However, there are also a number of other matters based on the provisions of different Acts and regulations issued based thereon that need to be taken care of before the start of operations, which are also covered in these instructions.

1.3. Supervision issues in the establishment and commissioning of an early childhood education and care site

The establishment and commissioning of a privately run early childhood education and care site is supervised jointly by KASKO and KYMP's Building Control Services and Environmental Services.

KASKO and KYMP provide instructions and advice to service providers in issues related to establishing a site in the manner described later in these instructions.

2. Procuring a suitable early childhood education and care site

2.1. Premises assessment

The search for suitable early childhood education and care premises should be started as early as possible. Below is a list of issues that should be taken into account and looked into as comprehensively as possible when procuring premises.

When assessing the suitability of premises and outdoor areas, the private service provider must ascertain especially the following:

- The intended use of the premises according to the current building permit
- The location of the daycare centre and its outdoor play area and their healthiness
(including the condition of structures, sufficient distance to busy traffic lanes, the impact of nearby traffic or industrial facilities on air quality and indoor and outdoor noise, the soundproofing of the building, ventilation, temperature, soil)
- Safety (including fire compartmentation, emergency exits, glass structures extending down to the floor, nearby industrial facilities or other similar operations)
- Accessibility (accessible entrances, indoor accessibility)

- The suitability of the premises for early childhood education and care in other respects from a pedagogic perspective and the adaptability and versatility of the learning environment
- Right to use the yard, outdoor recreation areas, need/pressure to use a public area and permission to use a public area.

2.2. Review of detailed plan provisions

The private service provider should also review the local detailed plan and its provision at the earliest stage. If the currently valid local detailed plan does not permit the use of the premises as a daycare centre, the landowner can request the initiation of the process to amend the local detailed plan, but this process typically takes 9–18 months.

For a justified reason, Building Control Services can issue a one-time temporary building permit that is valid for up to 5 years for a solution deviating from the local detailed plan.

2.3. Determining the need for a building permit

If a privately run early childhood education and care site is to be established in a new building owned by the service provider, the plot owner must procure a building permit for the construction of the new building in accordance with legal provisions.

If the daycare centre is to be established in existing premises, the premises are designated as a daycare centre on the building permit and the use of the premises corresponds to the building permit in respect to factors such as the space arrangement and capacity of the premises, a new building permit does not need to be applied for. However, if the premises are to undergo alterations that are larger than minor, a building permit is required. If the premises are to undergo only minor alterations (such as changes to light partition walls and fixtures, renewals and improvement of the premises' surface materials and acoustics), a building permit is not required.

If the daycare centre is to be established in existing premises and the premises are not designated as a daycare centre on the building permit, meaning that the intended use defined on the building permit is something else, the property owner must always apply for a new building permit.

Establishing a family group daycare in a dwelling does not require a building permit as long as the number of children in the family group daycare does not exceed eight. However, if the original intended use of the premises is something other than a dwelling or a daycare centre, establishing a group family daycare requires a building permit.

When a privately run early childhood education and care site is established in leased premises, the property owner ('the party engaging in a building project') is responsible for ensuring that the early childhood education and care site is compliant with the building permit. However, it is also the duty of shareholders and the private service provider lessee to make sure that the use of the premises is compliant with the building permit.

2.4. The outdoor area of a privately run early childhood education and care site

An early childhood education and care site must have an area suitable for outdoor activities, or the service provider must secure the right to use an outdoor area in one of the ways detailed below:

- If the privately run early childhood education and care site includes a suitable outdoor area or there is a suitable outdoor area nearby, an agreement on the use of the area must be established with the lessor/landowner/the housing company's building management or board. This agreement can be included in the lease or consist of a separate document. The potential environmental hazards of the planned outdoor area should be determined in advance in cooperation with Environmental Services.
- If there is no yard on the plot of the building to be used as an early childhood education and care site or elsewhere nearby that could be used as the daycare centre's outdoor area, the private service provider must initiate proceedings to secure the use of a substitute outdoor area at a park or other public area. In this case, the service provider

shall contact KYMP's Land Use and Control unit and submit a written application to secure the right to use the outdoor area.

Factors that the municipality takes into account when considering whether to grant the right to use a park or public area include the scope of the early childhood education and care operations, the other recreational uses, values and utilisation rate of existing playgrounds, environmental conditions (especially air quality and noise) and the network of green spaces and outdoor play areas as a whole. If the municipality decides to grant the right to use a public area, playground or park as an outdoor area, an access rights agreement on the use of the area is prepared with the service provider.

- If the children's regular outdoor area is a forest, a notification about this must be submitted to forestry manager Timo Virtanen or Vesa Koskikallio (firstname.lastname@hel.fi). Even in this case, an access rights agreement must be prepared for an outdoor area that is part of the site/located nearby or for a park/other public area.

2.5. Self-supervision plan

The private service provider must prepare a self-supervision plan to ensure the appropriateness of early childhood education and care activities (section 48 of the Act on Early Childhood Education and Care). More detailed provisions on the content, preparation and monitoring of the self-supervision plan are issued by the National Supervisory Authority for Welfare and Health. Obligations related to self-supervision are also imposed by the Health Protection Act and the Food Act. The self-supervision plan should preferably also cover issues related to health protection (such as indoor air issues, cleaning, hygiene, waste management), or a separate self-supervision plan can be prepared for covering these issues. As regards obligations imposed by the Food Act, the service provider must also prepare a separate in-house control plan.

The self-supervision plan is prepared before the start of operations and must also be attached to the notification submitted to the Regional State Administrative Agency about starting operations. The self-supervision plan must be updated within three months from the start of operations to

correspond to actual operations. The updating of the plan should be carried out in cooperation with staff.

Self-supervision refers to quality and customer satisfaction assurance that the service provider carries out independently in regard to compliance with legislation, control documents and its own quality requirements. Self-supervision plays a vital role in ensuring the appropriateness of operations, service quality and customer safety. The self-supervision plan is prepared jointly by site management and staff as part of an ongoing process, the emphasis of which should be on the practical implementation of the plan. The self-supervision plan must be updated at least once a year or in response to any changes in operations that affect service quality or customer safety.

The self-supervision plan must be kept publicly accessible at the site so that customers can examine it without separate request.

3. Additional considerations when an early childhood education and care site is established in premises that are not leased from the City

When a privately run early childhood education and care site is established in the private service provider's own premises or other premises that are not leased from the City, the private service provider must take care of all the matters, tasks and responsibilities related to the establishment of the site either alone or together with the party that owns the property.

3.1. Lease for an early childhood education and care site

The premises are handed over to the lessee in accordance with the conditions agreed upon in the lease.

The lease should also clearly define the division of responsibilities between the lessee and the lessor in regard to the implementation of repairs and alterations to the site and related tasks (inspections, approval, outdoors structures, etc.), the building permit compliance of alterations and related matters and the costs resulting from alterations.

3.2. The building permit process and the implementation of alterations

If a private service provider establishes an early childhood education and care site on its own property, the service provider is, as the property owner, responsible for determining the need for a building permit, applying for the building permit and ensuring compliance with the building permit.

If the site is established in a mutual real estate company unit owned by the service provider, the party that is the actual property owner is responsible for building permit compliance. The property owner is also responsible for building permit compliance if the site is established in premises that are not leased from the City. However, it is also the duty of shareholders and the lessee to make sure that the use of the premises is compliant with the building permit. While the property owner is responsible for determining the need for a building permit and applying for the building permit, the details related to the matter must be agreed upon in the lease or otherwise.

The property owner is also responsible for applying for the building permit required for any alterations to the premises. The division of responsibilities concerning the planning and implementation of alterations can be agreed upon between the property owner and lessee.

If the project requires a building permit, if it is difficult to determine whether a building permit is needed for alterations or if the situation is otherwise unclear, the principal designer should contact RAVA in good time.

Once a building permit has been issued, the construction corresponding to the building permit must be carried out in accordance with the building permit. Afterwards, RAVA will carry out a final inspection to determine whether the construction was carried out according to the building permit. The final inspection report must clearly indicate whether the premises can be commissioned for daycare centre operations.

The building permit must be issued, the intended use of the premises according to the building permit must be a daycare centre, the final inspections must have been carried out and the final inspection report must indicate that the premises can be commissioned before the service provider can initiate proceedings to submit the notification about providing private early childhood education and care services to the Regional State Administrative Agency.

Besides the requirements pertaining to the building permit and the final inspection, other preconditions for starting operations are that the notification for the start of operations and attachments have been submitted to the City registrar's office, that the service supervisor's approval visit at the site has been completed and that a decision about starting operations has been issued by the municipality.

3.3. Environmental Services' statement and notifications to be submitted to Environmental Services

Before preparing a lease or proceeding with building permit matters, the operator must determine the potential environmental hazards resulting from the location of the site in cooperation with Environmental Services. In addition to providing information and advice about locations, Environmental Services can also issue a statement upon request on the potential health impacts of the daycare centre's indoor and outdoor air quality and the potential environmental hazards of the site. If a building permit needs to be issued for the site, Building Control Services will request a statement from Environmental Services during the permit process. Otherwise, the service provider must request a statement from Environmental Services. The statement is usually issued based on documents and can also involve an on-site visit at the discretion of Environmental Services. Documents required for the statement include a description of operations, an up-to-date floor plan and information on ventilation.

A statement issued outside of the building permit process must be submitted to KASKO as an attachment to the notification for the start of operations.

Environmental Services must also be provided with the following statutory notifications concerning the operations of a privately run early childhood education and care site and the operation of a kitchen:

- The operator must submit a notification in accordance with Section 13 of the Health Protection Act to Environmental Services 30 days before starting operations or implementing a substantial change in operations. A substantial change in operations means the commissioning of additional facilities or increasing the number of children, for example. As a result of the notification, the activities

are registered in Environmental Services' control register and the daycare centre operations fall under the regular supervision carried out by Environmental Services.

Environmental Services will provide the operator with a certificate on the submission of the notification. This certificate must be attached to the notification for the start of operations to be submitted to the Regional State Administrative Agency. Environmental Services will carry out an inspection at the daycare centre after the start of operations.

- As regards the kitchen of an early childhood education and care site, the party responsible for kitchen operations must submit a notification in accordance with Section 13 of the Food Act to Environmental Services no later than four weeks before starting operations or implementing a substantial change in operations (such as an increase in the number of meals prepared or the conversion of a distribution kitchen into a food preparation kitchen).

The private service provider must submit a certificate on the submission of the notification to KASKO with the notification for the start of operations to be submitted to the Regional State Administrative Agency.

Environmental Services' supervision instructions for daycare facilities (Appendix 3) include the requirements and recommendations that Environmental Services takes into consideration in its supervision of daycare sites. The service provider should utilise these instructions when searching for suitable premises for their operations.

3.4. Rescue authority's statement and fire inspection

Before starting operations (in projects requiring a building permit after receiving permission to commission the premises from Building Control Services), the service provider must contact the Rescue Department's senior fire inspector. The rescue authority will assess whether a fire inspection needs to be carried out before operations can start or if one will be carried out later

in accordance with the regular supervision schedule. The rescue authority will prepare a statement about this. If the rescue authority deems that a fire inspection is necessary before operations can start, a separate fire inspection report will be prepared based on the inspection. A deadline will be set for any correction orders and, if necessary, orders will be issued for correcting any deficiencies before the start of operations.

During alterations subject to a building permit, the party that applied for the building permit must engage in cooperation with the rescue authority and schedule potential separate inspections in accordance with the rescue authority's instructions before the commissioning inspection by Building Control Services.

The rescue authority also provides advice on the preparation of rescue plans and evacuation safety reports (see Appendix 1, item 4 and Appendix 2, item 12). In addition to a rescue plan, around-the-clock daycare centres are obligated to prepare an evacuation safety report, which must be submitted to the rescue authority before starting operations. As regards other privately run early childhood education and care sites, the service provider must prepare a narrower report on the daycare centre's evacuation arrangements using KASKO's dedicated form and attach it to the rescue plan.

The rescue authority carries out regular fire inspections at daycare centres in accordance with the control plan and follows up on any correction orders that it issues.

3.5. Starting private early childhood education and care operations

One of the preconditions for starting operations at an early childhood education and care site is that the final inspection has been carried out and the subsequent final inspection report has been prepared. Other preconditions are that the Regional State Administrative Agency's notification about providing private early childhood education and care services and attachments have been submitted to the City registrar's office, that the service supervisor's approval visit at the site has been completed and that a decision about starting operations has been issued by the municipality.

Documents that need to be submitted as attachments to the Regional State Administrative Agency's notification for the start of operations include documents pertaining to the site, the service provider and the person in charge. The required attachments are listed in Appendices 1 and 2 of these instructions. Some of the attachments are submitted to the Regional State Administrative Agency after the municipality's decision about starting operations, while others are retained by KASKO. The notification for the start of operations and attachments are reviewed in a meeting with the special planning officer before the notification is submitted to the City registrar's office (visiting address: City Hall, Pohjoisesplanadi 11–13, Helsinki; postal address: City of Helsinki, Registrar's Office, PO BOX 10, 00099 CITY OF HELSINKI).

KASKO will check the maximum number of children indicated on the building permit during the processing of the starting notification. The municipality cannot issue a decision about starting operations if the number of children indicated on the starting notification is higher than the number indicated on the building permit. Daycare centre operations cannot be started if they do not comply with the building permit.

The Education Division's service supervisor will conduct an approval visit at the daycare centre after the notification for the start of operations has been submitted to the Registrar's Office. Issues examined during the approval visit include the suitability of the facilities (indoor and outdoor facilities) for early childhood education and care (also from a pedagogic perspective) and matters related to the organisation of early childhood education and care (including safety, meals, hygiene). During the visit, the service supervisor also checks the competence of the person in charge and their criminal record, if necessary, and the competence and number of staff.

After the service supervisor's inspection, the Education Division's Direction and Supervision Services for Private Early Childhood Education and Care will make a decision on whether to approve the start of the new daycare centre's operations. Operations cannot be started before the municipality's decision to approve the start of operations has been issued.

The municipality's decision and the attachments to be submitted to the Regional State Administrative Agency are sent to the Regional State Administrative Agency of Southern Finland in electronic format. After the municipality's decision on the start of operations has been issued, all new privately run sites are registered by the Regional State Administrative Agency.

3.6. Early childhood education and care data warehouse Varda

The Act on Early Childhood Education and Care (540/2018) lays down provisions on the creation of the early childhood education and care data warehouse (VARDA), the data to be stored therein, transfer of the data stored and online services associated with the data warehouse. Municipal and private service providers are obliged to store the data listed in section 70 of the Act on Early Childhood Education and Care in the data warehouse.

Private service providers are obliged to store the data referred to in section 70, subsection 1 of the Act on Early Childhood Education and Care and the data on children referred to in section 70, subsection 3 in the data warehouse starting from 1 January 2020 (section 76 of the Act on Early Childhood Education and Care).

Private service providers are obliged to store the data on staff referred to in section 70, subsection 2 of the Act on Early Childhood Education and Care and the data on guardians referred to in section 70, subsection 4 in the data warehouse starting from 1 September 2020 (section 76 of the Act on Early Childhood Education and Care).

4. Additional considerations when an early childhood education and care site is established in premises leased from the City

4.1. Private service provider's premises survey

A private service provider can establish an early childhood education and care site in their own premises, premises leased from the private market or premises leased from the City. Private service providers interested in leasing premises from the City are instructed to contact a leasing negotiator from KYMP's Rental Services for Businesses Unit.

The Rental Services for Businesses Unit's leasing negotiator offers suitable premises to private service providers from the City's own portfolio. The offered premises can be directly owned by the City or by a property company that is part of the Helsinki Group (HEKA, HASO, interest-subsidised companies).

Available City-owned premises can be browsed online (in Finnish) or enquired from <https://www.hel.fi/helsinki/fi/asuminen-ja-ymparisto/tontit/tilat/tilat>

4.2. Assessment of the premises' suitability for use as an early childhood education and care site

The leasing negotiator from KYMP's Rental Services for Businesses Unit assesses the condition and alteration needs of premises offered to private service providers in cooperation with other RYA experts. The assessment involves reviewing the detailed plan provisions pertaining to the premises, the premises' building permit situation and potential environmental hazards resulting from the location of the premises (such as nearby traffic).

After the assessment is complete, the leasing negotiator from Rental Services for Businesses will commission a cost assessment of the repair and alteration needs of the premises from RYA experts for the private operator.

As a general rule, the City's premises are not leased for use that is non-compliant with detailed plan provisions. However, a non-compliance process can be started at the discretion of RYA, ASKA and KASKO experts if the establishment of a daycare centre is supported on the grounds of regional service needs or some other land use grounds.

If the premises leased from the city include access to a yard area, the use of the yard area is subject to separate agreement.

If the premises leased from the City do not include access to a yard area, the leasing negotiator and RYA experts must engage in planning cooperation with MAKU (KAMU, ASKA) and YMPA experts to determine whether it would be possible to designate an outdoor area for the privately run daycare centre at a park or some other public area. This process is explained in greater detail in section 2.4. The outdoor area of a privately run early childhood education and care site.

4.3. Lease for an early childhood education and care site

Before the preparation of a lease, the leasing negotiator from Rental Services for Businesses reviews the private operator's financial records and prepares a written report on the reviewed matters. A lease can then be prepared, provided that the lessee's records are in order. The lease must clearly define the division of responsibilities between the lessee and the lessor regarding the implementation of alterations, applying for a building permit and the compliance of the alternations with the building permit (see sections 4.4. and 4.5. below).

The premises are handed over to the lessee in accordance with the conditions agreed upon in the lease, taking into account the delay in the commissioning of the premises resulting from possible alterations.

4.4. The building permit process

If the project requires a building permit, if it is difficult to determine whether a building permit is needed for alterations or if the situation is otherwise unclear, the principal designer should contact the person responsible for intended use changes in the area at RAVA in good time.

When a private service provider leases premises directly owned by the City for early childhood education and care operations, the City (RYA), as the owner of the property, is the party that applies for the building permit and ensures the competence of the planners of the alterations before initiating the building permit process. However, if the leased premises consist of a mutual real estate company unit owned by the City, the party that applies for the building permit is the mutual real estate company that owns the property.

Once project preparation has proceeded to the permit phase, the person in charge of the project at RYA opens the project on the Lupapiste service and invites the lessee's planners and KYMP's other experts (YLPI, RAKE, ROHA, TILA, MAKA, as necessary) to review the building permit application. Once the building permit application has been reviewed and is ready for submission, the person in charge of the project at RYA notifies the person at ROHA undertaking

the building project of this, and the latter submits the permit application for processing.

If the leased premises are owned by a property company that is part of the Helsinki Group (HEKA, HASO, interest-subsidised companies), the party responsible for submitting the permit application is the property company in question.

The building permit includes permit conditions that must be fulfilled before the commissioning of the premises. One of the preconditions for starting operations at an early childhood education and care site is that the final inspection has been carried out and the subsequent final inspection report has been prepared. Other preconditions are that the Regional State Administrative Agency's notification about providing private early childhood education and care services and attachments have been submitted to the City registrar's office, that the service supervisor's approval visit at the site has been completed and that a decision about starting operations has been issued by the municipality.

4.5. Implementation and approval of alterations

The party responsible for alterations to the premises is the owner of the premises, unless otherwise agreed. When a service provider leases premises from the City, the lease includes a provision stating that the lessee is responsible for the implementation of alterations in accordance with the conditions of the building permit. The implementation's compliance with the building permit is supervised by the property manager/RAKE project director. The lease also includes a provision stating that the lessee is responsible for the planning and implementation of repairs and alterations and associated costs. However, planning and implementation are always carried out under the direction and supervision of the persons in charge at RYA and the leasing negotiator from KYMP's Rental Services for Businesses Unit.

The lease also includes a provision stating that the lessee is responsible for premises inspections, the approval of the premises and for notifying the leasing negotiator from KYMP's Rental Services for Businesses Unit and the property manager once the site is approved in the final inspection carried out by Building Control Services. After this, the leasing negotiator confirms that the premises

can be commissioned in accordance with the terms of the lease. The lessee then submits all the inspection reports concerning the premises, including the final inspection report, to the leasing negotiator.

The lease also includes a provision stating that the lessee is responsible for the planning costs of any structures to be built in the outdoor area (such as new fences). KYMP KAMU participates in the review and approval of the plans.

4.6. Environmental Services' statement and notifications to be submitted to Environmental Services

Before preparing a lease or proceeding with building permit matters, the operator must determine the potential environmental hazards resulting from the location of the site in cooperation with Environmental Services. In addition to providing information and advice about locations, Environmental Services can also issue a statement upon request on the potential health impacts of the daycare centre's indoor and outdoor air quality and the potential environmental hazards of the site. If a building permit needs to be issued for the site, Building Control Services will request a statement from Environmental Services during the permit process. Otherwise, the service provider must request a statement from Environmental Services. The statement is usually issued based on documents and can also involve an on-site visit at the discretion of Environmental Services. Documents required for the statement include a description of operations, an up-to-date floor plan and information on ventilation.

A statement issued outside of the building permit process must be submitted to KASKO as an attachment to the notification for the start of operations.

Environmental Services must also be provided with the following statutory notifications concerning the operations of a privately run early childhood education and care site and the operation of a kitchen:

- The operator must submit a notification in accordance with Section 13 of the Health Protection Act to Environmental Services 30 days before starting operations or implementing a substantial change in operations. A substantial change in operations means the commissioning of additional facilities or increasing the number of

children, for example. As a result of the notification, the activities are registered in Environmental Services' control register and the daycare centre operations fall under the regular supervision carried out by Environmental Services.

Environmental Services will provide the operator with a certificate on the submission of the notification. This certificate must be attached to the notification for the start of operations to be submitted to the Regional State Administrative Agency. Environmental Services will carry out an inspection at the daycare centre after the start of operations.

- As regards the kitchen of an early childhood education and care site, the party responsible for kitchen operations must submit a notification in accordance with Section 13 of the Food Act to Environmental Services no later than four weeks before starting operations or implementing a substantial change in operations (such as an increase in the number of meals prepared or the conversion of a distribution kitchen into a food preparation kitchen).

The private service provider must submit a certificate on the submission of the notification to KASKO with the notification for the start of operations to be submitted to the Regional State Administrative Agency.

Environmental Services' supervision instructions for daycare facilities (Appendix 3) include the requirements and recommendations that Environmental Services takes into consideration in its supervision of daycare sites. The service provider should utilise these instructions when searching for suitable premises for their operations.

4.7. Rescue authority's statement and fire inspection

Before starting operations (in projects requiring a building permit after receiving permission to commission the premises from Building Control Services), the service provider must contact the Rescue Department's senior fire inspector. The rescue authority will assess whether a fire inspection needs

to be carried out before operations can start or if one will be carried out later in accordance with the regular supervision schedule. The rescue authority will prepare a statement about this. If the rescue authority deems that a fire inspection is necessary before operations can start, a separate fire inspection report will be prepared based on the inspection. A deadline will be set for any correction orders and, if necessary, orders will be issued for correcting any deficiencies before the start of operations.

During alterations subject to a building permit, the party that applied for the building permit must engage in cooperation with the rescue authority and schedule potential separate inspections in accordance with the rescue authority's instructions before the commissioning inspection by Building Control Services.

The rescue authority also provides advice on the preparation of rescue plans and evacuation safety reports (see Appendix 1, item 4 and Appendix 2, item 12). In addition to a rescue plan, around-the-clock daycare centres are obligated to prepare an evacuation safety report, which must be submitted to the rescue authority before starting operations. As regards other privately run early childhood education and care sites, the service provider must prepare a narrower report on the daycare centre's evacuation arrangements using KASKO's dedicated form and attach it to the rescue plan.

The rescue authority carries out regular fire inspections at daycare centres in accordance with the control plan and follows up on any correction orders that it issues.

4.8. Starting private early childhood education and care operations

One of the preconditions for starting operations at an early childhood education and care site is that the final inspection has been carried out and the subsequent final inspection report has been prepared. Other preconditions are that the Regional State Administrative Agency's notification about providing private early childhood education and care services and attachments have been submitted to the City registrar's office, that the service supervisor's approval visit at the site has been completed and that a decision about starting operations has been issued by the municipality.

Documents that need to be submitted as attachments to the Regional State Administrative Agency's notification for the start of operations include documents pertaining to the site, the service provider and the person in charge. The required attachments are listed in Appendices 1 and 2 of these instructions. Some of the attachments are submitted to the Regional State Administrative Agency after the municipality's decision about starting operations, while others are retained by KASKO. The notification form and attachments are reviewed in a meeting with the special planning officer before the notification is submitted to the City registrar's office (visiting address: City Hall, Pohjoisesplanadi 11–13, Helsinki; postal address: City of Helsinki, Registrar's Office, PO BOX 10, 00099 CITY OF HELSINKI).

KASKO will check the maximum number of children indicated on the building permit during the processing of the starting notification. The municipality cannot issue a decision about starting operations if the number of children indicated on the starting notification is higher than the number indicated on the building permit. Daycare centre operations cannot be started if they do not comply with the building permit.

The Education Division's service supervisor will conduct an approval visit at the daycare centre after the notification for the start of operations has been submitted to the Registrar's Office. Issues examined during the approval visit include the suitability of the facilities (indoor and outdoor facilities) for early childhood education and care (also from a pedagogic perspective) and matters related to the organisation of early childhood education and care (including safety, meals, hygiene). During the visit, the service supervisor also checks the competence of the person in charge and their criminal record, if necessary, and the competence and number of staff.

After the service supervisor's inspection, the Education Division's Direction and Supervision Services for Private Early Childhood Education and Care will make a decision on the establishment of a new daycare centre. Operations cannot be started before the municipality's decision to approve the start of operations has been issued.

The municipality's decision and the attachments to be submitted to the Regional State Administrative Agency are sent to the Regional State Administrative Agency of Southern Finland in electronic format. After the municipality's decision on the start of operations has been issued, all new privately run sites are registered by the Regional State Administrative Agency.

4.9. Early childhood education and care data warehouse Varda

The Act on Early Childhood Education and Care (540/2018) lays down provisions on the creation of the early childhood education and care data warehouse (VARDA), the data to be stored therein, transfer of the data stored and online services associated with the data warehouse. Municipal and private service providers are obliged to store the data listed in section 70 of the Act on Early Childhood Education and Care in the data warehouse.

Private service providers are obliged to store the data referred to in section 70, subsection 1 of the Act on Early Childhood Education and Care and the data on children referred to in section 70, subsection 3 in the data warehouse starting from 1 January 2020 (section 76 of the Act on Early Childhood Education and Care).

Private service providers are obliged to store the data on staff referred to in section 70, subsection 2 of the Act on Early Childhood Education and Care and the data on guardians referred to in section 70, subsection 4 in the data warehouse starting from 1 September 2020 (section 76 of the Act on Early Childhood Education and Care).

5. Start-up support

Start-up support can be granted to a private service provider for the costs associated with the establishment of a new privately run early childhood education and care site, alterations related to the expansion of operations or the procurement of movables needed for the start of early childhood education and care operations. The support is granted for private daycare operations taking place in the City of Helsinki's area and group daycare operations involving two caregivers.

When the capacity of an early childhood education and care site is increased via the procurement of new premises, the amount of support that can be granted can be up to EUR 1,000 for each full-time daycare place established for a child living in Helsinki. When capacity is increased without the procurement of new premises, the amount of support can be up to EUR 500 for each full-time daycare

place established. The maximum amount of start-up support that can be granted a single service provider per year is EUR 30,000/15,000.

Start-up support can be granted only once a year and a total of three times to the same service provider.

For further information, please contact Special Planning Officer Johanna Auer, tel. 09 310 56404, e-mail johanna.auer@hel.fi

6. Contact information

The supervisory authorities for privately run early childhood education and care are the corresponding Regional State Administrative Agency, the National Supervisory Authority for Welfare and Health and the municipality's designated decision-making body (section 52 of the Act on Early Childhood Education and Care 540/2018).

In Helsinki, the party responsible for the **steering and supervision** of early childhood education and care is the district manager for early education and care. Steering and supervision is carried out by two service supervisors, who also conduct approval visits to newly established daycare centres and group daycares. The special planning officer provides guidance and advice for the establishment of a new daycare centre.

- Johanna Auer, special planning officer (johanna.auer@hel.fi, telephone 09 310 56404)
- Katja Almusa, service supervisor (katja.almusa@hel.fi, telephone 09 310 41138)
- Auli Stenberg, service supervisor (auli.stenberg@hel.fi, telephone 09 310 26396)
- Eeva Tiihonen, district manager, early education and care (eeva.tiihonen@hel.fi, telephone 09 310 58499)

Other potential cooperation parties in the establishment of a new early childhood education and care site include (**see also Appendix 3, which contains forms and instructions**):

- The contact information for Building Control Services' experts are available at <https://www.hel.fi/kaupunkiymparisto/en/feedback>.

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- Information and advice concerning environmental hazards (such as noise and air quality): Anne Leppänen, environmental inspector (anne.m.leppanen@hel.fi, telephone 09 310 34366 (Environmental Services/Environmental Protection and Steering))
- Information and advice and statement requests concerning the indoor air quality of daycare centres: kymp.vtysti@hel.fi
- Notifications to Environmental Services in accordance with the Health Protection Act: ymk@hel.fi
- Information, advice and statement requests concerning daycare centre kitchens and notifications in accordance with the Food Act (notifications are primarily submitted online): kymp.elintarviketurvallisuus@hel.fi
- On-duty fire inspector tel. 09-310 31203, palotarkastaja@hel.fi, contact for up-to-date contact information.

Appendix 1. Checklist for actions related to the establishment of a new early childhood education and care site and attachments to be submitted to KASKO

1. Check the intended use of the premises/building as defined on the building permit from Building Control Services' archives, for example. If the intended use of the premises as defined on the building permit is not a daycare centre, you will need to apply for a building permit from Building Control Services to change the intended use of the premises. You can also check the intended use of the premises from the Arska service (please note that even if the intended use is listed as daycare centre on the Arska service, this does not guarantee compliance with the building permit – please contact the archive). Link to the service [Front page – ARSKA](#).
The building permit decision, the approved floor plan and the final inspection report for the site, in which Building Control Services declares the daycare centre approved for use, must always be submitted to Early Childhood Education and Preschool Education. These are mandatory attachments to the notification for the start of operations, in addition to the attachments listed in Appendix 2, as are a certificate on the notification referred to in section 13 of the Food Act (item 3), the access rights agreement for an outdoor area (item 5) and the staff establishment plan (item 6).
2. Submit a written notification based on section 13 of the Health Protection Act to Environmental Services 30 days before the start of operations. You will need a certificate proving that you have submitted the notification to attach to your notification for the start of operations. If the site does not require the issuing of a new building permit, also request a statement from Environmental Services.
3. Submit a written notification of food premises based on section 13 of the Food Act to Food Safety four weeks before the start of operations. You will need a certificate proving that you have submitted the notification to attach to your notification for the start of operations.
4. Procure a rescue authority's statement from the Rescue Department. Initiate proceedings for the preparation of a rescue plan. Around-the-clock daycare centres are obligated to prepare an evacuation safety report, other daycare centres are obligated to prepare a narrower report on the daycare centre's evacuation arrangements using KASKO's dedicated form, which is then attached to the rescue plan (see Appendix 2, item 12).
5. An agreement on the use of an outdoor area needs to be attached to the notification for the start of operations in all cases. This can be either a separate document or part of the lease. If the daycare centre does not have a yard of its own, a written application for access rights to an outdoor area must first be submitted to the Urban Environment Division.
6. Fill in the staff establishment plan form. This must also be attached to the notification for the start of operations. Be sure to take the requirements concerning the competence and number of staff into account.
7. Procure an extract from the criminal record of the person in charge of operations – the extract is presented to the service supervisor during the approval visit. Be sure to also take into account the competence requirements for the person in charge and procure the necessary certificates to prove their fulfilment.
8. Fill in the Regional State Administrative Agency's notification about providing or changing private early childhood education and care services form.

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9. Prepare a self-supervision plan (National Supervisory Authority for Welfare and Health).
10. Familiarise yourself with the instructions for the early childhood education and care data warehouse Varda and prepare for the service provider's obligations related to it.
11. Schedule an appointment with Special Planning Officer Johanna Auer to review the notification and its attachments. After the review, the notification and its attachments are submitted to the City Registrar's Office. After this, Service Supervisor Katja Almusa or Auli Stenberg will conduct an approval visit at the site.

The notification to be submitted to the Regional State Administrative Agency also requires other attachments in addition to the ones listed above.

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Appendix 2. Documents needed for Regional State Administrative Agency registration

Attachments pertaining to the service provider and the person/juristic person with decision-making power:

1. An up-to-date Trade Register extract or copy of the business registration
2. If the applicant is a company, other community or association, a copy of the articles of association, articles of incorporation or by-law
3. Extract from the register of employers in accordance with the Withholding Tax Act (a Tilajavastuu.fi report or a printout from the Business Information System are also valid)
4. Records of processing activities in accordance with Article 30 of the General Data Protection Regulation
5. Extract from the business prohibition register (for the natural persons and private traders with decision-making power in the community)
6. Extract from the trustee register (for the natural persons and private traders with decision-making power in the community)
7. Extract from the bankruptcy and corporate restructuring register (for both the service provider and juristic persons with decision-making power)
8. Printout of staff search conducted on roles marked in the Trade Register from the last three years (persons with decision-making power in the community) – in **addition** to this, an extract from the bankruptcy and corporate restructuring register for all the communities in which the persons have had decision-making power
9. Extract from the enforcement register (for the service provider and all natural and juristic persons with decision-making power)

Attachments pertaining to the site:

10. Operating plan (content of operations and the scope of their planning; this is different from the operating plan referred to in section 1.2)
11. Up-to-date floor plan and usage plan of the indoor facilities used in the operations
12. Rescue plan and evacuation safety report
13. Self-supervision plan (the same as in Appendix 1, item 8)

Certificates for the person in charge:

14. Copy of degree diploma and testimonials proving the competence of the person in charge

Inspection reports:

15. Rescue authority's statement (the same as in Appendix 1, item 4)
16. Health protection authority's certificate of the submission of the written notification and Environmental Services' statement (the same as in Appendix 1, item 2)

Appendix 3. Forms and instructions

Information on applying for a building permit [Information for builders | City of Helsinki](#)

Permits for outdoor areas are issued by the Urban Environment Division. About outdoor areas:

<https://www.hel.fi/helsinki/en/housing/plots-land-buildings/permits-for-public-areas/renting-of-land-areas/daycare-centre-outdoor-areas/>

Form for the written notification to be submitted to Environmental Services in accordance with section 13 of the Health Protection Act and the above-mentioned instructions [Notifications and instructions based on the Health Protection Act](#)

Form for the written notification to be submitted to Environmental Services in accordance with section 13 of the Food Act [Form for the notification based on the Food Act](#)

Safety guide for education and early childhood education and care (in Finnish) <https://www.oph.fi/fi/koulutus-ja-tutkinnot/opetustoimen-ja-varhaiskasvatuksen-turvallisuus>

Guide for the preparation of a safety and rescue plan (in Finnish) ([link](#))

Report on a daycare centre's evacuation arrangements/KASKO (in Finnish) ([link](#))

Further information on the rescue plan and evacuation safety report <https://www.hel.fi/pela/en/preventing-accidents/emergency-plan-and-evacuation-safety-report/>

Information on fire inspections <https://www.hel.fi/pela/en/preventing-accidents/fire-inspection>

Self-supervision in early childhood education and care ([link](#))

Notification about providing or changing private early childhood education and care services form and instructions <https://www.suomi.fi/services/a-notification-about-providing-or-changing-private-early-childhood-education-and-care-services-regional-state-administrative-agency/6dfc497b-cca4-40b2-b021-15ca07ce8184>

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About support for starting private daycare
operations <https://www.hel.fi/helsinki/en/childhood-and-education/day-care/private/providers/support/support-private-operations>

Appendix 4. New entrepreneur starting operations

A new entrepreneur starting operations should contact NewCo Yrityshelsinki, which provides advice to persons starting their own business operations. NewCo Yrityshelsinki offers services related to the establishment, development and international growth of businesses. The business advice provided is personal, free of charge and confidential.

Further information: NewCo Helsinki
Ensi Linja 1, 00530 Helsinki
Tel. (09) 310 36 360 (9–11 and 13–15)
yrityshelsinki@hel.fi
www.newcoyrityshelsinki.fi