

Frequently asked questions about fees

Where do I send income statements?

Send income statements by post addressed to Kirkkonummen kunta/varhaiskasvatus, PL 20, 02401 Kirkkonummi, by e-mail to varhaiskasvatuksenmaksut@kirkkonummi.fi or using the electronic form.

What income information is needed?

We need you most recent payslip, showing your taxable earned income per month, income accrual from of the ongoing and previous year and holiday bonus amount. If your employer does not pay a holiday bonus you must submit a certificate of this from your employer.

You must also submit certificates of benefits paid by the Social Insurance Institution (Kela). These are for example

- Unemployment benefit
- Income support
- Study grant (students must submit a study certificate)
- Maternity, paternity, or parental allowance
- Child home care allowance
- Flexible or partial care allowance
- Sickness allowance
- Child maintenance support
- Rehabilitation allowance
- Pensions (also pensions paid to children)
- Job alternation compensation

You must also submit certificates of benefits paid by others. These are for example

- Earnings-related daily allowance
- Child maintenance allowance
- Pensions
- Adult education allowance
- Capital income (income from interest, options, dividends and rent)
- Caregiver assistance
- Job alternation compensation
- Other personal income (for example: meeting attendance allowance, benefits in kind)
- Compensation and daily allowances paid based on accident insurance.

Are the following considered as the family's income: home care allowance/study grant/adult education allowance/child maintenance allowance/child benefit/housing allowance?

- Home care allowance is not counted as income, but the decision is needed as an appendix

- Study grant is not counted as income, but the decision is needed as an appendix
- Adult education allowance is not counted as income, but the decision is needed as an appendix
- Child maintenance allowance is counted as income and the decision is needed as an appendix
- Child benefit is not counted as income, no appendix needed
- Housing allowance is not counted as income, no appendix needed

What information about income must a private entrepreneur submit?

- From shareholders in joint stock companies, we need a payslip and an account of benefits in kind and dividends.
- From a one-man business, we need an income statement and balance sheet
- From a partnership firm and a limited partnership, we need an income statement and balance sheet as well as an account of pay and benefits in kind

I have started a new job and don't get my first payslip until next month, what should I do?

Send a message to varhaiskasvatuksenmaksut@kirkkonummi.fi where you have written your estimated wages before tax and when you can submit your payslip.

Is net or gross income used when determining fees?

When determining client fees for early childhood education we use gross income and add a 5% holiday bonus percentage. If your employer does not pay a holiday bonus you must submit a certificate of this from your employer.

How is income calculated if my wages vary from month to month?

In this case we calculate the average for a longer period of time, for example from the beginning of the year, or if necessary, based on the previous year's income.

Do you have to fill in the income statement form?

If you do not submit the income statement form, you will automatically be charged the highest fee.

I sent the income statement at the beginning of September, but this was not taken into consideration in the invoice for August, why?

Client fees are determined according to the beginning of that month that the income statement has been delivered to the municipality.

If my income changes in the middle of the year, do I have to send the new information to the municipality.

Yes, if your income changes, you must send a new income statement. Your income information will be corrected from the beginning of the calendar month that the information is delivered to the municipality. If your income changes in the middle of a calendar month the change takes effect from the beginning of the next month.

I have been requested to submit income information in the spring for the term that begins in August, but I don't yet know what my income will be at that time. What should I do?

In that case you can send your income statement to the municipality before the end of August. You may receive a decision where the fee is set according to the highest level, but this will be corrected if you submit your income statement at latest on 31 August.

My partner is not the father/mother of my child. Does he/she have to submit an income statement?

Yes, he/she must submit an income statement. The income of the child, the child's guardian(s) and persons living with them in the same household as a family member through marriage or in marriage-like conditions is considered as the family's income.

I have questions concerning our fee decision. Who should I contact?

Contact the person who has prepared the fee decision by telephone (you will find the phone number on the decision) or by e-mail at varhaiskasvatuksenmaksut@kirkkonummi.fi.

Do we pay the fee for the whole month if early childhood education begins and ends in the middle of the month?

The early childhood education fee is charged starting from the first day of early childhood education stated in the decision. If you do not accept the placement in early childhood education that you have applied for and been granted, and you do not make a cancellation before the first day stated in the decision, you will be charged half of the monthly fee.

If you cancel the placement in early childhood education, invoicing will end on the last day of early childhood education. An early childhood education placement must be cancelled in writing addressed to the daycare centre director or family daycare director at least one month before early childhood education ends.

How do I know what the early childhood education fee will be when we have submitted our income statement or accepted the highest fee?

In early childhood education in Kirkkonummi, we have switched to electronic decision-making in April 2021. Electronic decision-making concerns fee decisions and decisions on early childhood education and pre-primary education.

You can easily receive decisions electronically as soon as the decision has been made without having to wait for the mail. To do this you need to accept electronic services through www.suomi.fi. To be able to receive decisions electronically, guardians must activate electronic messages in the settings in the service suomi.fi.

We can then send you your fee decision electronically through suomi.fi and you will be able to view it as soon as the decision has been made. If you do not activate electronic messages, decisions will be sent by post, and you will receive them approximately one week later.

Why have I received a decision with the highest fee even though my income does not require it? Do I need to submit a request for an administrative review?

The municipality will apply the highest fee if the family does not submit an income statement within one month of the beginning of early childhood education.

No, you do not need to submit a request for an administrative review to the registry. You can submit your income statement by post or electronically before the end of the period of the request for an administrative review.

What is the difference between the fee decision and the invoice?

A fee decision is a decision made by a municipal official regarding the client fee for early childhood education. The early childhood education fee given in the fee decision is the fee for a whole month. On the fee decision you will see the following: family size, service need and income. If you have questions about the decision, please contact the person who has prepared the decision.

You will receive an invoice for early childhood education based on the current fee decision. Possible refunds and deductions will be taken into account in the invoice. Invoicing is done in arrears. For example, the invoice for the month of May will arrive in the middle of June and be due at the end of June. It is also possible to receive the invoice for early childhood education as an electronic invoice.

Frequently asked questions about invoices

Can the invoice be divided between the primary custodial guardian and the non- custodial guardian?

The invoice cannot be divided and is always sent to the primary custodial guardian. The client fee is determined according to the income statement submitted by the primary custodial guardian.

When is early childhood education invoiced?

The fee for early childhood education is due in arrears once a month. The due date is the last weekday the month after a month in early childhood education. It is also possible to receive the invoice as an e-invoice.

Pay early childhood education service fees easily as an e-invoice. The e-invoice is an easy way to pay your invoice with just a few clicks when you don't need to fill in account and reference numbers. You can also set the payment to be paid automatically.

You can make an e-invoice agreement with your own bank and the municipality of Kirkkonummi. Go to your own online bank, "Tilaa e-laskuja" (order e-invoices) -> Search for "Kirkkonummen kunta", select Kirkkonummen kunta, Sivityspalvelut -> fill in the reference number (viitenumero) on the invoice. The reference number on the previous invoice is used for identification. Enter the reference number without blank spaces. In the future the invoices will go directly to your online bank.

Can the invoice's due date be postponed?

If the guardian is unable to pay the invoice on the due date, he/she can ask for a postponement before the due date on the invoice. Send your request to varhaiskasvatuksenmaksut@kirkkonummi.fi. The request must include the child's name, the invoice number and due date and when you are able to pay the invoice.

How do absences affect client fees?

When a child is absent due to illness at least 11 days in a calendar month, half of the monthly fee is charged. When a child is absent due to illness for an entire calendar month, no fee is charged. When a child is absent for other reasons for an entire calendar month, half of the monthly fee is charged. Otherwise, the full monthly fee is always charged.

Why is the fee not decreased after an uninterrupted absence due to illness that lasted 11 days?

Absence due to illness must take place within one calendar month. If the child is ill at the turn of the month and the period of absence due to illness does not last a full 11 days during either month, the full monthly fee will be charged for both calendar months.

Is early childhood education free of charge in July?

The month of July is free of charge if the child began early childhood education in August the previous year, or earlier.

Why do you have to pay the fee for a full month for one day in early childhood education in July?

The full monthly fee is charged for July if the child has begun early childhood education after the month of August the previous year. If the child is absent for the entire calendar month, half of the monthly fee is charged. If the child is present in early childhood education even one day during the calendar month, the full monthly fee is charged.

Is July free of charge or are there other refunds for absences in private early childhood education?

Practices relating to a free month of July and the effect of absences on client fees vary between different service providers. Exceptions regarding client fees in case of absences are stated in the written agreement between the family and the service provider.

Other questions regarding invoices

The invoice contains the contact information of the invoice issuer.

Questions about paying invoices

Sarastia Oy/customer service, telephone: 020 6399 400

Questions about debt collection invoices

Revire Perintä Oy puh. 020 6399 420

<https://revire.fi/asiakaspalvelu/>