

Shift care is childcare between 5.30 p.m. and 6.30 a.m. and/or on the weekend.

Shift care is organised in the evenings, at nights, on weekends and during bank holidays and public holidays in centre-based early education or family-based daycare. Shift care shall be organised to the extent necessary for children who need it due to the employment or studies of a parent or other person who has custody of the child or children (Act on Early Childhood Education and Care, section 13).

Shift care allows the guardians of a child to work regular shifts simultaneously. The need for shift care is always evaluated on a family-by-family basis, and units monitor the utilisation of shift care. There is no subjective right to shift care. Children are entitled to shift care for the period during which both guardians or the sole guardian are on shift and for the period of sleep after a night shift.

Children of guardians working in critical sectors are also entitled to shift care while the guardian is on call. In these cases, shift care will be organised for the period during which the guardian is on call. Critical sectors include rescue and safety (fire and rescue personnel, personnel in emergency medicine, police, border guards), health care and social services.

1. Shift care places are intended for **children who need regular shift care**, for whom a shift care decision will be made based on an application for early childhood education. To be considered to need shift care regularly, a child must require care during the evening, night or weekend at least once a week on average.
2. If your child needs **temporary shift care**, you need to submit a separate temporary shift care application to the Early Childhood Education Office at least 2 weeks before the shift care is required. Shift care must be applied for separately even if your child is in early childhood education and care.
3. Shift care is organised in the childcare centres of Saariselkä, Ivalo and Inari. Overnight care is currently organised in Ivalo and Saariselkä. Shift care may be concentrated in one childcare centre in either Saariselkä or Ivalo during the **Christmas holidays** and at other times if necessary and for justified reasons.
4. **The childcare centre needs to be notified in writing of the child's care hours before the staff's shift planning. Notification of care hours must be made for at least one week at a time by 10 a.m. on the Monday of the preceding week at the latest. When booking shift care, the notification must include the working hours of both guardians/the sole guardian, as well as the child's care hours. The child's care hours are the period during which both guardians are working.**
 - Late notifications/changes will be accommodated if the childcare centre has room in the group and care staff are working during the period in question. If care cannot be organised in the child's own group, it will be organised in another group/childcare centre where possible.

- If requested, guardians must provide the childcare centre with the work shift lists provided by their employer to allow the childcare centre to inspect their right to shift care.
 - More than 10 hours of care will be counted as two care days.
 - A period of approximately eight hours following night shifts will be agreed upon to allow the guardian to sleep.
5. The working hours of employees in round-the-clock childcare centres are planned for periods of one week in advance according to the guardians' notifications of care hours. Employees are notified of their shifts on the Monday of the preceding week.
 6. Shift care is not provided during the guardians' holidays and days off. If the child's guardians are absent from their shift work (e.g., due to sick leave), children may generally attend early childhood education and care on weekdays from 8 a.m. to 4 p.m. For the wellbeing of the child, it is recommended that they have an average of two days off from the childcare centre each week and at least four weeks of holiday each year.
 7. Guardians must notify the childcare centre immediately of any absences, changes to the child's care hours and cancellations due to a sudden illness of the child or a family member. Changes to care hours affect employees' working hours and shifts, shift care arrangements, expenses and the need for substitutes. The cancellation of one child's care shift can lead to the cancellation of the employee's entire work shift.
 8. If the child is not brought to the childcare centre at the notified time and no notification of absence is made, the employee will wait at the childcare centre for 30 minutes, after which the reservation will be considered cancelled, and the group's staff will move on to other duties or leave the childcare centre. Reserved and suddenly cancelled or uncanceled care days are considered performed care days, and a customer charge is applied for them.
 9. Shift care in the mornings begins at 5 a.m. at the earliest. Children who are not staying for overnight care due to their guardians' work shifts must generally be picked up by 10 p.m. Children who need overnight care should be brought to the childcare centre by 9 p.m. Drop off and pick up times beyond these times will be negotiated and agreed upon on a case-by-case basis, taking into consideration the childcare centre's activities and the interests of the child.
 10. Partial overnight care can be organised at the child's home when the childcare centre's other children do not require shift care, the required care period is only part of the night and the family's home is suitable for organising care. A separate agreement is drawn up for any partial overnight care at the child's home.
 11. The need for and use of shift care is assessed every three months. When the child no longer needs shift care, a new application for early childhood education must be submitted for the child. An early childhood education and care place will be organised for the child either in another group in the childcare centre or at a family day care. However, the child may continue in their current group until the end of the period (autumn/spring period) if the queue for shift care allows.

Further information:

Director of Early Childhood Education and Care, Inari municipality, Pirkko Saarela, tel. 040 7441259

Director of the Early Childhood Education and Care Unit, Krista Leivo, tel. 040 7441210

Saariselkä childcare centre, manager, tel. 040 6207697

Ivalo childcare centre, manager, tel. 0400 398265

Inari childcare centre, manager, tel. 040 1533971