This form is used when discussing matters related to early childhood education and/or pre-primary education arrangements with guardians. The special education teacher and the head of the child’s current early childhood education/pre-primary education unit fill in the form together. For this purpose, the head of the early childhood education/pre-primary education unit will consult with the child’s guardians.

The information in the form and the appended documents will be used when making decisions concerning the child. According to section 41 of the Act on Early Childhood Education and Care (540/2018), the previous organiser of early childhood education and care is required to provide, without delay and secrecy provisions notwithstanding, the information necessary for the provision of early childhood education and care for the child to the new organiser. This information can also be provided at the request of the early childhood education and care/pre-primary education provider. The organiser of education is required to provide information necessary for the organisation of education to those working with the pupil to safeguard the pupil's right to sufficient support in learning and schoolgoing referred to in section 39 of the Basic Education Act.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **THIS FORM CONCERNS** | Early childhood education  Pre-primary education | | | |
| **1 THE CONSULTATION CONCERNS** | Organisation/Review of general support services  Start of intensified support  End of intensified support  Revision of intensified support  Start of special support  End of special support  Revision of special support to continue special support and/or change the arrangements  Organiser of early childhood education and care/pre-primary education | | | |
| **2 DETAILS OF THE CURRENT ORGANISER OF EARLY CHILDHOOD EDUCATION/ PRE-PRIMARY EDUCATION** | Name of the early childhood education/pre-primary education unit   |  | | --- | |  | | | Current group/pre-primary education group | |
| Name of the head of the early childhood education/pre-primary education unit | | Discussed by/in the pupil welfare team | |
| **3**  **CHILD’S BASIC INFORMATION** | Last name | First name | Date of birth | |
| Address | | Post code and town/city | |
| **4**  **GUARDIAN INFORMATION** | Guardian | | Telephone | |
| Address (if different from the child's) | | Post code and town/city | |
| Guardian | | Telephone | |
| Address (if different from the child's) | | Post code and town/city | |
| Guardian (other legal representative) | | Telephone | |
| Address (if different from the child's) | | Post code and town/city | |
| **5**  **REQUESTED SUPPORT**  **ARRANGEMENTS AND FORMS OF SUPPORT** | **Early childhood education and pre-primary education**  **Section 15b**  **General support**  **Intensified support**  **Special support**  **Section 15 c Support services:**  Consultation and teaching provided by an early childhood special education teacher  Interpretation and assistance services  Assistive devices (assistive devices for communication, vision, hearing, mobility or other physical needs of the child)  **Forms of pedagogical support:**  Activities in small groups  Interaction and communication methods (signs, pictures, technical solutions)  Solutions for learning environments  Solutions for the daily structure and rhythm in early childhood education  Special pedagogical techniques needed  Practices to include the child in group activities  **Forms of structural support:**  Small or special group  Group size reduction  Personal assistant  Group assistant  **Care-related forms of support:**    Increased value of service voucher for private early childhood education  Service voucher with factor 2  Service voucher with factor 3  Municipality-specific increase in the value of service voucher for private early childhood education  Municipality-specific increase, factor 2  Municipality-specific increase, factor 3  Early childhood education and care plan/Pre-primary education plan/Individual education plan is updated in accordance with the administrative decision | | | |
| **6 GUARDIANS’ REQUEST CONCERNING THE PROVIDER OF EARLY CHILDHOOD EDUCATION/**  **PRE-PRIMARY EDUCATION** | Guardians’ request concerning the early childhood education provider/pre-primary education unit/group | | | |
| Reasons (e.g. special considerations and/or social grounds regarding the provider of early childhood education/pre-primary education) | | | |
| Guardians have been informed of the different options for early childhood education/pre-primary education and matters that affect the determination of the early childhood education/pre-primary education provider  Guardians understand that the municipality determines the provider of early childhood education and/or pre-primary education, and it may not be the one they requested. | | | |
| During holidays, the provider of early childhood education/pre-primary education may change temporarily. | | | |
| **7**  **APPENDICES** | Child’s early childhood education and care plan (ECEC)  The child’s early childhood education and care plan for the year in pre-primary education  The child’s learning plan for pre-primary education  Individual education plan (HOJKS)  Pedagogical evaluation  Pedagogical report  Other specialist statement, please specify  Guardian’s power of attorney  Other, please specify | | | |
| **8**  **CONSULTATION WITH THE GUARDIANS AND THE CHILD** | Name, title and telephone number of the person who organised the consultation | | | Date of consultation (dd mm yyyy) |
| Participants | | | |
| Consultation with the child  The child has been consulted at the same time as the guardians  The guardians have been consulted  The guardian’s view:  The child’s view: | | | |
| **9**  **CONSENT AND SIGNATURES OF GUARDIANS** | I have been consulted on the need for support for my child and the arrangements for early childhood education/pre-primary education.  Guardian’s opinion on the matter being decided:  **I agree** to the support arrangements described in this form.  **I do not agree** to the support arrangements described in this form. | | | |
| Guardian’s signature and name in printed letters | | | Date |
| Guardian’s signature and name in printed letters | | | Date |
| **10**  **NOTIFICATION OF THE DECISION** | The authorities will notify the person concerned  The decision will be delivered to the person concerned by registered or unregistered mail | | | |
| **11**  **CONSULTANT’S SIGNATURE** | Signature and name in printed letters | | | Date |