

Notice to guardians

Principles of reducing after-school activities fees in accordance with the Basic Education Act in the 2024–2025 school year

Fixed monthly fee

A fee is charged for after-school activities for every month that the child participates in these activities. In accordance with the decision of the Helsinki City Board on 23 May 2016 (Section 517) the monthly client fee for after-school activities under the Basic Education Act as from 1 January 2017 until further notice is 100 euros/month for the daily service ending at 16.00, or 120 euros/month for service ending at 17.00.

A child-specific client fee in accordance with the after-school activities decision is invoiced from the guardians with the following exceptions:

- In August half the fee will be charged.
- No client fee will be charged for activity days that fall in June.
- Half of the monthly fee will be charged if the child is absent from after-school activities due to illness for 11 or more activity days in a calendar month. The guardian must report any absence due to illness to the group's instructor.
- No monthly fee is charged if the child's absence due to illness lasts the whole calendar month. The guardian must immediately report any absence due to illness to the group's instructor.
- Half of the monthly fee is charged if the child does not participate in after-school activities for the whole calendar month for other reasons than illness. The guardian should notify the group's instructor in advance of the child's absence.
- No reduction on the fee will be granted for school autumn, Christmas or winter holidays.
- Termination must be made in writing at least one calendar month before the change takes place. The same is applied to changes to operating hours, which are separately agreed with the service provider. Notice of the termination must be submitted to iltapaivatoiminta@hel.fi.
- No fee is charged for activities attended by children with severe or profound intellectual disability:

After-school activities are provided as special care to those intellectually disabled children in grades 3–10 that have special care programmes in accordance with the Basic Education Act. The afternoon activities are incorporated in the client's special care programme, and when provided in this manner, they are free of charge.

Invoicing

If the client fee has not been paid by the due date, the annual penalty interest may be recovered in accordance with the Interest Act (Basic Education Act, section 44.2).

The fee may be recovered without court ruling or decision in accordance with the provisions of the Act on the Collection of Taxes and Charges by Execution Measures (Basic Education Act, Section 44.3).

If you have any questions about the invoicing for activities provided by service providers outside of the City of Helsinki, please contact the service provider responsible for the activities directly.

Concerning any questions about the invoicing of after-school activities provided by the City of Helsinki, please contact
City of Helsinki, Education Division, Client Fees and Invoicing, tel. +358 9 310 43250 and visit <http://www.hel.fi/iltapaivatoimintamaksut>.

If you have any questions or requests regarding invoices, e.g. making payments or changing due dates, please call the Financial Management Services' customer service number +358 9 310 25300 or e-mail talpa.asiakaspalvelu@hel.fi.

Fee reduction principles

A decision of the Helsinki City Board made on 17 March 2008 (Section 360) lays down the principles for granting a reduction of or exemption from client fees for children's after-school activities.

- You must apply for an exemption from the client fee or the halving of the client fee in writing or by using secure e-mail (see instructions at the bottom) and you must attach proof of income to your application.

- You must apply for an exemption from the client fee or the halving of the client fee every year; applications submitted in the autumn concern the entire academic year and applications submitted in the spring concern the spring term.

- The exemption from the client fee or the halving of the client fee is only granted retroactively from the start of the academic year.

- For children in the same family attending after-school activities as specified in the Basic Education Act, exemptions from client fees are processed separately for each child.
- The reduction limits are based on income limits applied to client fees for early childhood education as specified in the Act on Client Fees in Early Childhood Education and Care.

Gross income limits from 1 August 2024 onwards until further notice:

Number of family members	Income limit for exemption from client fee (€)	Income limit for reduction of the client fee by half (€)
2	4,066	5,517
3	5,245	6,696
4	5,956	7,407
5	6,667	8,118
6	7,376	8,827

If a family has more than six members, €275 is added to the family's minimum gross income. For example, when the family size is eight, the addition is 2 x €275, making a total of €550.

Applying for a reduction or non-recovery of client fees

You can submit an application **from August onwards** with up-to-date income information. We will not process any applications submitted before August.

Please ensure that your application has arrived, because the client is responsible for any applications and their appendices they submit to the client fees unit (Administrative Procedure Act, chapter 4, section 17, Responsibility of the document sender). You can check that your application has arrived by e-mail: kasko.iphuojennukset@hel.fi.

When you apply for a reduction, notify the after-school activities service provider of your application so that they may agree on payment arrangements with you.

For the autumn term, the application must be received by the division's administration on **31 December 2024** at the latest. If the application for the reduction and its appendices arrive in the new year, the application will only be processed concerning the spring term. Reductions for the spring term are applied for on **31 May 2025**, at the latest, using the attached form. The following documents and copies of documents must be attached to the application:

- signed application for a 50% reduction / non-recovery of the client fee for after-school activities (as an attachment)



1.4.2024

CITY OF HELSINKI
Education Division
Client Fees and Invoicing
APPLICATION

Confidential
Act on the Openness of
Government Activities
section 24.1.23 k

- copies of up-to-date income declarations.

The application and its appendices can be submitted online at

<https://www.hel.fi/helsinki/en/childhood-and-education/comprehensive/morning-afternoon/afternoon/charges-afternoon-activities>.

You can confirm your identity using your online bank credentials, mobile ID or an ID card equipped with a chip. Identification serves as an electronic signature for the application.

You can also submit the application by post: City of Helsinki, Education Division, Client Fees and Invoicing, After-school activities for schoolchildren, PO Box 58301, 00099 City of Helsinki, or bring it to the post box at the address: Työpajankatu 8, 00580 Helsinki.

Best regards,

Joanna Kulkki
Client Fee Manager

APPENDIX
APPLICATION FOR 50% REDUCTION OF / EXEMPTION FROM CLIENT FEE FOR SCHOOLCHILDREN'S
AFTER-SCHOOL ACTIVITIES



1.4.2024

CITY OF HELSINKI
Education Division
Client Fees and Invoicing
APPLICATION

Confidential
Act on the Openness of
Government Activities
section 24.1.23 k

The application and its attachments can be submitted online at <https://www.hel.fi/helsinki/en/childhood-and-education/comprehensive/morning-afternoon/afternoon/charges-afternoon-activities>, or by post: City of Helsinki, Education Division, Client Fees and Invoicing, After-school activities for schoolchildren, PO Box 58301, 00099 City of Helsinki, or bring it to the post box at the address: Työpajankatu 8, 00580 Helsinki.

1 PERSONAL DETAILS OF CHILD	Child's family name and first names	Personal identity code
	Home address	Postal code and city/municipality
	Child's school	Grade
	Service provider (city or service provider)	Current client charge (€/month)
	Address where activities are organised	
2 OTHER BROTHERS OR SISTERS (name and year of birth)		
3 DETAILS OF PARENT/GUARDIA N	The guardian's last name and first name	Telephone
	E-mail address	
	Home address	Postal code and city/municipality
	Surname and first name of the guardian, unmarried or married partner living in the same household	Telephone
	E-mail address	



1.4.2024

CITY OF HELSINKI
 Education Division
 Client Fees and Invoicing
APPLICATION

Confidential
 Act on the Openness of
 Government Activities
 section 24.1.23 k

50% reduction of or exemption from client fee for after-school activities for schoolchildren in accordance with the Basic Education Act

Child's family name and first names		Period to which application for reduction or exemption applies -		
4 INCOME DETAILS AND APPENDICES	Income of the guardians, unmarried or married partners living in the same household as the child			
	Type of income	Gross income of the mother per month (or other guardian, married/unmarried partner)	Gross income of the father per month (or other guardian, married/unmarried partner)	Total income
	Earned and additional income (Appendix: Most recent payslip or a pay certificate from the employer, showing the income accumulated over several months)			
	- fringe benefits			
	- holiday bonus			
	Pensions, not Kela			
	Unemployment benefits (not of Kela), integration allowance			
	Maternity allowance, parental allowance, child care allowance or flexible care allowance			
	Child maintenance/support for a child in afternoon activities, orphan's pension.			
	Other income (e.g. grants, job alternation compensation, sickness allowance, support for informal care, start-up grant)			
	Entrepreneur's income (shareholder of a limited liability company: attach a pay statement and a statement of the fringe benefits and dividends; private entrepreneur: attach an income statement and balance sheet; general or limited partnership: attach an income statement, balance sheet and a statement of the pay and fringe benefits)			
	Capital gains: interest and dividend income, rental income (excluding the management charge)			
	Studies: Students must submit a certificate of student status from their educational institution as well as the decision on student allowance			
	Reductions: Child maintenance paid (copy of proof of payment)			
Total income				
5 SIGNATURE	I hereby declare that the above information is true and consent to the information being verified with different authorities, if necessary. For income other than that paid by Kela, you must provide information and proof (the information on the application will be processed confidentially). The guardian is obligated to notify the Client Fees unit of any changes to income or family size.			
	Guardian's signature and name in block letters	Date		
	Signature of other parent/guardian and name in block letters	Date		