

Childcare application (Edlevo App)

This feature is available in the Edlevo app only if it has been enabled by the municipality.

User Guide - Early Childhood Education Application Edlevo App

General information about the Early Childhood Education Application:

Each municipality defines its application for early childhood education and care in Edlevo App to meet the municipality's own definitions and requirements. It is therefore important to note that this guide generally goes through all the possible functions and settings for the entire ECEC application, even if your Edlevo App view does not display all the functions and choices described in the guide.

1. About the application

The application for early childhood education and care is a function that allows citizens to apply for a place in municipal early childhood education and care, private early childhood education and care or free-of-charge club activities, i.e. open early childhood education and care. For guardians, the service is available in the Edlevo App or as a separate link in the browser, depending on the municipality.

All incoming applications for early childhood education and care are processed by a person authorised to handle applications in the municipality.

2. Steps in the application for early childhood education and care

An application can be used to apply for:

- Municipal and private day care, pedagogical care and day care with inconvenient hours (24/7)
- Open early childhood education and care, i.e. free-of-charge club activities

There are max. seven stages to the application and all the activities and information contained in each stage are described separately in this guide below.

When you go to the menu, you will find the Childcare application -module. Pressing this module will take you to a screen where you must first select the child for whom you wish to complete the application. Once you have selected a child, the *Create new application* -button will be activated.

1. Municipality information

In this section, the municipality will provide you with information related to the application you have selected. You will also need to accept the authorisation in order to proceed to the next step via the *Next*-button.

2. Contact information

In this section, you will need to fill in the contact information required by the municipality. Possible mandatory information to be filled in includes:

Address of the child

Your personal contact information

- Street address
- Mobile phone number
- E-mail

3. Child information

In this section, the municipality may ask you for any additional information it needs, such as the need for special assistance, the possibility of using your own car or food allergies. It is not mandatory to choose any additional information although recommended if there is an option that suits the child's/family's situation.

If the municipality has chosen so, you can add moving information, address and moving date.

4. Desired placement

In this section of the application, you may be asked first about the activity type. There are two possible activity types (some municipalities only use one type of activity, so you do not need to make a specific choice):

- Preschool/Pedagogical care
- Leisure time center (Open early childhood education and care, clubs)

Once you have chosen an activity type, please indicate:

- Desired start date
- Extent, i.e. how much / what kind of early childhood education and care the child needs

You can then indicate the number of placements you would like according to the specifications set by the municipality. The municipality may have specified that the number of placements to be indicated in the application should be between 1 and 3 per activity type.

To an option of desired placement, you must indicate:

- The area for which you are applying for an early childhood education place. You can also apply for a place in a general 'area' if the municipality has specified this in its regulations. In this case, it is not compulsory to choose a specific unit for the application.
- Unit of family day care for which you wish to apply for a placement for your child.

You can add your wishes (if the municipality has specified several options) by clicking on the +Add option button. If you do not wish to add any more options, you can click on the *Next*-button.

Once you have completed several options, the *Remove last option* -button will appear on the

screen, allowing you to remove the option you have already made.

5. Attachments

In the application, the municipality may also ask you to provide attachments that are relevant for the early childhood education and care placement. Such attachments may include, for example:

- Certificate of residence
- Certificate of studies
- Decision on the need for support
- Any other general attachment

6. More information on the application

In this section, the municipality may also allow you to enter any other information relevant to your child's application for early childhood education and care. This information may relate, for example, to future employment, family situation or other changes that have a significant impact on the child's application for early childhood education and care.

Note! However, please do not include any particularly sensitive information here.

7. Summary

In the summary section, the guardian has the opportunity to review the completed application form before sending it to the municipality. The summary contains the most relevant information on the application. The *Previous*-button allows you to return to the application and edit the information on the application. Once you are satisfied with the application, you can click on the *Submit application* -button, which will save the application to the municipality and allow the person authorized to start processing the ECEC application in accordance with the rules defined by the municipality.

The submitted application will be displayed to the user in the Edlevo App in the state in which the application is at the current stage of the process. Such stages are:

- Awaiting handling from the municipality
- Incomplete (the processor will ask you for more information via email and Edlevo App)
- In queue (the application has been accepted and moved into a queue)
- Rejected (the application has been rejected)

If you see this icon in you application  it means there is a message from the municipality about your application. Please open the application and read the message. Follow the instructions in the message.

The saved application can be edited in some respects after submission by clicking on the application (if the municipality has allowed it). Pressing the pencil image allows you to edit the application (if applicable):

- additional information
- additional information about the application
- moving information
- extent

- desired start date
- working status guardian
- options for placements in ECEC
- contact information

Save your changes by clicking on the *Save*-button.

You can also delete a valid application by pressing the application line and then the *Trash bin* -icon/button, at which point the application will ask you to confirm the deletion.

A child can have both an application for open early childhood education and preschool / pedagogical care at the same time. In this case, both applications will appear as separate lines in the Edlevo App Childcare application -module.

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