



**PLAN FOR THE  
CHILD'S EARLY  
CHILDHOOD  
EDUCATION**



The child's early childhood education plan is made together with the child, guardian and early childhood education educator. Goals set for the pedagogic activities in early childhood education are registered in the plan.

- The child's early childhood education plan is a pedagogic document that helps the child's guardian(s), the child and early childhood education educators reflect upon the child's growth, development and learning as well as wishes and needs for early childhood education.
- The viewpoint of including the child and family is essential in early childhood education at the City of Kerava.
- The child can participate either in the entire early childhood education plan discussion or just a part of it. The discussion is meant to highlight the child's wishes, growth, development and learning in a manner suitable for the child.
- Items in attachments 1 and 2 can be used as a basis for the discussion. The child fills in attachment 1 together with their parents to assess what the child is like. The child fills in attachment 2 together with the educator to assess their daily life in early childhood education.
- An early childhood education teacher is responsible for the child's early childhood education plan discussion and for making the plan. In exceptional circumstances, it can be agreed with the manager of the day care centre that the child's early childhood education plan discussion can be held and plan made by a day care worker. An early childhood education teacher / day care worker can complete attachment 2. As an exception, private childminders complete the child's early childhood education plan but the manager of the day care centre responsible for family day care approves the plan. Private day care centres operate in the same manner as municipal early childhood education.
- The child's inclusion is implemented in various ways. Ways of how the child has been included in the child's group are registered in the early childhood education plan (section 2.3), for example
  - attachments 1 and 2
  - interviews with the children
  - meetings
  - voting
  - friend and team work competence steps
  - peda.net materials, watching and assessing together
- The child's early childhood education plan is made mainly during August–November. In the spring, the child, guardians and educators assess how the goals in the child's early childhood education plan have been realised in pedagogic activities.

- The manager of the day care centre has the right to check who the child's guardian is in order to make the early childhood education plan. In joint custody cases, both guardians have the right to participate in the child's early childhood education plan discussion and to see and sign the child's early childhood education plan. If the child's guardian does not want to / cannot participate in the child's early childhood education discussion, this is registered in the form.
- It's enough for one guardian to sign the child's early childhood education form but, in joint custody cases, both guardians have the right to sign the form.
- If the guardian(s) are not reached for the child's early childhood education discussion and to sign the form, this is registered in the form.
- The early childhood education plans of all the children in the group function as a basis when making the early childhood education plan for the group. It defines how the goals for the activities, stemming from the children's wishes and needs, are realised in the group's pedagogic activities.
- The child's early childhood education plan and attachments are stored on the City of Kerava's network drive in the day care centre group's own folder. Attachment 1 is stored on the network drive, either transcribed in electronic form or as a scan of the original paper attachment. In a private day care centre, the child's early childhood education plan and attachments are stored in a data secure place according to the private day care centre's storage practices, electronically if possible.
- The child's early childhood education plan is archived according to the archival instructions (*group letter 40/2019*) for documents created in early childhood education at the City of Kerava. If necessary when, for example, a child moves to a different municipality, data is transferred according to the City of Kerava's data transfer practices for early childhood education (*group letter 15/2019*). The guardian's consent is not needed when transferring data internally within the City of Kerava. It's allowed to transfer data internally within the organisation of the City of Kerava without a separate data transfer permission within the framework of the legislation (*group letter 15/2019*). In a private day care centre, the child's early childhood education plan is archived according to the day care centre's archival practices.

## 1. BASIC DATA

The child's name	Date of birth
Place of early childhood education	
Guardian(s) / other legal representative	
Contact details for the guardian(s) / other legal representative	
Further information regarding communication	

## 2. DRAFTING THE CHILD'S EARLY CHILDHOOD EDUCATION PLAN

2.1 Name and contact details of the person responsible for making the plan; date
2.2 Other personnel and/or specialists who participated in making the plan
2.3 The child's participation, opinion and wishes for early childhood education ( <i>the child's wishes, how has the child been included, how have the child's opinions and wishes been heard</i> ). INSTRUCTIONS: Summarise issues from attachments 1 and 2 and other ways of the child's inclusion. Attachment 1: This is what I'm like! and attachment 2: The child's own assessment of a day at early childhood education.
2.4 How are the guardians' viewpoints considered and how has collaboration been organised? ( <i>E.g. the family's culture, festivities, convictions, which interpreter was used.</i> )

2.5 Other noteworthy issues regarding supporting the child's wellbeing (e.g. health-related matters, does the child use a pacifier, an important bedtime toy, resting customs).

Support from a special education teacher at early childhood education.

Name and contact details of special education teacher:

Other specialist in the child's matters.

Name and contact details:

Pedagogic support is strengthened by offering intensified support for the child.

..... as of .....

Pedagogic support is strengthened by offering special support for the child.

..... as of .....

### 3. ASSESSMENT OF HOW GOALS AND MEASURES IN THE CHILD'S POTENTIAL PREVIOUS EARLY CHILDHOOD EDUCATION PLAN HAVE BEEN REALISED

3.1 Realisation of goals.

3.2 Other observations from the child's previous early childhood education plan.

### 4. GOALS FOR PEDAGOGIC ACTIVITIES AND MEASURES TO REACH THEM

*The goals and measures relate to the education, teaching and care complex.*

4.1 The child's strengths, interests and needs; how are they considered; if possible, the child's own goal.

*Issues to be considered when implementing pedagogy*

4.2 Goal of pedagogic activities.

4.3 Pedagogic measures and methods to reach the goals and a plan for implementation.

4.4 Potential other needs related to supporting development and learning; goals related to implementing the support; agreed arrangements and a plan for how to reach the goals.

4.5 Assessment of how the child's goals and measures have been realised in the child group's pedagogic activities and potential new goals. INSTRUCTIONS: Assess the realisation of points 4.2. and 4.3.

1.	date
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2.	date
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3.	date
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4.	date
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4.6 How have the child's wishes and opinion been considered? (see point 2.3 and attachment 1: *This is what I'm like!* and attachment 2: *The child's own assessment of a day at early childhood education*) Note down how the child's wishes and opinions have been implemented in the pedagogic activities.

1.	date
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2.	date
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3.	date
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4.	date
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## 5. OTHER DOCUMENTS AND PLANS POTENTIALLY UTILISED IN MAKING THE PLAN

- Initial discussion form
- Information form
- Agreement regarding the reserved early childhood education time
- Data transfer form
- Medication plan
- Feedback from the health examination for early childhood education
- Observation form for Finnish as a second language. Observation date  
completed on .....
- The child's photos at peda.net have been discussed and they have been used to assess activities  
date  
.....  
date  
.....  
date  
.....  
date  
.....
- Statement from a collaboration partner, which one ..... date

Other documents, please specify:

## 6. FOLLOW-UP AND ASSESSMENT TIMES

The following early childhood education date  
discussion .....

Who will participate in the following early childhood  
education discussion .....

Here, make a note if efforts have been made to  
reach the child's guardian for the early childhood ed-  
ucation discussion and to sign the plan, but the  
guardian could not be reached .....

Name of the early childhood education teacher and date

Guardian's name and date

Guardian's name and date