



APPLICATION FOR EARLY CHILDHOOD EDUCATION AND CARE

**INSTRUCTIONS FOR GUARDIANS FOR USING VASA
SERVICE**

CONTENTS

LOGIN	4
STARTING A NEW APPLICATION TO EARLY CHILDHOOD EDUCATION AND CARE	5
CONSENTS.....	6
BASIC INFORMATION AND PREFERENCES	8
SUPPLEMENTING PERSONAL DATA.....	13
SUMMARY	17
SENDING AND EDITING.....	19

Publisher

City of Vantaa

With these instructions, you can apply your child to early childhood education through the VaSa service (based on CGI Vesa).

VaSa works best with the following browsers:

- Chrome
- Firefox
- Safari
- Edge

VaSa cannot be used with the Internet Explorer browser. VaSa service also has a mobile application. The application can be found in application stores under the name CGI Vesa.

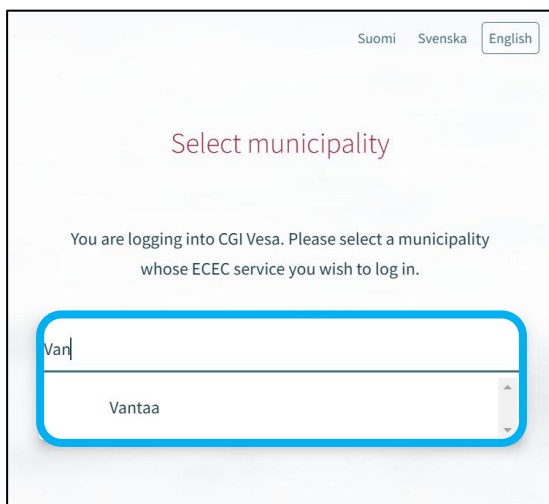
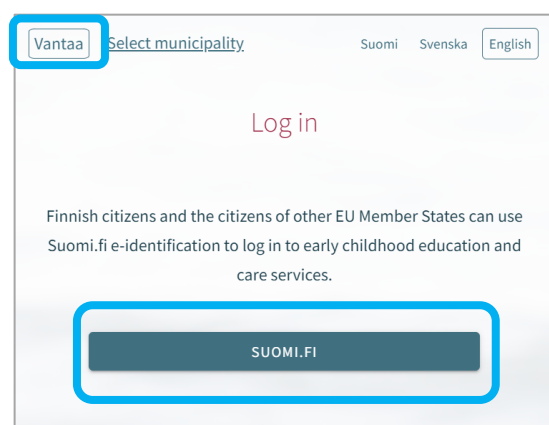
Technical support for using the VaSa service:

varhaiskasvatuksen.vasapalvelu@vantaa.fi

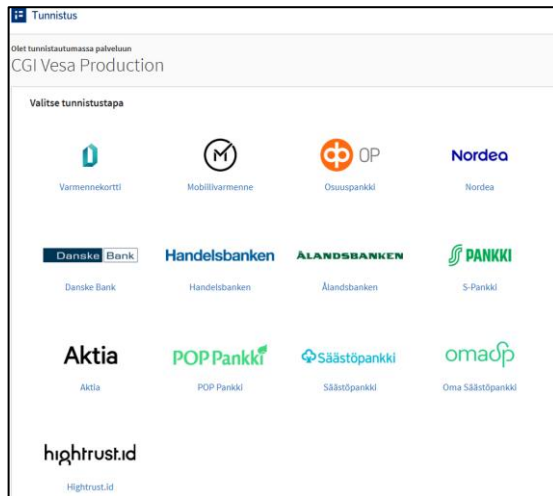
You can log in to VaSa service at cgivesa.fi. Select “Go to Vesa”.



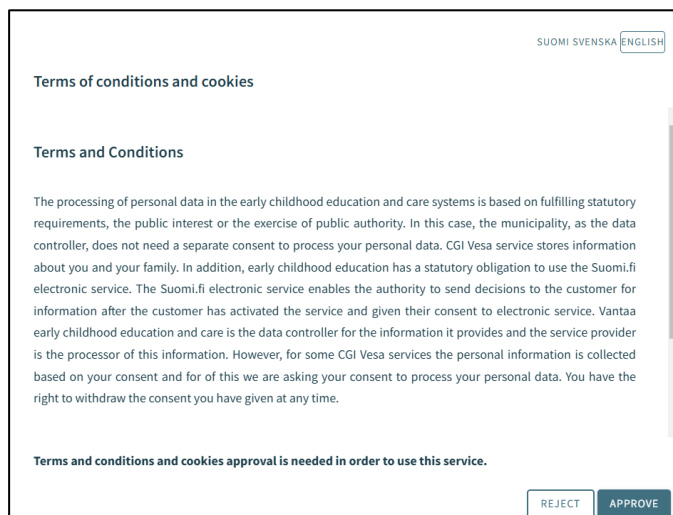
Click the “Suomi.fi” button to begin your login.

A screenshot of the "Select municipality" screen. At the top, there are language options: "Suomi", "Svenska", and "English". The main heading is "Select municipality". Below it, a message says: "You are logging into CGI Vesa. Please select a municipality whose ECEC service you wish to log in." There is a search input field with "Van" entered, and a dropdown menu showing "Vantaa". The input field and dropdown are highlighted with a blue border.A screenshot of the "Log in" screen. At the top, there are language options: "Suomi", "Svenska", and "English". The main heading is "Log in". Below it, a message says: "Finnish citizens and the citizens of other EU Member States can use Suomi.fi e-identification to log in to early childhood education and care services." There is a large blue button with the text "SUOMI.FI" highlighted with a blue border.

LOGIN

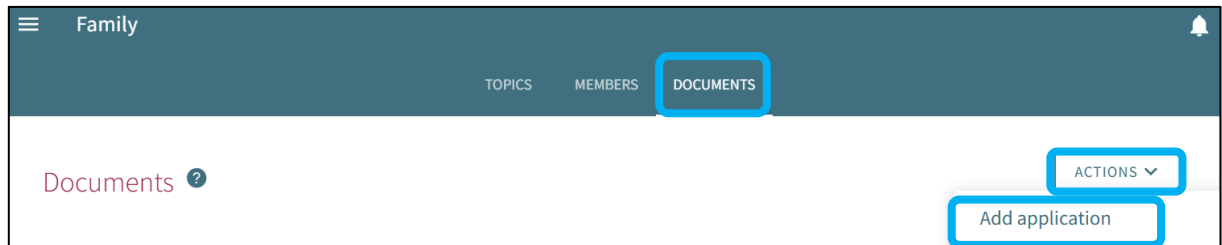


- Log in the VaSa service through Suomi.fi identification with the help of online banking identifiers, mobile ID or certificate card.



- When you access the VaSa service for the first time, you must accept the terms of use from the service. If you do not accept the terms of use, you cannot use the service or send application to early childhood education and care.
- After accepting the terms of use the service will open on a Family page.

STARTING A NEW APPLICATION TO EARLY CHILDHOOD EDUCATION AND CARE



- Fill in the early childhood education and care application by starting on the Documents tab on the Family page.
- You will find the “Add application” button under the “Actions” menu.

A screenshot of a web application form titled "New Application" in red text with a small question mark icon. The form has a light gray background. At the top, there is a dropdown menu labeled "Municipality" with the text "Vantaan kaupunki" and a downward arrow. Below this, there is a section titled "The application is made for" with a radio button selected next to the text "Mona von Forsellestes". Below this, there is a section titled "Application type" with three radio buttons: "Early childhood education and care" (selected), "Pre-primary education", and "Club". At the bottom of the form, there are two buttons: "CANCEL" and "CREATE".

- Choose the child that the application is made for. The service has retrieved all your under 10-year-old children from the Population Information System.
- Choose “Early childhood education and care” as the application type.
- Click on “Create.”

CONSENTS

- Fill in your contact information (phone number and/or email) in the Consents window. Fill in at least your phone number or your email address.
- Capital letters are not accepted in email addresses.
- A message will be sent to the email you gave
 - when you begin to fill in the application (draft)
 - when the application has been sent (confirmation message)
 - when the decision on the early childhood education and care place is on VaSa.

Communication preferences

Once the decision has been made for your family or child, you will be able to view, download and print it in CGI Vesa service for the duration of your child's early childhood education and care. You will be notified via email when the decision has been made and receive a direct link to the decision in CGI Vesa. You can access CGI Vesa with a web browser or through the CGI Vesa mobile application. Decision will also be available in Suomi.fi, if you have activated the service. Please, favor electronic delivery option and select delivery of the decision on paper only when necessary.

☐ I wish that decisions are sent in paper form

- If you want to receive the printable decisions on the VaSa service also in paper, check the "I wish that decisions are sent in paper form" box.

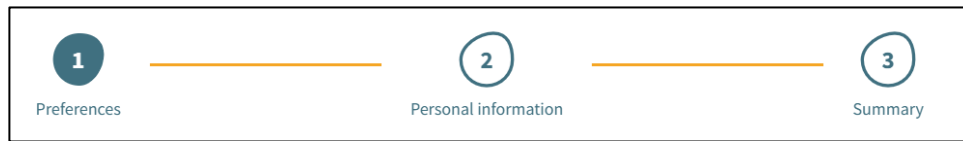
Income register

If you give your consent, your income information can be checked from the Incomes Register and used to determine your family's fees or service voucher values. By giving your consent, you understand that you still must provide information on income that is not available in the Incomes Register. You can check what information is available in the Incomes Register at <https://www.vero.fi/en/incomes-register/individuals/>. The consent is valid until further notice. The consent can be withdrawn at any time. If you do not give or you withdraw your consent, you must provide information and proof on all your income through the income statement.

☐ My income information may be checked from the Incomes Register.

- Early childhood education's invoicing professionals need the guardian's consent to verifying the data in the Incomes Register. You can give your consents by choosing "My income information may be checked from the Incomes Register". Your consent will be valid until further notice.
- You can withdraw your consent at any time by editing the consent you have given selecting Consents page from the navigation on the left.
- Save the data by clicking "Save" on top right, after which the application will open.

BASIC INFORMATION AND PREFERENCES



- You can freely move on pages 1-3. When you see the ready mark  in the circles at the top of the page, you have filled in all the obligatory data on the enrollment page. The fields marked with a red asterisk * are obligatory. The enrollment is automatically saved as a draft.
- You can terminate filling in the application and leave the service. You can continue enrollment later by logging in the service.
- You can also delete an unnecessary draft by clicking the recycle bin icon. 
- Send the application at the latest four months before your child needs a place.

Early childhood education and care preferences

Desired start date *

 23.12.2024

☒ The need for early childhood education and care is ongoing

Early childhood education and care need ends -

- If you do not know the date of termination of the need for early childhood education, choose “The need for early childhood education and care is ongoing”. You can enter the date of termination of early childhood education if the need is temporary.

The reason, if desired start date is less than four months from application submission date. *

Employment ▼

Add documents to verify employment or full time studies if desired early childhood education and care start date is less than four months from application submission date.

ADD ATTACHMENT ?

- If you send your application less than four months before the desired date of beginning of early childhood education, choose the reason for the need for it and add a certificate for the reason. Please note that according to the Early Childhood Education Act, a municipality shall offer an early childhood education place within four months from sending of the application.
- If your child urgently needs an early childhood education place—for instance, because of your gaining employment, a study place or moving to another domicile because of work/study—you must fill in the application at least two weeks before your child needs the place. Remember to add as an attachment to the application the document that verifies the reason for the urgent application. Add other potential attachments to the next page of the application.
- Add an attachment, for instance, a contract of employment, a study certificate, to the application.
- The maximum size of the attachment is 5 MB and the allowed formats are .doc, .docx, .xls, .xlsx, .txt, .jpg, .jpeg, .png, .gif, .bmp, .ppt, .pptx, .xml, .rtf, .sxw, .sxc, .sxi

Need for early childhood education and care on * ?

☐ Weekdays 07:00-17:00

☐ Also early mornings on weekdays 06:00-07:00

☐ Also evenings on weekdays 17:00-17:15

☐ Also evenings on weekdays 17:15-18:00

☐ Also evenings on weekdays 18:00-22:00

☐ Also weekends and/or nights

- Choose the need for early childhood education in accordance with your child's actual need. As a general rule, early childhood education is offered from 6:00 to 18:00.
- Early childhood education in the evenings, on weekends and around the clock will be granted for justified grounds (for example, shift work or evening education). By choosing these options, the service will select the early childhood education places best corresponding to your needs.

Child needs early childhood education and care hours / week *

☐ 0-20 Hours / week

☐ 20-25 Hours / week

☐ 25-35 Hours / week

☐ 35-50 Hours / week

Child needs early childhood education and care / day *

☒ Full time (over 5 hours / day)

☐ Part time (under 5 hours / day)

- Choose the most suitable number of weekly hours your child will be in early childhood education.

Current early childhood education and care place

 No current early childhood education and care place ▼ ☐ In another municipality

- If your child does not currently have an early childhood education place, you can leave “No current early childhood education place” as the selection.
Note! You cannot make a transfer application through the service; in case of transfer wishes, contact your child’s early childhood education place.
- If your child is in early childhood education in another municipality, choose it here.

Desired early childhood education and care language

☐ Finnish

☐ Swedish

☐ English

- Choose the language of early childhood education; VaSa will offer early childhood education places based on your language choice.

Preferred places 

Early childhood education and care preferred near to address
Kielotie 14, Vantaa, 01300

- Your home address has been automatically placed in the “Preferred places” field. When required, you can change it.

Service form

☐ Daycare centre

☐ Family daycare

☐ Group family daycare

- First choose the form of operation (daycare center, family daycare or group family daycare), after which the nearest place corresponding to your needs will be suggested on the form.

Preferred early childhood education and care places ⓘ

Available early childhood education and care places

☐ Mäntörpan päiväkoti
☐ Pähkinärinteen päiväkoti
☐ Hämeenkylään päiväkoti
☐ Ilolan päiväkoti
☐ Pilke Tiedepk Pikkukarhu, Environment and nature, private

46 available, 0 selected

>

<

Preferred early childhood education and care places *

You can change the order of the desired places from the arrows next to the place

1.

☐ Ilolan päiväkoti

↑ ↓

2.

☐ Päiväkoti Yes

↑ ↓

- The places will be sought based on the address and form of operation you entered. Choose first the available places from the column on the left and transfer it with the arrow to the preferred early childhood education places on the right. You can choose the order of the places with the arrows after them.
- You must enter at least two and at max. three wishes for places.
- You can familiarize yourself with Vantaa's early childhood education options—such as day-care centers or family day care—on [Early Childhood Education's website](#).

☐ Requesting all siblings to be placed in the same place. Note that a separate application needs to be submitted for each sibling.

- If you want siblings to be placed in the same early childhood education place, check the box in question on the form. Please note that a separate application shall be filled in for each sibling.

Additional information

- You can add further information related to arranging early childhood education in Additional information.

Supplement your child's personal data and basic information on the next page.

SUPPLEMENTING PERSONAL DATA

✓
Preferences

2
Personal information

3
Summary

Child's basic information ?

First names
Mona

Last name
von Forsellestes

Preferred firstname
Mona

Nickname
▼

- Your child's personal data and address information are automatically retrieved and updated from the Population Information System. You cannot edit this data.
- Choose one of the child's first names as the name used.
- If your child has a nickname that you wish to be used, enter it here.
- Choose the child's living arrangements.

Child lives *

☐ With both guardians

☒ With one guardian

☐ Shared Residence

☐ Elsewhere

Specify

- With one guardian = a child in joint custody that lives with one guardian or has only one guardian.
Shared living = a child in shared custody that lives alternately with his/her guardians.

Mother tongue
Finnish
 Other languages spoken at home

Select language

English

Estonian

- The child's mother tongue is retrieved from the Population Information System.
- If other languages are also spoken at home, choose them from the pull-down menu.

Does the child have a special need, health condition or medication that affects the early childhood education and care arrangements?

☒ No

☐ Yes

Additional information

Attachments

ADD ATTACHMENT ?

- Choose "Yes", if your child has a special need, state of health or some other information that may affect arranging of early childhood education and care.

Attachments

ADD ATTACHMENT ?

Attachment.docx

X

- You can add attachments that are essential for arranging the child's early childhood education and care, such as statements and certificates related to the child's health, by clicking the "Add attachment" button.
- The maximum size of the appendix is 5 megabytes, and the allowed formats are: .pdf, .doc, .docx, .xls, .xlsx, .txt, .jpg, .jpeg, .png, .gif, .bmp, .ppt, .pptx, .xml, .rtf, .sxw, .sxc, .sxi.

Guardian's Information ?

Guardian

Basic information

First names
Erkkitapani

Last name
Zettertes

Preferred first name *
Erkkitapani

Personal identification code
[REDACTED]

Contact details

Phone
012345678

Email
etunimi.sukunimi@email.fi

- The child's guardian's personal data and address information are automatically retrieved and updated from the Population Information System. You cannot edit this data.
- Choose one of your first names as the name used.
- The contact information will be automatically supplemented based on the data you gave in the communication settings.

☒ Address that is in use instead of the Population Information System address information

c/o

Street address *

Postal code * City *

- If you wish to receive mail to another address, choose "Address that is in use instead of the Population Information System address information". Fill in the required information.

Mother tongue Finnish	Communications language Finnish
---------------------------------	------------------------------------

- Choose the communications language. You will receive messages from the VaSa service in the language of your choice.

Employment information

☐ Employee / Entrepreneur

☒ Full time
 ☐ Part time

Work place

☐ Student

☒ Full time
 ☐ Part time

Study place

☐ Job applicant

☐ Other

Specify

- If you wish, you can enter your employment data here.

Guardian or spouse living in the same address

Basic information

First names

Last name

Preferred firstname

Personal identification code

Contact details

Phone

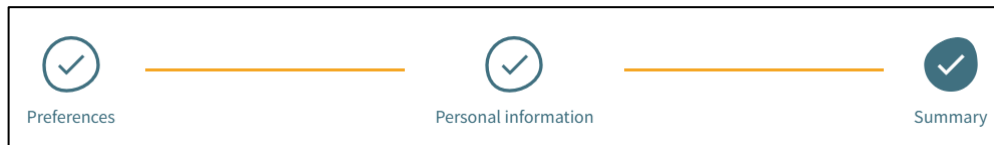
Email

Communications language

Select language

- If you wish, you can also supplement the basic information of the other guardian or spouse living in the same address.

SUMMARY



- Check the information on the summary page. You can return to correct the data on the top of the page or by clicking the Previous button on the bottom of the page.

Early childhood education and care preferences

Preferred early childhood education and care places

Ilojan päiväkoti, Päiväkoti Yes

Weekly preferred early childhood education and care times

Weekdays 07:00-17:00, Also early mornings on weekdays 06:00-07:00

Total number of weekly early childhood education and care hours

25-35 Hours / week, Full time

Desired start date

23.12.2024

The need for early childhood education and care is ongoing

Yes

The reasons for quick handling

Employment

A document about unforeseen employment or starting a study

Attachment.d...

Child's information

First names

Mona

Preferred firstname

Mona

Personal identification code

[REDACTED]

Street address

[REDACTED]

Postal code

[REDACTED]

Place of Domicile

[REDACTED]

Child lives

With one guardian

Mother tongue

Finnish

Last name

von Forsellestes

Nickname

-

City

[REDACTED]

Other languages spoken at home

-

Does the child have a special need, health condition or medication that affects the early childhood education and care arrangements?

No

Attachments

Attachment.docx

- You can check the data in the attachment you added by pressing the attachment button.

Guardian's / spouse's information

Guardian

First names

Erkkitapani

Preferred firstname

Erkkitapani

Personal identification code

[REDACTED]

Mother tongue

Finnish

Home address

Address

[REDACTED]

Postal code

[REDACTED]

Phone

012345678

Email

etunimi.sukunimi@email.fi

Employment information

Employee / Entrepreneur Full time, Work place: VaKe

Last name

Zettertes

Communications language

Finnish

City

[REDACTED]

SENDING AND EDITING

SEND

Application cannot be sent because of missing or incorrect information.

RETURN TO FILL

SEND

Application is ready to be sent. The application can be edited until it is taken into progress.

- If the application lacks obligatory data, you will see the “Return to fill” link. Clicking the link will take you to the place where information is lacking.
- When you have checked that the data are correct, send the application.
- You can print the application by clicking the printer icon  on top of the page.

Application

SAVED SUCCESSFULLY 15.27

The application is sent

Thank you for your application.

When required, you can edit and supplement your application. You can access the application by clicking on the “View the application” button below and later by logging in to VaSa. If you entered your email address on the application, an email that contains instructions for returning to the application has been sent to the address you gave. You can edit and cancel the application until Vantaa Early Childhood Education and Care has taken it for processing. After this, you can edit or cancel it by contacting service counseling.

If you chose a municipal place as your primary option:

- The service counselor will contact you about a month before the desired date of beginning.
- If the desired date of beginning is within the next two weeks, the service counselor will contact you within two days.

If you chose a private place as your primary wish, you will get a decision on a service voucher within a month.

If you have any questions, do not hesitate to contact early childhood education and care service counseling by email (varhaiskasvatuksen.palveluohjaus@vantaa.fi) or over the phone (tel. 09 839 50226, calls will be answered from Tuesday to Thursday at 9–12).

VIEW THE APPLICATION

CLOSE

The application can be edited until it is taken into progress

- After you have sent the application, you can still edit it until the end of the application period or until the application is taken under processing.
- When you have sent the application, the confirmation page will open.
- You can go back to browse, edit or cancel your application by clicking the “View the application” button.
- If you have entered your email in the Communication settings, VaSa will send you a confirmation email. You can edit the application you sent through the link until it is taken into processing. Through the link, you can also cancel the application, if required.

