



APPLICATION FOR EARLY CHILDHOOD EDUCATION AND CARE

**INSTRUCTIONS FOR GUARDIANS FOR USING VASA
SERVICE**

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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

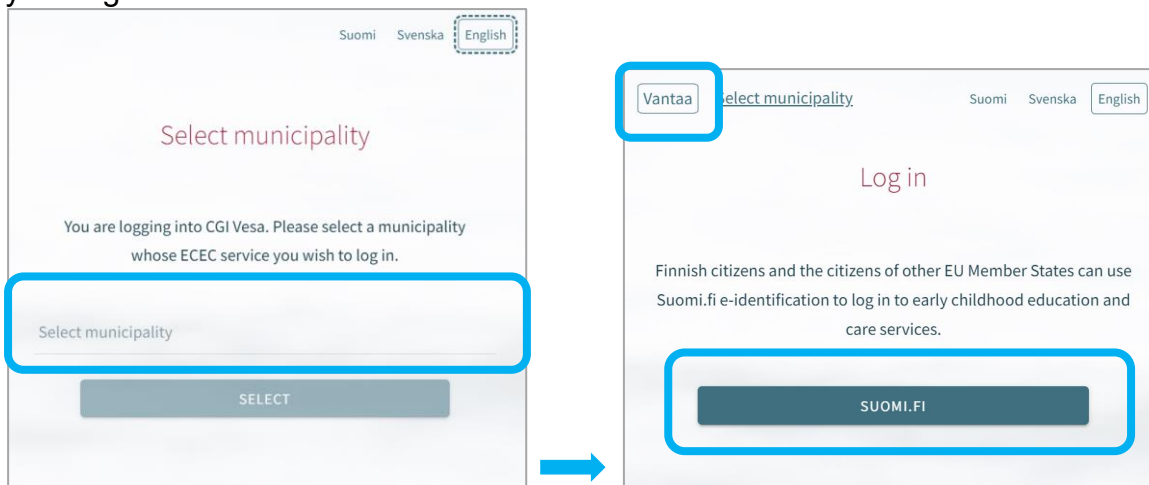
VaSa cannot be used with the Internet Explorer browser. VaSa service also has a mobile application. The application can be found in application stores under the name CGI Vesa.

Technical support for using the VaSa service:

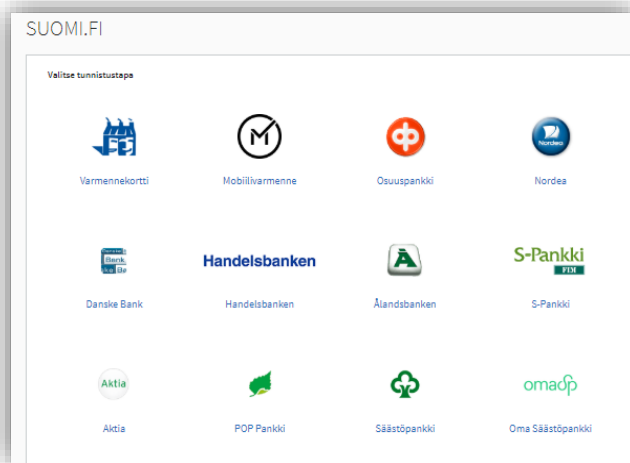
varhaiskasvatuksen.vasapalvelu@vantaa.fi



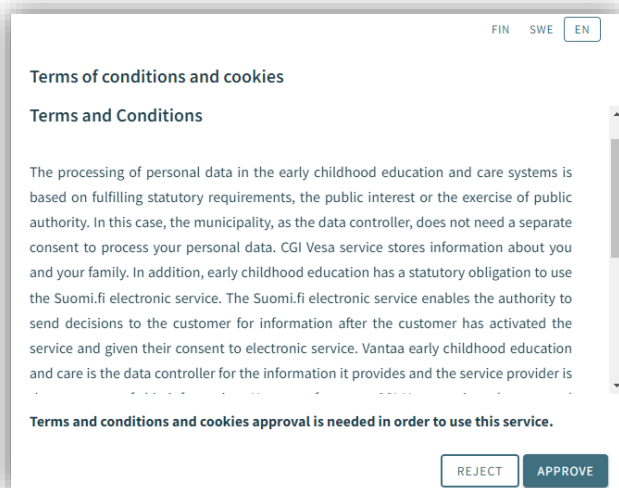
When you log in for the first time, you must choose the municipality; in other words, choose “Vantaa” as the municipality. When you have made this initial choice, it will remain in the browser’s or mobile app’s history. Click the “Suomi.fi” button to begin your login.



LOGIN

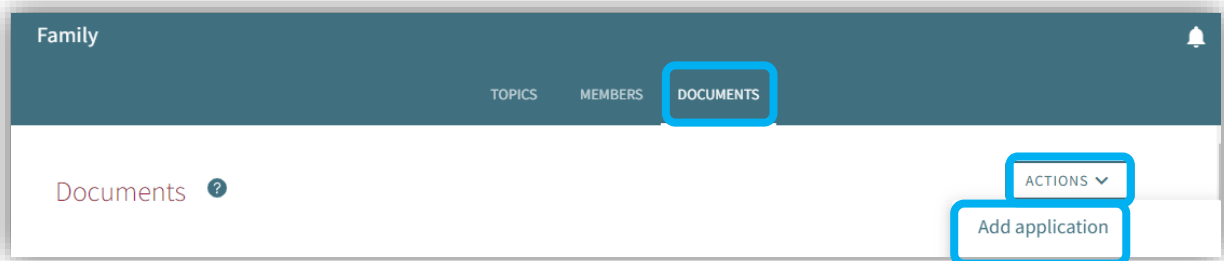


- Log in the VaSa service through Suomi.fi identification with the help of online banking identifiers, mobile ID or certificate card.



- 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 'New Application' form. The form has a title 'New Application' with a question mark icon. Below the title, there is a 'Municipality' dropdown menu with 'Vantaa' selected. The form is divided into two sections. The first section is titled 'The application is made for' and contains two radio button options: 'Joanna Ruusantes' (selected) and 'Uuno Ruusantes'. The second section is titled 'Application type' and contains two radio button options: 'Early childhood education and care' (selected) and 'Pre-primary education'. 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.
- 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.

- 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.

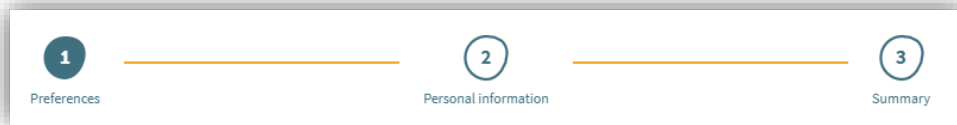
Income register



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. 

A screenshot of a web form titled 'Early childhood education and care preferences'. The form has a white background with a light blue border. It contains a section for 'Desired start date' with a calendar icon and the date '03.08.2020'. To the right of the date is a blue circle with a white question mark. Below the date section, there is a checkbox labeled 'The need for early childhood education and care is ongoing' which is checked. To the right of this checkbox is a text field labeled 'Early childhood education and care need ends' with a hyphen '-' as input.

- Send the application at the latest four months before your child needs a place.
- If you do not know the date of termination of the need for early childhood education, choose “Until further notice.” 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 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, .xw, .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 17:00-18:00

☐ 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
Orvokkitie 30 A 2, 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 (day-care center, family day care or group family day care), 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

- ☐ Sinirikon päiväkoti
- ☐ Tammenkolon Ryhmäperhepäiväk
- ☐ Testipäiväkoti Eskari
- ☐ Testipäiväkoti Kankaistenjärvi, private
- ☐ Testipäiväkoti Lahdensivu

62 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

- ☐ Päiväkoti Yes ↑ ↓
- ☐ Tikkurilan päiväkoti ↑ ↓

- 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.

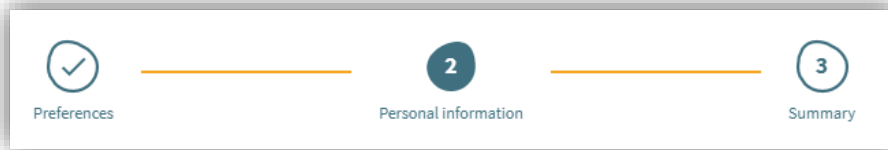
- If you want siblings to be placed in the same early childhood education place, check the box in question on the form. Please note that a separate application shall be filled in for each sibling.

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



Child's basic information ?

First names Siru	Last name Helmiäistes
Preferred firstname Siru	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.

Child lives *

☒ With both guardians

☐ With one guardian

☐ Shared Residence

☐ Elsewhere

Specify

- Choose the child's living arrangements.
- 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

English

- 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 appendices to the application. 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.
- When required, you can delete the appendix from the X on the right.

Guardian's Information ?

Guardian

Basic information

First names
Signe

Last name
Helmiläistes

Preferred firstname *
Signe

Personal identification code
[REDACTED]

Contact details

Phone
+35800000000

Email
firstname.lastname@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
 English

- Choose the language of contact. 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

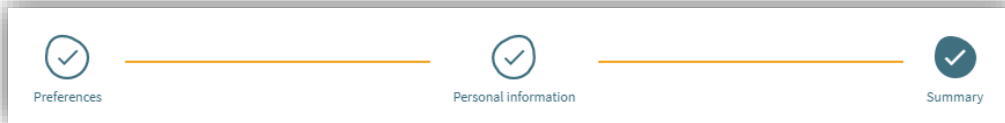
Contact details

Phone

Email

- 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

Urheilupuiston päiväkoti, Tikkurilan päiväkoti, Family daycare (Tikkurila)

Weekly preferred early childhood education and care times

Weekdays 07:00-17:00

Total number of weekly early childhood education and care hours

35-50 Hours / week, Full time

Desired start date

09.10.2020

The need for early childhood education and care is ongoing

Yes

Child's information

First names	Last name
Siru	Helmiäistes
Preferred firstname	Nickname
Siru	-
Personal identification code	
██████████	
Street address	
██████████	
Postal code	City
██████	VANTAA
Place of Domicile	
Vantaa	
Child lives	
With both guardians	
Mother tongue	Other languages spoken at home
Finnish	English
Does the child have a special need, health condition or medication that affects the early childhood education and care arrangements?	
No	

Attachments

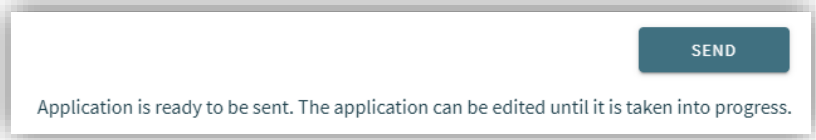
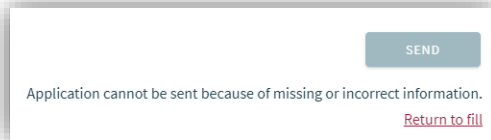
Attachment.docx


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

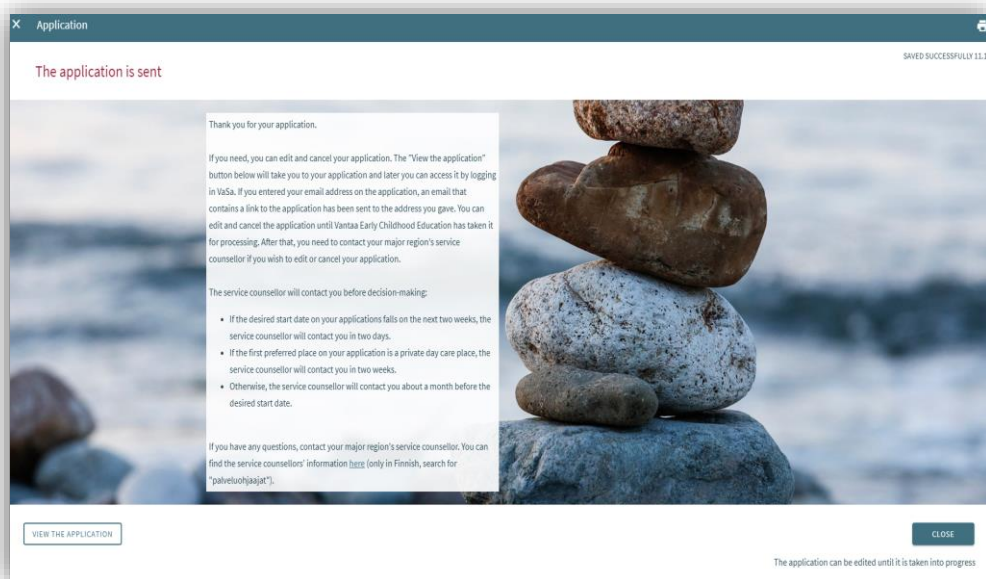
Guardian

First names	Last name
Signe	Helmiäistes
Preferred firstname	
Signe	
Personal identification code	
██████████	
Mother tongue	Communications language
Finnish	English
Home address	
Address	
██████████	
Postal code	City
██████	VANTAA
Phone	
+35800000000	
Email	
firstname.lastname@email.fi	

SENDING AND EDITING



- If the application lacks obligatory data, you will see the “Return to supplement the application” 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.



- 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 Thank you page will open.
- You can go back to browse, edit or cancel your application by clicking the “Browse 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.

