



APPLICATION TO THE CLUB

**INSTRUCTIONS FOR GUARDIANS FOR USING VASA
SERVICE**

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Publisher
City of Vantaa

With these instructions, you can apply your child to a club 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.

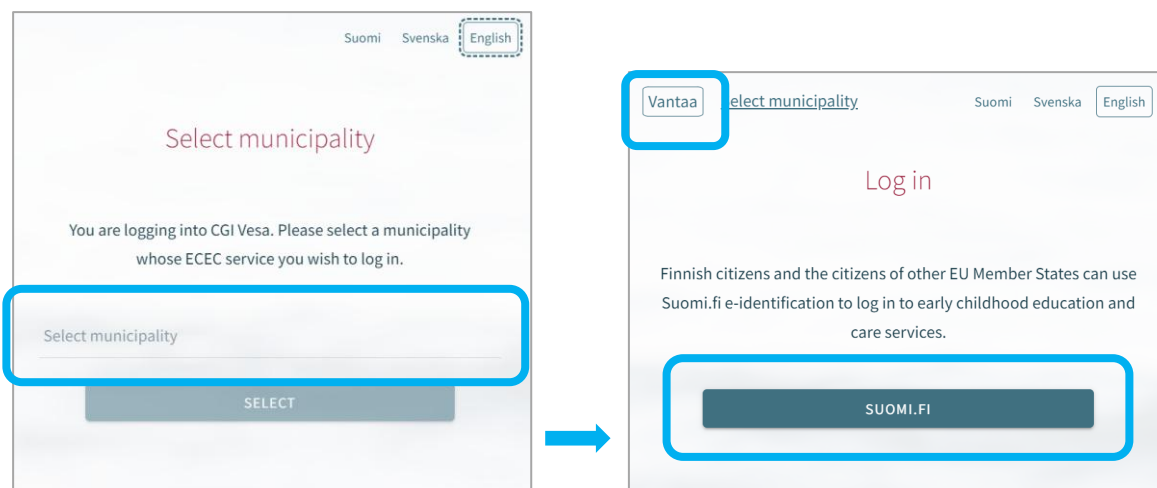
Technical support for using the VaSa service:

varhaiskasvatuksen.vasapalvelu@vantaa.fi

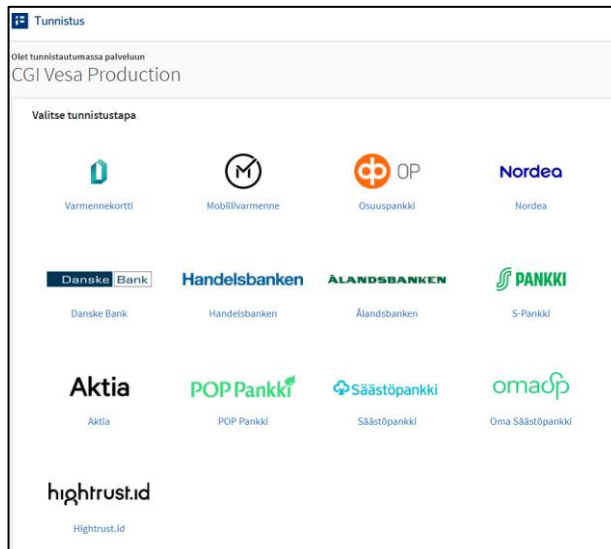
You can log in to VaSa at cgivesa.fi. Select 'Go to Vesa'.



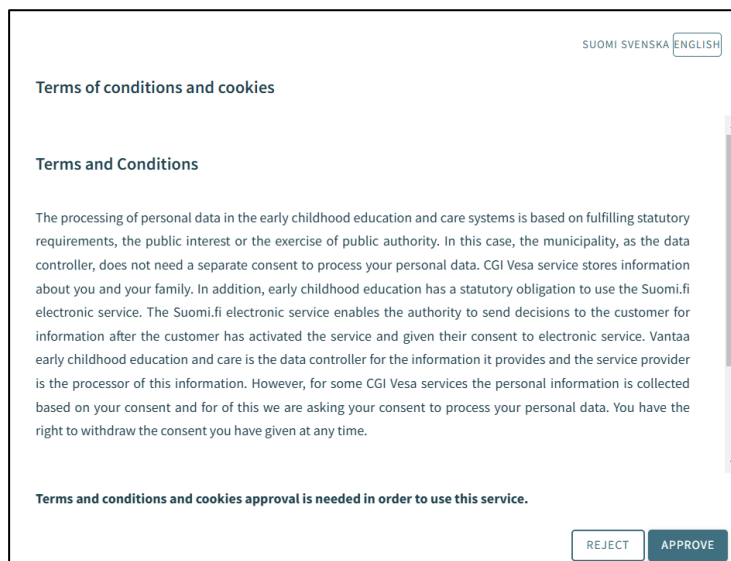
When you log in for the first time, you must choose the municipality; in other words, choose "Vantaa" as the municipality. When you have made this initial choice, it will remain in the browser's or mobile app's history. Click the "Suomi.fi" button to begin your login.



LOGIN

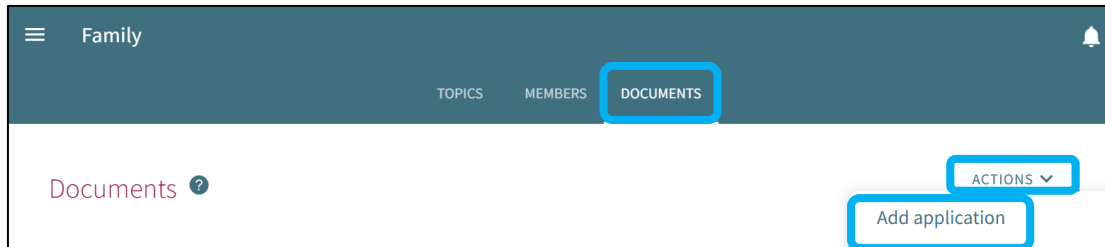


- Log in the VaSa service and through Suomi.fi identification with the help of online banking identifiers, mobile ID or certificate card.



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

STARTING A NEW APPLICATION TO A CLUB



- Fill in the club application by starting on the Documents tab on the Family page.
- You will find the “Add application” button on the right, behind “Actions” menu.

A screenshot of a web application form titled "New Application" with a question mark icon. The form has a light gray background. At the top, there is a section labeled "Municipality" with a dropdown menu showing "Vantaan kaupunki". Below this, there is a section titled "The application is made for" with four radio button options: "Valmu Järvenpää" (selected), "Valtteri Järvenpää", "Viima Järvenpää", and "Viima Järvenpää". Below this, there is a section titled "Application type" with three radio button options: "Early childhood education and care", "Pre-primary education", and "Club" (selected). At the bottom right, 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 “Club” as the application type.
- Click on “Create.”

CONSENTS

Consents

Municipality name

City of Vantaa

Contact details

Phone (Home) *

Email (Home) *

Contact details are saved to the CGI Vesa service. You can change them if necessary in the Consents section.

- 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 club 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 decisions also in paper, check the "I wish that decisions are sent in paper form" box.

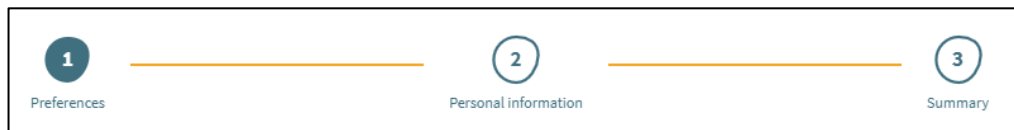
Income register

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.
- 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. 

Club preferences

Desired start date for the club 

☒ From the beginning of the next period: 7.8.2025 (Toimintavuosi 2025-2026: 7.8.2025 - 29.5.2026)

☐ Other date

☒ Other date

Current and future periods:

Toimintavuosi 2024-2025: 8.8.2024 - 30.5.2025

Toimintavuosi 2025-2026: 7.8.2025 - 29.5.2026

Desired start date for the club *

 3.2.2025

- The starting date of club has been set by default as the first day of the following term. When required, you can change the date through the “Other date” selection.

Desired club language

☐ Finnish

☐ Swedish

☐ English

- Choose the language of the club. Please note that your choice of language will dictate the search conditions and that the clubs in Vantaa are, for the most part, Finnish-language clubs.

Preferred places

Club preferred near to address
Kielotie 14, Vantaa, 01300

?

- Your home address will be listed first, but you can change the address to a more suitable for your family, such as your work address. The preferred places below will be near this address.

Preferred clubs

Available clubs

Search

- ☐ Vauhtiviikkarit 1-5v
- ☐ Rautpihan kerhot
- ☐ Ulrikas klubben
- ☐ Korson asukaspuiston kerhot
- ☐ Saturn club

12 available, 0 selected

>

<

Preferred clubs *

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

- ☐ Husaaritien kerhot ↑ ↓
- ☐ Korson asukaspuiston kerhot ↑ ↓

- Choose first the available clubs from the column on the left and transfer it with the arrow to the desired clubs 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 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.

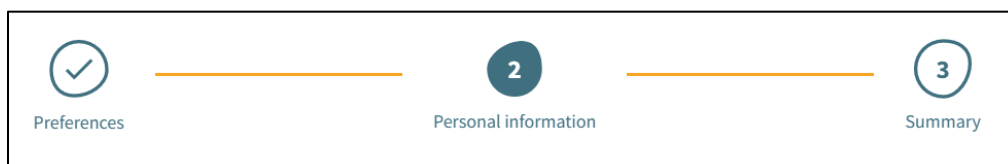
- If you want siblings to be placed in the same club, check the box in question on the form. Please note that a separate application shall be filled in for each sibling.

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	Last name
Valmu	Järvenpää
Preferred firstname	Nickname
Valmu	-

- 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.

- 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.

- Choose "Yes", if your child has a special need, state of health or some other information that may affect arranging of the club.

- You can add attachments that are essential for arranging the child's club placement such as statements and certificates related to the child's health, by clicking the "Add attachment" button.
- The maximum size of the attachment 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 Last name
Eemeli Järvenpää

Preferred firstname *
 Eemeli

Personal identification code
 [REDACTED]

Contact details

Phone
 000000000

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
English

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

Guardian or spouse living in the same address

Basic information

First names Last name

Preferred firstname

Personal identification code

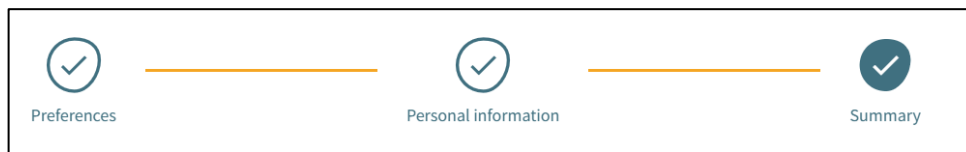
Contact details

Phone

Email

- If you wish, you can also supplement the basic information of the other guardian or your 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.

Club preferences

Preferred clubs

Husaaritien kerhot, Korson asukaspuiston kerhot

Club preferred near to address

Kielotie 14, Vantaa, 01300

Desired start date

3.2.2025

Desired club language

-

Requesting all siblings to be placed in the same place

-

Additional information

-

Child's information

First names

Valmu

Preferred firstname

Valmu

Date of birth

[REDACTED]

Street address

[REDACTED]

Postal code

[REDACTED]

Place of Domicile

[REDACTED]

Child lives

With one guardian

Mother tongue

Swedish

Last name

Järvenpää

Nickname

-

City

[REDACTED]

Other languages spoken at home

English

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

Yes, Child goes to speech therapy.

Guardian	
First names	Last name
Eemeli	Järvenpää
Preferred firstname	
Eemeli	
Personal identification code	
[REDACTED]	
Mother tongue	Communications language
Finnish	English
Home address	
Address	
[REDACTED]	
Postal code	City
[REDACTED]	[REDACTED]
Address to be used	
City	
-	
City	City
-	-
Phone	
000000000	
Email	
etunimi.sukunimi@email.fi	

Attachments

Attachment.docx

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

SENDING AND EDITING

SEND CHANGES 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.
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- 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. 🖨
- 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.

Application

SAVED SUCCESSFULLY 11.55

The application is sent

Thank you for your application.

You can edit the application you sent and cancel it, if required. 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.

Club applications for the next operating year submitted during the application period will be processed during the spring, and a decision on your child’s club place will be delivered to you by Midsummer.

Applications submitted outside the application period will be processed and a club place will be offered in case of any free places in the group.

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

- 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 “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.

