



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

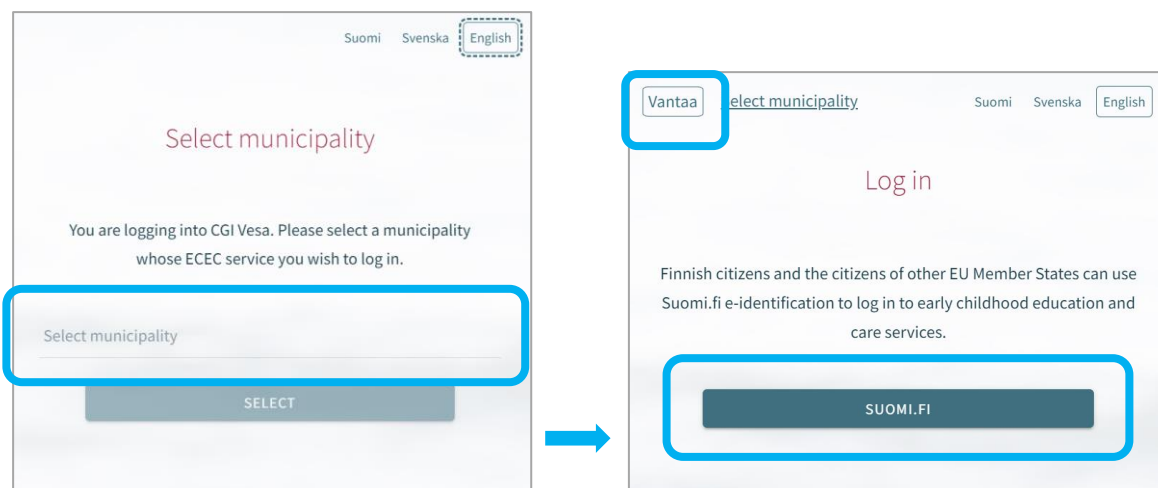
VaSa cannot be used with the Internet Explorer browser. VaSa service also has a mobile application. The application can be found in application stores under the name CGI Vesa.

Technical support for using the VaSa service:

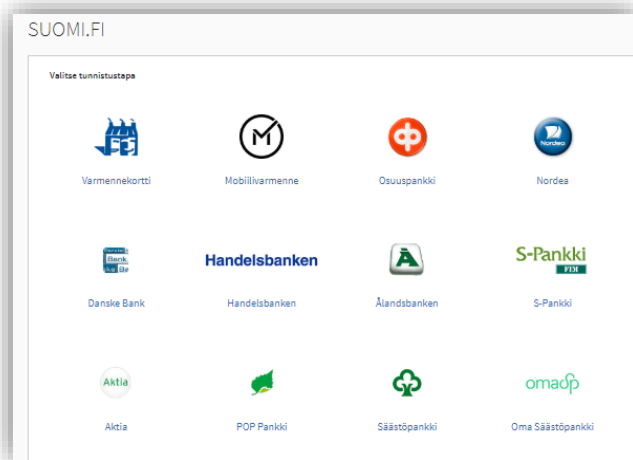
varhaiskasvatuksen.vasapalvelu@vantaa.fi



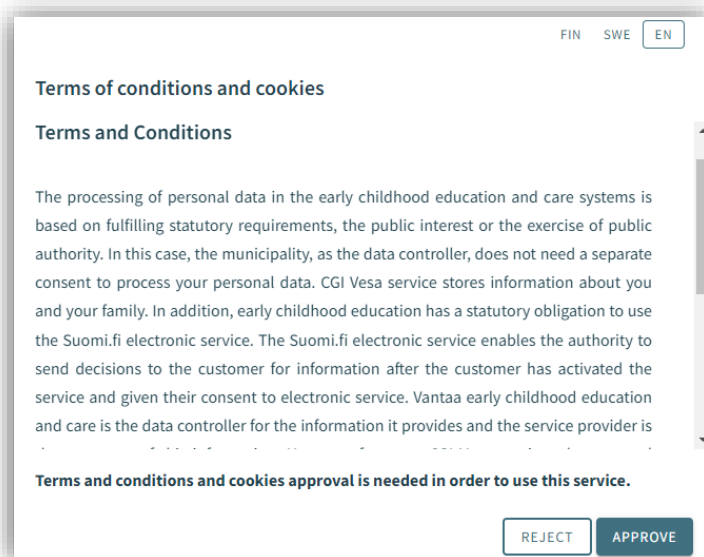
When you log in for the first time, you must choose the municipality; in other words, choose "Vantaa" as the municipality. When you have made this initial choice, it will remain in the browser's or mobile app's history. Click the "Suomi.fi" button to begin your login.



LOGIN

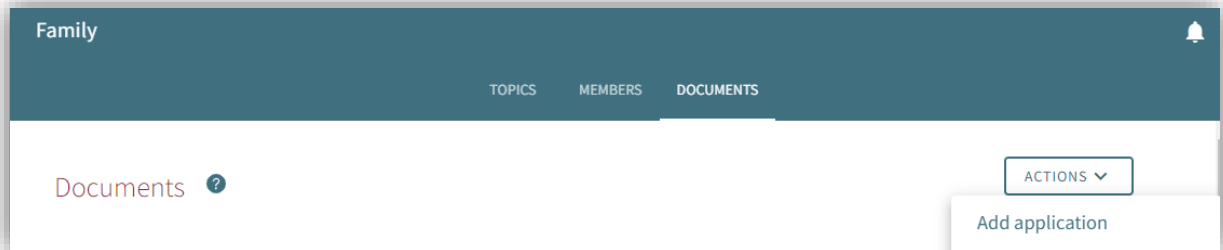


- Log in the VaSa service and through Suomi.fi identification with the help of online banking identifiers, mobile ID or certificate card.



- 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 section for 'Municipality' with a dropdown menu showing 'Vantaa'. Below this, there's a section titled 'The application is made for' with two radio button options: 'Siru Helmiäistes' (selected) and 'Turo Helmiäistes'. Below that, there's 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 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 “Club” 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 club place is on VaSa.

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

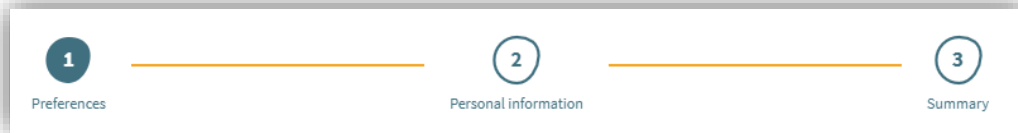
Income register



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: 11.08.2021 (Toimintavuosi 2021-2022: 11.08.2021 - 03.06.2022)

☐ Other date

☒ Other date

Current and future periods:

Toimintavuosi 2020-2021: 13.08.2020 - 04.06.2021

Toimintavuosi 2021-2022: 11.08.2021 - 03.06.2022

Desired start date for the club

 11.08.2021

- 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
Orvokkitie 30 A 2, 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

- ☐ Husearritien kerhot
- ☐ Kartanonkosken kerhot
- ☐ Korson asukaspuiston kerhot
- ☐ Rautpihan kerhot
- ☐ Saturn club

6 available, 0 selected

Preferred clubs

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

- ☐ Saturn club
- ☐ Vauhtiviikarit 1-3

- 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.

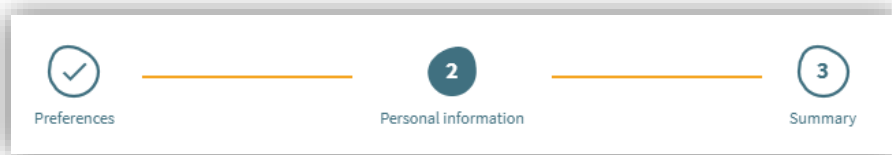
- If you want siblings to be placed in the same club, check the box in question on the form. Please note that a separate application shall be filled in for each sibling.

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 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 the club.

Attachments

ADD ATTACHMENT ?

Attachment.docx X

- You can add attachments to the application. 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.
- When required, you can delete the attachment from the X on the right.

Guardian's Information ?

Guardian

Basic information

First names
Signe

Last name
Helmiäistes

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.

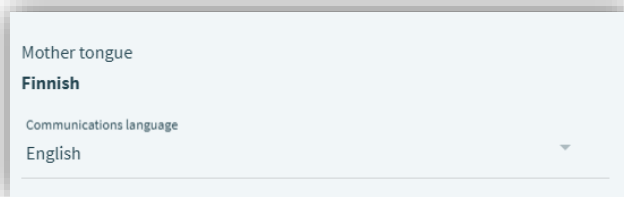
☒ Address that is in use instead of the Population Information System address information

c/o

Street address *

Postal code * City *

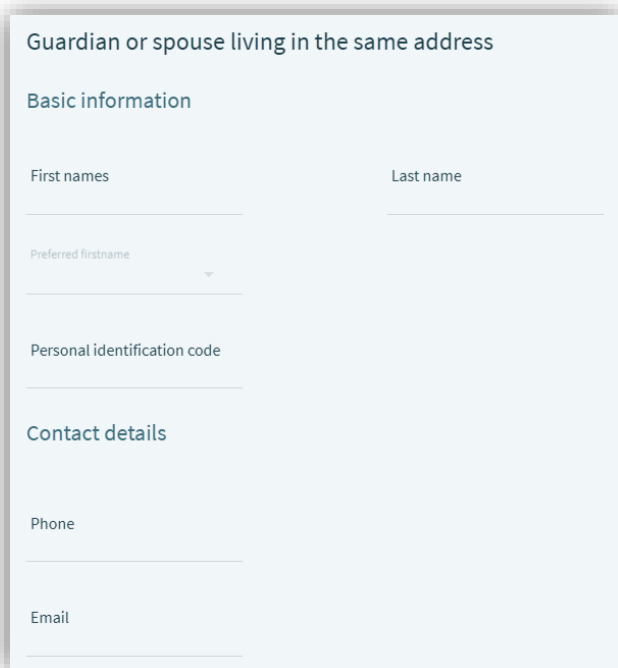
- If you wish to receive mail to another address, choose "Address that is in use instead of the Population Information System address information". Fill in the required information.



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.



Guardian or spouse living in the same address

Basic information

First names Last name

Preferred firstname ▼

Personal identification code

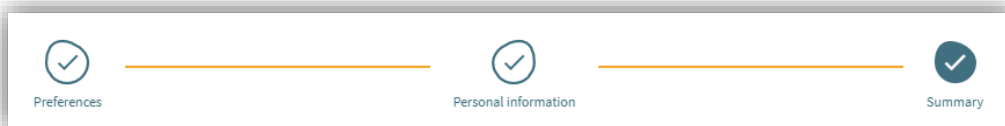
Contact details

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

Taikavirsut, Tarinatoukat-kerho, Vauhtiviikarit 1-3

Club preferred near to address

Orvokkitie 30 A 4, VANTAA, 01300

Desired start date

10.08.2020

Desired club language

Finnish

Requesting all siblings to be placed in the same place

Yes

Additional information

-

Child's information

First names

Siru

Last name

Helmiäisties

Preferred firstname

Siru

Nickname

-

Personal identification code

■■■■■■■■■■

Street address

■■■■■■■■■■■■■■■■■■■■

Postal code

■■■■■■

City

VANTAA

Place of Domicile

Vantaa

Child lives

With both guardians

Mother tongue

Finnish

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?

No

Guardian

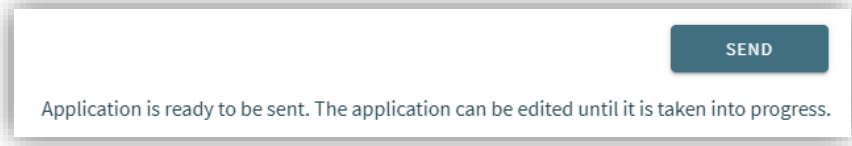
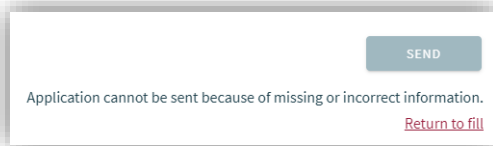
First names Signe	Last name Helmiäistes
Preferred firstname Signe	
Personal identification code [REDACTED]	
Mother tongue Finnish	Communications language English
Home address Address [REDACTED]	
Postal code [REDACTED]	City VANTAA
Phone +35800000000	
Email firstname.lastname@email.fi	


Attachments

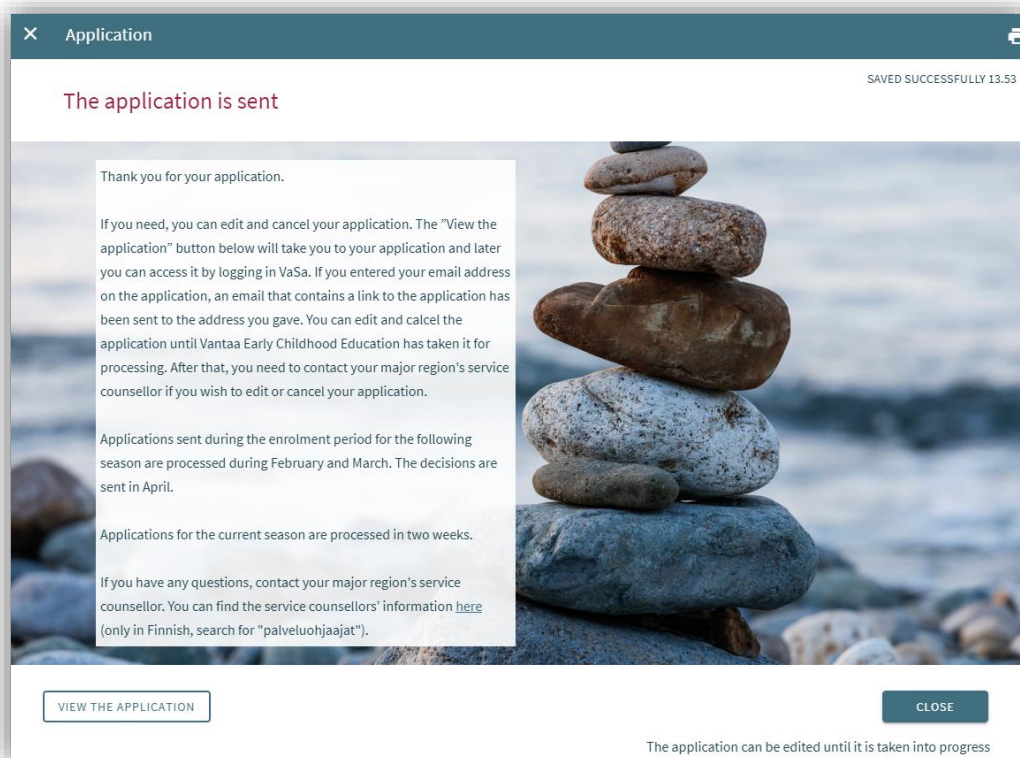
Attachment.docx

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

SENDING AND EDITING



- 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.
- 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.

