



ENROLLMENT IN PRE-PRIMARY EDUCATION

**INSTRUCTIONS FOR GUARDIANS FOR USING VASA
SERVICE**

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Publisher
City of Vantaa

With these instructions, you can enroll your child in pre-primary education through the VaSa service (based on CGI Vesa).

VaSa works best with the following browsers:

- Chrome
- Firefox
- Safari
- Edge

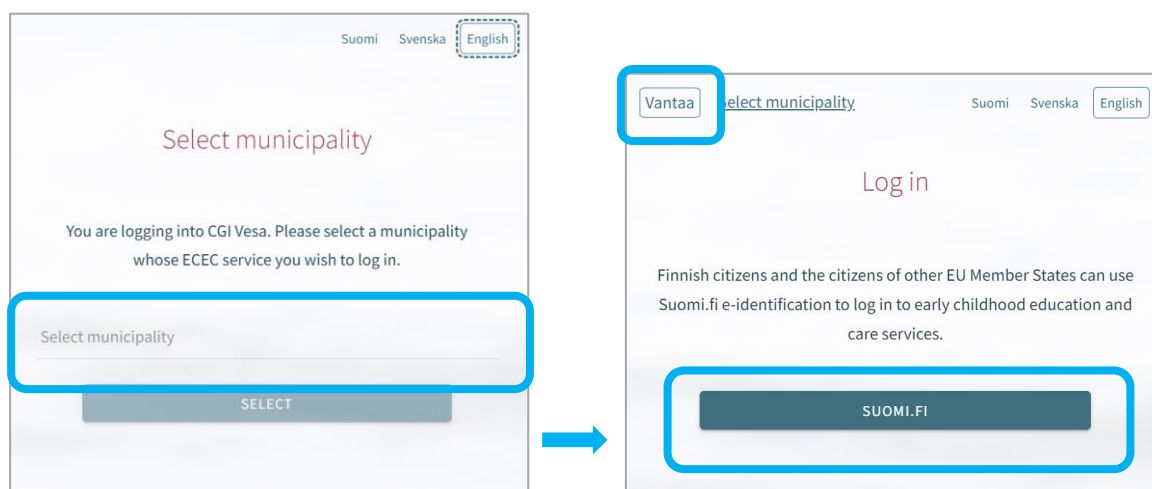
VaSa cannot be used with the Internet Explorer browser. VaSa service also has a mobile application. The application can be found in application stores under the name CGI Vesa.

Technical support for using the VaSa service:

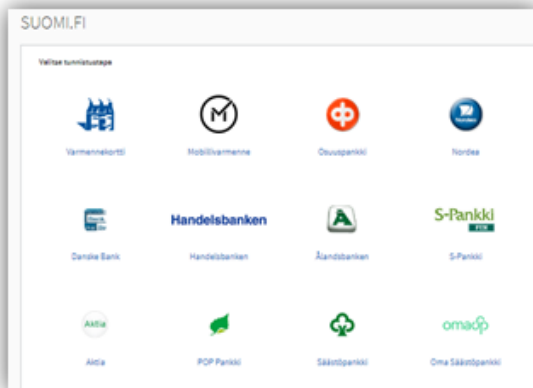
varhaiskasvatuksen.vasapalvelu@vantaa.fi



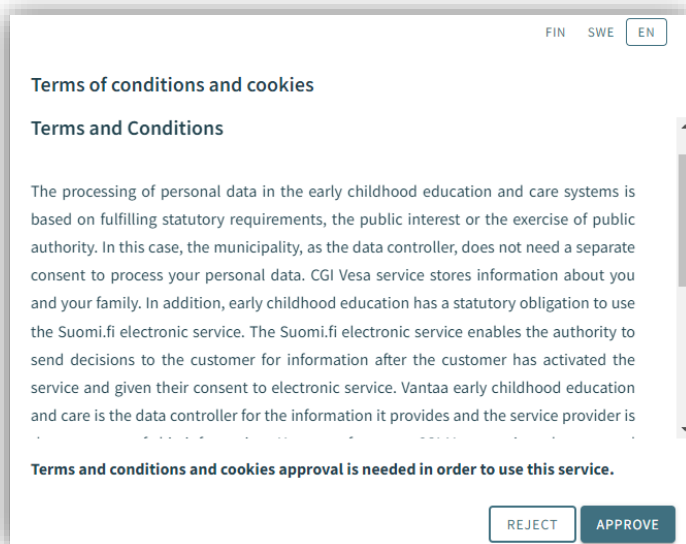
When you log in for the first time, you must choose the municipality; in other words, choose "Vantaa" as the municipality. When you have made this initial choice, it will remain in the browser's or mobile app's history. Click the "Suomi.fi" button to begin your login.



LOGIN

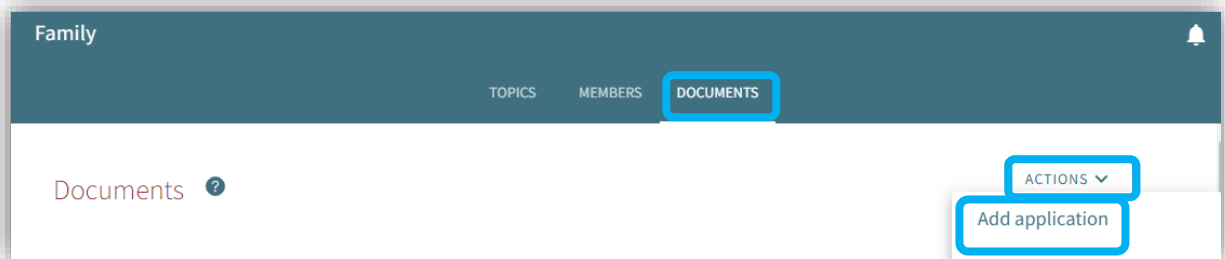


- Log in the VaSa service and pre-primary education through Suomi.fi identification with the help of online banking identifiers, mobile ID or certificate card.



- 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 pre-primary school enrollments.
- After accepting the terms of use, the service will open on a Family page.

STARTING A NEW ENROLLMENT TO PRE-PRIMARY EDUCATION



- Enroll in pre-primary education and fill in the 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' with a question mark icon. The form has a white background. At the top, it says 'Municipality' followed by 'Vantaa'. Below this, there is a section titled 'The application is made for' with two radio button options: 'Siru Helmiäläites' (selected) and 'Turo Helmiäläites'. Below this, there is a section titled 'Application type' with three radio button options: 'Early childhood education and care', 'Pre-primary education' (selected), and 'Club'. At the bottom right, there are two buttons: 'CANCEL' and 'CREATE'.

- Choose the child that you are enrolling in pre-primary education. The service has retrieved all your under 10-year-old children from the Population Information System.
- Choose “Pre-primary education” 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 pre-primary education place is on VaSa.

- If you want to receive the decisions also in paper, check the “I hope 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 pre-primary enrollment 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. 

The screenshot shows the 'Pre-primary education preferences' section. It has a title 'Pre-primary education preferences' in red. Below it is a label 'Desired start date for pre-primary education' with a help icon. There are two radio button options: 'From the beginning of the next period: 11.08.2021 (Toimintavuosi 2021-2022: 11.08.2021 - 03.06.2022)' which is selected, and 'Other date'.

- The starting date of pre-primary education 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.

The screenshot shows the 'Other date' selection form. It has a title 'Other date' with a selected radio button. Below it is a section 'Current and future periods:' with two lines of text: 'Toimintavuosi 2020-2021: 13.08.2020- 04.06.2021' and 'Toimintavuosi 2021-2022: 11.08.2021- 03.06.2022'. At the bottom, there is a label 'Desired start date for pre-primary education' and a date input field with a calendar icon and the text '11.08.2021'.

- If you choose “Other Date”, choose the date from the adjacent calendar.

Place at the pre-primary education start date

☒ No current early childhood education and care place
 ☐ Child is in early childhood and education, elsewhere?

- Choose early childhood education and care place at the beginning of pre-primary education.
 - The place on which the child has a valid early-childhood-education decision at the time of enrollment, and which will not end before the beginning of pre-primary education will be automatically entered as the early childhood education place.
 - If your child does not currently have an early childhood education place in Vantaa, you can leave “No current early childhood education and care place” as the selection.
 - If your child is in early childhood education in another municipality, choose it here.

Child needs early childhood education and care in addition to pre-primary education ?

If child needs ECEC before PPE starts, application for it needs to be created separately

☒ Yes
 ☐ No

☒ The need for early childhood education and care is ongoing
 Early childhood education and care need ends -

- The pre-primary education time is four hours per day. If your child also needs early childhood education and care, choose “Yes.”
- If your child is already in early childhood education and needs it further, choose “Yes.”
- The date of beginning of the need for early childhood education is automatically the same as the date of beginning of pre-primary education. The need for early childhood education and care is automatically ongoing. When required, you can enter the date of termination under “Early childhood education and care need ends.”
- If the date of beginning of the need for early childhood education and care is later than the date of beginning of pre-primary education, agree on the date separately with the ECEC Center lead.

- If your child is not in early childhood education at the moment but needs early childhood education and care before the beginning of pre-primary education, make a separate application.

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

Early childhood education and care hours / week (including 20 hours / week of pre-primary education) *

☐ 20-40 Hours / week

☐ 40-45 Hours / week

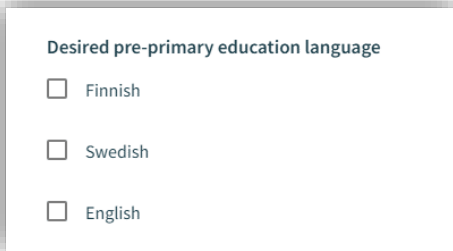
☐ 45-50 Hours / week

Child needs early childhood education and care / day *

☐ Full time (over 5 hours / day)

☐ Part time (under 5 hours / day)

- If you chose that your child needs early childhood education in addition to pre-primary education, fill in the times and weekly number of hours of early childhood education needed.



Desired pre-primary education language

☐ Finnish

☐ Swedish

☐ English

- Choose the language of pre-primary education.
- The language of pre-primary education means the language in which pre-primary education is mostly given in the pre-primary education group. Pre-primary education is mostly in Finnish.
 - If you choose Finnish, Finnish-language groups, or groups with either Swedish-language or English-language focus will be offered for pre-primary education places. In language-focus groups (widescale, language immersion or language-enriched group), part of the pre-primary education is in Swedish or English.
 - If you choose Swedish, Swedish-language groups will be offered for pre-primary education places.
 - If you choose English, English-language groups and those Finnish-language groups that have a widescale English-language focus will be offered for pre-primary education places.
- [You can familiarize yourself with Vantaa's bilingual pre-primary education here \(in Finnish\).](#)
- [You can familiarize yourself with pre-primary education places and their language focuses here.](#)

Preferred places ?

Pre-primary education preferred near to address
Kielote 14, Vantaa, 01300

Preferred pre-primary education places ?

Available pre-primary education places

Search

- ☐ Jalokiven päiväkoti, private
- ☐ Hämeenkytän päiväkoti, English language enriched
- ☐ Hämeenkytän päiväkoti, physical education
- ☐ Ilolan päiväkoti

12 available, 0 selected

> <

Preferred pre-primary education places *

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

- ☐ Tikkurilan päiväkoti ↑ ↓
- ☐ Ylästön päiväkoti, environment and nature ↑ ↓

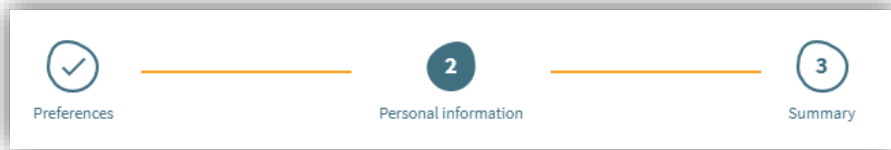
- Your home address has been automatically placed in the Preferred places field. When required, you can change it.
- Pre-primary education places will be sought on the basis of the address you gave. If your child is in early childhood education and the early childhood education offers pre-primary education, and if your other selections do not exclude the place, it will be shown at the top of the list.
- Choose first the available places from the column on the left and transfer it with the arrow to the desired pre-primary 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.

☐ 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.
- 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 pre-primary education.

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 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.

Employment information

☐ Employee / Entrepreneur

☒ Full time ☐ Part time

Work place

☐ Student

☒ Full time ☐ Part time

Study place

☐ Job applicant

☐ Other

Specify

- If you chose that your child needs early childhood education in addition to pre-primary education, you can supplement “Employment information” field.

Guardian or spouse living in the same address

Basic information

First names Last name

Preferred first name

Personal identification code

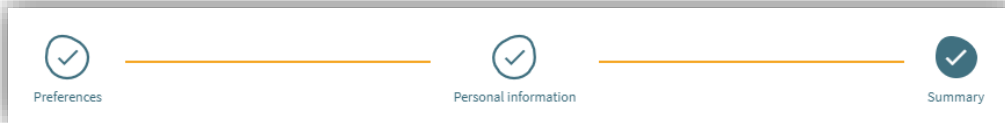
Contact details

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.

Pre-primary education preferences

Preferred pre-primary education places

Päiväkoti Yes, Tikkurilan päiväkoti

Desired start date

13.08.2020

Desired pre-primary education language

Finnish, English

Pre-primary education preferred near to address

Orvokkitie 30 A 4, VANTAA, 01300

Current early childhood education and care place

No current early childhood education and care place

Early childhood education and care preferences

Desired start date for early childhood education and care

13.08.2020

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...

Weekly preferred early childhood education and care times

Weekdays 07:00-17:00

Total number of weekly early childhood education and care hours

20-40 Hours / week, Full time

Child's information

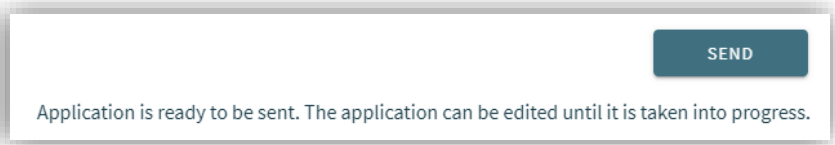
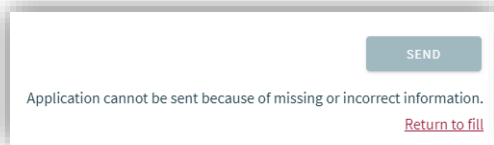
First names	Last name
Siru	Helmiäistes
Preferred first name	Nickname
Siru	-
Personal identification code	
Street address	
Postal code	City
01300	VANTAA
Place of Domicile	
Vantaa	
Child lives	
With both guardians	
Mother tongue	Other languages spoken at home
Finnish	English
Does the child have a special need, health condition or medication that affects the early childhood education and care arrangements?	
No	


Attachments

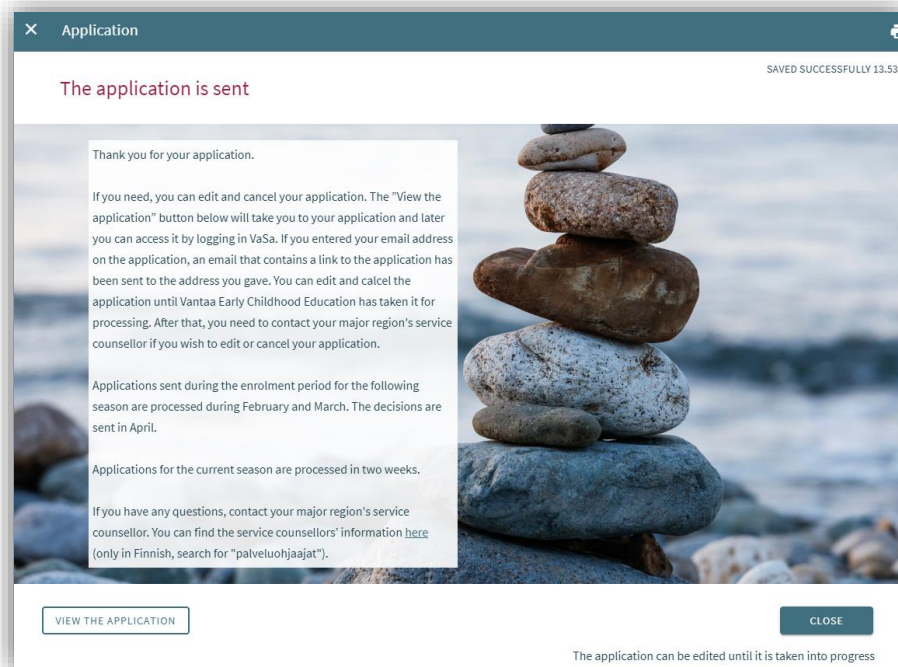
Attachment.docx

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

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.

