

Instructions for guardians for using VaSa service



VaSa service home screen on the browser, Topics tab



The screenshot shows the VaSa service home screen on a browser. The interface has a dark teal header bar with the text "Family" on the left and a bell icon on the right. Below the header, there are three tabs: "TOPICS", "MEMBERS", and "DOCUMENTS". The "TOPICS" tab is selected and highlighted with a blue box. On the left side, there is a vertical menu with a light blue background. It contains a home icon and the text "Family", a smiley face icon and "Linda Arminen", a smiley face icon and "Adalmiina Arminen", a smiley face icon and "Tea Arminen", a person icon and "Profile", and an information icon and "Consents". A blue bracket groups the "Family", "Linda Arminen", and "Adalmiina Arminen" items. Another blue bracket groups the "TOPICS", "MEMBERS", and "DOCUMENTS" tabs. At the bottom of the screen, the text "CGI Vesa" is displayed in a large font, with "Vesa" in red. Below it, in a smaller font, is "Welcome to Vesa".

Arminen, Virpi

Family

TOPICS MEMBERS DOCUMENTS

The menu on the left shows three pages and your child/children.

N.B.! The children will not yet be shown after the first time you log in.

The children will be shown in the menu on the left after you have sent an application.

After registering, the service will open on the Family page. This page has three tabs: Topics, [Members](#) and [Documents](#).

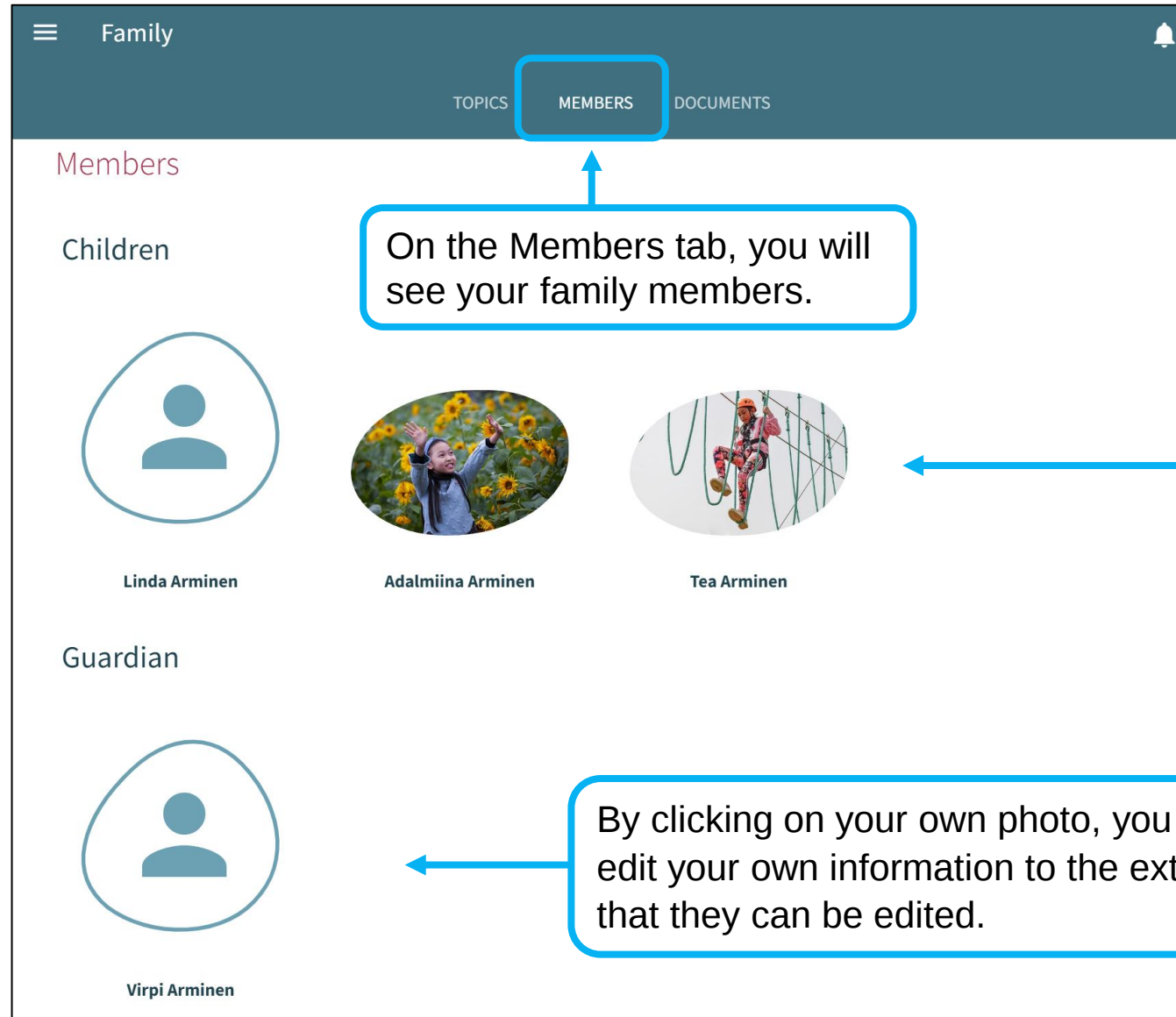
The Topics tab shows matters that require action on your part, for example, for example, your child's early childhood education and care place waiting for your approval. The request to fill out an income statement is shown on this tab, too.

This page may also be empty.

CGI Vesa

Welcome to Vesa

Members tab



On the Members tab, you will see your family members.

You can go to your child's page by clicking on the child's photo. If there is no photo for the child, you will see an icon. You will find information on child's pages in these instructions, on slides 6-9.

By clicking on your own photo, you can edit your own information to the extent that they can be edited.

Documents tab



On the Documents tab, you can browse all your children's documents listed by subjects.

Family

TOPICS MEMBERS DOCUMENTS

Documents ?

You can filter the documents shown based on your children.

Show documents

☐ Linda Arminen ☒ Adalmiina Arminen ☐ Tea Arminen

Decisions ?

Adalmiina Arminen, Early childhood education and care decision

Approved (20.6.2024)

ACTIONS ▾

Add application

New income statement

▾

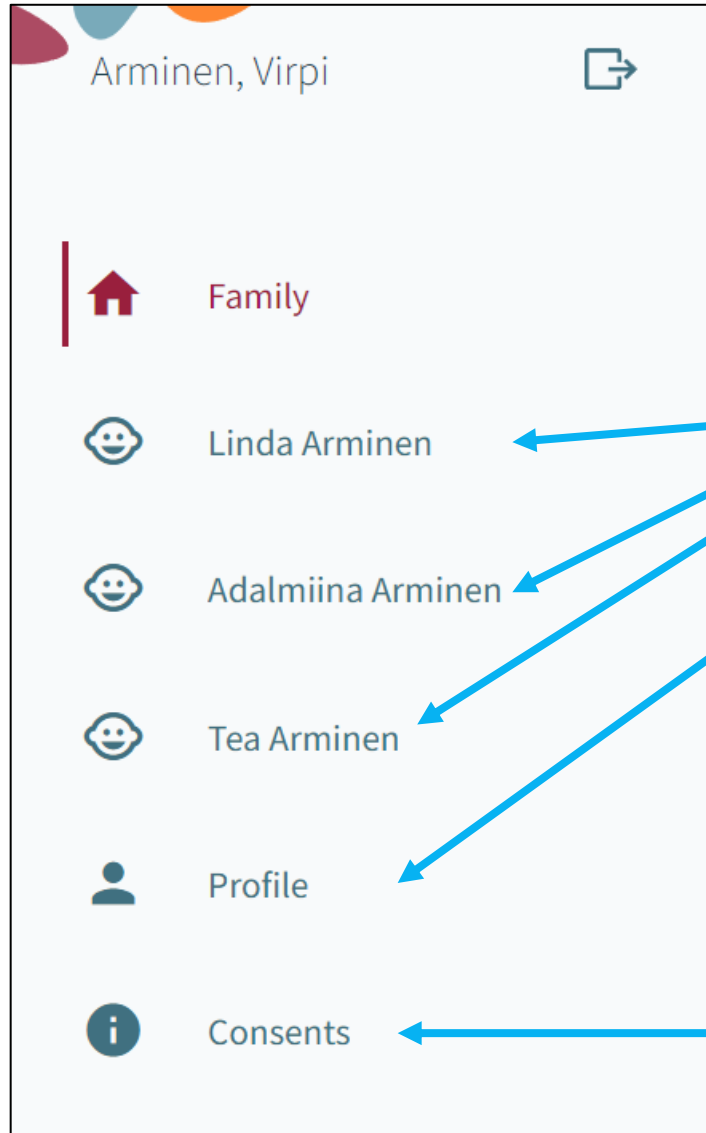
Use the Actions menu to fill out and send

- a new application or
- a new income statement.

Use the arrow on the right to expand the data on the document card.

By clicking on the child's name, you can open the entire document. N.B.! Only the guardian that sent the application can open it.

Side navigation menu



You can go directly to your child's page by clicking on the child's name. By clicking on the child's photo, you can browse/edit your child's data the same way as on the Members tab of the Family page.

On the Profile page you can change the language of the service.

On the Consents page, you can edit

- your contact information (email and phone number),
- your communications preferences,
- your consent to verifying the Incomes registry data, as well as
- your consent to the terms of the service and use of cookies.

Save the data you edited by clicking on the Save button on top right.

Basic information page



The Basic information page has three tabs: Information, Health and Permits

The Information tab consists of your child's basic information that were imported from the Population Information System. On the page, you can edit:

- The child's photo. Add/change a photo by clicking on the photo.
- The child's preferred first name and nickname
- Address that is in use instead of the Population Information System address information
- Information on the person the child lives with
- Guardian that can be reached during the child's early childhood education and care day
- Persons who are authorized to pick up the child

Basic information

Data from Population Information System cannot be edited



First names *
Adalmiina

Family name *
Arminen

Preferred firstname *
Adalmiina

Nickname

SAVE

On top right of each of the tabs, you will find the Save button with which you can save the edited/added data.

Basic information page, Health tab 1/2



The Health tab includes your child's health information.

If your child follows a special diet, you can choose it from the options given. If the child's diet is very restricted, you can also enter the ingredients that the child is only allowed to eat. The  icon tells if a medical certificate for the special diet is required.

If your child has a food allergy, choose the allergens from the options given. You must always deliver a medical certificate on food allergies.

If the child needs safety food, you can enter the name of the safety food or the names of the safety foods into the 'Child has a need for safety food' field. A medical certificate on safety food must always be delivered.

A screenshot of a web form titled "Basic information" with a close button (X) in the top left and a "SAVE" button in the top right. The form has three tabs: "INFORMATION", "HEALTH" (which is selected and highlighted with a blue border), and "PERMITS". Under the "HEALTH" tab, there is a section titled "Health information" with a help icon (?). Below this, there are three sections: "Special diet" with three radio button options: "Child does not follow a special diet", "Child's diet is limited to few ingredients", and "Child follows a special diet" (which is selected); "Food allergies" with two radio button options: "Child has no food allergies" and "Child has allergies (medical certificate must be provided)"; and "Safety food" with two radio button options: "Child has no need for safety food" (which is selected) and "Child has a need for safety food".

Please inform the ECEC center employees of any changes you have made. The employees do not automatically get notified about the changes or new attachments.

Basic information page, Health tab 2/2



On the Other conditions fields, you can enter other health issues affecting your child's early childhood education and care, for instance, other allergies.

The Child's support, Special needs and information on the child's medication fields will be filled out by early childhood education professionals. The guardian can only view the data in question.

A guardian can add attachments, such as statements and certificates, via the 'Add Attachment' button. When you add a new updated attachment, delete the old attachment on the same subject and inform the staff. You can delete the added attachment by clicking on the cross on the right side of the attachment.

The screenshot shows a web form titled "Basic information" with a "SAVE" button in the top right corner. The form has three tabs: "INFORMATION", "HEALTH" (which is selected and highlighted with a blue border), and "PERMITS". The "HEALTH" tab contains several sections: "Other conditions" with a help icon, "Drug allergies", "Other allergies", "Allergies that cause a reaction requiring medical intervention", "Medical conditions", "Child's support", "No markings", "Special needs", a question "Does the child have a special need, health condition or medication affecting their early childhood education and care arrangements?" with a "No" option, "Attachments" with a help icon and an "ADD ATTACHMENT" button, and "Medication" with a help icon. The form is designed with a clean, modern aesthetic using a light blue and white color scheme.

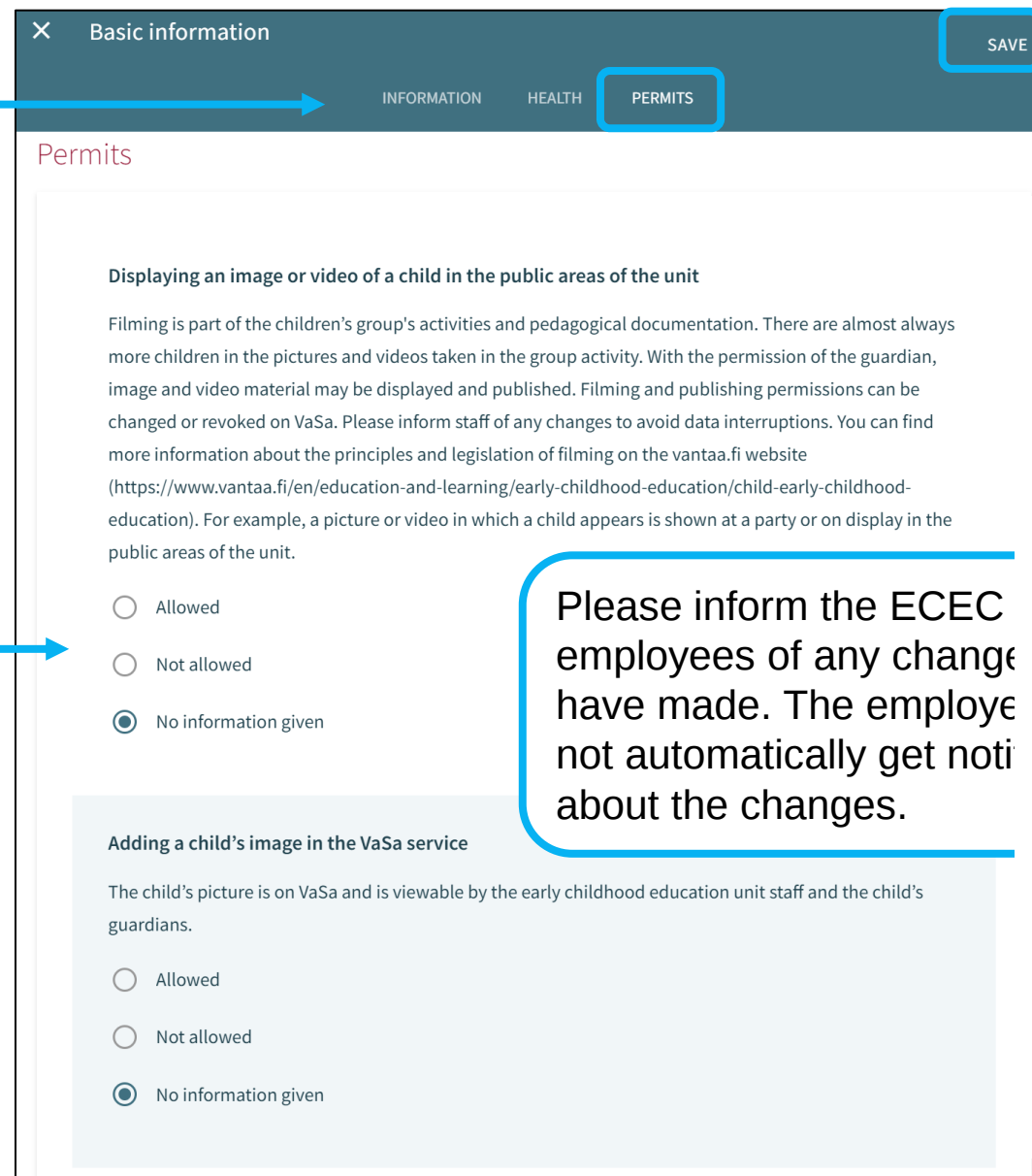
Please inform the ECEC center employees of any changes you have made. The employees do not automatically get notified about the changes or new attachments.

Permits tab

On the Permits tab, you can give your permission to matters related to your child's early childhood education and care.

The default is 'No information given'. If you allow or deny something, remember to save your choice by clicking on the Save button on top right.

You will find more information (in Finnish) on the principles of photographing and legislation online at:
<https://www.vantaa.fi/fi/kasvatus-ja-koulutus/varhaiskasvatus/lapsi-varhaiskasvatuksessa>



The screenshot shows the 'Basic information' window in the Vantaa VASa system. The 'PERMITS' tab is selected in the top navigation bar. The main content area is titled 'Permits' and contains two sections. The first section, 'Displaying an image or video of a child in the public areas of the unit', includes a paragraph explaining that filming is part of group activities and that permissions can be changed or revoked on VaSa. Below this text are three radio button options: 'Allowed', 'Not allowed', and 'No information given' (which is selected). The second section, 'Adding a child's image in the VaSa service', includes a paragraph stating that the child's picture is on VaSa and is viewable by staff and guardians. It also has three radio button options: 'Allowed', 'Not allowed', and 'No information given' (which is selected). A 'SAVE' button is located in the top right corner of the window.

Basic information

INFORMATION HEALTH **PERMITS** SAVE

Permits

Displaying an image or video of a child in the public areas of the unit

Filming is part of the children's group's activities and pedagogical documentation. There are almost always more children in the pictures and videos taken in the group activity. With the permission of the guardian, image and video material may be displayed and published. Filming and publishing permissions can be changed or revoked on VaSa. Please inform staff of any changes to avoid data interruptions. You can find more information about the principles and legislation of filming on the [vantaa.fi](https://www.vantaa.fi/en/education-and-learning/early-childhood-education/child-early-childhood-education) website (<https://www.vantaa.fi/en/education-and-learning/early-childhood-education/child-early-childhood-education>). For example, a picture or video in which a child appears is shown at a party or on display in the public areas of the unit.

☐ Allowed

☐ Not allowed

☒ No information given

Adding a child's image in the VaSa service

The child's picture is on VaSa and is viewable by the early childhood education unit staff and the child's guardians.

☐ Allowed

☐ Not allowed

☒ No information given



Useful links



- You will find instructions for applying for early childhood education and care, editing an application, and accepting a place here:

<https://www.vantaa.fi/en/education-and-learning/early-childhood-education/applying-early-childhood-education>

- You will find instructions for enrolling in pre-primary education here:

<https://www.vantaa.fi/en/education-and-learning/pre-primary-education/pre-primary-education-enrollment>

- You will find instructions for filling out an income statement here:

[Filling in the income statement on the VaSa service](#)

- Technical support for using the VaSa service: varhaiskasvatuksen.vasapalvelu@vantaa.fi