

# **Instructions for guardians for using VaSa service**



# VaSa service home screen on the browser



Haapakoski, An...

Family

1. MEMBERS 2. DOCUMENTS

TOPICS

3. Family

Tim Jonathan H...

Profile

Consents

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, a place granted to your child, waiting for your approval. The request to fill out an income statement is shown on this tab, too.

This page may also be empty.

1.

## Family



TOPICS

MEMBERS

DOCUMENTS

### Members

#### Children



Joanna Ruusantes



Veikko Ruusantes



Uno Ruusantes

#### Guardian



Siri Ruusantes

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

You can go to your child's site 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 6-7.

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

2.

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



Family

TOPICS MEMBERS DOCUMENTS

Documents ?

Show documents

☒ Joanna Ruusantes ☒ Uuno Ruusantes

Decisions ?

Uuno Ruusantes, Complementing Early childhood education and care decision  
Approved (26.1.2023)

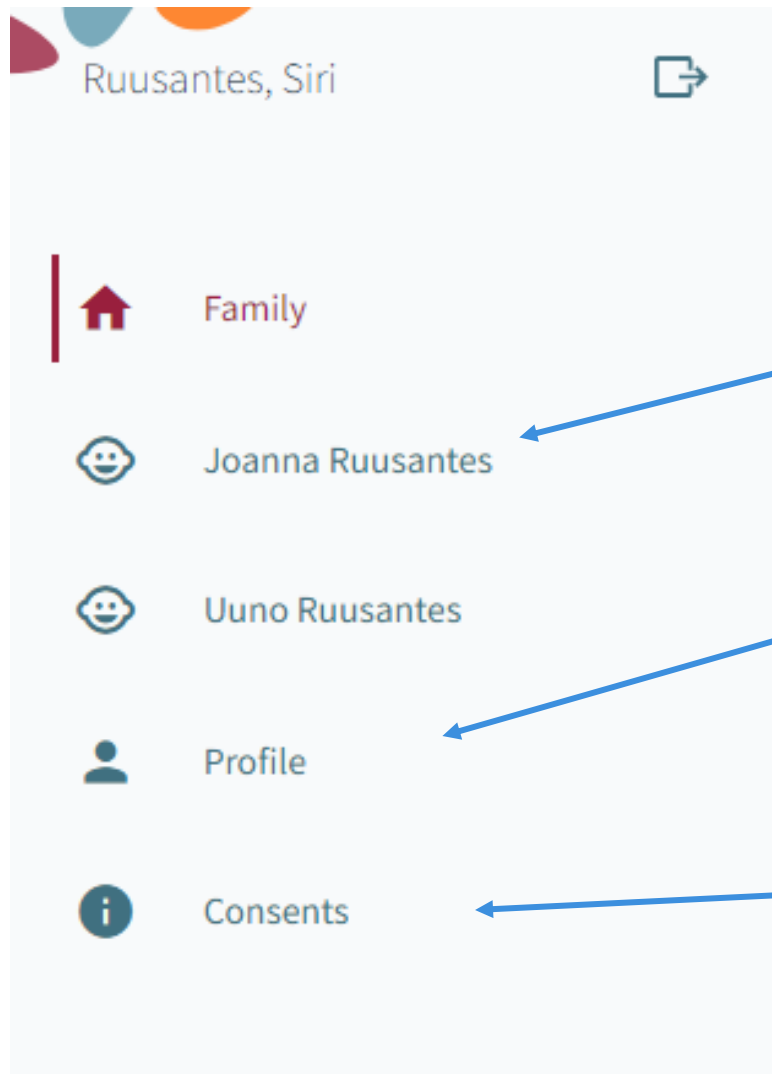
Joanna Ruusantes, Voucher decision  
Approved (17.1.2023)

ACTIONS ▾  
Add application  
New income statement

Use the Functions menu to fill out and send a new application or income statement.

Use the arrow on the right to enlarge 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.

3.



You can go directly to your child's site 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.

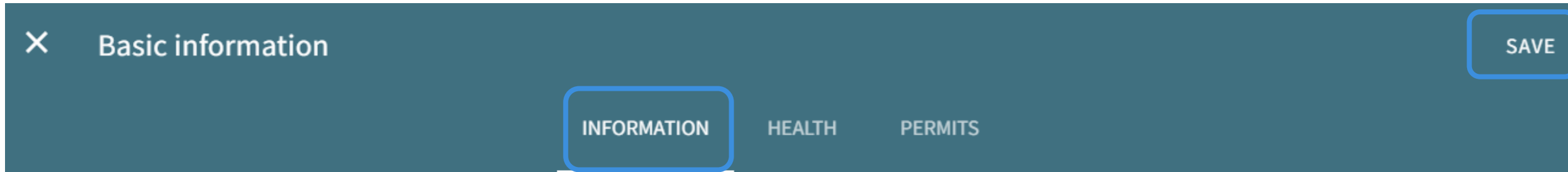
On the Profile page, you can change the language of the service.

On the Consents page, you can edit

- your contact information (email and phone number),
- your communications settings,
- your consent to verifying the Income 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



- You can go to your child's Basic information page by clicking on the child's photo. The Basic information page has three tabs: Information, Health and Permits.
- On top right of each of the above pages, you will find the Save button with which you can save the edited/added data.
- 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 name used and nickname
  - Choose an address other than the one taken from the Population information system's address information
  - Information on the person the child lives with
  - Guardian that can be reached during the child's stay in early childhood education
  - People allowed to pick up the child

Basic information

INFORMATION HEALTH PERMITS

Health information ⓘ

Special diet \* ⓘ

☐ Child does not follow a special diet

☐ Child's diet is limited to few ingredients

☐ Child follows a special diet

Food allergies \* ⓘ

☐ Child has no food allergies

☐ Child has allergies (medical certificate must be provided)

Other conditions ⓘ

Drug allergies

Other allergies

Allergies that cause a reaction requiring medical intervention

Medical conditions

Development and learning support

No content found

Special needs

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

No

Attachments ⓘ

ADD ATTACHMENT

Medication ⓘ

The Health tab includes your child's health data



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 foodstuffs that the child is only allowed to eat.

The  icon tells if a medical certificate for the special diet is required.

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

The Development and learning 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.

The guardian can add attachment by clicking on the Add attachment button. When required, you can delete an added attachment by clicking on the X on the right.

Please inform the ECEC center employees of any changes you have made in order to ensure uninterrupted flow of information.

× Basic information SAVE

INFORMATION HEALTH **PERMITS**

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 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

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

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

Please inform the ECEC center employees of any changes you have made in order to ensure uninterrupted flow of information.

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>



# Useful links



- You will find instructions for applying for early childhood education, 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](#)