

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 user is logged in as "Arminen, Virpi". The main header is "Family" with a notification bell icon. Below the header 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 navigation menu with the following items: "Family", "Linda Arminen", "Adalmiina Arminen", "Tea Arminen", "Profile", and "Consents". A blue bracket groups the "Family", "Linda Arminen", and "Adalmiina Arminen" items. A blue callout box points to the "TOPICS" tab. Another blue callout box points to the "TOPICS" tab and the "MEMBERS" and "DOCUMENTS" tabs. The bottom of the screen displays the "CGI Vesa" logo and the text "Welcome to Vesa".

Arminen, Virpi

Family

Family

Linda Arminen

Adalmiina Arminen

Tea Arminen

Profile

Consents

TOPICS MEMBERS DOCUMENTS

The menu on the left shows three pages and children's names.

N.B.! The children will not yet be shown after the first time you log in. The children will be shown in the menu 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](#).

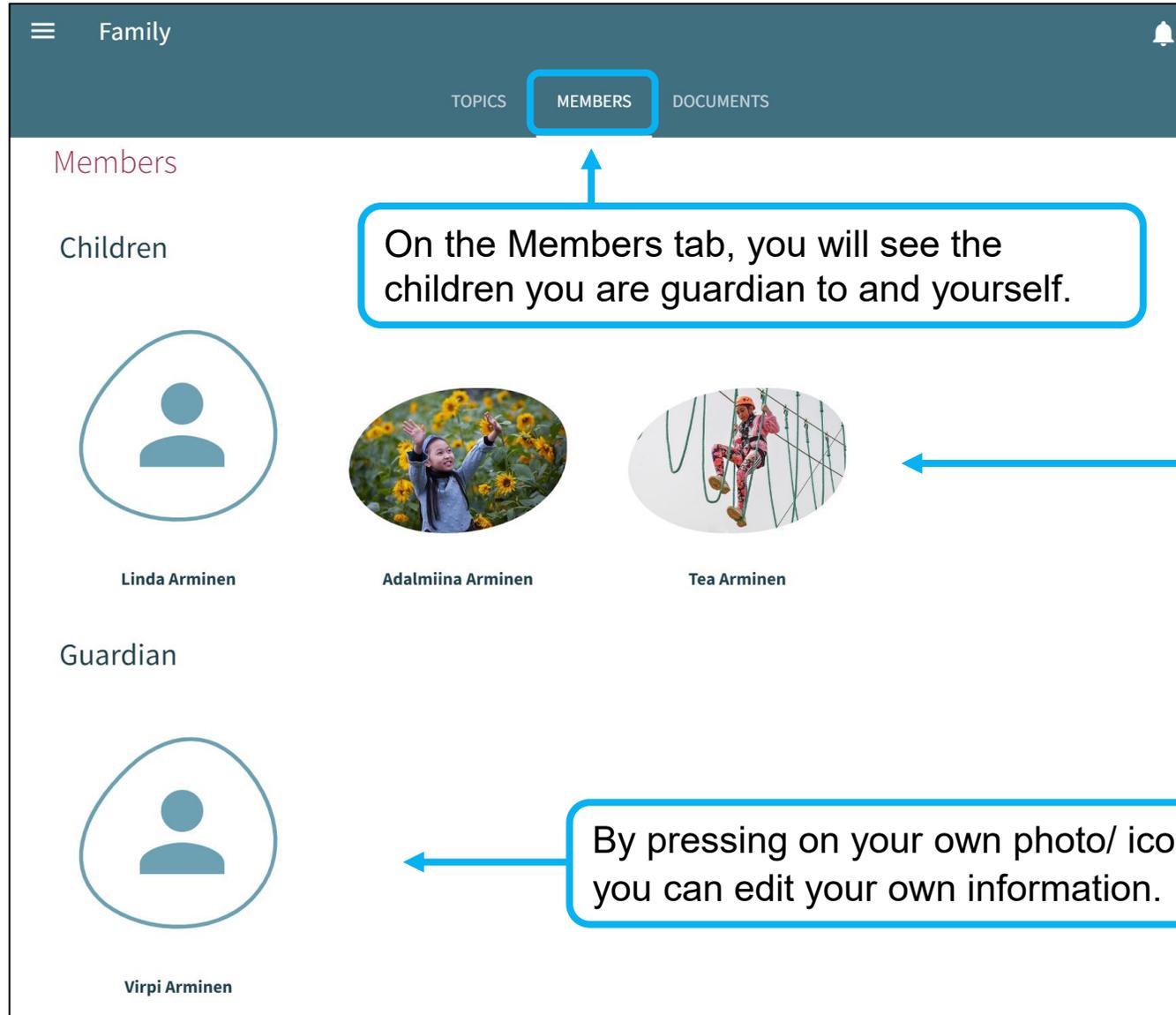
The Topics tab shows matters that require action on your part, for example, your child's early childhood education and care place waiting for your approval. The request to fill out an income statement is shown on this tab, too.

This page may also be empty.

CGI Vesa

Welcome to Vesa

Members tab



On the Members tab, you will see the children you are guardian to and yourself.

You can go to a child's page by pressing 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 page in these instructions, on slides 6-10.

By pressing on your own photo/ icon, you can edit your own information.

Documents tab



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

Family

TOPICS MEMBERS DOCUMENTS

Documents ?

Show documents

Linda Arminen Adalmiina Arminen Tea Arminen

Actions

Add application

New income statement

Decisions ?

Adalmiina Arminen, Early childhood education and care decision

Approved (20.6.2024)

You can filter the documents shown by choosing a child's name.

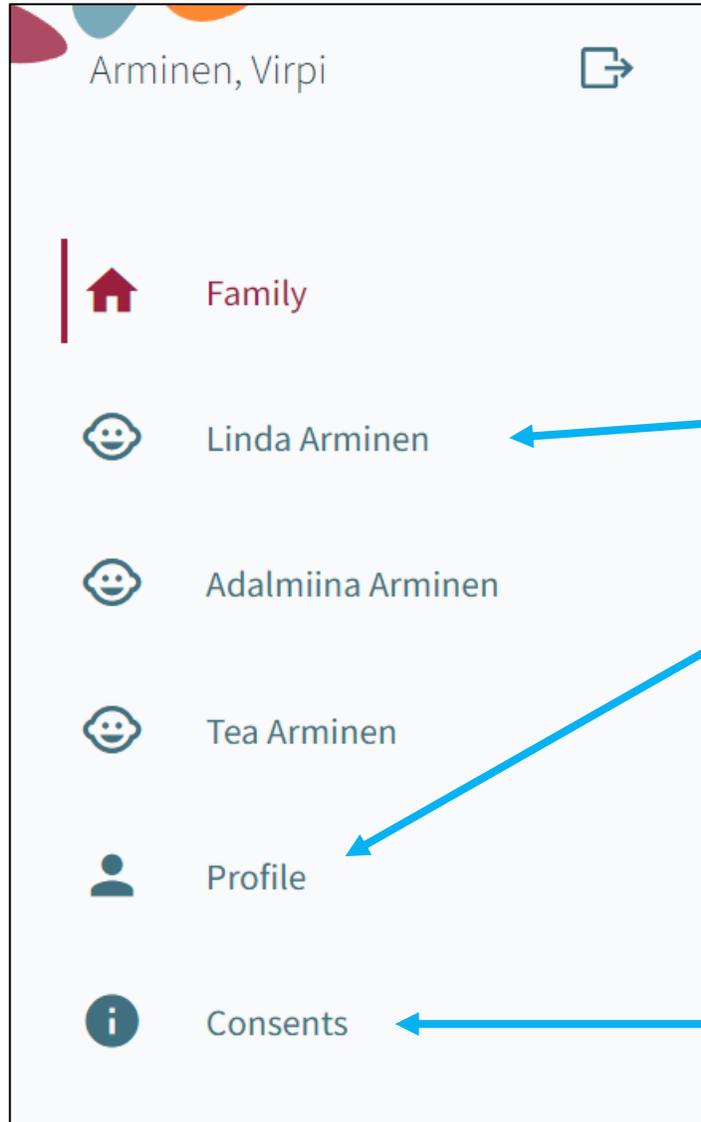
Use the Actions menu to fill out and send

- a new application or
- a new income statement.

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

By pressing 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



By pressing on the child's name, you can go directly to Child's page.

On the Profile page you can change the language of the service to Finnish or Swedish.

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 pressing on the Save button on top right.

Basic information page



The Basic information page has four tabs: Information, Health, Support and Permits.

The Information tab consists of the 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 pressing 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.

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 the child's health information.

If the 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 to present at the ECEC center.

If the child has a food allergy, choose the allergens from the options given. You must always present a medical certificate on food allergies at the ECEC center.

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. Safety food must always be agreed upon with the ECEC center employees and a statement by a licensed health care professional is always required.

Basic information

INFORMATION HEALTH SUPPORT PERMITS

SAVE

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)

Safety food ?

- Child has no need for safety food
- 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.

You 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 pressing on the cross on the right side of the attachment.

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.

The Special needs and Medication sections are filled in by early childhood education and care professionals. You can view the added information under the headings.

Basic information

INFORMATION HEALTH SUPPORT PERMITS

Other conditions ?

Drug allergies

Other allergies

Allergies that cause a reaction requiring medical intervention

Medical conditions

Special needs

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

No

Attachments ?

ADD ATTACHMENT

Medication ?

Basic information page, Support tab



On the Support tab, you can view all the support information added for the child. The information is filled in by the ECEC professionals.

The screenshot shows a web interface for a child's support information. At the top, there is a dark teal header with a close button (X) and the title "Basic information". Below the header is a navigation bar with four tabs: "INFORMATION", "HEALTH", "SUPPORT" (which is highlighted with a blue border), and "PERMITS". The main content area is white and contains two sections. The first section is titled "Child's support" in red text with a question mark icon. Below it, the text reads "Level of support: Special needs support in PPE" on the left and "31.5.2025 -" on the right. The second section is titled "History" in red text. Below it, the text reads "Previous support" on the left and "Care-oriented support in ECEC" on the right, with the date range "1.10.2022 - 31.7.2023" on the far right.

In the History section, you can view the child's previous support.

You will only see the support information added for the child. If the child has no support, no information will be displayed on the tab.

Permits tab



On the Permits tab, you can grant or deny permissions 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>

Basic information

INFORMATION HEALTH SUPPORT **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

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

How to use the VaSa Service in a Browser on Your Phone or Tablet



- You can use VaSa in a browser on your phone or tablet (as an alternative to the mobile app).
- If the CGI Vesa app isn't working, check your device's operating system version.
- The app works on:
 - Android 13 and newer versions
 - iOS 15.8 and newer versions
- If the app doesn't work on your device, you can use the VaSa service in a browser by logging in at <https://vantaa.cgivesa.fi/login> .
- From the browser, you can add a shortcut to the VaSa service on your phone's or tablet's home screen.

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