
CGI-VESA INFO

All info to guardians

1. NOVEMBER 2023
LOVIISAN KAUPUNKI - LOVISA STAD
Loviisa

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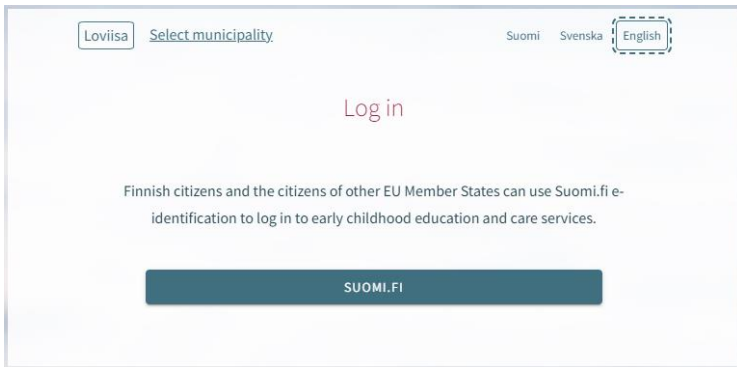
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How to login to CGI Vesa

Proceed to login by clicking the link on the website of the City of Loviisa, or by navigating to the login page on the website of CGI Vesa, <https://loviisa.cgivesa.fi>

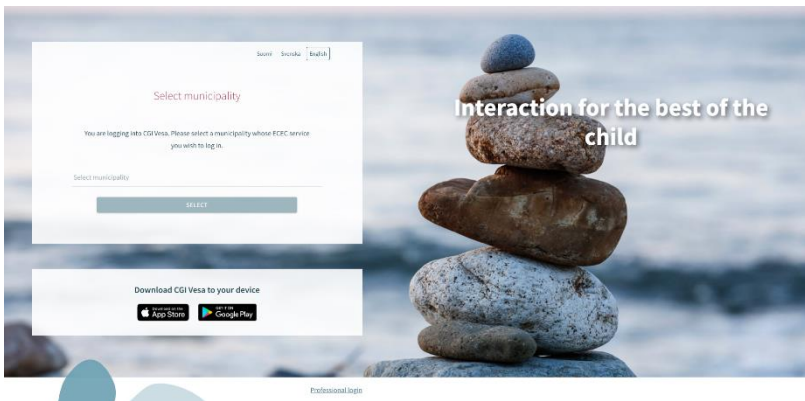
When you arrive to the website via the link, the user interface language (Finnish, Swedish, English) is selected based on the link you used. Next, your identity must be verified through strong authentication (suomi.fi). After you have verified your identity, you can log in to CGI Vesa.



Click 'Log in' on the homepage.

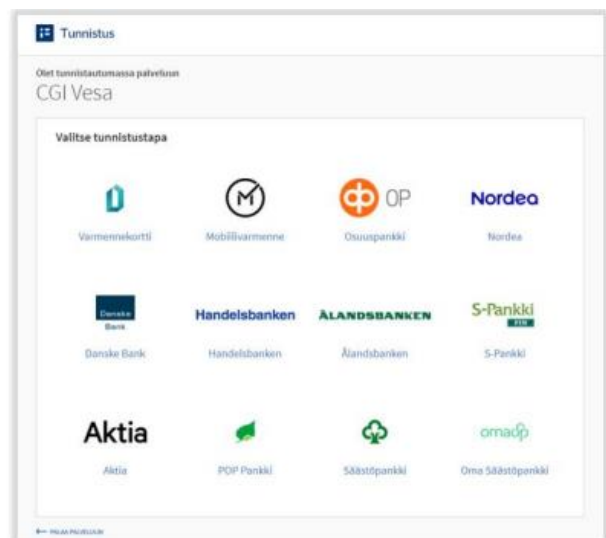
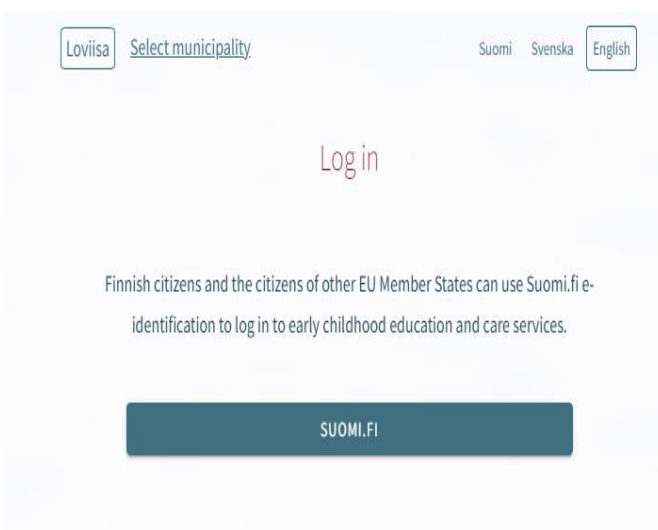


When you login to CGI Vesa for the first time, you are required to select your municipality of residence. The selected municipality of residence remains in the temporary data on the browser or mobile. If you delete the temporary files, the program will ask you to select your municipality of residence once again.



Next, you must select 'Suomi.fi'. You are required to verify your identity through strong authentication. After you have verified your identity, you can log in to CGI Vesa.

You can verify your identity with your citizen certificate, mobile certificate or banking credentials.



The first time you login, and terms and conditions of use of the service, and the use of cookies

When you log in to CGI Vesa for the first time, you are required to accept the terms and conditions of use of the service and the use of cookies if you want to use CGI Vesa. If you do not accept the terms and conditions of use and click the Hylkää button, a new window opens. The new window informs you that you cannot use the service if you do not accept the the terms and conditions of use. Click "Hyväksy" to accept the terms and conditions of use, and the use of cookies.

SUOMI SVENSKA ENGLISH

Terms of conditions and cookies

Terms and Conditions

The processing of personal data in the early childhood education and care systems is based on fulfilling statutory requirements, the public interest or the exercise of public authority. In this case, the municipality, as the data controller, does not need a separate consent to process your personal data. CGI Vesa service stores information about you and your family. In addition, early childhood education has a statutory obligation to use the Suomi.fi electronic service. The Suomi.fi electronic service enables the authority to send decisions to the customer for information after the customer has activated the service and given their consent to electronic service. Vantaa early childhood education and care is the data controller for the information it provides and the service provider is the processor of this information. However, for some CGI Vesa services the personal information is collected based on your consent and for of this we are asking your consent to process your personal data. You have the right to withdraw the consent you have given at any time.

Cookies

CGI Vesa service uses cookies to store information about user, user session, user specific settings and technical environment. Approval of cookies is required in order to use the service.

Terms and conditions and cookies approval is needed in order to use this service.



REJECT APPROVE

Terms of conditions and cookies

You are about to reject the cookie and terms and conditions approvals. Using of this service is not possible without approvals.

CANCEL

STOP USING THIS SERVICE

How to apply for a place in early childhood education

By clicking the link to the application, you will be taken to Vesa where you are required to accept the terms and conditions of use. After that, you can select type of application.

If you open CGI Vesa via the login page, <https://loviisa.cgivesa.fi>, you will be taken to the Topics tab in the Family view.

Start the filing of the application on the Documents tab in the Family view.

Open the application by clicking *Add application*.



How to select type of application

First, select the child for whom the applications is submitted. Also select type of application.

The program lets you select children under the age of 10 who can be found in The Finnish Population Information System.

Next, select type of application, Early childhood education and care.

Then click *Add application* to open the application.

By clicking *Cancel*, you can cancel the application. The application will not be saved in the program if you click *Cancel*.

After you click *Add application*, the application is ready to be filled out.

The program also sends an e-mail about this.

The e-mail contains a link to the application.

Communication preferences and the Consents window when you open the application

When you open a new application, the Consents tab is opened. Here, you can report or complete contact information. Phone number and e-mail address is required.

Decisions made by a municipal official are transmitted to CGI Vesa. If you want to have the decision delivered by post, tick the box (I want the decision's delivered by post).

Under Incomes Register, you are required to state whether or not you allow your income information to be verified via the Incomes Register.

You can edit the communication settings later on, via the Consents view in the page menu.

The first page of the application is opened when you click *Save and go on*.

If you have submitted your e-mail address, the program will send you a message about the draft. The e-mail contains a link to the application.

× Suostumukset TALLENNA

Yhteystiedot

Puhelin (koti)
+358123456789

Sähköpostiosoite (koti)
sahkopostiosoite@sposti.com

Yhteystiedot tallennetaan CGI Vesa -palveluun. Voit muuttaa niitä tarvittaessa Suostumukset -osiossa.

Viestintäasetukset

Kun lapsellesi tai perheellesi on tehty päätös, voit lukea sen CGI Vesa -palvelussa. Saat tiedon päätöksen saapumisesta ilmoittamaasi sähköpostiosoitteeseen. Sähköpostissa on linkki päätökseen. Voit halutessasi myös ladata tai tulostaa päätöksen CGI Vesa -palvelusta milloin tahansa lapsen varhaiskasvatusaikana. CGI Vesa -palveluun pääset aina selaimen tai puhelimen CGI Vesa -sovelluksen kautta. Päätökset siirtyvät myös Suomi.fi-palveluun, jos olet ottanut sen käyttöösi. Suosi sähköistä toimitustapaa. Valitse postitettava paperipäätös vain tarvittaessa.

Toivon, että päätökset lähetetään paperisena

Tulorekisteri

Jos annat suostumuksen, tulotietosi voidaan tarkistaa Tulorekisteristä ja käyttää perheesi asiakasmaksujen tai palvelusetelin arvojen määrittämiseksi. Suostumuksen antaessasi ymmärrät, että sinun pitää toimittaa tiedot ja tositteet niistä tuloista, joita Tulorekisteristä ei ole saatavilla. Tulorekisteristä löytyvät tiedot näet osoitteesta <https://www.vero.fi/tulorekisteri/yksityishenkilöt/>. Suostumus on voimassa toistaiseksi. Suostumuksen voi peruuttaa milloin tahansa. Jos et anna suostumusta tai peruutat sen, sinun pitää toimittaa tuloseelvityksellä tieto kaikista tuloistasi ja niihin liittyvät tositteet.

Tulotietoni saa tarkistaa Tulorekisteristä.

Hakemuksen tila: Luonnos
Hakemuksen luonnos luotu: 15.5.2023

TALLENNUS ONNISTUI 16.18

1 Terveystiedot — Henkilötiedot — 3 Yhteenveto

Hakemuksella näkyvät henkilö- ja osoitetiedot haetaan ja päivitetään automaattisesti Väestötietojärjestelmästä. Näiden tietojen muokkaaminen ei ole mahdollista. Hakemukselle tekemäsi muutokset tallennetaan automaattisesti varhaiskasvatuksen tietojärjestelmään luonnoksena ja hakemuksen täyttööä voit jatkaa myöhemmin kirjautumalla palveluun.

Hakemuksen perustiedot

Kunta
Iltaala

Lapsi, jolle hakemus tehdään
Kalle Ilmari Aalto

Hakemustyyppi
Varhaiskasvatus

Structure of the application

The application has three pages and is automatically saved as a draft. By ticking the box, you can close the application and return to it later.

The top navigation bar tells you which page is open. You can navigate between pages by clicking the number, regardless of whether all the information on the page has been filled in or not.

The basic information in the application shows the municipality to which the application will be sent, the child for whom the application is submitted, and the type of application.

You can delete the application by clicking the trash icon.

The program will ask you to confirm this.

Applying for early childhood education

Fill in the information about the need for early childhood care:

- Preferred starting date
- If the preferred starting date is in less than two weeks or less than four months from the date of the application, the program opens a menu where you can select the reason for the early start. You can also add an attachment.
- Add the end date if you know when the child will no longer need early childhood care. *The need for early childhood and care is ongoing* is selected automatically
- Upload possible attachments related to the quick start by clicking *Add attachment* and selecting a file on your own device.

After you have attached the file, you can open it with a long click.

Select the need for early childhood care by ticking the box that cover the time periods under which the child needs early childhood care

- You can select day care centres that are open during the selected hours of the day.
- Exception: If you select the alternative that says that the child needs early childhood education around the clock, the program only lets you select day care centres that are open 24 hours a day

Select number of hours per week.

You can select number of hours per day if the early childhood care is available both full-time and part-time.

Current day care centre:

If there already is a decision that is valid on the preferred starting date, the program automatically displays the current day care centre.

Otherwise, the following text is displayed in the field: *No current early childhood education and care place.* Select *In another municipality* if the child attends early childhood education in another municipality. You can enter the name of the current day care centre in the field that is opened.

Desired early childhood education and care language:

When you select a language, the program displays the day care centres where the language in question is used.

Prefer early childhood education and care near to address:

- Here, your home address has been automatically selected
- You can enter another address. The program will then show centres close to that address
- When an order of non-disclosure has been issued, the address will not be transmitted from The Finnish Population Information System. The field is then empty and you can fill it in

Day care centres that can be selected:

- The day care centre for which there is a valid decision on the preferred starting date is at the top of the list
- The list only includes day care centres where your preferred language is used.
- The list is organized by distance, the nearest day care centres are listed first.
- Select at least two alternatives. Use the arrow between the check boxes to select preferred day care centres.

Preferred day care centres:

- The day care centres you have selected are displayed in the box on the right in the order you selected them.
- You can change the order by using the arrow next to the name of the day care centre.

Requesting all sibling to be placed in the same place:

- Select this alternative if you wish for your children to be placed in the same day care centre.

Field for additional information: Here, you can add freely worded text.

Personal information – Page 2 of the application

Necessary information about the child and about the person submitting the application is filled in on page two.

Child's basic information

First names - transferred from The Finnish Population Information System, cannot be edited

Last name - transferred from The Finnish Population Information System, cannot be edited

The name by which the child is normally identified - one of the child's first names

- The first name is pre-selected, you can select another name via the drop-down menu

Nickname: a text field, this information is not required

Social security number - transferred from The Finnish Population Information System, cannot be edited

Municipality of residence, street address, postal code, and post office - transferred from The Finnish Population Information System, cannot be edited

- If an order of non-disclosure has been issued, the address information will not be transmitted. Instead, there is a red text that says *Security ban*.

The child lives: Select an alternative. If you select the alternative *Elsewhere*, add a freely worded description

Information about the first language is transferred from The Finnish Population Information System and cannot be edited

Other languages spoken at home: you can select one or more languages on the drop-down menu.

Special needs: Yes / No

- Select Yes if the child has special needs that effect the early childhood care. Add a freely worded description.

You can attach one or more files to the application

- After you have attached the files, they are displayed amongst the basic information about the child.
- After you have attached the file, you can open it with a long click.

Guardian's information

First names - transferred from The Finnish Population Information System, cannot be edited

Last name - transferred from The Finnish Population Information System, cannot be edited

The name by which the guardian is normally identified - one of the guardian's first names

- The first name is pre-selected, you can select another name via the drop-down menu

Social security number - transferred from The Finnish Population Information System, cannot be edited

Contact information: E-mail address and phone number is required

The phone number and/or e-mail address is transmitted from the communication preferences and can be edited.

- Use the international phone number format.

The e-mail address and/or the phone number is displayed in the application and in your communication preferences.

Address - transferred from The Finnish Population Information System, cannot be edited

- When a person has been granted an order of non-disclosure for personal safety, the address information is replaced by a red text that says *Security ban*.

The address in use instead of The Finnish Population Information System

- When you select this alternative and enter an address, this address will be used while the order of non-disclosure is valid. The documents will be sent to this address, not to the address in the The Finnish Population Information System.

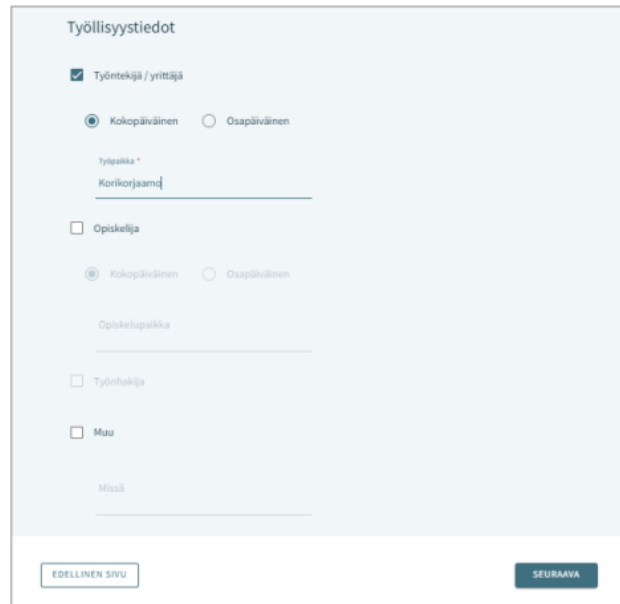
First language - transferred from The Finnish Population Information System, cannot be edited

Language of communication - you can select Finnish, Swedish or English

In the application for early childhood education, you are required to fill in employment information and information on studies, concerning both the guardian and a possible second guardian or a spouse of the guardian living at the same address.

- You are not required to fill in the employment information, but you have to add the work place if you have selected *Employee*.
- Mark the appropriate check boxes to specify whether the person is an employee or an entrepreneur, a student, a job seeker, or something else.
- You can select one or more check boxes.

When you mark a check box, possible fields for additional information will be activated. You are required to fill in this information.



Guardian or spouse living at the same address

The person submitting the application can fill in information about another guardian of the child or about a spouse who is living at the same address.

If the child has another guardian, the information about this guardian is automatically transmitted from The Finnish Population Information System and saved as basic information about the child after the application has been sent in and the professional views the basic information.

If the person filling out the application submits information about another person, all of the required information has to be filled in:

- First names, last name, the name by which the person is normally identified, social security number
- Contact information: E-mail address and phone number is required

In the application for early childhood education, it is possible to fill in employment information and information on studies, concerning both the second guardian or the spouse of the guardian. The information is filled in after the personal information.

Summary – the third page of the application

- The Summary page contains all the information that has been filled in automatically and manually on the different pages of the application.
- If all the necessary information has not been filled in, the *Send* button is not active. Under the button, there is a link to the required information that is missing.
- When the application is ready to be sent in, the *Send* button becomes active and the following text appears: *Application is ready to be sent.*
- An application that has been sent is shown on the Documents tab in the Family view.
- Open the application by clicking the child's name.

Viewing and commenting the application

An application that has been saved as a draft can be viewed and edited by clicking the application card.

An application that has been sent can be viewed in the Summary view.

The *Edit the application* button:

- The application is opened and can be edited. After you have made changes to the application, you have to send it again. Otherwise, the information will not be saved.

The *Cancel the application* button:

- Cancel the application by clicking the trash icon. The application will be cancelled in the Documents view after you have confirmed that you want to cancel the application.

The *Printer* icon:

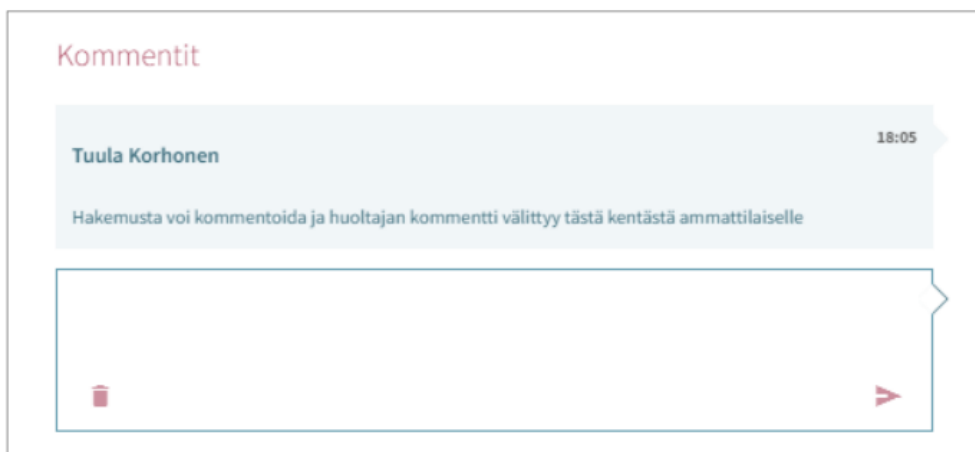
- By clicking the icon, you can print the application



When the application is being processed, it is in PDF format. This means that you cannot edit the application anymore.

If necessary, it is possible to send the professional a message about the application. To send a message, open the application and enter your message in the comment box.

The professional gets notified about the message. If the professional adds a comment, you will receive an e-mail about this. The e-mail contains a link to the message.



Card for accepting the offered place, and time limit

When a decision about the child care has been made in Vesa, the guardian is required to accept the offered place.

You must accept or reject the offer within the prescribed time limit that is shown on the card.

The Topics tab contains the card for accepting the offered place:

Here, you will find the child's name, *Accept or decline the ECEC place*, the time limit (dd.mm.yyyy), the *open* button

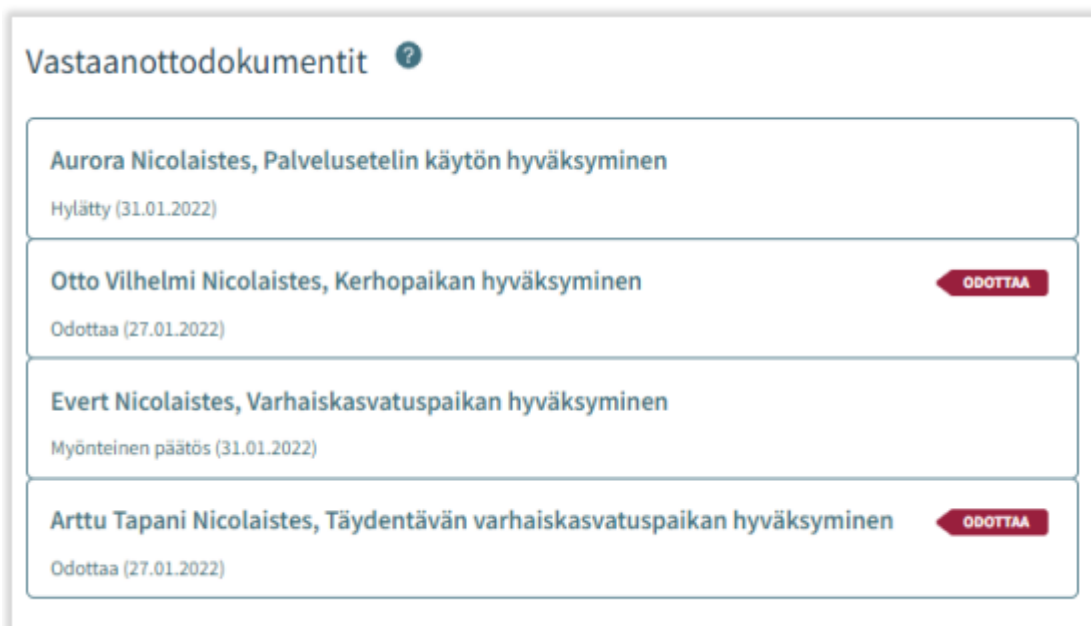


You can also find the card on the Documents tab:

On the Documents page, the document is in the phase *Waiting* and can be edited

The card will be visible on the Family page until you accept or decline the offered place.

The time limit is calculated from the date on which the request to accept the offered place was sent/shared



Accepting the offered place – Accepting and declining the offered place

You can accept or decline the place until the start date for the child care.

If you decline the place you can only read the card, not edit the information on the card

If you accept an offered place and then open the document containing the information, you can still decline the offered place

If you decline the offered place, the program will ask you to confirm the declining. *If you decline the offered place, the decision will be annulled*

Hyväksy tai hylkää varhaiskasvatuspaikka

Hyväksy tai hylkää varhaiskasvatuspaikka

Onnittelut! Lapsesi hyväksyttiin varhaiskasvatukseen. Vastaanota paikka vastaamalla tähän. Huomas, että paikan vastaanottamiseen tai hylkäämiseen on määräaika. Vastaanota tai hylkää paikka ennen sitä.

Määräaika 08.02.2022

Nimi	Toimipaikka	Tyyppi	Alkamispäivä	Laajuus	Palvelumuoto
Vivi Erika Blomqvist	Husaantien päiväkeri	Varhaiskasvatus	25.05.2022	40 - 50 h, Kokopäiväinen	Kannellinen

Hyväksy tai hylkää varhaiskasvatuspaikka:

Hyväksy varhaiskasvatuspaikka

Hylkää varhaiskasvatuspaikka

Lisätietoja *

Liitteet

LISÄÄ LIITE

PERUUTA OK

A request for a new income statement when you accept the offered place

When a place at a child care centre has been accepted in CGI Vesa for the first time, the guardian is required to fill out an income statement.

The guardian will also receive an e-mail about the requirement of filling out the income statement. The e-mail contains a link to Vesa. Click the link to fill out the income statement.

The income statement is accessible under *Income statement* on the Documents tab on the Family page.

The income statement is needed to report income and deductions in order to make a decision about the fee.

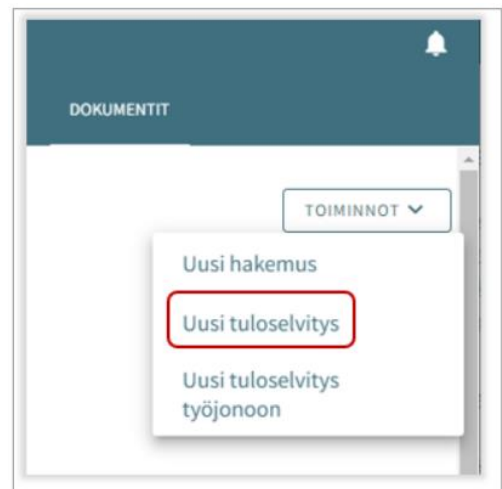
If the income changes, you must fill out and send a new income statement.



Actions – a new income statement

The income statement is also accessible in CGI Vesa under *New income statement* on the *Actions* menu on the Documents tab.

- By clicking *New income statement*, you can fill out a new income statement.
- When you select *New income statement*, the following is checked at the same time:
 - Is there already an income statement in the *Draft* phase → if there is, it will be opened to be filled out
 - Is there an income statement in the *Waiting* phase → if there is, it will be opened
- When you close the income statement (as a draft) or when you send it, the income statement will be visible under Income statement on the Documents tab.
- An income statement that has been saved as a draft or sent can be completed and/or edited in CGI Vesa.
- It is no longer possible to edit the income statement if the professional has already started processing your income statement



Content of the income statement

The income statement to be filled out contains the beginning date of the income statement.

- The income statement that has been created when the offered place was accepted contains the beginning date of the early childhood education
- The beginning date of the income statement that is opened by clicking *New income statement* is the first day of the current month

How to report income:

- When selecting *We'll announce our gross incomes for calculating the early childhood education and care fee*, fields for reporting the guardian's, the spouse's and the children's income will be opened up.
- When selecting *We'll not announce our incomes and we'll accept the highest early childhood education and care fee*, these fields will not be opened up

Family living at the same address:

- The names of the children in early childhood education are displayed under the name of the person reporting the income.
- The view displays the names of all the children in early childhood education who are members of the guardian's family and for whom there is a valid decision on a place at a child care centre on the beginning date of the income statement.
- Here, the names of spouses or guardians, or the names of children in early childhood education elsewhere, if the information about the person in question has previously been added in Vesa.
- If the information has changed and does not reflect the current situation, you can select *Person does not live at the same address anymore*.
- If family members living at the same address are missing here, you have to add them

Types of income and types of deduction (report the guardian's income on page 2)

- Select type of income by clicking *Choose income types*.
- You can expand the headings *Wage income* and *Other incomes* by using the arrow.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Incomes.
- By clicking *Cancel*, the window will be closed.
- Income data in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

Deductions are reported the same way as income

- Select type of deduction by clicking *Choose deduction types*.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Deductions.
- By clicking *Cancel*, the window will be closed.
- Information about deductions in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

The children's income (on page 3 you can report the children's income)

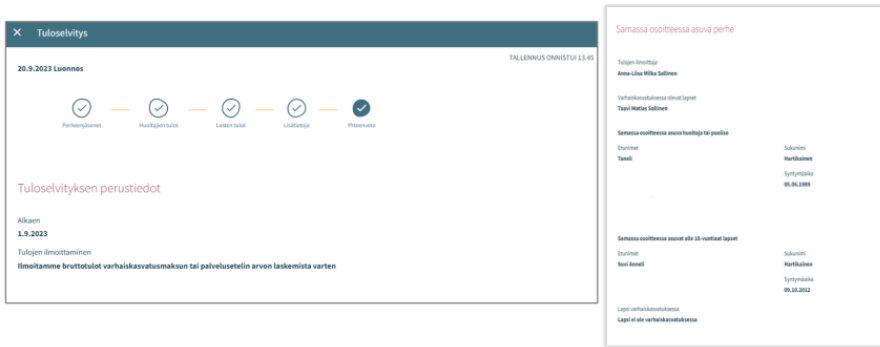
- If there is no income, you don't have to report anything here.
- Select type of income by clicking *Choose income types*.
- When you select one or more alternatives and then click *Choose*, the equivalent fields will be opened in the income statement, under Incomes.
- By clicking *Cancel*, the window will be closed.
- Income data in euros/month can be added here.
- You can also add or remove the attachment.
- You can open the attachment by clicking on it. Then, click *Add attachment*. You can remove the field by clicking the trash icon.

The page More information (page 4)

- Here, you can report additional information regarding the income statement, if needed
- You can fill out additional information in text format in the More information field
- The page can be left blank

The page Summary

- The Summary page displays the information filled out on the previous tabs.
- If you have not reported any additional information, this section will not be shown.
- The attachments can be opened with a long click on the *Attachment* button.
- All the family members listed on page 1 is also listed on the Summary page.
- The names of children in early childhood education in another municipality and the names of children who do not use the early childhood education services are also displayed here (even if you are not asked about their income)



The page Summary contains the names of the children that are listed on the page *Children's incomes*

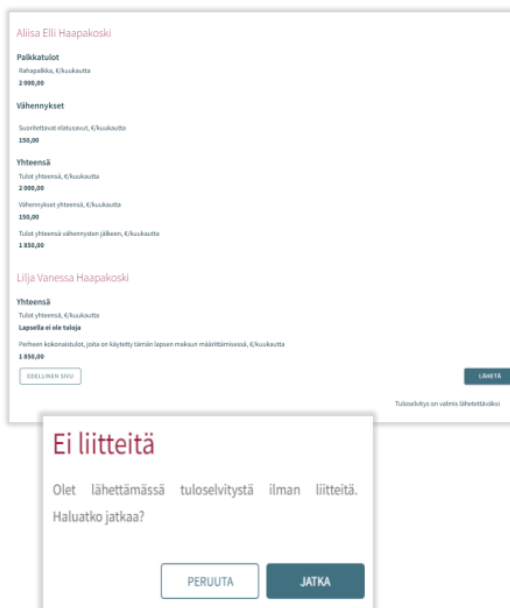
- If the child has no income:
 - The program only displays the guardian's income after deductions
 - The following text appears: *Child has no incomes*

The *Previous page* button:

- This will take you back to the previous page. If you have selected *We'll announce our gross incomes for calculating the early childhood education and care fee* on page 1, you will be taken back to page 3.

The *Send* button:

- If there is no attachment, the following text appears: *You are about to send income statement without attachments. Do you want to continue?* The Continue button is active.

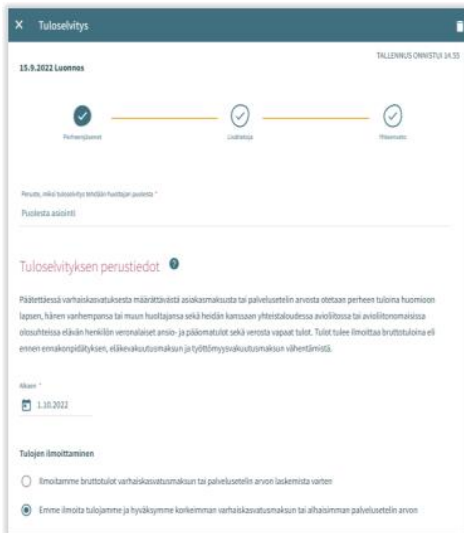


How to accept the highest fee

If the guardian or professional on behalf of the client accepts the highest fee and selects *We'll not announce our incomes and we'll accept the highest early childhood education and care fee*, the income statement contains only three tabs:

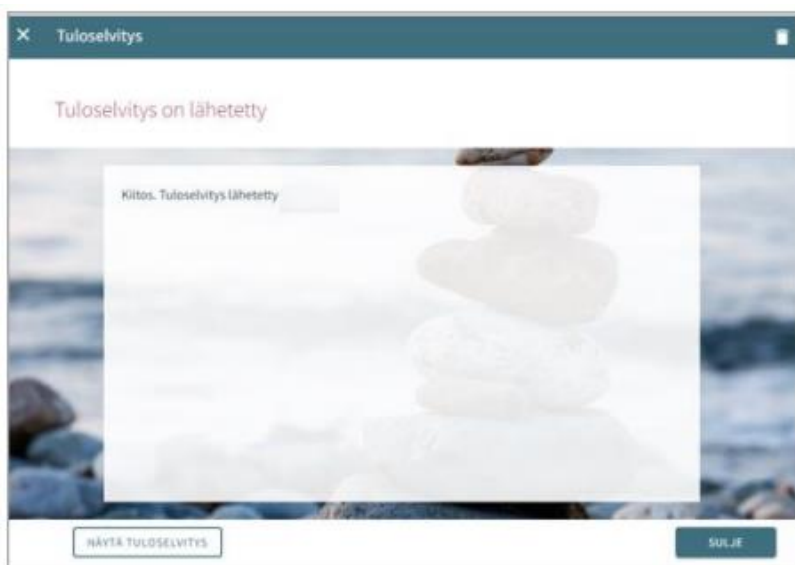
- Family members
- More information
- Summary

The tabs work the same way.



Clicking *Send* will take you back to the Thank you page.

You can open the income statement by clicking *View the income statement* on the Thank you page.



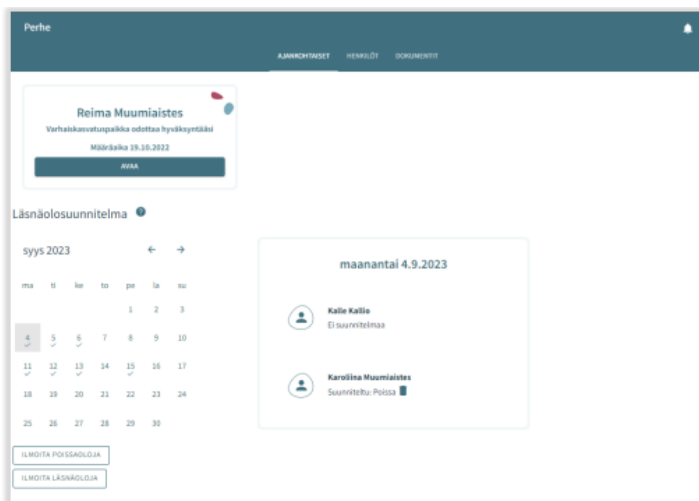
Early childhood education time

On the page Family, you can **apply for early childhood care**. Select Topics.

Here, you will find the attendance plan and the related calendar. The calendar is used for information about when the child will be attending and when the child will be absent.

A v next to the date means that there is a plan for at least one child (the child will be attending or the child will be absent on the day in question).

By selecting a specific day in the calendar, information about the scheduled time or announced absences is displayed next to the calendar. If there is no information about the child, the following text will appear: *No Plan*.



By clicking the trash icon, you can remove a plan (attendance/absence), one by one, if your access to the days in question has not been blocked.

By clicking *add presence* and *add absence*, you can proceed to schedule time or announce absences.

How to schedule attendance

When you click *add absence*, a new window opens. The window contains:

- Information about the unit/units where a decision on the child/children is valid or shall become valid in the future.
- Name of the child for whom there is a valid decision or a decision that shall become valid in the future
- Current month in the calendar view
- It is possible to browse backwards and forwards in the calendar
- When the need for early childhood care is uniformly repeated during the same month, you can select all the days and the time periods during which when the child needs child care

Unit:

- Information about the unit/units for which there is a valid decision on the caregiver's child/children
- Select the unit by clicking the name. Submit the information unit by unit.

Children:

- Click the name to select the child for whom you are scheduling time in child care. You can schedule time for each child individually or for all of the children at the same time, if all of the children will be attending child care during the same time period.

Days:

- Select the days one by one by clicking on the ones for which you want to schedule time. You can schedule time for the same month. You have to make a separate reservation for the next month.
- Announce when the child is coming in and when the child is leaving, either by entering the time or by clicking the clock icon.
- By clicking 'OK', the time in question is selected and appears in the field that displays the time at which the child is coming in and the time at which the child is leaving. By clicking *cancel*, you can go back.
- You can not report attendences outside of opening hours, you will get a notification about this when you save the information.
- By clicking the *Add time window* button, you can schedule several time periods for the same day, as long as they don't overlap.
- After you have entered the time periods, save the information by clicking *Save*.

How to schedule absences

Children:

- Here, you find the names of the children for whom there is a valid decision on child care, or a decision that shall become valid in the future.
- Select the child/children by clicking the name.
- You can schedule absences for more than one child if the scheduled absences are the same for every child in question.

Days:

- Select the days one by one by clicking on the ones for which you want to schedule schedule.
- You can schedule absences for the same month. You have to make a separate reservation for the next month.
- Select the reason for the absence. The same selected reason is transferred to all of the days selected.
- Lastly, save the information by clicking *Save*.

Ilmoita poissaolo

Ilmoita poissaolo ?

Lapset

KAROLIINA MUUMIAISTES

Päivät

heinä 2023 ← →

ma	ti	ke	to	pe	la	su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Poissaolon syy ?

POISSA SAIRAANA VAPAALLA

TALLENNA

How to edit scheduled attendances or absences

You can replace/edit scheduled attendances or absences by adding an overlapping attendance or absence for the day in question.

If the attendance or absence that you are about to schedule overlaps an existing attendance or absence, the program will notify you about this:

- by clicking *cancel*, you can edit the information before you accept the changes made
- by clicking *OK*, the former attendance or absence will be replaced by the new attendance or absence

Days that already have been locked cannot be edited



How to remove an attendance or an absence

You can remove a scheduled attendance or absence by selecting the day in question and then clicking the trash icon next to the scheduled attendance or absence

The program will ask you to confirm that you want to remove the attendance or absence. If you click *cancel*, the scheduled attendance or absence will not be removed. By clicking *Poista*, the scheduled attendance or absence will be removed and replaced by the text *no plan*.

Days that already have been locked cannot be edited

The image shows a sequence of three screenshots from a web application. The first screenshot shows a calendar titled "Läsnäolosuunnitelma" for "syys 2023". The date 6 is circled in red. Below the calendar are buttons for "ILMOITA POISSAOLUJA" and "ILMOITA LÄSNÄOLOJA". The second screenshot shows a confirmation dialog titled "keskiviikko 27.9.2023" for user "Emma Haapakoski". It displays "Suunniteltu Poista" with a trash icon highlighted by a red box. The dialog asks "Olet poistamassa suunniteltua poissaoloa. Haluatko jatkaa?" and has "PERUUTA" and "POISTA" buttons. The third screenshot shows the result after removal, titled "keskiviikko 27.9.2023" for user "Emma Haapakoski", with the text "Ei suunnitelmaa" displayed.

Information about the family and the child

There are three tabs on the Family page: Topics, Persons and Documents.



The Topics tab

The tab contains the attendance plan. You can report planned durations of the early childhood education periods, and planned absences

The possible card for accepting the offered place is shown here

The Persons tab

contains the information about the child and about the family.

- The Family tab contains the children's and the guardian's names, and icons that represent the children and the guardians. Here you can navigate to the page that contains your own or your children's basic information. By clicking the picture or the icon, you get access to the basic information about the child.
- By clicking the picture or the icon, you get access to the basic information about the guardian.

Children:

- This is shown if CGI Vesa contains information about one or more children

Guardian:

- The guardian's name and picture. You can see your own name and picture, even if you haven't created an application yet, and even if the information about the children is not yet accessible. You have access to the basic information about yourself.
- You get access to the basic information about the child if the application is in one of the following phases: *in handling*, *waiting for handling*, *in pre-placement*, *in placement*. You can also access the information if the child already has a decision of a place in the early childhood education, and if the end date has not yet passed.

The Documents tab

The Documents tab contains documents about the children.

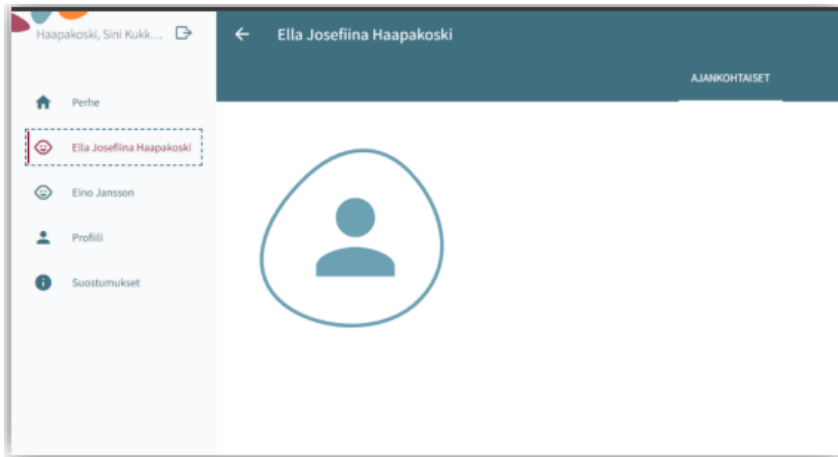
- The documents about the child are compiled on the Documents tab. You are shown all of your children and can choose which child's documents are shown on the page. Applications and decisions are shown by row and include a link to the document in question.

By selecting the child's name, you get access to the page that contains the child's information.

The Topics tab is found on this page.

The Topics tab contains the child's name and the icon that represents the child (by clicking the icon, you get access to the basic information about the child)

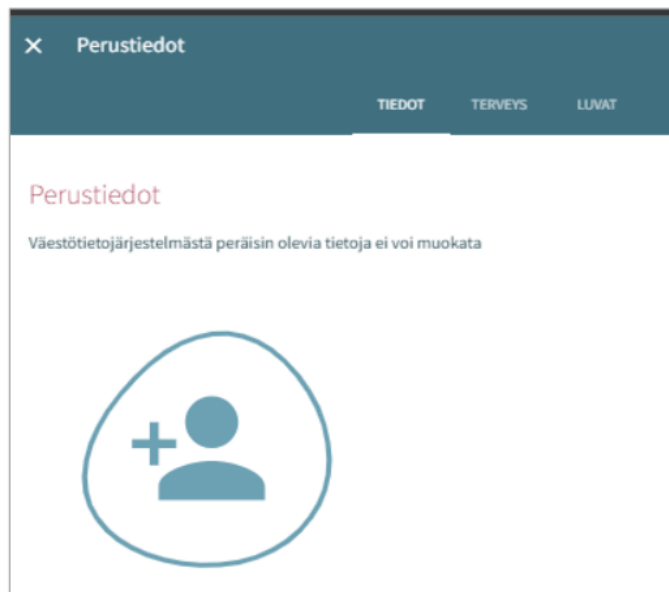
If the child no longer has access to the service and if there are no longer any pending applications concerning which a decision has not yet been taken, access to the page is blocked.



Basic information about the child

By clicking on the child's picture or the icon on the Persons tab on the Family page, or by clicking the Topics tab on the page that contains information about the child, you can navigate to the pages that contain basic information about your children. The Topics tab contains the child's name and the icon that represents the child (by clicking the icon, you get access to the basic information about the child)

The basic information contains three tabs, Information, Health and Permits



[The Information tab \(contains the basic information about the child\)](#)

Personal information:

Picture or icon You can add, change or remove a picture of your child, it is automatically saved when added

First names and surnames are transferred from The Finnish Population Information System

The name by which the child is normally identified is the child's official name (one of the child's first names)

Nickname: a text field, this information is not required. It is saved from/to the application

Information about the address and about the municipality of residence is transferred from The Finnish Population Information System

Information about whether or not the child lives with the guardian or guardians is added from/to the application and you can change this information (if the child lives *elsewhere*, you have to specify where)

Information about the child's first language is transferred from The Finnish Population Information System
Other languages spoken at home can be added, they are saved via the application/to the application

The *Mother tongue* contains the text *Other language* if no information about the child's first language is transferred from The Finnish Population Information System (the language has to be listed in CGI Vesa)

On the page that contains the child's basic information, the language menu shows all name options for the languages if there are more than one

Guardian that can be reached during the time in which the child is in child care:

- No default setting, even if the child has only one caregiver.
- All of the caregivers are shown. When you select one of the alternatives, you have to fill in the information required in the field.
- You can select one or more caregivers. They will be contacted first (name and phone number are shown).
- The field is empty if the caregiver doesn't have a phone number.

Another authorized pick-up person:

- Name, additional information, and phone number You can add information about the contact person (for example information about specific situations) You can remove information by clicking the trash icon (the program will ask you to confirm this) You can add a row by clicking *Add pick-up person*.

The Health tab

The Health tab contains information about special diet, food allergies, state of health, development and learning support, special needs, attachments and medications.

Special diet

No default setting, this information is required

- The child doesn't follow a diet
- The child can only eat certain foods: if this alternative is selected, you have to state what the child can eat. If a medical certificate is required, there is an icon (*Medical certificate must be provided*)
- The child follows a diet: a list of diets in alphabetical order is shown

Food allergies

Nothing is selected (default setting), this information is required
A medical certificate must be provided for all selected food allergies.

- The child doesn't have any food allergies
- The child has food allergies: allergies are shown in alphabetical order, something else, what comes last. You can select any allergy and add more information.

Other conditions

Here, you can add information about drug allergies, other allergies, allergies that cause reactions that require medical care, and illnesses.

Development and learning support

The professional adds this information if needed. You can view information that has been added by the professional.

Special needs

The professional selects the alternative and provides additional information.

- You can report special needs yourself. The information is not transferred from the application to the basic information about the child. If needed, the professional adds the information about the special needs on the Health tab.

Attachments

Possible attachments are uploaded by clicking *Add attachment* and selecting a file from the device.

- Open the attachment with a long click.
- You can add an attachment

Medication

Only the professional can edit the information under Medication. You will also be able to view the information after it has been edited by the professional

The Permit tab

Here, you can select necessary permissions.

You have to select an alternative/alternatives, nothing is selected (default setting *No information given*).

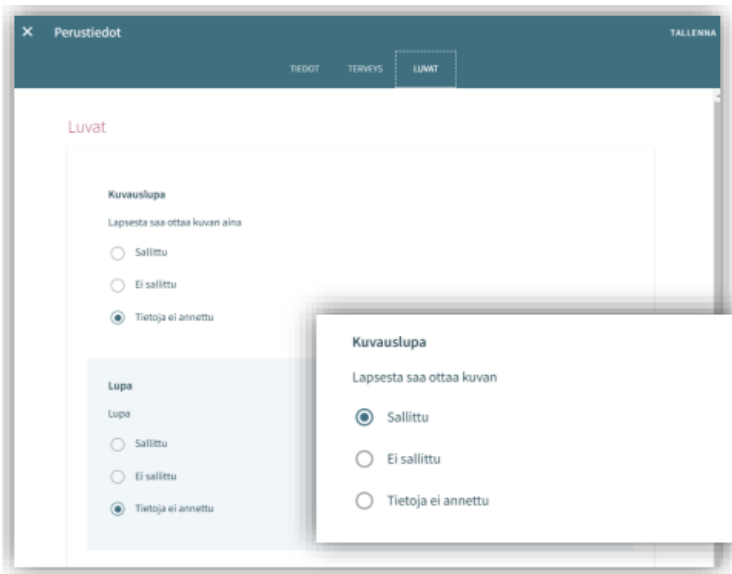
Alternatives:

- No information given (default setting)
- Allowed
- Not allowed

The screenshot shows a mobile application interface with a dark teal header containing a close button (X) and the title 'Perustiedot'. Below the header are three tabs: 'TIEDOT', 'TERVEYS', and 'LUVAT'. The 'TERVEYS' tab is selected and highlighted with a dashed border. The main content area is white and contains two sections, each with a title and a help icon (question mark):

- Terveystiedot**: This section includes 'Erityisruokavalio' (Special Diet) with three radio button options:
 - Lapsella ei ole erityisruokavaliota
 - Lapsi voi syödä vain muutamia ainesosia
 - Lapsella on erityisruokavalio
- Ruoka-aineallergiat**: This section includes two radio button options:
 - Lapsella ei ole ruoka-aineallergioita
 - Lapsella on yksi tai useampi ruoka-aineallergia (lääkärintodistus toimitettava)

You select each alternative separately. If you do not save the information, the program will notify you.



Basic information about the guardian

By clicking on your own picture or the icon, you can navigate to the page that contains your own basic information.



Picture or icon:

- You can add, change or remove a picture, it is automatically saved when added

Guardian:

- If there are no children, the heading is not shown

List of children:

- First name and surname of children who can be found in the Vesa database and who are not older than 10 years.

Contact information:

- E-mail address and phone number is required

First language:

- Information about the first language is transferred from The Finnish Population Information System

Language of communication:

- Finnish, Swedish or English.

Street address:

- Address according to The Finnish Population Information System

Employment information:

Transferred from the application if reported. This information is not required

Työllisyystiedot

Työntekijä / yrittäjä

Kokopäiväinen
 Osapäiväinen

Työpaikka

Opiskelija

Kokopäiväinen
 Osapäiväinen

Opiskelupaikka

Työnhakija

Muu

Missä
