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# CGI-VESA INFO

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Apply for a place in early childhood education and care

1. NOVEMBER 2023  
LOVIISAN KAUPUNKI - LOVISA STAD  
Loviisa

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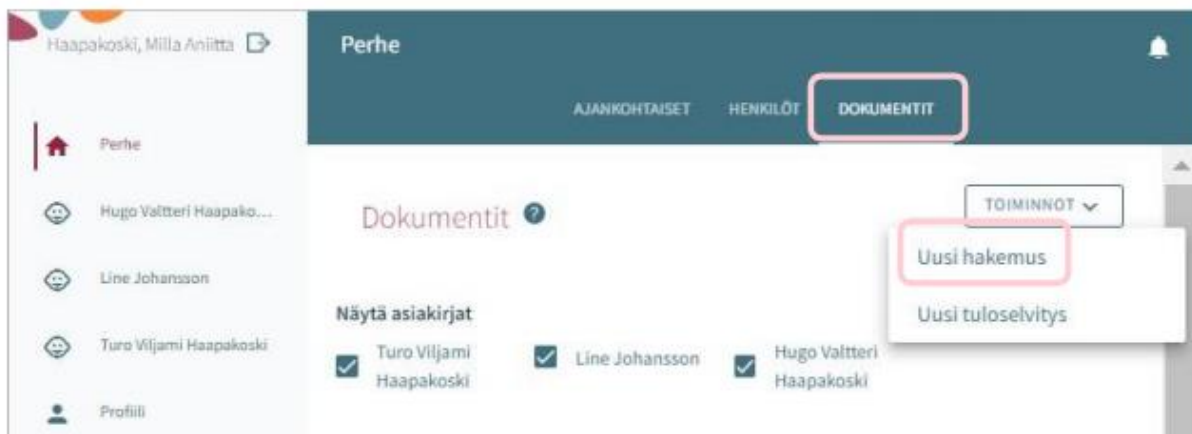
# How to apply for a place in early childhood education

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.

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Suostumukset
TALLENNA

### Yhteystiedot

Puhelin (koti)

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Sähköpostiosoite (koti)

sahkopostiosoite@sposti.com

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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 Terveyst

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

Iittala

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

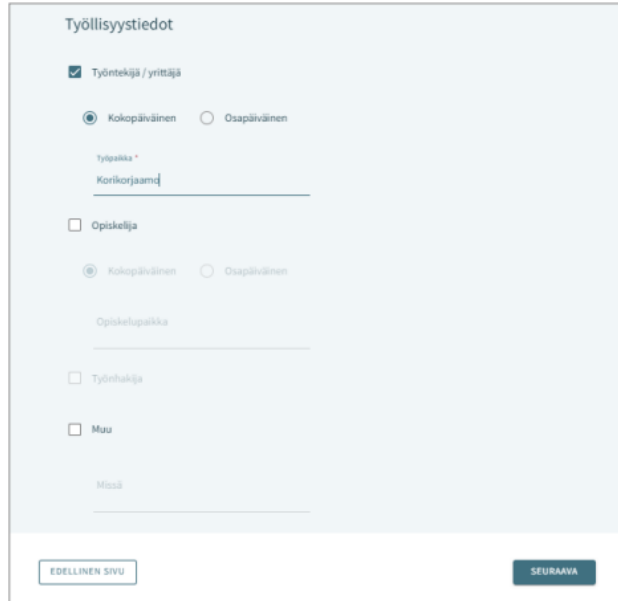
The person submitting the application can fill in information about another guardian of the child or about a spouse who is living at the same address.

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.

