

eVaka

The online service for early childhood education and care



eVaka – the online service for early childhood education and care

eVaka is the online service for the early childhood education and care services of the City of Oulu. It is browser-based and works both in mobile devices and in computers, automatically adapting to the size of your screen. eVaka can be used both in Finnish and in English.

The web address for eVaka is: varhaiskasvatus.ouka.fi

As the guardian of a child, you can:

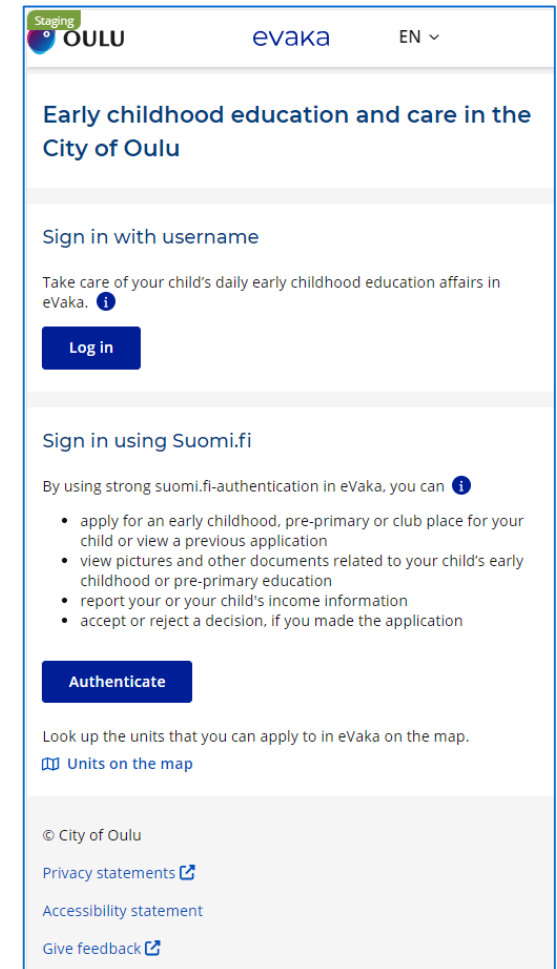
- file an application for early childhood education and care or open early childhood education
- enrol your child for pre-primary education
- register your income information or accept that you will be assessed the maximum client fee
- notify of your child's attendance times and absences
- look at early childhood education and care decisions and documents pertaining to your child (e.g. the child's early childhood education and care plan)
- look at images and videos of your child staff may have added to the system
- communicate with the day care centre
- read information bulletins from the day care centre or the City of Oulu

Apart from the functions visible to you, eVaka also contains features that help a day care centre plan out and direct their own work. It is a broad system that allows the early childhood education and care services to process matters such as client data, fees, and decision-making.

Logging in to eVaka

You can register in eVaka a **username and password** with which you can access your child's everyday affairs. Start your registration by clicking on the Log in button on the front page. Creating your user account requires strong identification (e-banking identification or a mobile certificate).

Alternatively, you can sign in using **strong authentication** using either e-banking identification or a mobile certificate. This allows you to not only manage everyday affairs, but also e.g. register your income information or fill in an application.



Calendar: attendance times

Notify your child's attendance times through the eVaka calendar function. Your notification will be visible to the day care centre in real time. The calendar will be available to you from two weeks before your child's attendance is due to begin.

Note that the calendar will be locked every Sundays at 11.59 pm for the week following the next week. This means you cannot make changes to your attendance times for the current or the next week. Only staff may add or edit the locked attendance dates.

You can use the Present / Absent button to notify the attendance times for several children at the same time. All associated children will be selected by default.

There are three different methods to add hours to your attendance dates:

- **Same times every day** = the attendance hours are identical from one day to the other
- **Same times every week by weekday** = the attendance hours will be different for different days of the week, but the same every week.
- **Varying times** = there is no pattern to the attendance hours.

14.11 100%

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Staging

Register attendance

Select children

✓ Julle ✓ Anne ✓ Anni

Validity

Select recurrence of attendance

Different depending on the day of the we

Enter period of attendance ⓘ

02.09.2024 - 06.09.2024

Mon Start - End - +

Tue Start - End - +

Cancel Confirm

Calendar: absences

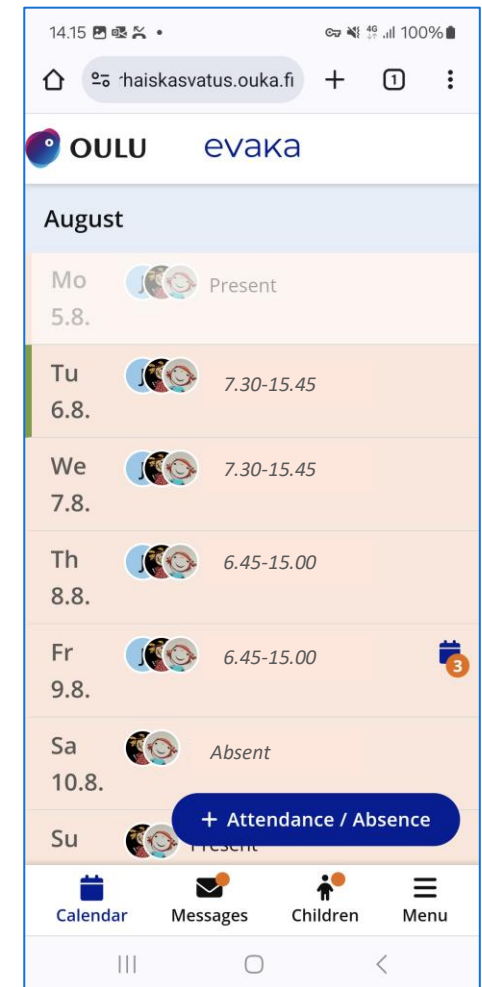
Notify your child's absences through the eVaka calendar function. The calendar will not be locked for absence notifications, so you can notify the day care centre of even sudden absences using eVaka.

- **A single day of absence** for a single child can be notified through tapping on the day in the calendar.
- **A longer absence, or identical absences for several children**, can be notified using the Present / Absent button. Remember to select for which children you are notifying of an absence.

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Staging
Report absence
Selected children
Julle Anne Anni
Absent during
06.08.2024 - 07.08.2024
Only report full day absences. Part-day absences can be reported when making a reservation.
! Absence for multiple days
You are marking an absence for multiple days for which the registration deadline has passed. This can be only cancelled by contacting the daycare staff.
Cancel Confirm

Calendar: group / day care centre events

You can look at the events posted in the calendar by your child's group or the day care centre by tapping to open the date in question. A small calendar icon adjacent to the date will let you know an event has been posted.



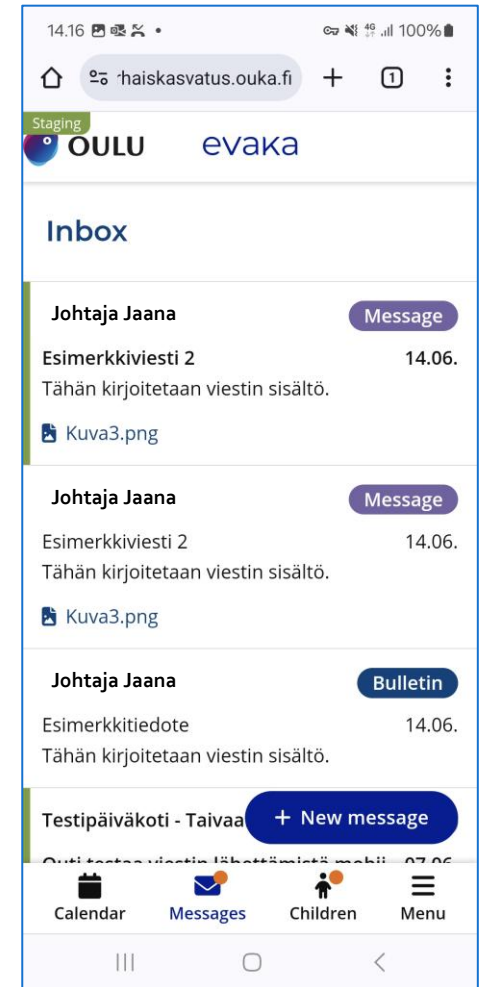
Messages and information bulletins

You may communicate with the day care centre through sending messages to the staff in your child's group and/or to the centre manager and deputy manager. You may also reply to messages sent by the group or the manager / deputy manager.

Please note that messages containing sensitive information will not be sent through this system.

You will also receive information bulletins through eVaka. These do not permit replies. The bulletin may be sent by group staff, the day care centre manager or deputy manager, or by the City of Oulu.

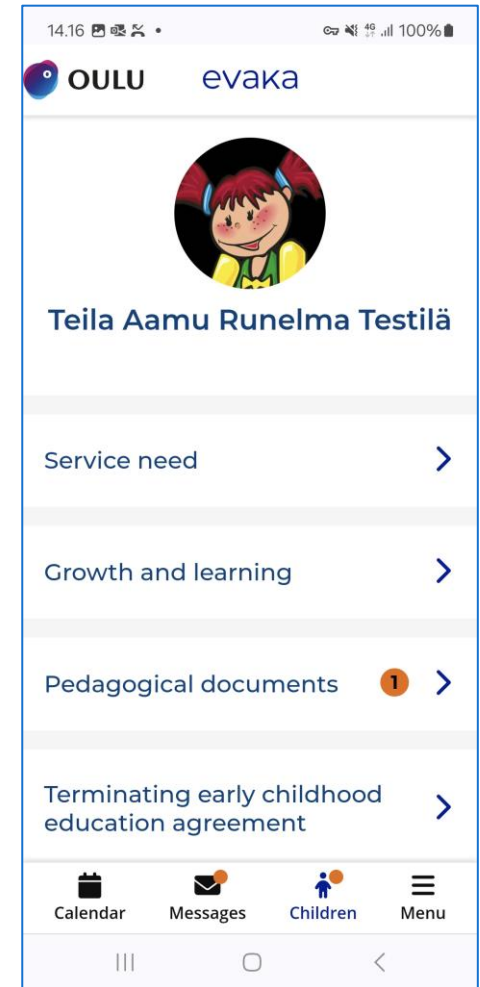
You will receive an e-mail notification of incoming messages and bulletins in eVaka, if you have registered your e-mail address in the system and have not prohibited e-mail notifications. You may update your e-mail address and edit your notification settings at Menu – My Details.



Children (requires strong authentication)

At the Children tab you can look at your child's assessed need for services, see images and videos of your child's everyday activities posted by the day care centre, as well as read the early childhood education and care plan or pre-primary education plan drafted for your child.

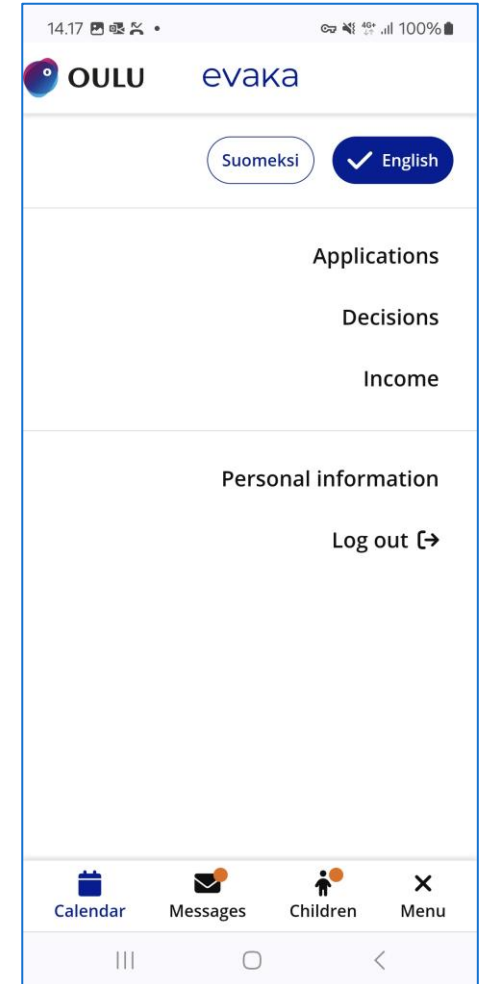
You can also terminate your child's placement in pre-primary education, early childhood education and care, or open early childhood education clubs.



Menu (Applications, Decisions, Income Information, My Details - requires strong authentication)

In the menu, you may find your applications, decisions, income information, and personal details.

- **Applications:** You can register your child for pre-primary education or apply for a placement in early childhood education and care or in an open early childhood education club. You can also make a transfer request to another early childhood education and care unit by filing a new application for your child. You can view the locations of early childhood education and care units on the map.
- **Decisions:** See your child's placement, payment, and support decisions. You may accept or decline a placement offered for your child.
- **Income Information:** You can submit income information for yourself and your child or accept that you will be assessed the maximum client fee. Each adult resident in the same household is obliged to submit their own income information.
- **My Details:** You can check your address information and update your phone number and e-mail address. You can also update your e-mail notification settings.



Help with issues

The early childhood education and care application helpdesk will help you with any issues you encounter using eVaka.

You can send a request for help to application support at:

palvelupynto.siku.ouka.fi/customerui