

## Reporting Hours of Care Electronically

**Link to E-services (eAsiointi):** There is a link to booking electronically the needed hours of care on the Vihti.fi- website. <https://www.vihti.fi/kasvatus-ja-koulutus/varhaiskasvatus/easiointi/lapsen-hoitoaikojen-sahkoinen-ilmoittaminen/>

Parents report their child's care times electronically via **eAsiointi**.

You may announce care times in advance for as long it's possible to you, but at least three (3) weeks at the time. Reporting and editing always closes on Mondays at 12:00 for the following full week.

On the display you can see the children that have a standing daycare agreement. You will be able to report your child's hours of care or absences until a certain date. You can change the month in question in the top part of the display. If the date in question is a bank holiday, the date will be highlighted in red. If the daycare is closed or you cannot book the day in question, the background color is grey. The current date will be framed in green. The pencil button will let you book and change the hours of care. At the bottom part of the display you can see the summary of your child's booked hours of care. The icon of a lock at the end of a week means, that the hours of care for that particular week are already booked and locked. When you have saved the bookings for a week and the system has sent them forward, you will see the time and date on the display.

Booking hours of care for each week:

Click the pencil button of the week you want to report, and that week will open up for you to edit it. You will be able to choose the same hours of care for every children or if you want to book different hours for each child. Enter the times of arrival and departure. If you need to add another set of hours, click the + button. If the child takes part in preschool, tick the preschool (**esiopetus**) box.

If the child is going to be away, tick the away (**poissa**) box. Next choose a reason for the absence:

**Lapsen vapaapäivä** (Child's day off) is reported as absent for other reasons (**muu poissaolo**)

**Lapsen sairaus** (child's illness) is reported as illness (**sairaus**)

**Lapsen loma** (Child's holidays), which will last at least a week, and which is at the same time than in schools is reported as pre-announced (**ennalta ilmoitettu**)

Prolonged continuous absences can be reported by clicking the **pitkä poissaolo**-button. If there are sudden changes to prebooked hours of care, for example illness, please contact your child's daycare. Sudden absences cannot be reported through the E-services, because the system has already locked that current week.

Thank you for your co-operation. Do not hesitate to ask from staff, if there are any problems at all.