

Kajaani's early childhood education and care customer information system eVaka - for carers

eVaka is the City of Kajaani's electronic customer information system for early childhood education and care, which will be implemented from 1.2.2025.

In eVaka

- a carer applies for an early childhood education place for a child
- the carer applies for a private early childhood education service voucher for the child
- the carer registers the child for pre-school education and applies for an early childhood education place for the child to supplement pre-school education
- the carer confirms receipt of the early childhood education and care /preschool place
- the carer declares his/her income for early childhood education and care
- for the purpose of determining the value of the customer contribution/service voucher
- the carer provides an employer's certificate of shift work for day care
- the carer is informed of decisions on places, fees and vouchers for early childhood education and care
- the child's attendance and absences, as well as the child's holidays, are reported to the municipal early childhood education and care service
- the carer and the early childhood education and care staff communicate with each other
- the carer terminates the child's place in early childhood education and care

In a municipal day care centre, the early childhood education worker records the child's arrival and departure times in the system. Previously used identification tags, or flaps, have been phased out.

Decisions electronically on the Suomi.fi messaging service

The carer receives the decisions made in eVaka (early childhood education and care, service voucher and customer fee decisions) as electronic notification to the Suomi.fi messaging service. This requires the carer to use the service. More information on the [Suomi.fi messaging service](#).

If the carer does not use the Suomi.fi messaging service, the decisions will be sent by post. We recommend that the service is introduced.

Instructions for use eVakaan / guardians

Login to eVakaan

1. You can access the eVaka online service at <https://kajaanivarhaiskasvatus.fi/login>
2. As a new customer, you can log in to eVaka from Suomi.fi by clicking on **Log in**.
3. Through Suomi.fi you can log in to eVaka with your bank account details.
4. Through strong login you can check your child's early childhood education and pre-school placements and make applications.

Create a username

In eVaka, you can create a username, which allows you to carry out daily activities such as communicating and registering for early childhood education and care without having to authenticate yourself.

1. Clicking on the Log in button will take you to the website, where you can log in with your email address and password.
2. When you log in for the first time, you will see a suomi.fi login below the email and password field, which will guide you to strong authentication.
3. After authentication, you can create a username (email) and password for yourself.

After successful creation of your account, you will be taken to the eVaka of Kajaani Early Childhood Education and Care.

Applying for early childhood education or pre-primary education

In the Applications section of the menu, you can view a map of the early childhood education and care centres in your area. You can make a new application for your child, edit or delete an application.

NOTE! If you have applied for early childhood education and care in our old system, the application will automatically be transferred to eVaka, so you do not need to make a new application.

Decisions

Under Decisions, you will find decisions related to your child's early childhood education, pre-school education and fees. If the decision concerns a new application, please remember to answer within seven days whether you accept or reject the application. If the decision on an early childhood education and care place is rejected, you will have to reapply for an early childhood education and care place if necessary.

Income information

In the income information section, you can enter your own and your children's income statements, if any. The declaration of income data is done under **New income** statement. If you select I accept the highest early childhood education and care contribution, you do not need to declare your income. Otherwise, fill in the form with the required information. Add the necessary attachments to the form to determine the fee.

If you do not provide income information within two weeks of the start of the early childhood education and care, the highest fee will apply.

If the family's income changes, a new income statement must be drawn up. For more information on early childhood education and care fees, please visit our website www.kajaani.fi/kasvatus-ja-koulutus/varhaiskasvatus-ja-esiopetus/varhaiskasvatuksen-asiakasmaksut/

NOTE! If your family has a valid early childhood education and care fee, you do not need to resubmit your income information due to the change of system.

Personal data

Here you can update your personal and contact information. If your name or address changes, please remember to notify the Digital and population data services agency.

Calendar

You can use the calendar to report your child's early education and pre-school hours via the **Report Absence** and **Report Attendance** buttons at the bottom. You can also make individual changes to bookings via the calendar grid. You can enter more than one child's early childhood education and care timetable at the same time. You can indicate days present and absent individually or in longer periods. Early childhood education and care must be booked by 12 noon on the Tuesday of the previous week, after which the calendar will be locked. If there are any changes to your child's declared attendance, while the calendar is already locked, please contact your child's group.