

Booking attendance times at eVaka

Instruction for guardians

21/03/2022

eVaka team

In this instruction:

1. Booking calendar for guardians

- Booking attendance times for your child
- Reporting your child's absences

2. Booking calendar for guardians in the mobile app

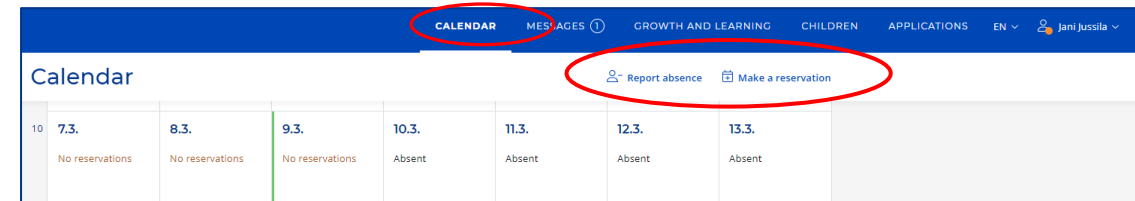
- Booking attendance times for your child in the mobile app
- Reporting your child's absences in the mobile app

Booking calendar for guardians

- Sign in to eVaka at <https://espoonvarhaiskasvatus.fi/>



- At the top of the front page you will see a header 'Calendar'



- In the eVaka calendar, you can report your child's absences and book attendance times for your child.



- If your family includes several children who are in daycare, the calendar will show all of their information.

Booking attendance times for your child

- Attendance times must be booked by 6 pm on Monday of the previous week, after which time the reservations will be locked and can only be altered by staff. Before the reservations are locked, you can change them by making a new reservation for the selected date(s). The new reservation will replace a previously made one.

- Click 'Make a reservation' to open a pop-up window.



- In the pop-up window, select:
 - The children for whom you want to make a reservation
 - Select the children
 - Repetition:
 - Select Daily / Weekly / Irregular
 - Validity of the reservation
 - The dates for which you want to make reservations
 - Time

Make a reservation

Children the reservation is made for

Selected children

Moona

Repetition

Select

Validity

Make a reservation for dates

21.03.2022 - 25.03.2022

Mon-Sun 06:45 - 15:50

- The calendar will display the attendance times booked for your child as follows:

Calendar							Report absence	Make a reservation
11	14.3. Absent	15.3. Absent	16.3. Absent	17.3. Absent	18.3. Absent	19.3. No reservations	20.3. No reservations	
12	21.3. 06:45 - 15:50	22.3. 06:45 - 15:50	23.3. 06:45 - 15:50	24.3. 06:45 - 15:50	25.3. 06:45 - 15:50	26.3. 13:00 - 21:30	27.3. No reservations	
13	28.3. Absent	29.3. Absent	30.3. 08:00 - 16:00	31.3. 08:00 - 16:00	1.4. 07:30 - 16:30	2.4. No reservations	3.4. No reservations	

- Click on a date on the calendar to open a pop-up window that displays the reservation for that date and the actual hours your child spent in daycare that day.

11	14.3. Absent	15.3. Absent	16.3. Absent	17.3. Absent	18.3. Absent	19.3. No reservations	20.3. No reservations
12	21.3. 06:45 - 15:50	22.3. 06:45 - 15:50	23.3. 06:45 - 15:50	24.3. 06:45 - 15:50	25.3. 06:45 - 15:50	26.3. 13:00 - 21:30	27.3. No reservations
13	28.3. Absent	29.3. Absent	30.3. 08:00 - 16:00	31.3. 08:00 - 16:00	1.4. 07:30 - 16:30	2.4. No reservations	3.4. No reservations

We 23.3.2022

Reservations and realized Edit

Moona

Reservation 06:45 - 15:50

Realized -

Report absence

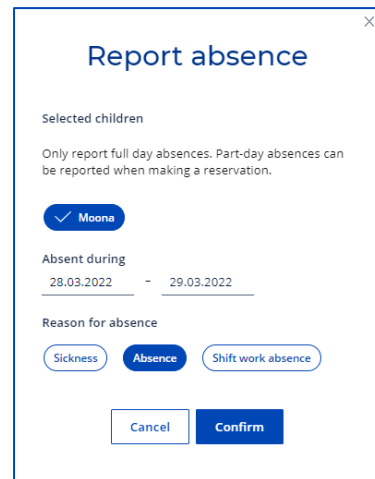
Reporting your child's absence

- Click 'Report absence' to open a pop-up window.



- In the pop-up window, select:

- The child whose absence you want to report
- Time of absence
- Reason for absence
 - Illness
 - Absence = holidays, days off
 - Shift work absence = recurring days off in accordance with shift work agreement (not holidays or other days off)



Report absence

Selected children

Only report full day absences. Part-day absences can be reported when making a reservation.

✓ Moona

Absent during
28.03.2022 - 29.03.2022

Reason for absence

Sickness Absence Shift work absence

Cancel Confirm

- The calendar will display the child's absence as follows:



28.3.	29.3.	30.3.	31.3.	1.4.	2.4.	3.4.
Absent	Absent	08:00 - 16:00	08:00 - 16:00	07:30 - 16:30	No reservations	No reservations

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28.3. Absent	29.3. Absent	30.3. 08:00 - 16:00	31.3. 08:00 - 16:00	1.4. 07:30 - 16:30	2.4. No reservations	3.4. No reservations

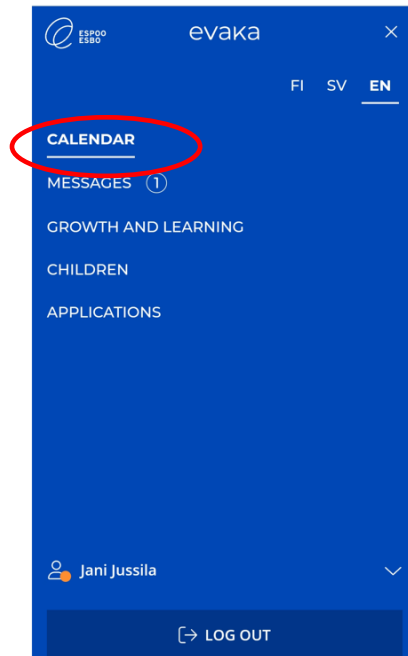
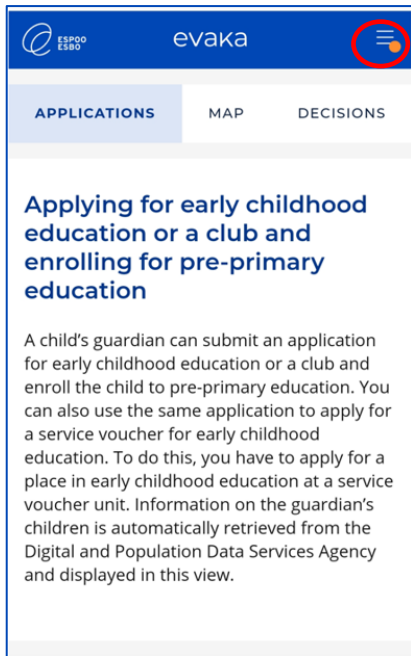
Tu 29.3.2022	
Reservations and realized	Edit
Moona	
Reservation	Absent
Realized	-

Mobile booking calendar for the guardian

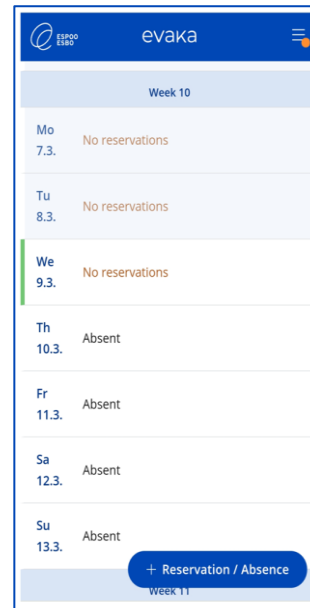
1. Sign in to eVaka
<https://espoonvarhaiskasvatus.fi/>



2. Open the menu from the top corner and select 'Calendar' from the next view.



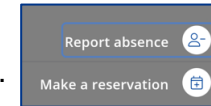
3. In the calendar view, you can report your child's absences and book attendance times for your child.



Booking attendance times for your child on mobile

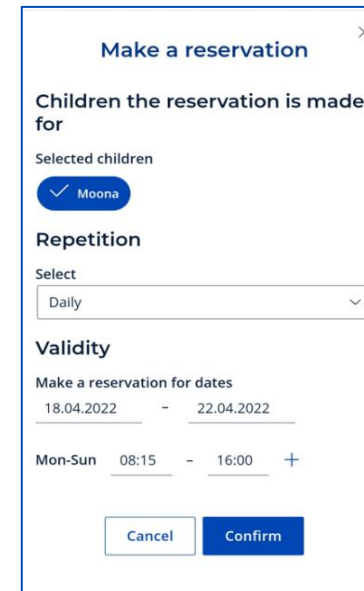
➤ Attendance times must be booked by 6 pm on Monday of the previous week, after which time the reservations will be locked and can only be altered by staff. Before the reservations are locked, you can change them by making a new reservation for the selected date(s). The new reservation will replace a previously made one.

➤ Click 'Make a reservation' to open the reservation view.

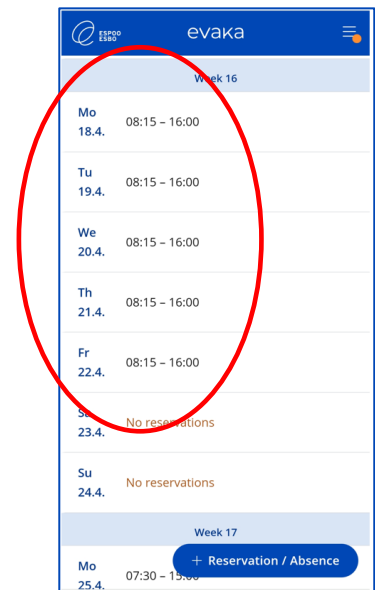


➤ In the reservation view, select:

- The child for whom you want to make a reservation
- Repetition:
 - Daily / Weekly / Irregular
- The dates for which you want to make reservations
- Time

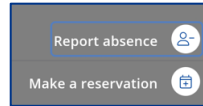


➤ The calendar will display the attendance times reserved for your child as follows:



Reporting your child's absences on mobile

➤ Click 'Report absence' to open the 'Report absence' view.



➤ In the Report an absence view, select:

- The child whose absence you want to report
- Time of absence
- Reason for absence
 - Illness
 - Absence = holidays, days off
 - Shift work absence = recurring days off in accordance with shift work agreement (not holidays or other days off)

Report absence ✕

Selected children

Only report full day absences. Part-day absences can be reported when making a reservation.

✓ Moona

Absent during
18.04.2022 - 22.04.2022

Reason for absence

Sickness
Absence
Shift work absence

Cancel
Confirm

➤ The calendar will display the child's absence as follows:

