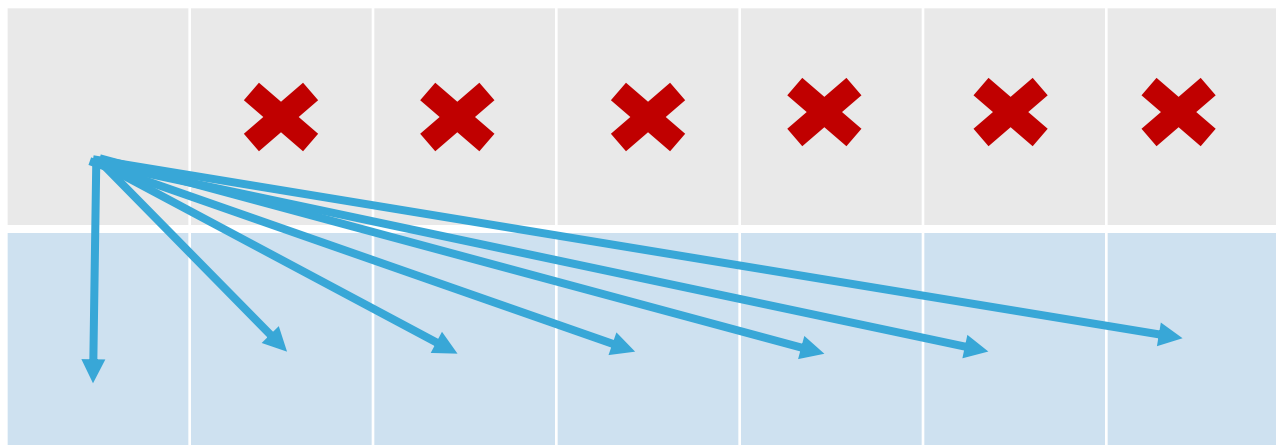


EVaka Tampere: Reservation for attendance

Evaka Tampere: Läsnäolovarausten tekeminen



Reservation for attendance is to be made one week in advance at the latest, i.e. you can make a reservation for the following week until Monday.

Läsnäolot varataan viimeistään viikkoa ennen eli maanantaihin saakka voi tehdä seuraavan viikon varauksia.



April 2023				
Mon	Tue	Wed	Thu	Fri
14 3.4. T No attendance	4.4. T No attendance	5.4. T No attendance	6.4. T No attendance	7.4. Holiday
15 10.4. Holiday	11.4. T No attendance	12.4. T No attendance	13.4. T No attendance	14.4. T No attendance

Enter attendance into the calendar.

→ *Register attendance.*

Läsnäolovaraukset tehdään kalenterissa.

→ *Ilmoita läsnäolo.*



Register attendance



Register attendance

Children whose attendance you wish to register

Select children

Teila

Validity

Select recurrence of attendance

Same time every day

Enter period of attendance i

20.02.2023 - dd.mm.yyyy

Select period of attendance

First, select the child for whom you are making the reservation.

Valitse ensin lapsi, jolle haluat läsnäolovarauksia tehdä.

Register attendance

Children whose attendance you wish to register

Select children

Teila

Validity

Select recurrence of attendance

Same time every day

Enter period of attendance ⓘ

20.02.2023 - dd.mm.yyyy

Select period of attendance

Then, choose the hours when the child will attend early childhood education and care.

Valitse sitten kellonajat, jolloin lapsi on varhaiskasvatuksessa.

×

Register attendance

Children whose attendance you wish to register

Select children

✓ Teila

Validity

Select recurrence of attendance

Same time every day

Same time every day
Different depending on the day of the week
Changes frequently

Select period of attendance

Cancel Confirm

Same time every day

if you drop off and pick up the child always at the same time.

Different depending on the day of the week

if the days of the week vary but the time remains the same.

Changes frequently

if the child attends early childhood education and care irregularly.

Päivittäin sama aika

jos tuot ja viet lapsen aina samaan aikaan

Viikonpäivittäin sama aika

jos lapsi on eri viikonpäivinä samoina aikoina varhaiskasvatuksessa

Vaihtelevat ajat

jos lapsi on varhaiskasvatuksessa epäsäännöllisesti

Select recurrence of attendance

Changes frequently

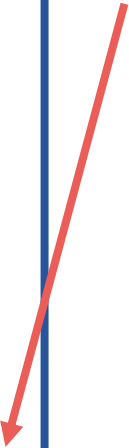
Enter period of attendance ⓘ

03.04.2023 - 07.04.2023

Week 14

Mo 3.4.	Start	-	End	Do-
Tu 4.4.	Start	-	End	Do-
We 5.4.	Start	-	End	Do-
Th 6.4.	Start	-	End	Do-
Fr 7.4.	Holiday			

Cancel Confirm



Once you have entered the times, click “Confirm”.

Kun olet kirjoittanut kellonajat, paina lopuksi vahvista.

Select recurrence of attendance

Changes frequently

Enter period of attendance ⓘ

03.04.2023 - 07.04.2023

Week 14

Mo 3.4.	Start	-	End	<input type="checkbox"/>
Tu 4.4.	Start	-	End	<input type="checkbox"/>
We 5.4.	Start	-	End	<input type="checkbox"/>
Th 6.4.	Start	-	End	<input type="checkbox"/>
Fr 7.4.	Holiday			

You can make a reservation for attendance for a longer period of time.

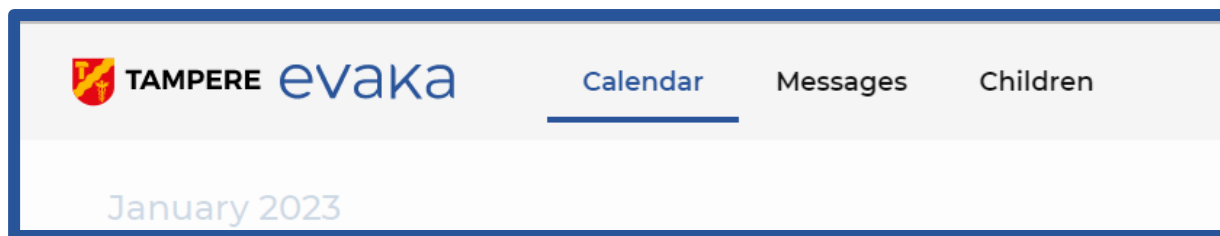
Voit tehdä läsnäolovarauksia pitkällekin ajanjaksolle.



Reporting absences

Poissaolojen ilmoittaminen





Report the child's absence
in eVaka.

Choose a calendar.

→ *Register absence.*



Ilmoita lapsen poissaolo
eVakassa.

Valitse kalenteri.

→ *Ilmoita poissaolo.*

Report absence

Selected children

Teila

Absent during

10.04.2023 - 11.04.2023

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

Reason for absence

Sickness Absence

Only full day absences are reported in eVaka.

Ilmoita eVakassa vain koko päivän poissaolot.

Report absence

Selected children

✓ Teila

Absent during

10.04.2023 - 11.04.2023

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

Reason for absence

Sickness Absence

Cancel Confirm

The reasons for absence are sickness or other absence.

Poissaolon syitä ovat sairaus tai muu poissaolo.