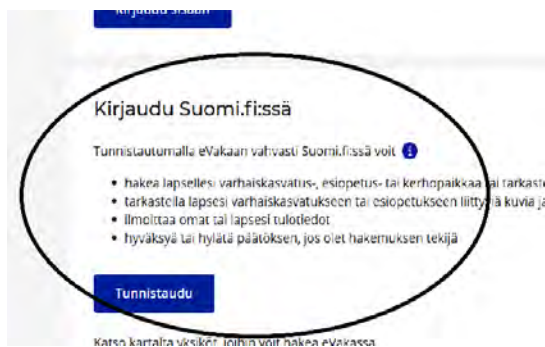


Registering care hours

Book care hours at the latest a week before the week during which the care hours will take place begins, by Sunday at 24:00. **After this, the week following the next week will be locked and you will no longer be able to make any changes to it, with the exception of reporting absences.** If you need to report a change to care hours after the week has been locked, please contact the unit responsible for your child's care. You can register care hours for more than one week and child at a time.

1. Log in to the **eVaka service** at varhaiskasvatus.kouvola.fi.

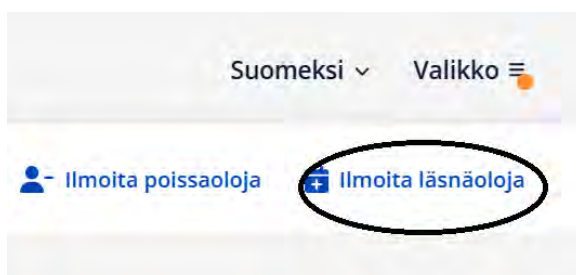


2. Go to the **calendar**.



REGISTERING ATTENDANCE (for reporting absences, go to section 9)

3. To start registering care hours, first select **Ilmoita läsnäoloja (Register attendance)**.



4. Select the child(ren) whose care hours you wish to register.
You can register the same hours for multiple children at the same time. NB!
Unselect any children whose hours will not be the same.

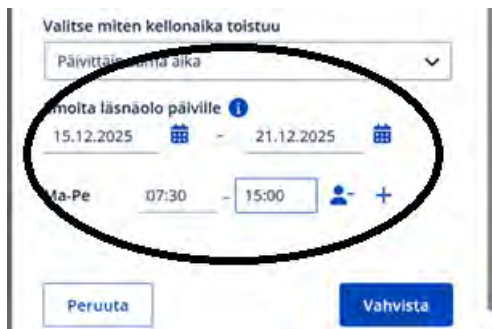


5. Select how the hours will recur:

- Same times every day: the hours are the same from one day to the next.
- Same times every week by weekday: the times vary between days of the week, but the same every week
- Varying times: the times are not regular and may vary between days and weeks.



6. Select the dates these hours will apply for.



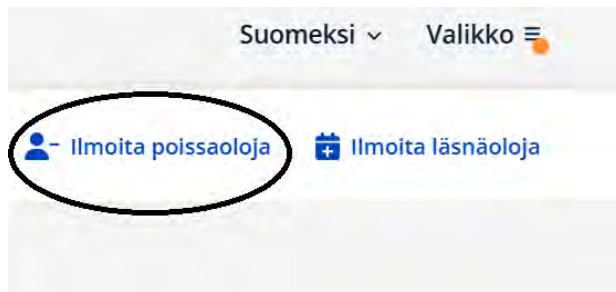
The screenshot shows a form titled "Valitse miten kellonaika toistuu" (Select how the time repeats). It includes a dropdown menu for "Päivittäisen ajan aika" (Time of the daily time). Below this, there is a section for "Ilmoita läsnäolo päiville" (Report presence for days) with a date range from 15.12.2025 to 21.12.2025. Underneath, there is a time selection area for "Ma-Pe" (Monday-Friday) showing a time range from 07:30 to 15:00. A black oval highlights the date range and the time selection area. At the bottom, there are two buttons: "Peruuta" (Cancel) and "Vahvista" (Confirm).

7. Enter the times.
8. Save the registration by clicking **Vahvista (Confirm)**.

If you register different care times for your children, they will show in the calendar for the day concerned. You can check and amend the care times for individual days by clicking on the day in question in the calendar.

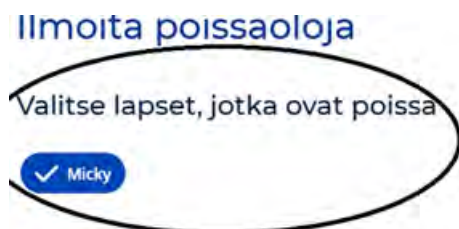
REPORTING ABSENCES

9. To start reporting an absence, first select **Ilmoita poissaoloja (Report absence)** in the calendar.



The screenshot shows the top navigation bar with "Suomeksi" (Finnish) and "Valikko" (Menu). Below the navigation bar, there are two buttons: "Ilmoita poissaoloja" (Report absence) and "Ilmoita läsnäoloja" (Report presence). The "Ilmoita poissaoloja" button is circled in black.

10. Select the child(ren) for whom you wish to report absences.
Unselect any children for whom you do not wish to report an absence.



The screenshot shows the "Ilmoita poissaoloja" button at the top. Below it, there is a section titled "Valitse lapset, jotka ovat poissa" (Select children who are absent). Under this section, there is a list of children with a checkbox next to each name. The first child, "Micky", has a checked checkbox and is circled in black.

11. Select the dates these hours will apply for.

Valitse lapset, jotka ovat poissa

✓ Micky

Poissaoloilmoitus päiville

04.12.2025  - pp.kk.vvvv 

Ilmoita tässä vain koko päivän kestävät poissaolot.
Osapäiväiset poissaolot voit ilmoittaa muokkaamalla
lapsen läsnäoloaikaa.

12. Select the reason for the absence.

Poissaolon syy

Sairaus Poissaolo

13. Save the registration by clicking **Vahvista (Confirm)**.