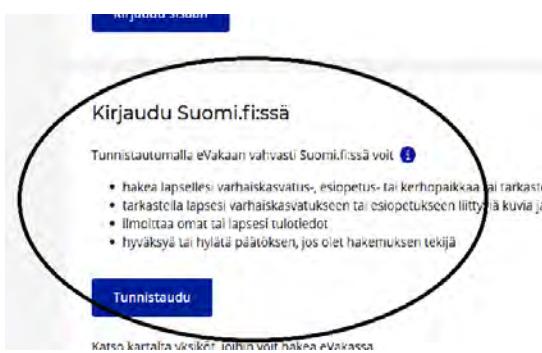


# Registering care hours

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](http://varhaiskasvatus.kouvola.fi).

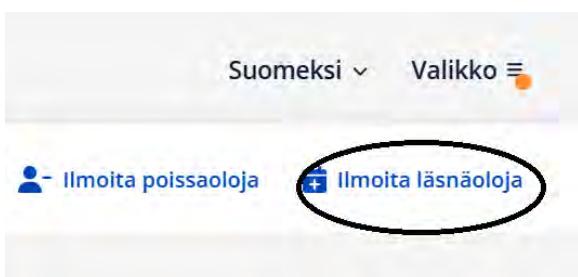


2. Go to the **calendar**.



## 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.



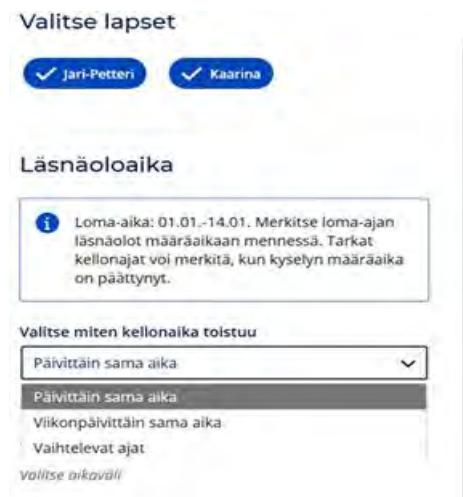
Ilmoita läsnäoloja

Valitse lapset

Micky

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.



Valitse lapset

Jari-Petteri  Kaarina

Läsnäoloaika

i Loma-aika: 01.01.-14.01. Merkitse loma-ajan läsnäolot määräaikaan mennessä. Tarkat kellonajat voi merkitä, kun kyselyn määräaika on päättynyt.

Valitse miten kellonaika toistuu

Päivittäin sama aika

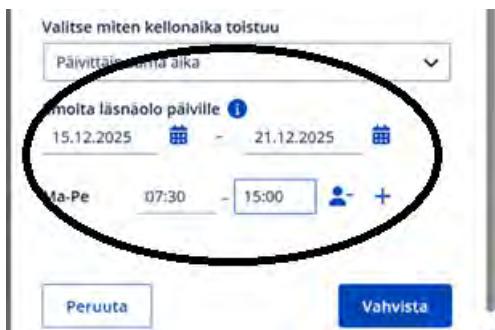
Päivittäin sama aika

Viikonpäivittäin sama aika

Vaihtelevat ajat

Valitse aikaväli

6. Select the dates these hours will apply for.



Valitse miten kellonaika toistuu

Päivittäin sama aika

Ilmoita läsnäolo päiville 15.12.2025 21.12.2025

Ma-Pe 07:30 - 15:00

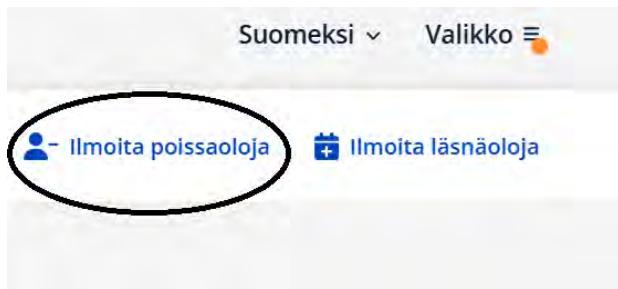
Peruuta Vahvista

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

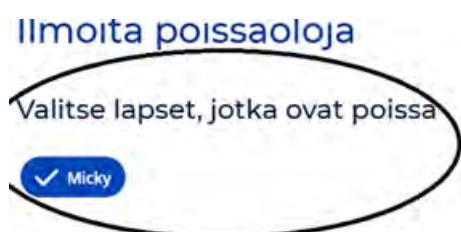
If you register different care times for your children, they will show in the calendar for the day concerned. You can check and amend the care times for individual days by clicking on the day in question in the calendar.

## **REPORTING ABSENCES**

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



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.



Ilmoita poissaoloja

Valitse lapset, jotka ovat poissa

Micky

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)**.