



How to book a discussion appointment

evaka

How to book a discussion appointment on eVaka.

Log in to eVaka at:
espoonvarhaiskasvatus.fi



City of Espoo early childhood education

Sign in with username

Take care of your child's daily early childhood education affairs in eVaka. [i](#)

Log in

Sign in using Suomi.fi

By using strong suomi.fi-authentication in eVaka, you can [i](#)

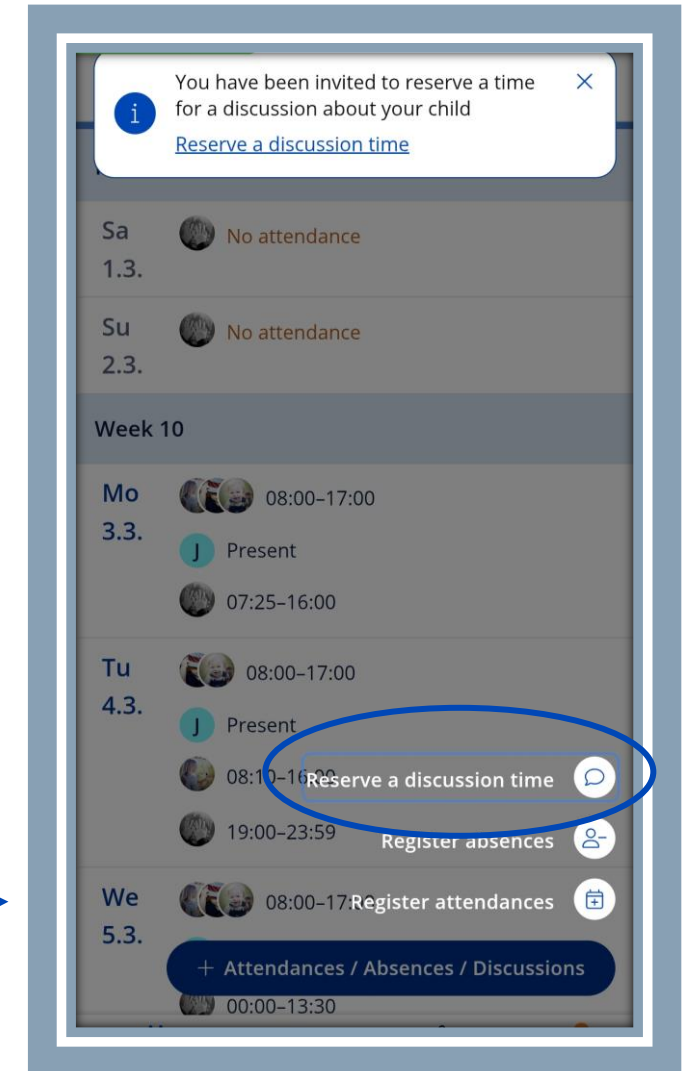
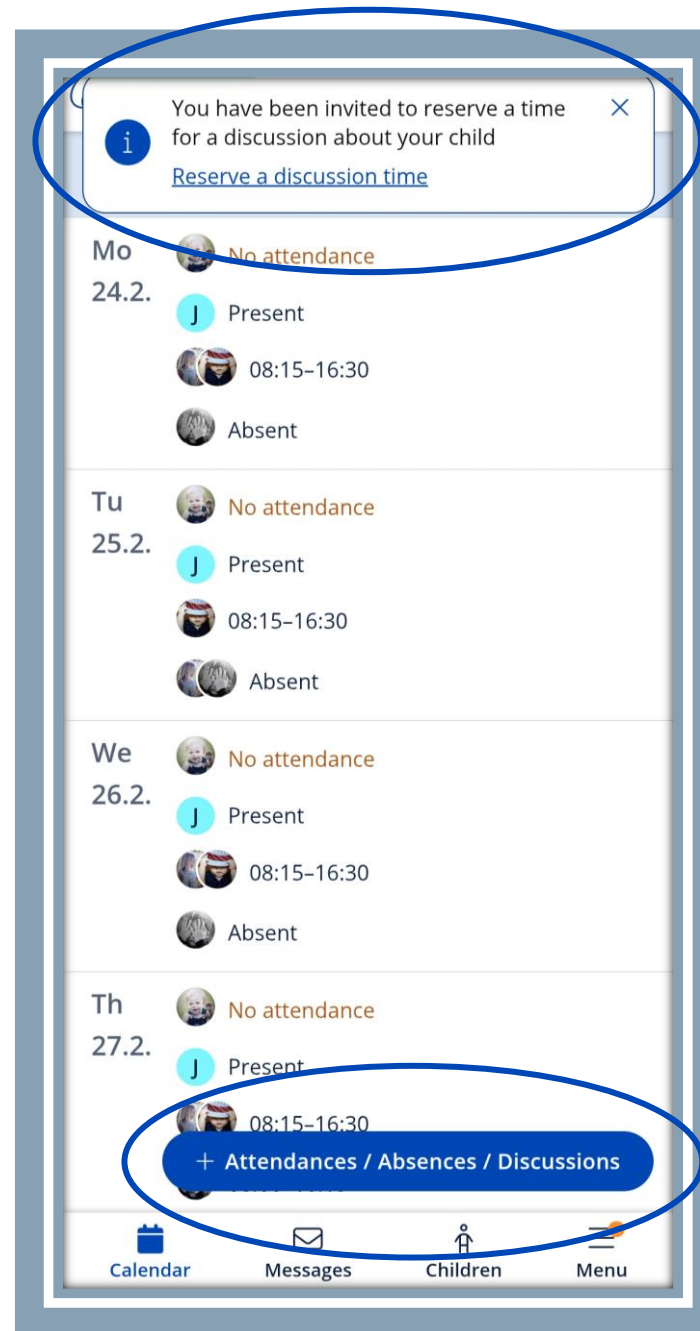
- apply for an early childhood, pre-primary or club place for your child or view a previous application
- view pictures and other documents related to your child's early childhood or pre-primary education
- report your or your child's income information
- accept or reject a decision, if you made the application

Authenticate

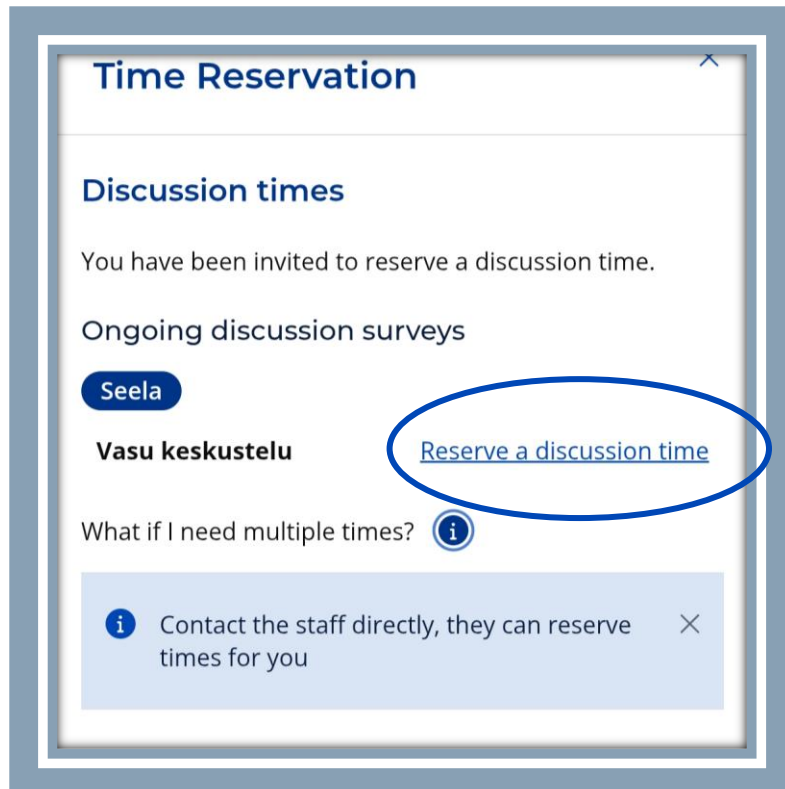
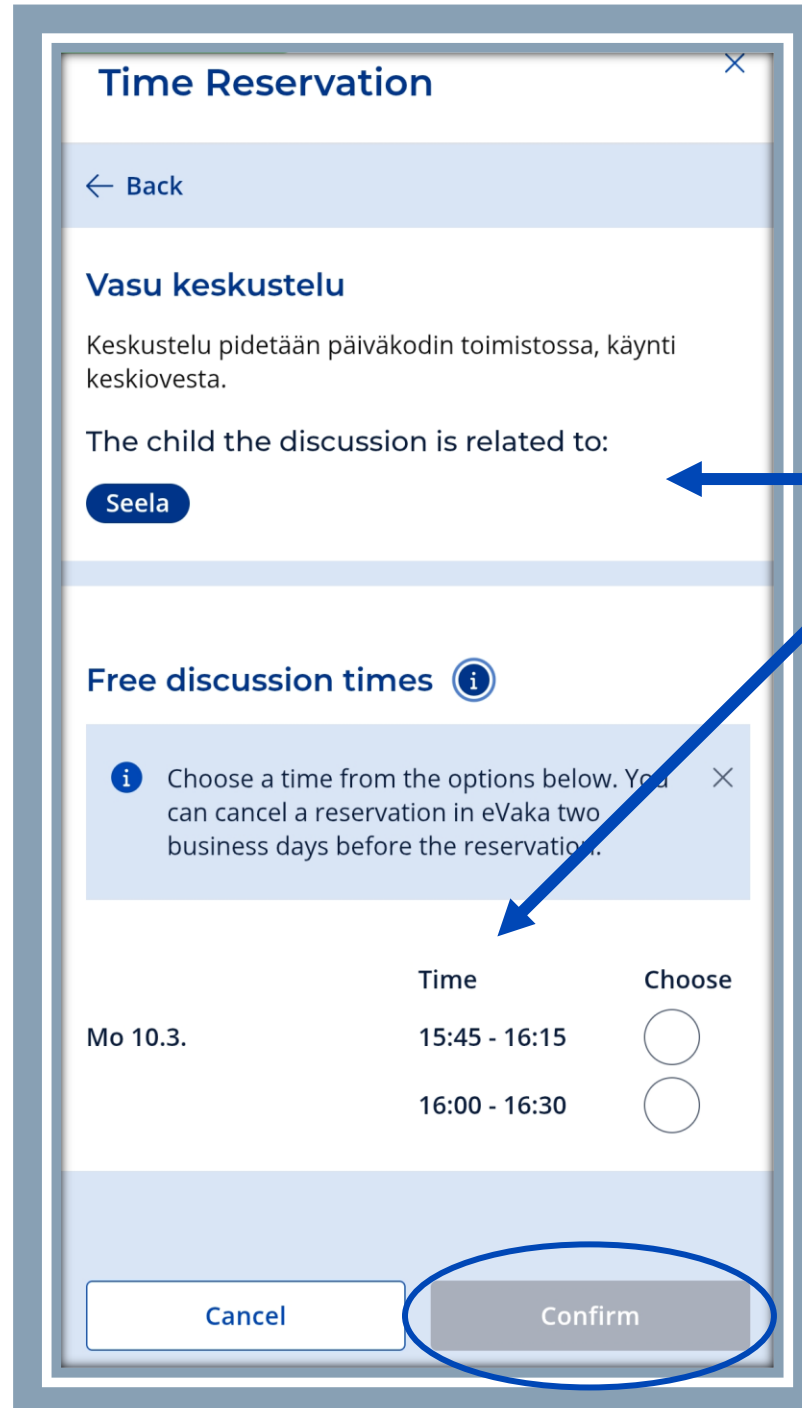
Log in with your personal ID

When your child's early childhood education unit sends you a request to book a discussion appointment, you will see a notification when you log in to eVaka. The notification includes a link to the appointment booking system.

You can also book an appointment by selecting discussions → 'Reserve a discussion time' at the bottom of the page.



Select 'Reserve a discussion time'.

In the pop-up window, select the child in question (if appointments can be booked for more than one child) and a suitable date and time for the discussion.

Select 'Confirm'.

The booking shows in the calendar as an orange notification, just like other events.

How to cancel a discussion appointment

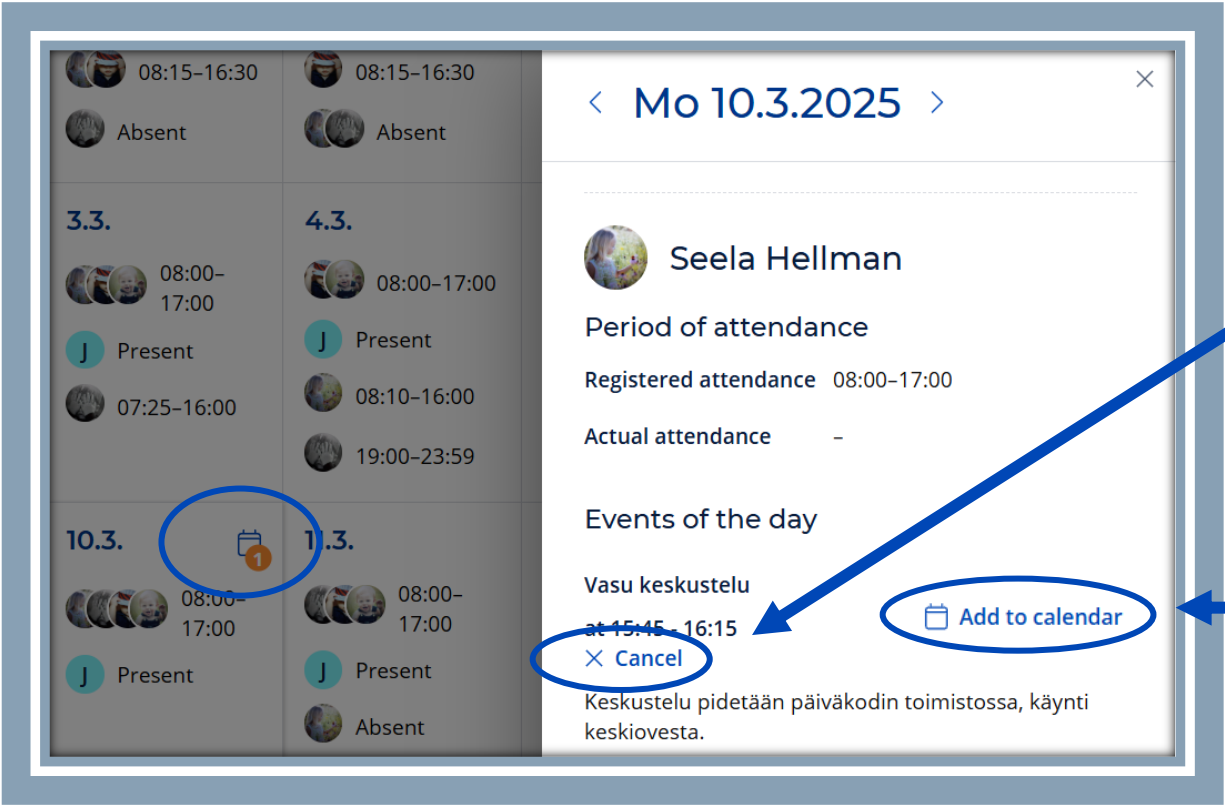
The booking shows as a notification in the calendar and can be opened by clicking on the date.

You can cancel a discussion appointment on eVaka two working days before the appointment.

On eVaka, an appointment is cancelled by selecting 'Cancel'.

If the appointment is in less than two working days' time, please contact the group's staff.

You can also add the reserved meeting time to your own calendar by selecting "Add to Calendar".



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