

Using Daisy application in Early Childhood Education in Hyvinkää

In Hyvinkää, the Daisy application is used in early childhood education services. Guardians have access to both eDaisy and DaisyFamily.

1. eDaisy

eDaisy provides access to decisions related to early childhood education relationships, various applications, termination notices, income statements, and change notifications (address change, hour limit change, request for change of care place, other changes). Using eDaisy requires strong authentication. The language of eDaisy can be changed into English by going to "käyttäjän perustiedot" – "kieli". Link to Hyvinkää's eDaisy: <https://hyvinkaa.daisy.fi/eDaisy/Esuomi/EsuomiLogin>

2. DaisyFamily

Through the DaisyFamily application, guardians can see information related to the child's early childhood education (early childhood education relationship, early childhood education plan, pedagogical documentation). The application also enables communication between early childhood education and home. **Guardians use DaisyFamily to book the child's daily early childhood education and pre-primary education times and report absences. All communication in early childhood education takes place through the DaisyFamily application.**

The language of DaisyFamily can be changed into English by going to "Asetukset" – "Kielet".

2.1. How to start using DaisyFamily

DaisyFamily can be used either through a web browser or with an application downloaded to a smartphone



DaisyFamily

2.2. Logging into the DaisyFamily Application and Creating a Username

Logging into DaisyFamily for the first time requires strong authentication (bank credentials or mobile certificate), after which it is possible to create a personal password to speed up future logins. The username is formed from the first and last name (visible in the top left corner of DaisyFamily by clicking the three lines at the top). The password is created from the application's settings.

2.3. Making Care Time Reservations

The care times for the following week (Mon-Sun) must be reserved weekly by Monday evening at 23:00. However, it is recommended to reserve care times for a month at a time, allowing the guardian to monitor the child's monthly reservation hours. An attendance or absence must be marked for each day. Sudden absences should be marked in DaisyFamily as soon as the absence is known.

Here's how to make care time reservations in the DaisyFamily application in English:

1. Select "care times" from the bottom of the DaisyFamily start screen.
2. From the "gear" button at the bottom, you can edit/select:
 - The children to be displayed

- Default care time (always sets the care time to the default set here for reservations)
 - Type of clock (you can choose between a digital clock or a slider for care time reservations)
3. Select the green edit button from the bottom of the selection calendar.
 4. Choose “new care time” to make a reservation (alternatively “new absence” or “remove reservations”).
 5. Select for which child/children the reservation is made:
 - Note! If a new decision has been made for the child (e.g., change in hour limit or group) for the future, use the arrow next to the child’s name to select the correct period/early childhood education relationship for which the reservations are made.
 6. Select the duration of the reservation.
 7. Choose whether the reservation is made for individual days, for the week, or for a selected time period.
 8. Select the days for which the reservation is made.
 9. Choose “save caretimes”

More instructions and a video on how to make reservations can be found on the early childhood education website: <https://www.hyvinkaa.fi/kasvatus-ja-koulutus/var-haiskasvatus/daisy/>)

2.4. Notifications

We recommend that email messages and push notifications be allowed in DaisyFamily. This way, the guardian will receive notifications about new messages and announcements that have arrived in DaisyFamily. Notifications can be approved from the settings of the DaisyFamily application (notification).

3. NFC Tags

Guardians will receive NFC tags from the City of Hyvinkää, which are used to check the child in and out by the guardian. A maximum of 2 tags per family are provided. The tags are the responsibility of the guardian and must be carried daily (they cannot be left, for example, in the child’s backpack). If the guardian forgets the tag, the staff can exceptionally check the child in and out manually. However, it is important that guardians keep the tags with them and are responsible for the child’s check-ins. The check-in may potentially affect the child’s early childhood education fee if the agreed service need is exceeded. The check-in also involves a daily transfer of responsibility between the child’s guardian and the early childhood education worker. When other person than guardians brings or picks up the child, the check-ins are done manually. If a tag is lost, a new tag is chargeable (10 €) and will be billed with the customer fee. A new tag can be obtained from the kindergarten director. The tag must be returned to the kindergarten when the child finishes early childhood education/pre-primary education.

More information about Daisy’s activities can be found on the early childhood education website: [Daisy - Hyvinkään kaupunki \(hyvinkaa.fi\)](https://www.hyvinkaa.fi/daisy/)

Privacy Notice for Early Childhood Education”[Henkilötietojen käsittely varhaiskasvatuspalveluissa - Hyvinkään kaupunki \(hyvinkaa.fi\)](https://www.hyvinkaa.fi/henkilotietojen-kasittely-varhaiskasvatuspalveluissa-hyvinkaan-kaupunki-hyvinkaa.fi)

