

Child schedule monthly overview (Edlevo App)

You can access the Child schedule function in the Edlevo App by pressing the *Menu* button in the upper right corner, where the available functions will be listed. By selecting the *Child Schedule* button, you can make care time reservation and report planned absences in advance.

In the same list, you will also find a summary of your child's monthly planned and actual care hours under a separate button: Monthly Overview of Care Hours. The municipality determines how many weeks in advance care times can be reported.

Watch the video to learn how to report care times.

Reporting Care Times

If your child has only one daycare placement, it is automatically selected. If your child attends multiple early childhood education centers, choose the correct location for reporting care times. You can navigate between months using the arrow buttons at the top.

All weeks of the selected month are displayed below. To begin, select the **week** for which you want to report care times. Enter either care times or absences for each open day of the week.

Multiple Care Periods in One Day

If you need to enter multiple care periods for a single day, tap the **plus button (+)** to add a new time slot. A maximum of three time slots can be added per day. You can remove an extra time slot using the **minus button (-)**.

Reporting an Absence

If your child does not need care on a particular day, tap the **plus button (+)** next to the word "Absence" and select the reason from the dropdown menu.

Copy, Paste, or Cancel Changes

- To cancel the changes made for specific week, tap the Cancel Week Changes button
- To copy a week's plan to another week, tap the Copy Week button. Use the plus button (+) to select all weeks where you want to apply the same plan, then confirm by pressing Confirm.
- If you change your mind while copying, press Cancel to stop the copying process.

Submitting Care Times

Once you have entered care times for the desired weeks, press Continue. The number of new/modified weeks is displayed in the upper right corner of the button.

Before final submission, you will see a summary of the newly entered or modified care times. If the child you are reporting care times for has siblings, you can copy the same care times to them by selecting the plus button (+) next to their name. If the sibling attends multiple daycare locations, choose the correct one.

When the care time notification is ready, press *Send*.

After submission, you will receive a confirmation of the sent details. If needed, you can still go back and make changes using the Back button.

Care Time Summary

- Under the Monthly Overview heading, click Show to see the child's agreed, planned, and actual care hours for the month
- Under the Daily Hours heading, you can view the planned and actual hours for each day of the month, as well as information on whether the daycare center was closed.

You can navigate between months using the *arrow* buttons.

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