

How to get started with Päikky

Your early childhood education provider is using the Päikky system, which lets you mark your child's care needs and handle communication with your kindergarten electronically.

This is a guide to help you get started with the service. Welcome to the Päikky family!

How do I access Päikky?

You can use Päikky Guardian on a computer, smart phone or tablet. The Päikky Guardian web app works with the most common browsers. Fully supported browsers are Google Chrome, Mozilla Firefox and Safari. The Päikky Guardian mobile app works with Android and iOS phones. It can be downloaded from the Play Store (Android) and the App Store (iOS).

Using internet browser, you can access Päikky at <https://eura.paikky.fi/login>

After starting Päikky guardian mobile application select "Eura" as your service provider.

First login to Päikky – Activating username

Your early childhood education provider has created for you, as guardian of your child, a username based on your mobile phone number. You must activate this username by identifying yourself using "strong" methods (online banking credentials or mobile certificate) and setting a password. Each guardian should have their own username. Guardians cannot see each other's contact details, but all information about a child is visible to all his/her guardians.

During strong identification your personal ID number from the national information registry is compared to your ID in the Päikky system. If the system has a guardian with that ID, the username is activated. After identification is completed, you are returned to Päikky Guardian to set a password.

Your password must meet your provider's requirements, which may vary depending on your provider. A good password typically has at least 8 characters and contains at least two letters, one number and one special character (. , ; > * - + = ! ? @ \$ & () /). Your password will usually be valid for 180 days, but this may also vary by provider.

On Päikky's login screen

1. Choose **Activate username**.
2. Choose **Identify yourself**.
3. Follow instructions in identification screens.
4. Write the password of your choice in the proper spaces.
5. Choose **Set password**.

Päikky Guardian - how to get started



Activate username

Strong identification required in order to set your password. Identify yourself with your online banking codes or a mobile certificate.

IDENTIFY YOURSELF

CANCEL

[Accessibility statement](#)


[Privacy policy](#)

1.32.0






IDENTIFICATION

Identify yourself using either a mobile certificate or online banking credentials.

Select mobile certificate



Select online bank

 OP	Aktia	S-Pankki
 Säästöpankki	POP Pankki	Nordea
 Danske Bank	Handelsbanken	
 omaOP		



Set password

Your username is: 0901234567.

Choose and set a password. Afterwards you will be taken to the login screen where you can login with your username and new password.

New password *

Password may not be empty.

SET

CANCEL

If the personal ID returned by identification is not found in Päikky, the account cannot be activated. In this case, the Päikky Guardian app will ask you to contact your service provider to verify your information. Primarily contact varhaiskasvatus@aura.fi or early education service guidance Tue–Thu 10:00–11:00, phone 044 422 4470.

Without Finnish personal identity code

Persons without a Finnish personal identity code cannot use strong electronic identification in Finland.

In this case, identity verification is carried out at the Eura municipal office by the early education administration. In the Päikky Daycare application, the person is then marked as identified. After this, the person can activate their user account through an email message they receive.

The email-based method can also be used to reset a forgotten password.

Instructions for using Päikky

More detailed instructions on how to use Päikky can be found after logging in under the 'Profile' tab. Here's a quick overview of the most important things to get started.

Calendar and making plans

On the Päikky Calendar tab, you can make plans for your children, report absences, and follow the time they spend in early education. Your first task is to electronically record your child's upcoming early education schedules and absences – these are called plans. Plans can be made with a precision of 5 minutes.

Making bookings is essential, as staff shifts are planned based on children's attendance times. Attendance data is also used to ensure that sufficient food and special dietary needs are arranged appropriately.

You can make bookings for as long a period as you know and wish.






Care time bookings must be made **no later than eleven days before, by Thursday at 3:00 p.m.** After this, the calendar will be locked and no more bookings can be made.

For example: **care times must be booked by Thursday 27 November 2025 at 3:00 p.m.** for the period **Monday 8 December – Sunday 14 December 2025.**

Similarly, next week: **care times must be booked by Thursday 4 December 2025 at 3:00 p.m.** for the period **Monday 15 December – Sunday 21 December 2025.**

The system will remind you of unbooked care times **3 days and 1 day before the locking time.** Reminders can only be turned off by disabling all notifications from the system. In that case, you will also no longer receive notifications about group messages.

Week 45 25.10.2024 08:00 >


Mo 4.11.	 SA	No plans	>
Tu 5.11.	 SA	No plans	>
We 6.11.	 SA	No plans	>
Th 7.11.	 SA	No plans	>
Fr 8.11.	 SA	No plans	>
Sa 9.11. Not plannable			
Su 10.11. Not plannable			


10.54 78%

< Planning

46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1


Choose children

 Veera Finni ☒

 Sohvi Alasalmi ☒

Use same plan for chosen days ☐

November

 SA ☐

No limit 10 d

Monday 11.11. PRESENT ABSENT 🗑️

Arrives * Leaves * ×

Calendar Messages Profile

There is no need to divide the preschool time separately, Päikky automatically divides the plan into free preschool education and paid early childhood education time. Preschool education time must not be deducted.

The calendar shows when the plan for that day must be made at the latest before it locks. Changes can be made up to the date the plan is locked.

Planning

1. Log in to Päikky
2. Select Calendar.
3. In the calendar, select the week (by selecting the week heading) or the day for which you want to make a plan.
4. Check that the children you want to make a plan for are selected
5. Choose a plan that's right for each day, or use the same plan for all days.
6. Save the plan.

If you have more than one child in your care, you can save the same plans for them.

If the plans repeat the same weekly, save a default plan for your child using the "Default plans" functionality in the calendar. When a default plan is made for a child, reservations are made

Päikky Guardian - how to get started

automatically according to the default plan. Any changes to the default plans must always be made in the planning before the calendar locks up.

You can make a wide variety of plans in the Päikky calendar. Below are some common examples of how you can use the Päikky calendar.

Regular plans

When children have regular plans that repeat the same week after week, it's a good idea to use default plans. The default plans can also be used if some days of the week are always the same.

For example, a child always has Thursday and Friday off, so a "Planned absence" is made in the default plan for these days. Every week, Monday, Tuesday and Wednesday of the child are planned separately.

Planning alternate weeks

If you want to plan several weeks for your child at once, you can select them from the planning view at once and plan them. In this case, it is advisable to start planning by selecting "Planning" from the menu in the calendar view.

And choose the desired weeks to plan. Weeks 37 and 39 selected in the picture.

Choose days

November 2024							
#	M	T	W	T	F	S	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

Planning for regular shifts

When planning is to correspond to three-week shifts, for example, morning shifts can be planned at once by selecting morning shifts from the calendar and making plans for them.

Choose days

November 2024

#	M	T	W	T	F	S	S
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

Next, evening shifts for the period etc. can also be planned.

Longer absences

If the child is absent for a longer period, it can be easily reported from the calendar by selecting the time period, children and absence. In this case, the option "Use the same plan for selected days" is also used. Days can be selected for several months, so you can report an absence that lasts the whole summer at once, for example.

45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1

Choose children



Veera Finni



Sohvi Alasalmi



Use same plan for chosen days



Plan change when day is already locked

Changes to a locked plan are made by selecting that day in the calendar and filling in the plan change. A child can be reported abruptly absent or ill.

A message about the notification will also be sent to the daycare centre, where you can enter additional information.

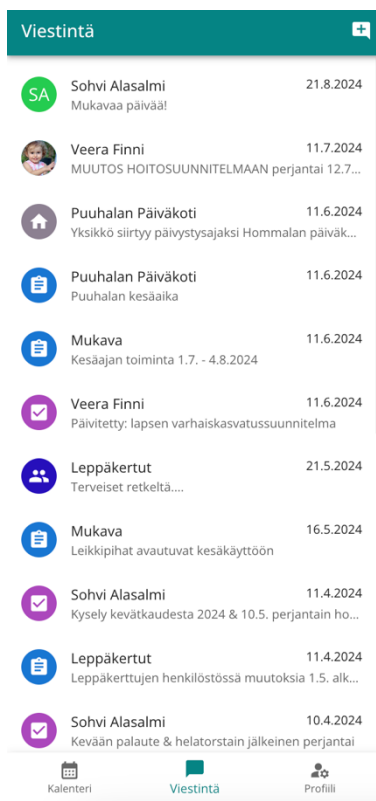
Once the plan has been blocked, days planned to be absent cannot be changed to attendance days through the Päikky Guardian application, but the matter must be agreed upon with the daycare centre or family daycare provider.

Communications in Päikky

Päikky offers an easy communication opportunity between the daycare centre and the guardian. In the Messages section, you can see all your child's messages, announcements, and surveys at once. The message may be about your child, or it may be sent to all the children in the group, or even to all the children in the kindergarten. You can also send a message yourself about your own child to the daycare centre.

Tap on the message to read the message and view any attached images. You can also reply to a message. You can only reply to messages directed at your own child, not messages from a group or kindergarten.

On the 'Profile' tab, under "Notifications", specify how you will receive notifications of incoming messages and reminders of missing plans.



Profile

In your profile, you'll find information and settings about yourself and your children. For example, the notification settings mentioned above, but you can also, for example, save as substitute applicants persons who can pick up children from early childhood education.



Päikky Guardian - how to get started

Forgot password!

If you have forgotten your password, tap “Forgot password?” on the Päikky login page. You will then need to identify yourself electronically, after which you can set a new password. If you do not have a Finnish personal identity code, please contact varhaiskasvatus@aura.fi or early education service guidance Tue–Thu 10:00–11:00, phone 044 422 4470.

Thank you for your cooperation!

Early Childhood Education Services
Municipality of Eura