



A Parent's guide to the Baby's Days system.

This guide has been written to help and advise Parents whose child is in care with a childcare setting that uses the Baby's Days system.

The information detailed below should provide you with a better understanding of how the Baby's Days system works, why your childcare setting uses the Baby's Days system and how you login and start using the system.

What is Baby's Days?

Baby's Days is a complex yet simple to manage online software system for childcare settings and parents, the system has been designed and developed to assist childcare settings with the forms and paperwork involved around all areas of the EYFS – Early Years Foundation Stage, which includes the structure of Learning, Development and Care.

Baby's Days was designed and developed over a one year period with help from numerous Early Year Practitioners and experts and is the most advanced online software system of its type and ensures that your childcare setting meets the required areas of the EYFS quickly, simply and efficiently.

Baby's Days is the only system available that allows you as a parent to connect to the system to view information relating to your child, for example you can connect to the system and view your child's daily diaries, photographs, their overall progress achievement and much more.

In addition for the childcare setting, communicating with you is a breeze, for example when they have created your child's daily diary, you will be sent an e-mail informing you that it is available online for viewing, you can then connect to the system, view the diary and even leave notes on the system for your child's carer to read.

About Baby's Days.

Baby's Days was launched in April 2010 after one year of design and development and has quickly become the most successful and widely used software application of its type used by thousands of childcare settings across the UK and the World!

Baby's Days is upgraded and enhanced on a monthly basis to offer new features to both you and the childcare setting, these upgrades incorporate features that benefit both parties.

Why Baby's Days?

Baby's Days helps reduce the work load and paperwork that your childcare settings must complete, the system transfers a large majority of their paperwork onto a live online system that is far more efficient than boxes of paperwork and much easier to use and manage children's data. In addition many of our customers state that by using Baby's Days they learn more about the EYFS and are able to monitor and track children's development and progress far more efficiently which ultimately benefits you and your child.

The intelligent system has been proven to save childcare settings hours on paperwork, time consuming tasks such as creating a Child's diary through to monitoring a Child's progress now just takes a few minutes, there is no need for them to enter necessary data more than once, as all areas of the system communicate with each other.

As a parent with a child in care with a childcare setting using the Baby's Days system, you are now privileged to see far more information relating to your child than you ever could before.

What can I see on the system?

Your childcare setting can provide you with access to their Baby's Days system and once connected you will be able to see data and information relating to your child only, exactly what you will be able to see is determined by the childcare setting, however, this could include the following areas:



Home

Home

This is the first page that you arrive at once you have logged in, click on this icon to be taken back to the home page.



Pin Code

Pin Code

Certain sections on the system require you to enter a 4 digit Pin code that only you are aware of, you will need to go to this section to setup or change your Pin code.



Children

Children

This section details information the childcare setting has about your child including allergies, emergency contact and other important information, be sure to check in here and advise your childcare setting if any of the information is incorrect or needs to be updated.



Diaries

Daily Diaries

Where you can view your child's daily diaries including a selection of information ranging from general activities to what your child ate, photographs and videos for the day, how long they slept and even how many wet or soiled nappies they had that day!



Progress

Progress / Learning Journey

This section shows achievement dates, progress and observation notes, next steps and also photographs of your child's general development from birth to five years old.



Policies

Policies

Every childcare setting has a selection of policies that will need to be agreed to and signed by you, Baby's Days makes this process easier for you and your childcare setting, if you have policies that need to be signed you will not be able to view other areas of the system until you have signed the policies.



Permissions

Permissions

More information for you to sign, but they are just as important as the Policies, this allows you to quickly and easily agree and sign the permission forms for the childcare setting, if you have permissions that need to be signed you will not be able to view other areas of the system until you have signed the permissions.



Medical

Medical

Short and Long term medications and Accidents & Incidents can be found in the Medical section, if the childcare setting has administered medication to your child you can see exactly when it was administered within this section. There may also be a requirement for you to sign off forms within this section.



Register

Attendance Register

This section displays exactly when your child arrived and departed the childcare setting every day, by law every childcare setting must record this information and store it for a number of years.



Bookkeeping

Bookkeeping

Within the bookkeeping section you will find your weekly or monthly invoices so you know exactly how much you have paid or need to pay.



Galleries

Photograph Galleries

Here you will find a selection of photographs of your child, there are three photograph galleries in total so be sure to look through them all.



Communicate

Communicate

Within the communicate section you will find newsletters and copies of QuickMessages that have been sent to you, in addition you can also send a private message to your child's carer(s).



Menus

Food Menus

The food menus section details the meals that will be provided to your child for this week and future weeks for breakfast, snacks, lunch and dinner.

How secure is Baby's Days?

Baby's Days is the most secure online system of its type, unlike other systems available to the childcare industry, every Baby's Days system is completely unique to each setting, when your childcare setting purchased their Baby's Days system we configured them their own personal system located on our secure cloud servers based at our data centre in Manchester.

When you or your childcare setting connects to this personal system you can rest assured that it is 100% impossible for any other customer's data to be seen on this system or, vice versa, for the data on this system to be leaked onto any other system.

In addition when you connect, you will only be able to see data and information related to your child, you will not under any circumstances be able to see any other child's data and likewise, no other parent on this system will be able to see any data relating to your child.

When you or your childcare setting connects to the system all data transfer is encrypted, in other words, while data is being sent to the system it cannot be read during transmission.

In addition every Baby's Days system is monitored 24 hours a day and any possible attack or hack attempt on the system is blocked and reported to our live team.

How do I use the system?

By now you should have received your personal login details, these will have been emailed to you by your childcare setting, you will receive the URL you will need to login to, this will look similar to:

<https://childcare.babysdays.co.uk>

And you will also receive a username and password, if you would like to change your username and password please speak to your childcare setting and they can change these details for you.

Once you have logged in with the details provided you will arrive at the home page of the system:

Home Pin Code Children Diaries Progress Policies Permissions Medical Register Bookkeeping Galleries Communicate Menu

Monday, 22nd April 2013 LOGOUT

baby's days

Welcome to Baby's Days.

Your Son or Daughter is currently in Day Care with a Nursery or Childminder that is using the Baby's Days system.

The Baby's Days system allows them to monitor your Child's progress quickly and efficiently through the EYFS.

You can rest assured that they are doing everything they can to ensure your Child's Early Years Development is monitored correctly and professionally.

In addition, the Baby's Days system allows you to view areas of your Child's Early Years Development as completed by their carer.

You can view your Child's Daily Diaries, Progress & Assessment Scales and Photograph Galleries that have been created for your Child on the system, just click the links above to select the area you would like to view.

For more information on the Baby's Days system, please click here.

Powered by Baby's Days © 2013.

At the top of the screen you will see a selection of icons, exactly which icons you will see is determined by your childcare setting, these icons will remain the same and in the same position regardless to which section of the system you are viewing.

To navigate the system you need to click on the icons at the top of the screen, you will then be taken to a new section on the system, the exact details for each section and how to navigate those sections are detailed below.



Pin Code

PIN CODE

Clicking on the Pin Code icon will allow you to setup your personal 4 digit Pin code on the system.

The Medical section of the Baby's Days system requires you to digitally sign the Accident/Incident and Short & Long Term Medication forms for your child on the system, when you sign these forms online you will be required to enter your Pin Code, by entering your Pin Code, it confirms 100% that you were the person that signed these forms, no one else is able to sign these forms without your 4 Digit Pin Code.

To setup your Pin Code simply enter and confirm your desired 4 digit Pin code into the boxes and click on the Confirm Pin image

Email:	my@email.com	
Enter 4 Digit Pin Code:	<input type="text"/> Enter your 4 Digit Pin Code (letters or numbers).	
Confirm 4 Digit Pin Code:	<input type="text"/> Confirm your 4 Digit Pin Code (letters or numbers).	

The system will now advise you to check your email inbox:







An email has been sent to the email address shown below, if it has not arrived please check your junk and spam folders.

Please follow the instructions within this email to activate your new 4 Digit Pin Code.

The email will contain a link that you will need to click on to confirm your Pin Code, once this has been done your Pin code will be confirmed and can then be used to sign medical forms on the system.

You will now see the email address that was used to setup your Pin code and the date it was setup.

Results 1 - 1 of 1 Click the ▲▼ icon to sort individual columns by alphabetical order A-Z or Z-A

 Photograph	 First Name▲▼	 Last Name▲▼	 Email▲▼	 Date▲▼
	Claire	Richards	my@email.com	22/04/2013

Results 1 - 1 of 1



Children

CHILDREN

Clicking on the Children icon will take you to the Children section on the system where you can view the details of your child or children that are currently setup on the system, this page will list all the personal details that the childcare setting has for your child, this includes: dietary requirements, medical notes, emergency contact details and more.

If any of the information displayed on this page is incorrect it is important to advise the childcare setting and provide them with updated information.



Diaries

DIARIES

Clicking on the Diaries icon will take you to the Diary section on the system where you can view all the diaries that have been created for your child.

When you first arrive at this page you will see a table displaying your child or children's details, beneath the Created Today column you will see either a red cross if today's diary has not been created or a green tick if it has been created today, clicking on this green tick will take you directly to view today's diary.

If a diary has not been created today you will see the date a diary was last created for your child within the Last Diary Created column.

Photograph	Room	First Name	Last Name	Last Diary Created	Created Today	View
	Happy Days	Hannah	Richards	01.04.2013		

To view a diary other than today's diary, simply click on the green view icon where you will be taken to a calendar overview where you can select which diary you would like to view:

Select Hannah's Diary to view.
 Today's Date: 22nd April 2013

All the Diaries that have been created for Hannah are shown within the calendar below.
 Use the left/right arrows to navigate the calendar to select Hannah's Diary to view.

April 2013 View

← APRIL 2013 →

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20

By default you will be taken to the current month and you will see a calendar displaying each day of the month, if a diary has been created for that day you will see a green view icon in the day clicking on this icon will take you to view the selected day's diary.

When you arrive at the diary you have selected to view, you will see a selection of icons at the top of the page:

Hannah Richards's Diary 1st April 2013
 Diary created by: Sharon Turner
 Assigned Room: Happy Days


- Select which area of Hannah's Diary you would like to view from the selection shown below.
- Comments left by you will be displayed within the comments section of the Diary.

Notes
 Observations
 Information
 Comments
 Videos
 Photos

Clicking on each of these icons will display different sections of the diary from Notes through to Videos and Photos.

If you would like to make a comment in a diary, simply enter your comments into the comments box on any section of the diary, your child's carer will receive an email with the comments you left and will be able to reply to you:

Add Comments
 To add comments to Hannah's Diary for the current day, just enter them below and click the "Add Comments" button below, your comments will appear in the comments section of today's Diary.



Add Comments




PROGRESS


Clicking on the Progress icon will take you to the Progress section on the system where you can view your child's Progress during their early years.


When you first arrive at this page you will see a table displaying your child or children's details, in addition you will see seven coloured icons that indicate the areas of learning for the EYFS from CL through to UW:


Photograph	Room	First Name	Last Name	D.O.B	Age	Progress	2 Year Check
	Happy Days	Hannah	Richards	16/02/2011	26 Months	      	N/A


Clicking on any of these icons will take you directly to that area of learning within your child's Progress, you can switch areas by clicking on the coloured icons at the top of the page:



CL COMMUNICATION AND LANGUAGE


 EAD


 L


 M


 PD

 PSED

 UW




Listening and Attention


Understanding


Speaking

Filter:

Enter keyword(s) above to filter the Development Matters below.

Date Achieved	Photos	Admin	Development Matters	Examples	Development Age	Alert
05.02.2013		Sharon Turner	Turns toward a familiar sound then locates range of sounds with accuracy.		Birth - 11 Months	
Observation: 23/04/2013 This is an observation, you will see these across the progress section for your child, these detail the child's achievements as observed by your child's carer.						
06.02.2013		Sharon Turner	Listens to, distinguishes and responds to intonations and sounds of voices.		Birth - 11 Months	
10.04.2013		Sharon Turner	Reacts in interaction with others by smiling, looking and moving.		Birth - 11 Months	
11.02.2013		Sharon Turner	Quietens or alerts to the sound of speech.		Birth - 11 Months	

Within each section of the selected area of learning you will see a selection of Development Matters, alongside these you will see Observations, achievement dates, next steps and photograph icons related to your child's achievements relative to each development matter.



POLICIES

Clicking on the Policies icon will take you to the Policies section on the system where you can view the Policies that have been assigned to you, these need to be read by you and then digitally signed on the system confirming that you have read and agree to them.

When you first arrive at this page you will see a table displaying your child or children's details, in addition if you have not yet signed the policies on the system you will see the number of policies assigned to you and a red x indicating that the policies have not yet been signed by you.

Photograph	Room	First Name	Last Name	Policies	Digitally Signed	Last Signed	Signed By	View
	Happy Days	Hannah	Richards	25		N/A	N/A	

By clicking on the view icon you can now view and sign the policies that have been assigned to you.

On the new page that loads you will see a list of all the policies that have been assigned to you, these will be displayed by category:

Safeguarding Children	
Policy Title ▲▼	View Policy
Alcohol and Drugs Policy	
Behaviour Policy	
EDIT THIS POLICY - Safeguarding Children Policy	

To view the details of each policy click on the view icon the policy will then be expanded so that it can be read in full:

Safeguarding Children	
Policy Title ▲▼	View Policy
Alcohol and Drugs Policy	<p>To ensure that I or any staff within my setting are alert to any dangers and able to protect your child, we must not be under the influence of alcohol or any form of drugs (including some prescription medication). </p> <p>If I or any other staff are prescribed medication, other than routine antibiotics I will inform Ofsted who will make a decision as to whether we can continue to care for your child whilst taking the prescribed medication.</p> <p>I or any other staff within the setting will not drink any alcohol during working hours or immediately before.</p>
Behaviour Policy	
EDIT THIS POLICY - Safeguarding Children Policy	

Once you have read all the policies you can confirm that you have read and agree to them by entering your full name within the signature box at the top of the page and clicking on the Agree to Policies image:

Enter your full name in the box to the right and then click the image to digitally sign that you have read, understood and agree to the Policies detailed below.

I the Parent/Guardian of Hannah Richards confirm that I have read, understood and agree to the Policies detailed below



Once you have signed your acceptance of the policies you will instantly be returned to the Policies main page where your signature details will be displayed along with the date you agreed and signed the Policies

Photograph	Room	First Name	Last Name	Policies	Digitally Signed	Last Signed	Signed By	View
	Happy Days	Hannah	Richards	25		23.04.2013	Lisa Richards	



PERMISSIONS

Clicking on the Permissions icon will take you to the Permissions section on the system where you can view the Permissions that have been assigned to you, these need to be read by you and then digitally signed on the system confirming that you have read and agree to them.

When you first arrive at this page you will see a table displaying your child or children's details, in addition if you have not yet signed the Permissions on the system you will see the number of Permissions assigned to you and a red x icon indicating that the Permissions have not yet been signed.

Photograph	Room	First Name	Last Name	Permissions	Digitally Signed	Last Signed	Signed By	View
	Happy Days	Hannah	Richards	12		N/A	N/A	

By clicking on the view icon you can now view and sign the Permissions that have been assigned to you.

On the new page that loads you will see a list of all the Permissions that have been assigned to you, these will be displayed by category:

Safeguarding Children	Permission Title ▲▼	View Permission
	Nappy cream and wet wipes	
	Photographs and Videos	

To view the details of each Permission click on the view icon the Permission will then be expanded so that it can be read in full:



Safeguarding Children

Permission Title ▲▼	View Permission
Nappy cream and wet wipes	<p>I give permission for you and your registered assistants to apply nappy cream to my child when changing their nappy. </p> <p>I confirm that I have made you aware of any skin conditions my child has, which also need to be taken into consideration.</p> <p>I understand that you will only use the nappy cream that I have provided for my child and that the cream provided will only be applied to my child and will not be applied to any other children in the setting.</p> <p>I also give you permission to use wet wipes on my child, I understand that you will only use wet wipes that I have provided for my child and they will not be used on any other children in the setting.</p>
Photographs and Videos	

Once you have read all the Permissions you can confirm that you have read and agree to them by entering your full name within the signature box at the top of the page and clicking on the Agree to Permissions image:

Enter your full name in the box to the right and then click the image to digitally sign that you have read, understood and agree to the Permissions detailed below.

I the Parent/Guardian of Hannah Richards confirm that I have read, understood and agree to the Permissions detailed below

Agree to Permissions

Once you have signed your acceptance of the Permissions you will instantly be returned to the Permissions main page where your signature details will be displayed along with the date you agreed and signed the Permissions

Photograph	Room	First Name	Last Name	Permissions	Digitally Signed	Last Signed	Signed By	View
	Happy Days	Hannah	Richards	12		23.04.2013	Lisa Richards	



Medical

MEDICAL

Clicking on the Medical icon will take you to the Medical section on the system where you can view all the short & long term medications and the accidents / incidents that have been recorded for your child.

When you first arrive at this page you will see a table displaying your child or children's details, in addition within the Last Accident column you will see the date of the last recorded accident/incident for your child (if applicable) within the Medication column if your child is currently taking medication within the childcare setting you will see an Active or Complete icon, Active means that the course of medication is currently being given to your child and a Complete icon means that the course of medication has been completed.

Photograph	Room	First Name	Last Name	Last Accident	Signed	Medication	View
	Happy Days	Hannah	Richards	04/02/2013			

Clicking on the view icon will take you to a new page where you can view detailed information about your child's medication and accidents / incidents within the setting:

Accidents / Incidents

Shown below are Hannah's Accidents/Incidents that took place within the setting and their Existing Injuries.

Click the ▲▼ icon to sort individual columns by alphabetical order A-Z or Z-A

Date▲▼	Short Title▲▼	Type▲▼	Short Description	Admin▲▼	Signed▲▼	View	Print
04/02/2013	Fell in the park	Accident	Hannah was so excited to get to the slide first sh	Master.Admin			

Each accident / incident that has been recorded for your child is displayed within this section, to view detailed information for each accident / incident click on the view icon

Short Term Medications and Treatments

Shown below are all the Short Term Medications, Treatments or Therapies that have been given or are currently being given to Hannah.

Click the ▲▼ icon to sort individual columns by alphabetical order A-Z or Z-A

Date▲▼	Medication▲▼	Reason▲▼	Last Dose▲▼	Status▲▼	Signed▲▼	View	Print
21/03/2013	Allens Pine and Honey	Coughs, colds & bronchitis	21/03/2013 @ 21:37	ACTIVE			

Each short and long term medication that has been recorded for your child is displayed within this section, to view detailed information for each short and long term medication click on the view icon

You may be required to sign some medication forms, for you to be able to do this you will first need to setup your Pin code on the system, instructions on how to do this are included within the Pin code section of this guide.



Register

ATTENDANCE REGISTER

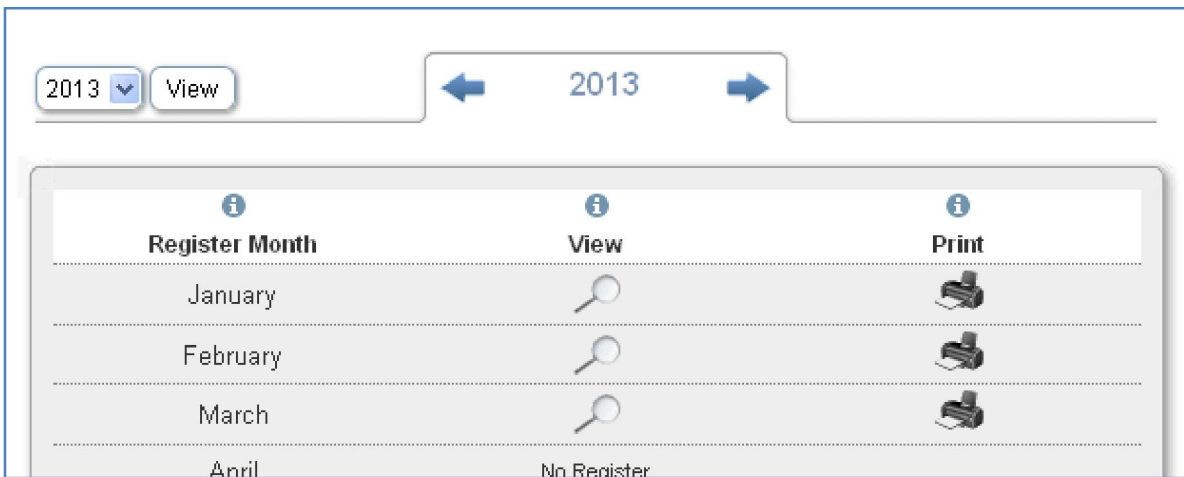
Clicking on the Register icon will take you to the Attendance Register section on the system where you can view the recorded arrival and departure times within the setting for your child.

When you first arrive at this page you will see a table displaying your child or children's details, if the childcare setting requires you to confirm that you agree to the child's arrival and departure times at the setting you will see a green tick within the Acceptance Required column, if the childcare setting does not require this you will see a red cross within this column.

Photograph	Room	First Name	Last Name	Acceptance Required	Last Register	View
	Happy Days	Hannah	Richards		Mar 2013	

The month of the last created attendance register is also displayed within this table.

To view the attendance registers for your child simply click on the view icon you will then be taken to a new page where you can select the month of the register you would like to view:







You can now click on the view icon  to view the month's register you would like to view.





March 2013 Attendance Register.

Week Commencing		04.03.2013			11.03.2013			18.03.2013			25.03.2013		
		Arrive	Depart	Hours	Arrive	Depart	Hours	Arrive	Depart	Hours	Arrive	Depart	Hours
Monday	S1:	08:30	15:15	6:45	08:30	15:15	6:45	08:30	15:15	6:45	08:30	15:15	6:45
	S2:												
Tuesday	S1:	08:30	15:15	6:45	08:30	15:15	6:45	08:30	15:15	6:45	08:30	15:15	6:45
	S2:												
	S1:												

At the bottom of the month's calendar, if the hours have been confirmed by the childcare setting you will be able to click on the Accept Above hours image to confirm that you agree with the hours that are displayed.

Accepted:  Hours Accepted  Hours Accepted  Hours Accepted  Hours Not Confirmed


NOTE:
If the hours for a week have been confirmed, please click on the "Accept Above Hours" image for each week to confirm your acceptance of the attended hours for your child.

Confirmation:  Hours Confirmed  Hours Confirmed  Hours Confirmed  Hours Not Confirmed











BOOKKEEPING

Clicking on the Bookkeeping icon will take you to the Bookkeeping section on the system where you can view any weekly or monthly invoices that have been created for you.


When you first arrive at this page you will see a table displaying your child or children's details, the week or month of the last invoice that has been created for you and a view icon within either the weekly or monthly column, clicking on the view icon  will take you to a new page where you can view the invoices that have been created for you.

 Photograph	 Room	 First Name	 Last Name	 Last Invoice	 Hours	 Amount	 Weekly	 Monthly
	Happy Days	Hannah	Richards	February 2013	146	£590.00		

On the new page you can click on the view icon  to view a particular week or month's invoice:


 Invoice Month	 Amount	 View	 Print
January	£609.50		
February	£590.00		
March	No Invoice		


The invoice you selected to view will be displayed with a full breakdown of your child's fees:



Viewing Hannah Richards's invoice: February 2013
Invoice created by: Sharon Turner

Click the image to the right to print this Invoice.


Print



FIXED WEEKLY RATE CALCULATION:

Total hours this Invoice: 146:00 hours
Total cost for above hours: £650.00

Extra Hours: 0:00 hours x £4.00 per hour = £0.00
0:00 hours x £8.00 per hour = £0.00
0:00 hours x £2.00 per hour = £0.00
£0.00

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	31	1 Session 1 08:30 - 15:30 Rate: Fixed	2	3
4 Session 1 08:30 - 15:15 Rate: Fixed	5 Session 1 08:30 - 15:15 Rate: Fixed	6 Session 1 08:30 - 17:30 Rate: Fixed	7 Session 1 08:30 - 15:30 Rate: Fixed	8 Session 1 08:30 - 15:30 Rate: Fixed	9	10



PHOTOGRAPH GALLERIES

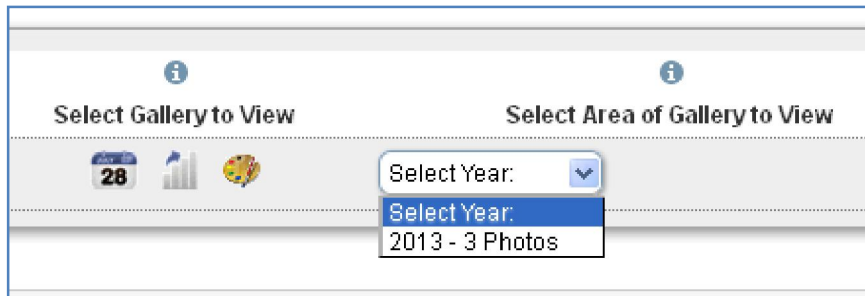
Clicking on the Galleries icon will take you to the Photograph Galleries section on the system where you can view all the photographs that have been uploaded onto the system for your child.

When you first arrive at this page you will see a table displaying your child or children's details, in addition you will see three icons allowing you to choose which photograph gallery you would like to view.

Photograph	Room	First Name	Last Name	Select Gallery to View	Select Area of Gallery to View
	Happy Days	Hannah	Richards	 28  	

28 Diary Photographs – All the photographs that have ever been uploaded to your child’s daily diaries will be displayed within this section displayed in Year and Month order.

To view the Diary Photographs click on the diary icon and then select the year of the photographs that you would like to view:

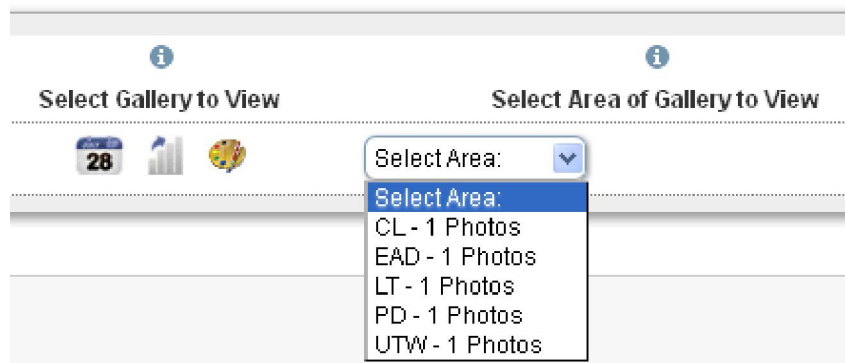


Now select the month of the photographs that you would like to view, you will then instantly be taken to the selected photograph gallery for the year and month that you selected.



Progress Photographs – All the photographs that have ever been uploaded to your child’s Progress will be displayed within this section displayed by area of learning and aspect.

To view the Progress Photographs click on the progress icon and then select the area of learning of the photographs you would like to view:

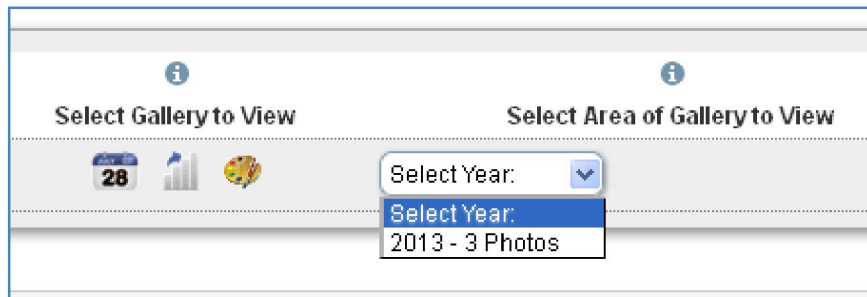


Now select the aspect of the photographs you would like to view, you will then instantly be taken to the selected photograph gallery for the area of learning and aspect that you selected.

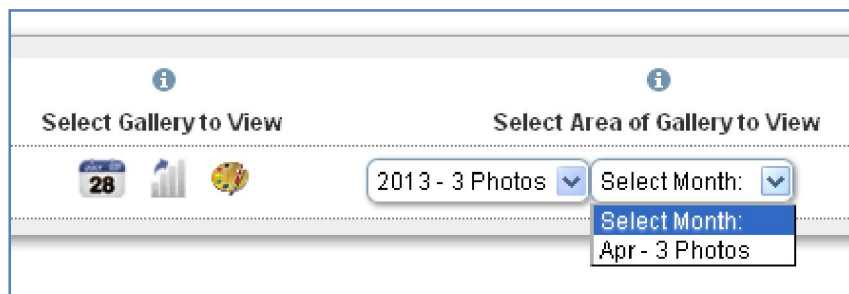


General Photographs – All the photographs that have ever been uploaded to your child’s general photograph gallery will be displayed within this section displayed in Year and Month order.

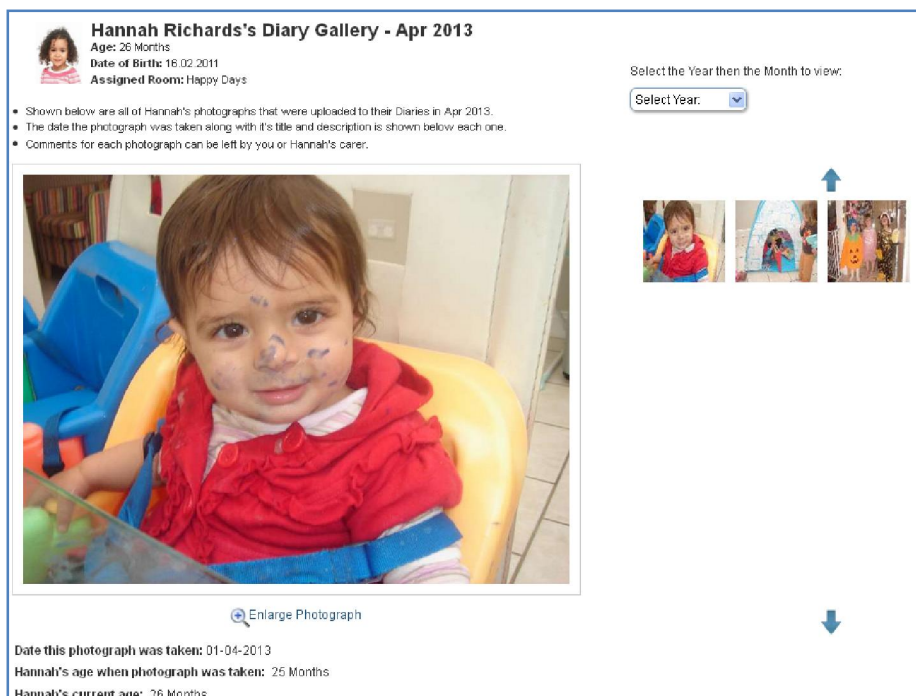
To view the General Photographs click on the general icon and then select the year of the photographs you would like to view:



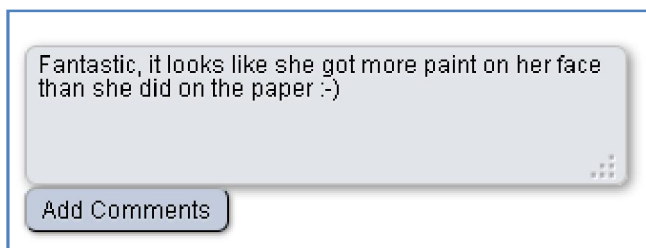
Now select the month of the photographs that you would like to view, you will then instantly be taken to the selected photograph gallery for the year and month that you selected.



When you arrive at your selected photograph gallery the thumbnails of the images included within the selected gallery will be displayed on the right hand side, clicking on these will enlarge your selected photo on the left hand side of the screen, you can then further enlarge the photograph by clicking on the Enlarge photograph button beneath the photograph



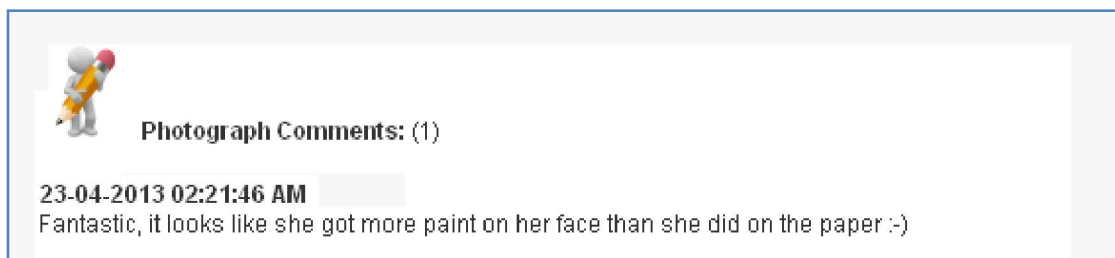
If you would like to leave a comment on the photograph for your child's carer to read, simply enter a comment in the comment box beneath the photograph:



Fantastic, it looks like she got more paint on her face than she did on the paper :-)

Add Comments

Your comments will then appear on the left hand side for your child's carer to read:



Photograph Comments: (1)

23-04-2013 02:21:46 AM
Fantastic, it looks like she got more paint on her face than she did on the paper :-)




COMMUNICATE

When placing your mouse over the Communicate icon a drop down list of two selections will appear, these are Communicate Overview and Private Messages.



When clicking on the Communicate Overview option you will see a list of all the Newsletters and QuickMessages that have been sent to you:

Photograph	Room ▲▼	First Name ▲▼	Last Name ▲▼	Title ▲▼	Type ▲▼	Date Created ▲▼	Read	View
	Happy Days	Hannah	Richards	April Invoice	Message	23.04.2013		
	Happy Days	Hannah	Richards	Summer time	Newsletter	23.04.2013		

To view a Newsletter or QuickMessage click on the view icon  for the corresponding Newsletter or QuickMessage that you would like to view, you will then be taken directly to your selection:

NEWS **View Newsletter - Summer time**
Shown below is the Summer time Newsletter.

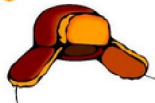
- Shown below is the Summer time Newsletter.
- Click the go back image to the right to view other Newsletters and QuickMessages that have been sent to you.


Go Back

NEWSLETTER

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When clicking on the Private Messages option you will see a list of all the Private Messages that have been sent to you:

Results 1 - 1 of 1 Click the ▲▼ icon to sort individual columns by alphabetical order A-Z or Z-A


 Photograph	 First Name▲▼	 Last Name▲▼	 Message Title▲▼	 Last Comment▲▼	 New	 View
	Sharon	Turner	Rainy day	22/04/2013 at 22:54		

Results 1 - 1 of 1

For each Private Message you will see the name of the administrator who sent you the message, the title and date of the last comment and a green tick if the private message contains a new message that you have not read yet, to view the Private Message click on the view icon  for the corresponding Private Message that you would like to view, you will then be taken directly to your selection:

Results 1 - 1 of 1

Comment by: Sharon Turner **On:** 22/04/2013 at 22:54




Hello Claire as tomorrow is going to be a bit wet could you please bring Hannah's wellies in the morning as we are going to splash in the puddles.

Thank you.

If you would like to reply to the Private Message, enter your message in the box at the top of the page and click on the Add comments button, your comments will then be appended to the Private Message and the administrator who you replied to will be alerted to your message when they next connect to the system:

Enter New Message:*


Add Comments



FOOD MENUS

Clicking on the Menus icon will take you to the Food Menus section on the system where you can view the weekly meals that your child will be eating in the setting.

When you first arrive at this page you will see a table displaying the weeks of the current month, if a menu has been created for a week you will see a view icon in the view menu column, clicking on this icon will take you directly to the weekly food menu.

April	2013	View	← APRIL 2013 →	
Week	Menu Week	Menu Title	View Menu	Print Menu
Week 1	1 Apr - 7 Apr	Week 1		
Week 2	8 Apr - 14 Apr		N/A	N/A
Week 3	15 Apr - 21 Apr		N/A	N/A
Week 4	22 Apr - 28 Apr		N/A	N/A
Week 5	29 Apr - 5 May		N/A	N/A

You will now see the meals that have been setup for the selected weekly menu:

View Menu - Week 1

Shown below is the Week 1 Menu you requested to view.

- Click the print image to print this Menu.

Menu title: Week 1

Week: 2013 April 1 Apr - 7 Apr

Breakfast

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Choice of cereals, toast and muffins.	Choice of cereals, toast and muffins.	Choice of cereals, toast and muffins.	Choice of cereals, toast and muffins.	Choice of cereals, toast and muffins.	Closed	Closed

Morning Snack

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Choice of fruit, cheese and crackers.	Choice of fruit, cheese and crackers.	Choice of fruit, cheese and crackers.	Choice of fruit, cheese and crackers.	Choice of fruit, cheese and crackers.	Closed	Closed