connect childcare

Outstanding Nursery Management Software

ParentZone For Parents V1.4

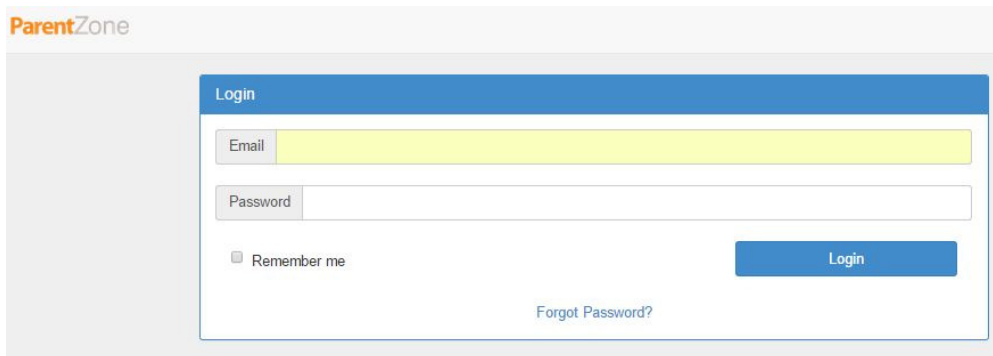# Table of Contents

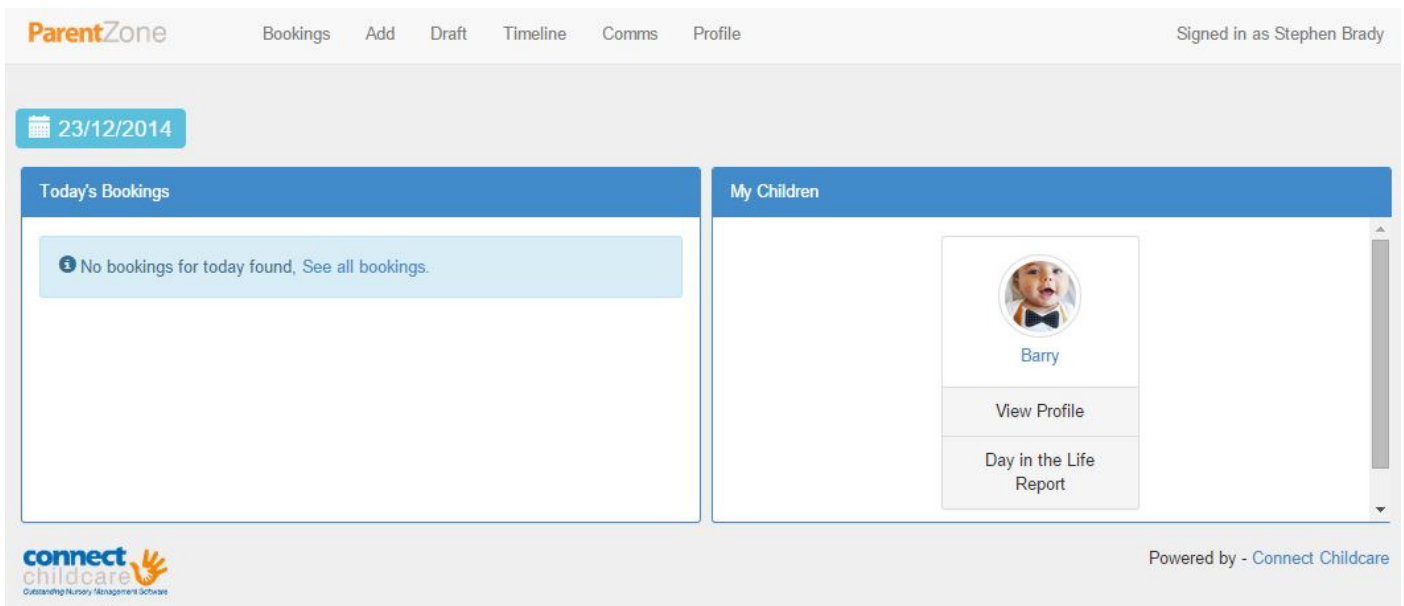## Contents

Parent- Logging in

When parents first access the ParentZone, they will come to a user login page. The user login page asks for an email address and a password.

They will need to enter these and press **_Login_** or **_Enter_** on your keyboard.

The profile screen is the screen you will see when you first log in to Parent Zone. The parent or contact are able to edit and update their details from here. The parent or contact are also able to change their password, and set a security question to secure their account.

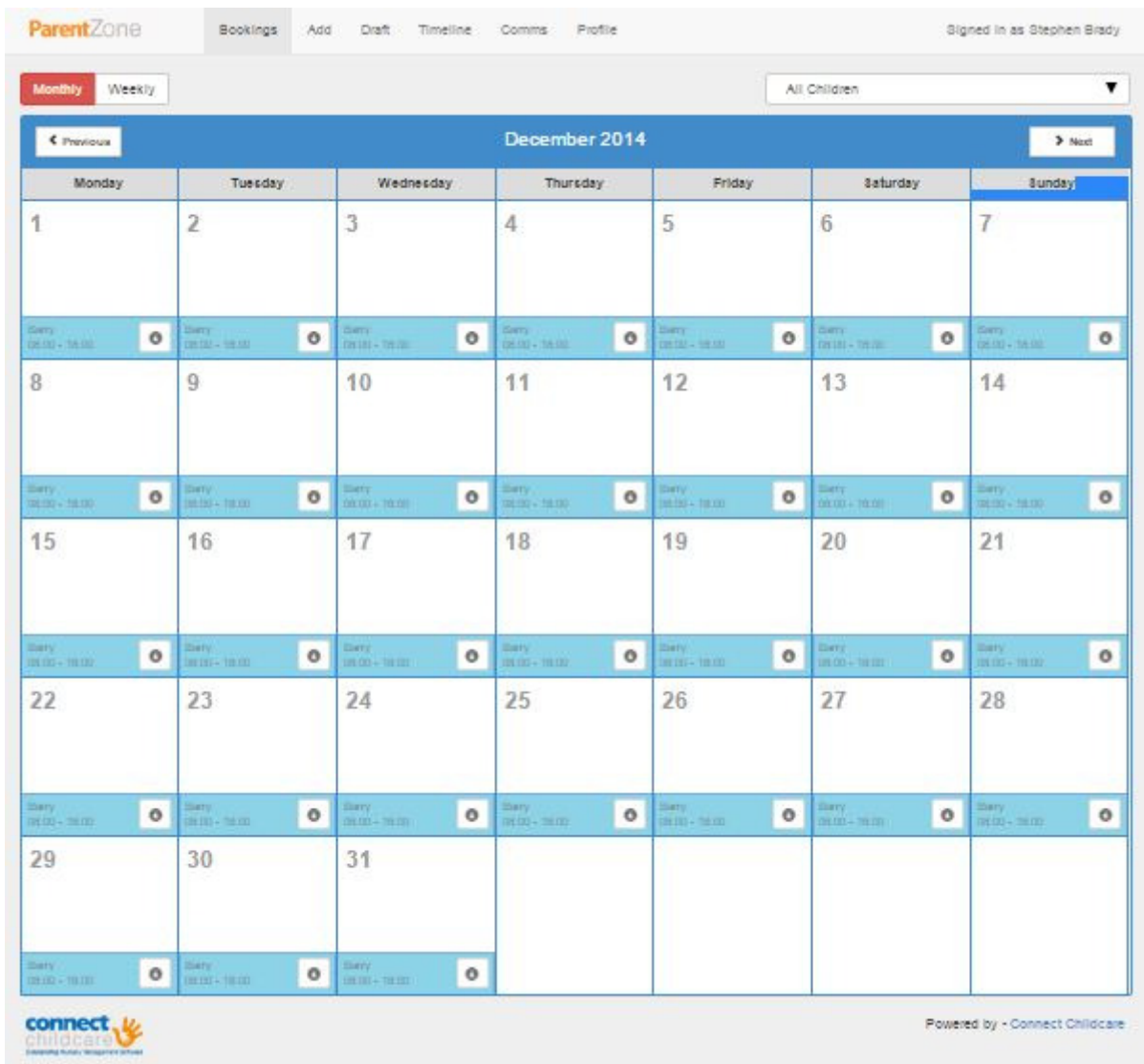You must ensure you save any changes made by clicking on the "Save" button.

Another feature of this screen is the **_"Day in the Life Report"_** button. Clicking this will send you a Day in the Life Report to your registered email address.

Parent- Bookings

On logging in, a parent can choose various tabs along the top of the screen, to see bookings for their child, they will select *[Bookings]* this will display the bookings for a week or a month.

They can change the month, and which week they are looking at to look ahead or in the past.
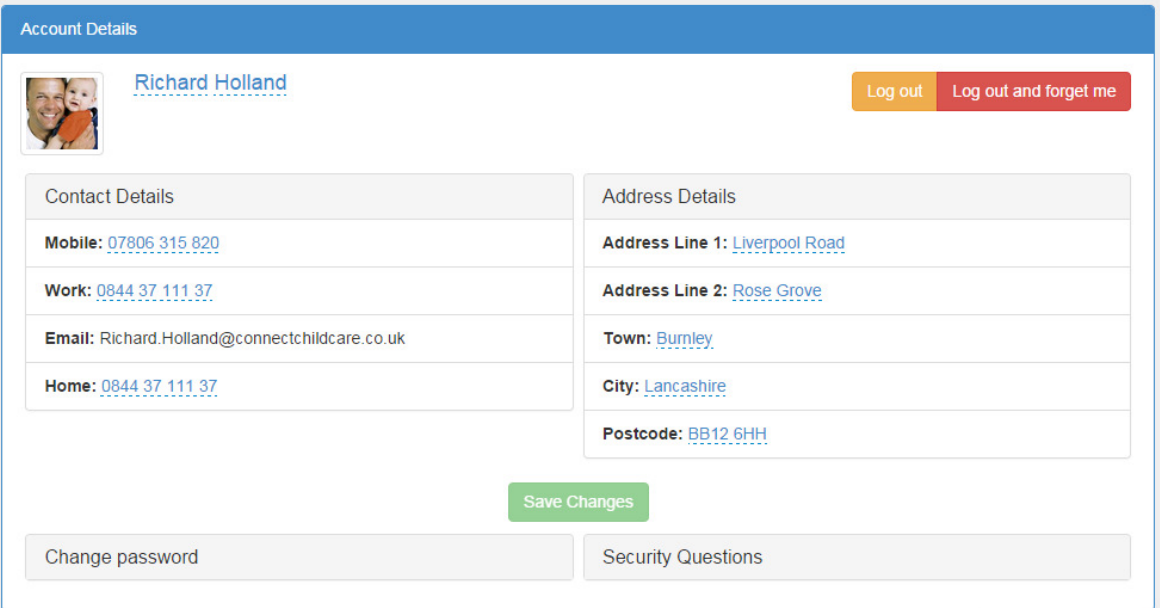
Parent- Details Change

A parent can choose to request a details change by clicking their own name at the top-right hand corner of the screen:

Signed in as Evie Cooper

The parent can over type the details, when the details have changed, the **_Save Changes_** button will appear. The request for details change will be able to be confirmed through the main application.

Parent- Viewing Account History

To view the account balance, the bill payer will be able to select the *[finance]* tab at the top of the screen. This will show the account history for the bill payer.

The bill payer will be able to see any bills, payments and credit notes raised against their account. They will see the balance today in the top right hand corner.
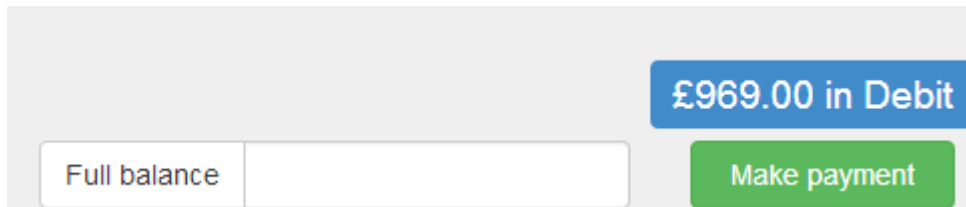
	£969.00 in Debit
Full balance [ ]	Make payment
06/05/14	Card Save Payment received £50.00
01/10/13 Georgina Cooper, Chris Cooper	Bill £1,321.20
15/09/13	Debit Card Payment received £1,500.00
01/09/13 Georgina Cooper, Chris Cooper	Bill £1,197.80
14/08/13	Cash Payment received £1,147.80

A bill payer can either type the amount they would like to pay in the box at the top right hand corner of the screen, alternatively, clicking the balance field will automatically populate the box, allowing a bill payer to clear their balance. Bill payers can also over pay to end up in credit if required.

Parent- Making Payments

A bill payer can process a payment through the ParentZone either by clicking the amount in debit they are or typing in the amount of payment they would like to process. Then press **Make Payment**.
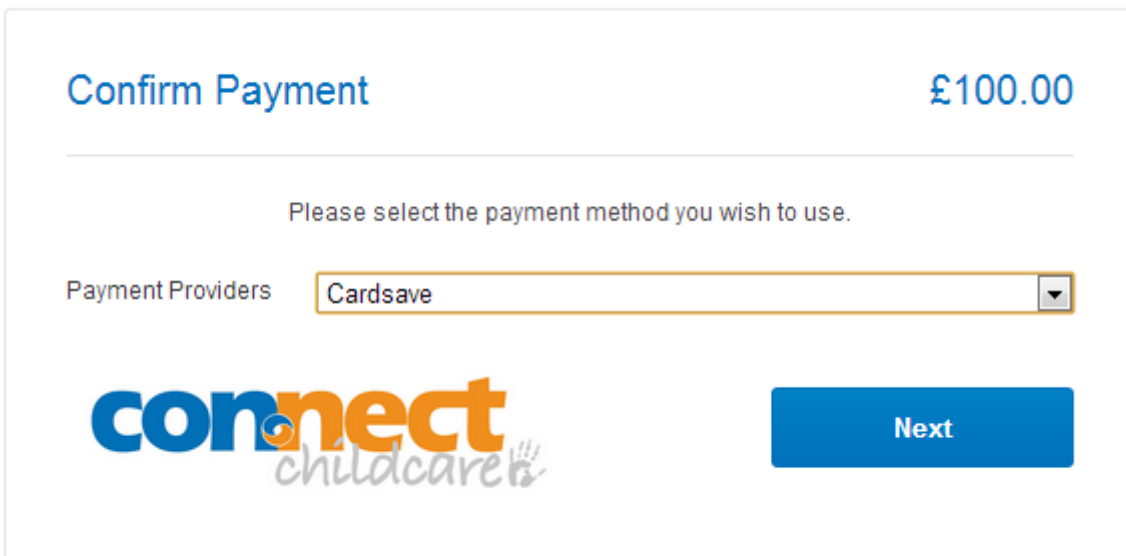

The parent will be presented with a *[Confirm Payment]* window.

They will need to press **Next**. This will confirm the details for the payments, then press **Next** again to type in the card details, then press **Submit for Processing**.

Your details   £100.00

Please confirm/update your contact details.

Order ID	F7D0A85C-7188-48B5-87FB-722E4117783E
Amount	100.00

Customer Name	James Watson
Email Address	john@theconnectgroup.net
PhoneNumber	0844 37 111 37
Address	32 Edward Street
	Cornwall
	Camborne
	Province
City	Camborne
Post Code	TR14 8PA
State/County	
Country Code	United Kingdom

Next

AVE   Secure Payment Form

To protect your details this page uses secure encryption

Verified by VISA

* Required Entry

Name: **Connect Technology Group**
mount: **100.00 GBP**
der ID: **5B6396BD-683F-444F-A425-E9F54DD48B65**
ription: **Billing Payment - ChildCare portal**

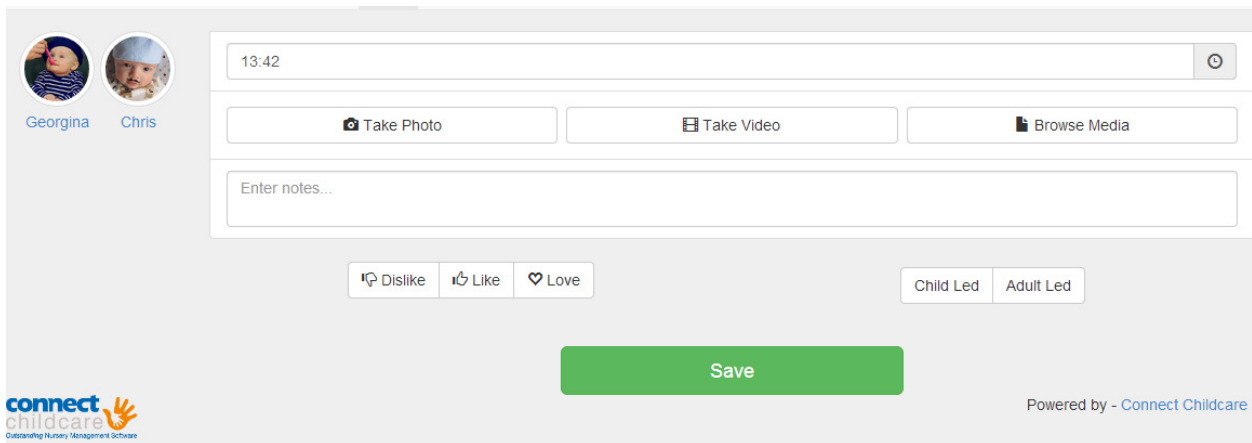|		
Card:	James Watson	* ✓
umber:		*
Date:	▼ / ▼	*
umber:		
(CV2):	❓	*
dress:	32 Edward Street	* ✓
	Cornwall	✓
	Camborne	✓
City:	Camborne	* ✓
ounty:		
Billing Zip/Post Code:	TR14 8PA	* ✓
Billing Country:	United Kingdom ▼	* ✓

Submit For Processing
Why can't I submit payment?

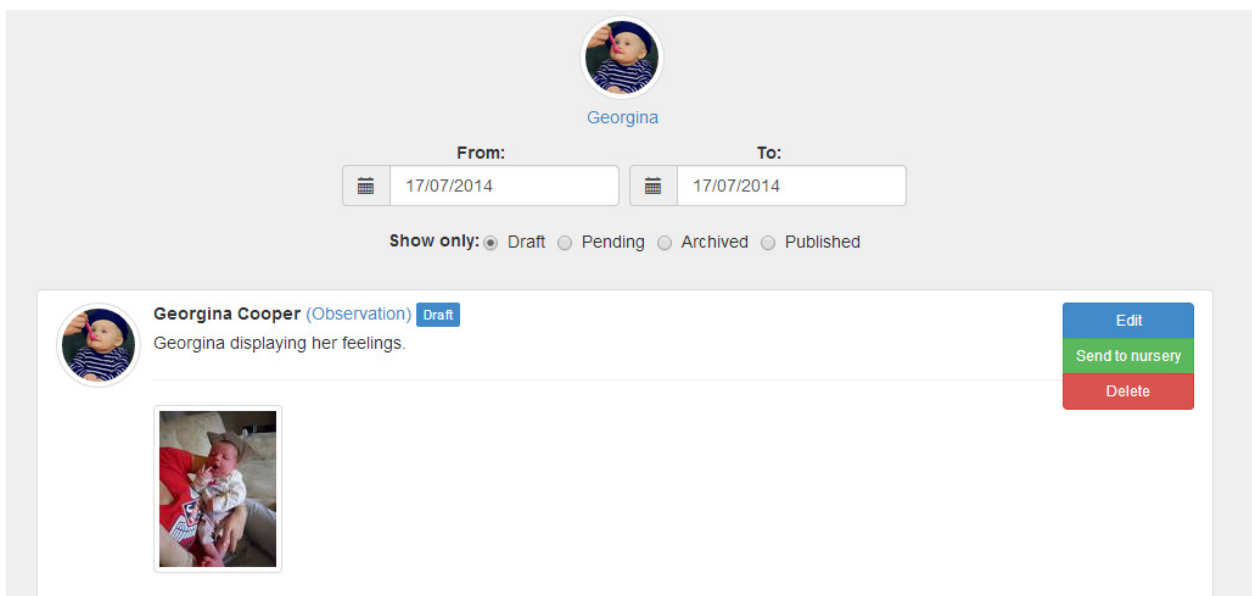# Parent- Observations

Adding Observations

Parents can add basic observations in order to collaborate with the nursery. This can take the form of a photograph or video taken using a tablet device or an uploaded file from the computers file system. The parent can also type notes against the observation and say whether the child liked, loved or disliked the activity, when the parent is happy with the details entered, they can *Save* them.

Drafts

One a parental observation has been entered and saved, the parent can save it to the drafts before they decide to send it to nursery- this must be confirmed by the nursery before it will be posted to the timeline.
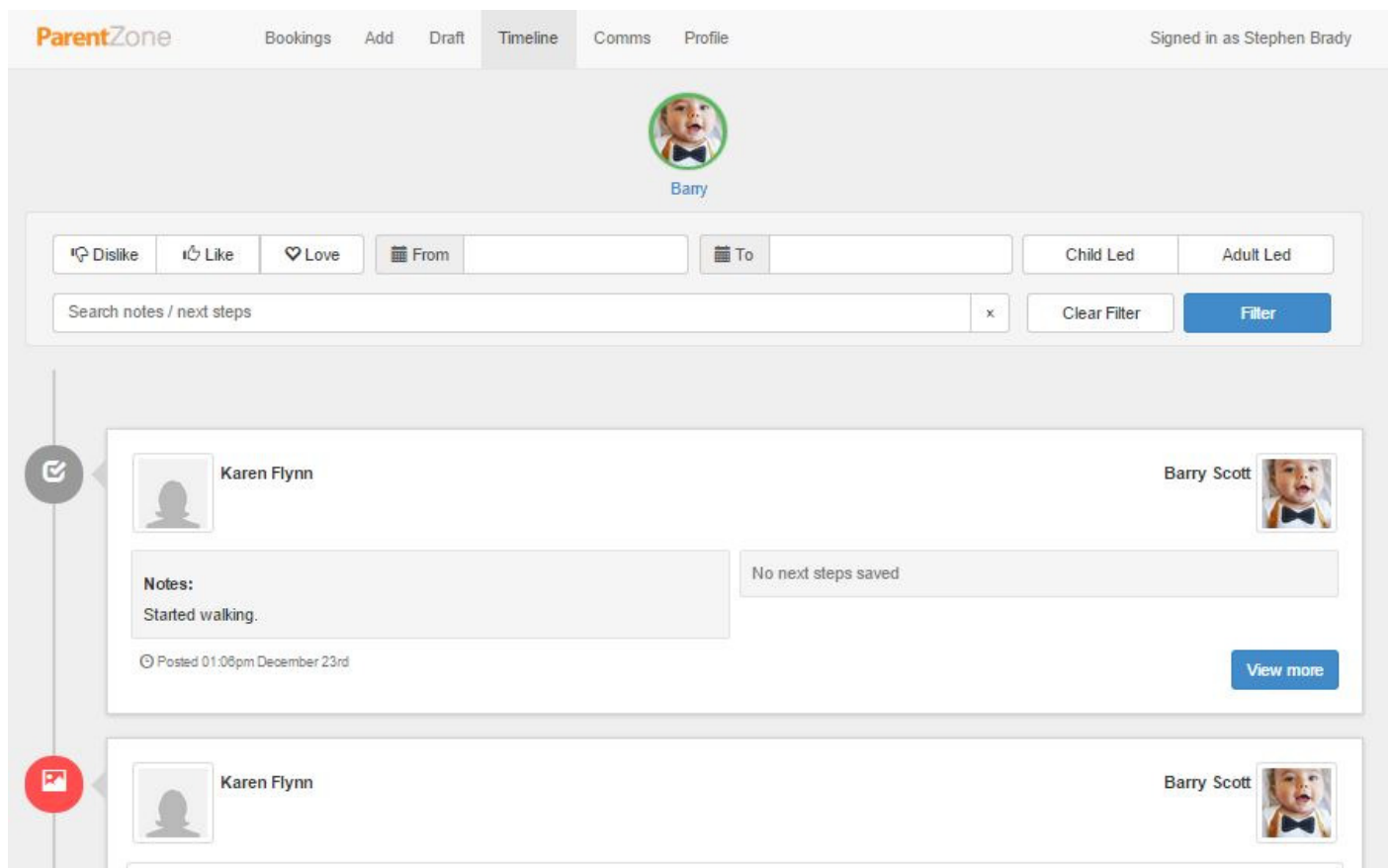
Parent- Learning Journal

A parent or contact may view their child's learning journey. You are able to use the search filters to change your dates you wish to cover on the Learning Journal, or whether the child like or disliked the activity.
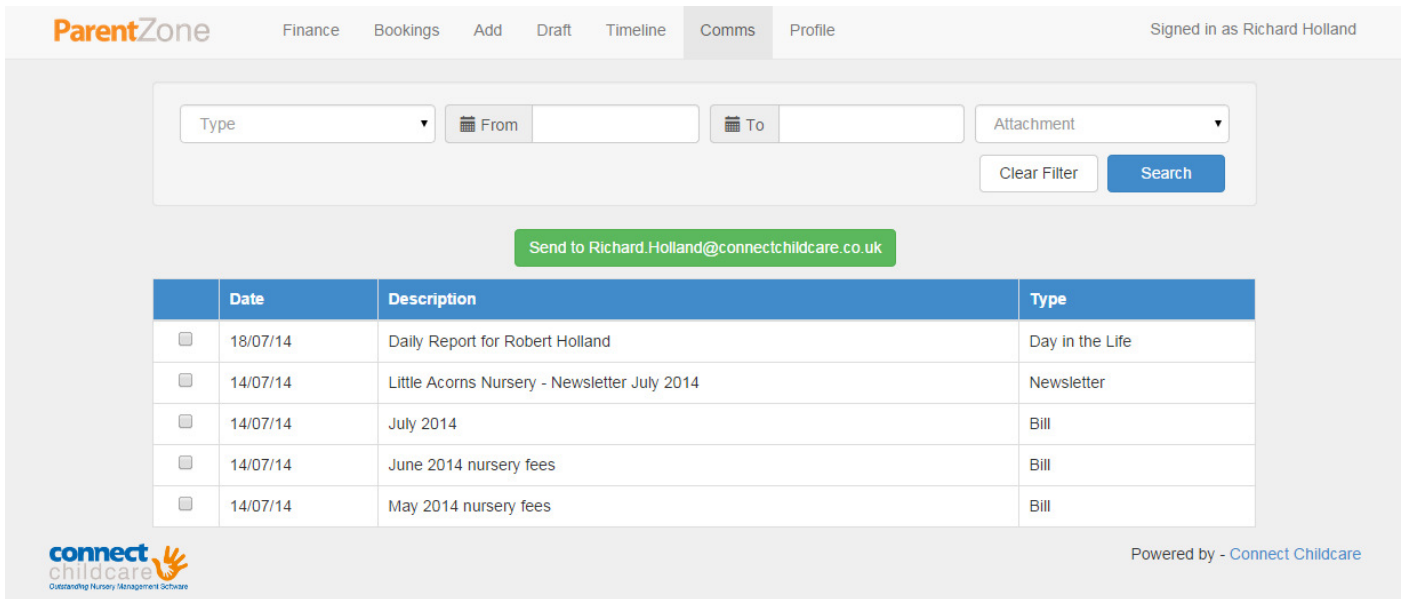
You can also print off the Learning Journal by right clicking with your mouse and clicking on print.

Parent- Communications

From here a parent can request copies of historical communications which have been sent to them using the Communications system in ConnectChildcare. These will always be re-sent by email.

You are able to use the search filters to change your dates you wish to cover or the type of correspondence you are searching for such as bill or newsletter.

You are able to select certain correspondence and send it to yourself again should you require another copy.

Change Log

- Timeline now includes other events such as meals and accidents.

- The contacts screen now shows the date each user last logged in.

- If a user does not have permission to mark children off, the button will now be usable, but a senior member of staff may choose to approve or decline it in Parent Zone.

- Renamed the 'Parents' tab on the contacts page to 'Contacts' as this was slightly misleading.

- The child selector now filters out inactive children.

- The drafts screen now automatically loads more items when you scroll to the bottom.

- Added support for media uploading using Safari on OSX.

- On creating a new permission group, it gets a generic name until named properly.

- All modal dialogs can now be closed by pressing Escape on the keyboard or pressing the back button in the browser or tablet.

- Improved the offline experience so that users get more detailed warnings and can perform simple network checks within the application.

- Fixed a bug in the Contacts screen where email addresses were being treated case-sensitively. Capital letters in email addresses are now considered the same as lower case letters.

- Fixed a bug in the Timeline where sometimes the Like/Dislike/Love buttons were not clickable, and made it possible to de-select all the buttons after selecting one.

- Fixed a bug where some passwords would be considered too weak despite containing 6 letters and a number.

- Fixed a bug where the dark backdrop of a modal window would persist after you click the back button, making the app unusable.

- Fixed an issue where some users may receive a QuotaExceededError when loading the add screen or register screen, particularly on Android tablets.