



Parent's Cheat Sheet

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Home Page

Once you have logged in you will automatically be on the home page.

- daily information
- invoices
- reports
- records
- forms
- documents



- filter your posts
- by room
- by popularity

• home page

- settings
- change details
- change password

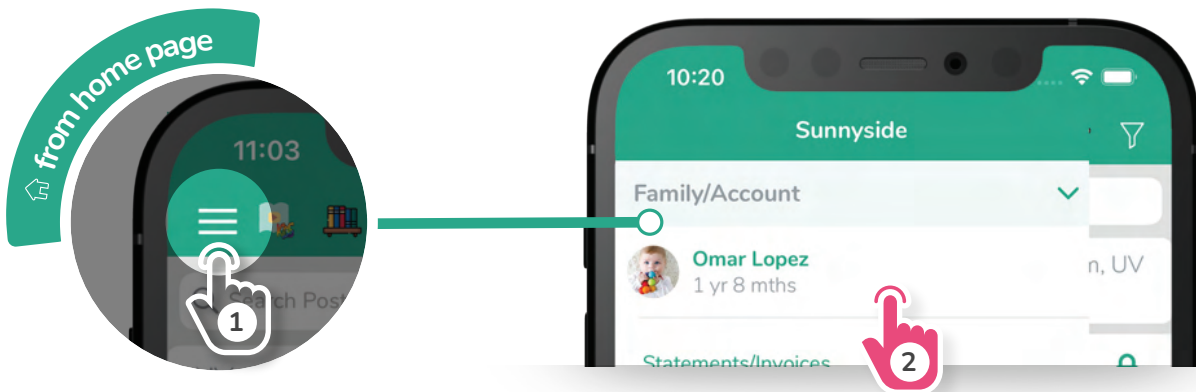
• calendar

• notifications

- create post
- casual bookings
- handover form
- mark child not attending

Daily Information

Includes menu, meal portions, rest & sleep updates and sun protection.

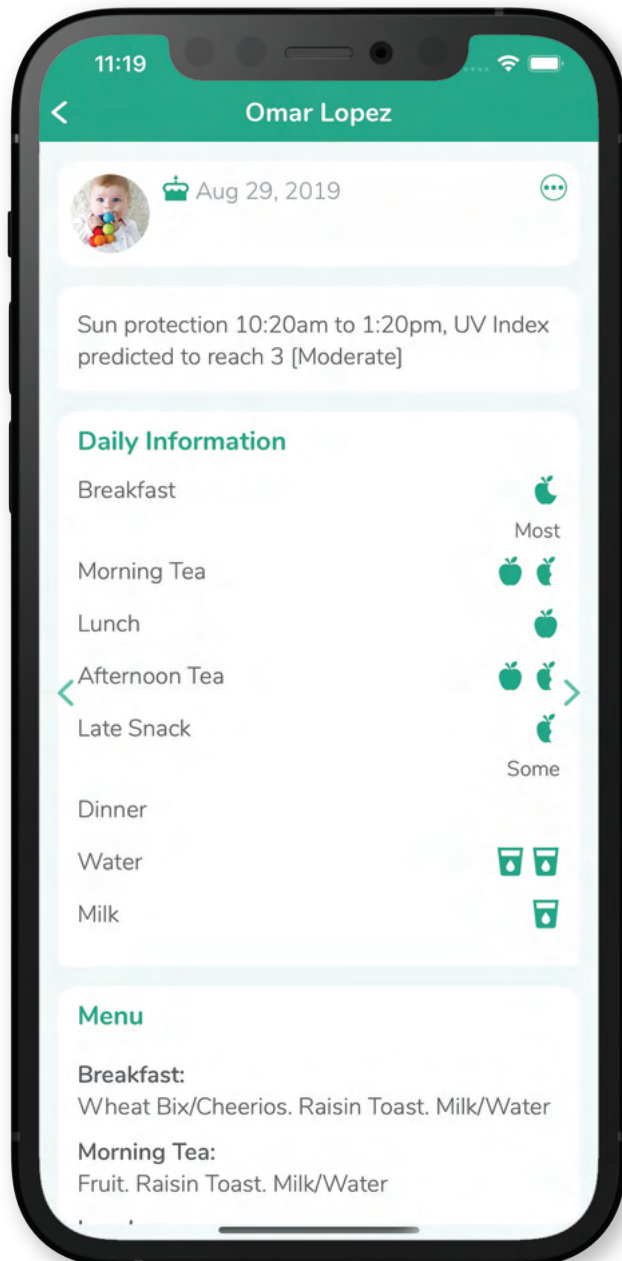


Information includes

- daily menu
- dietary information
- sleep & rest updates
- sun protection updates

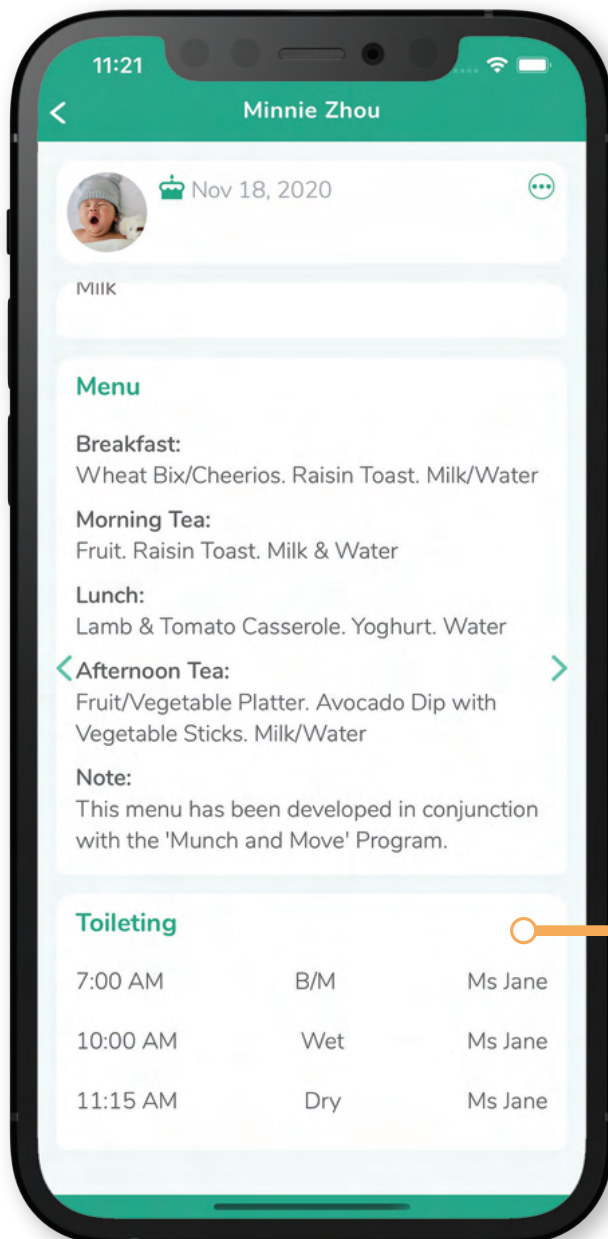
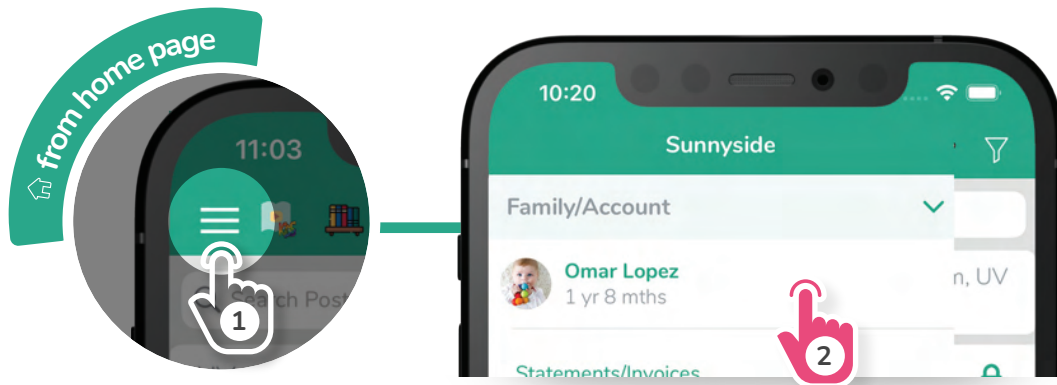
 = portion amount

One means whole portion consumed, half an apple means half consumed and so forth.



Toileting Glossary

(Please check with your Centre if this feature is available)



B/M Bowel Movement in Nappy (i.e. Soiled Nappy)

Wet Wet Nappy

Dry Nappy was Dry

Diarrhea Nappy had Diarrhea

Loose B/M
Loose Bowel Movement (not diarrhea)

Toilet - B/M
Bowel Movement done in Toilet

Toilet - Wet
Urinated in Toilet

Toilet - Accident
Didn't quite make it to the toilet

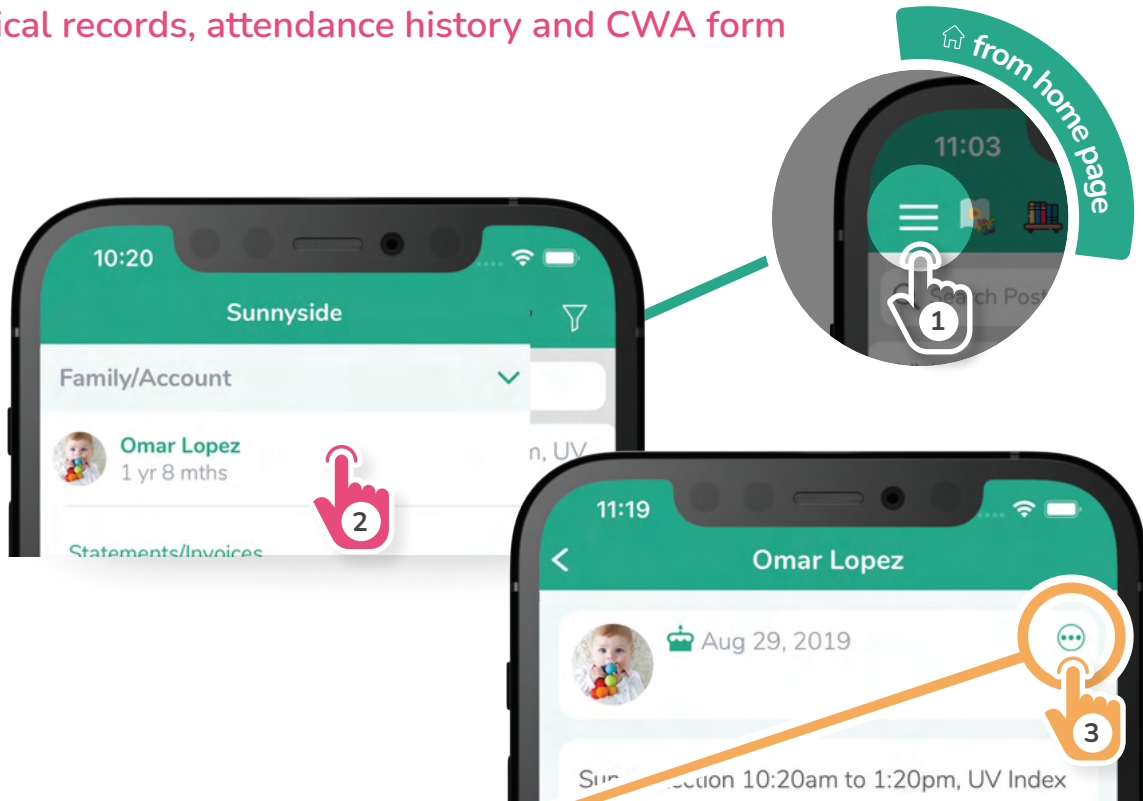
Toilet - Attempted
Had a try on toilet but no results

Toilet - Refused
Didn't need to go OR refused to go to toilet

Nappy Rash Cream
Cream applied to child's bottom

Records & Reports

Medical records, attendance history and CWA form



- View All Posts
- Developmental Summary Report
- View Incident Reports
- Child's Goals
- View Documents
- Create Medication Record
- View Medication Records
- Ongoing/Non Prescribed Cream Form
- Attendance History
- Upload Immunisation Record
- Sign CWA

Sign your child's Incident Reports

Record medication that needs to be given to your child

Sign CWA Form

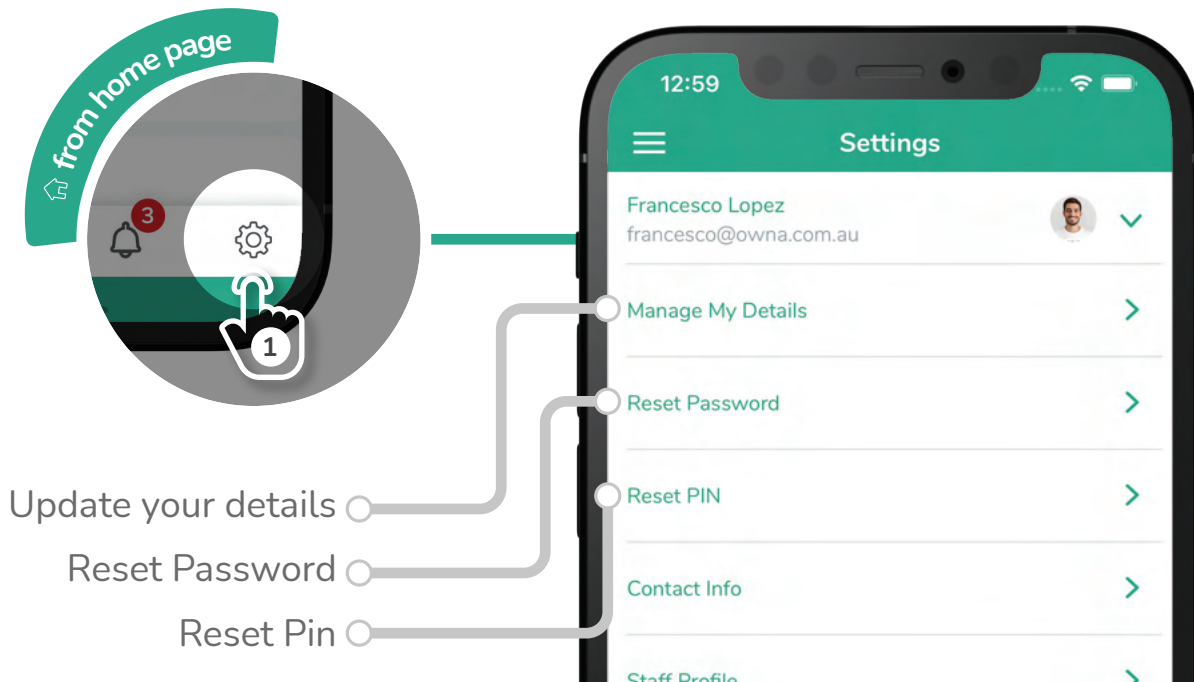
Create Your Own Post

You can also book a casual day, fill in handover information and let your centre know if your child is not attending



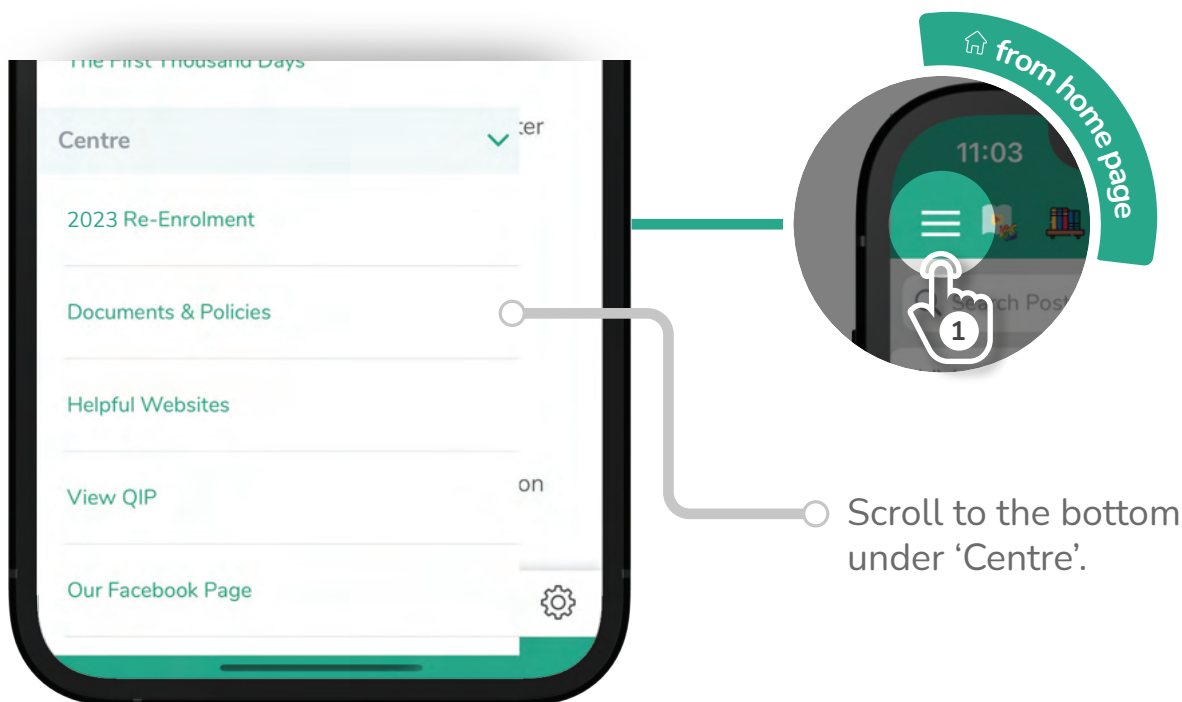
Change Your Details

Reset your pin, password and update your details here



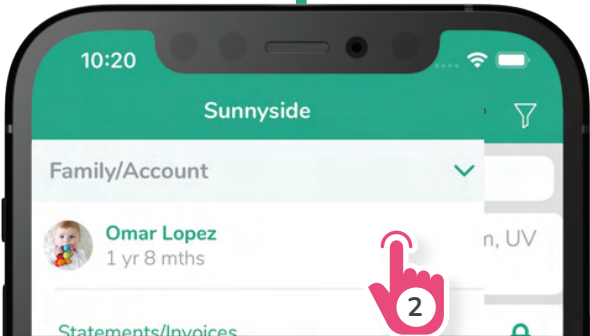
Documents & Policies

Access fact sheets, forms and Centre information

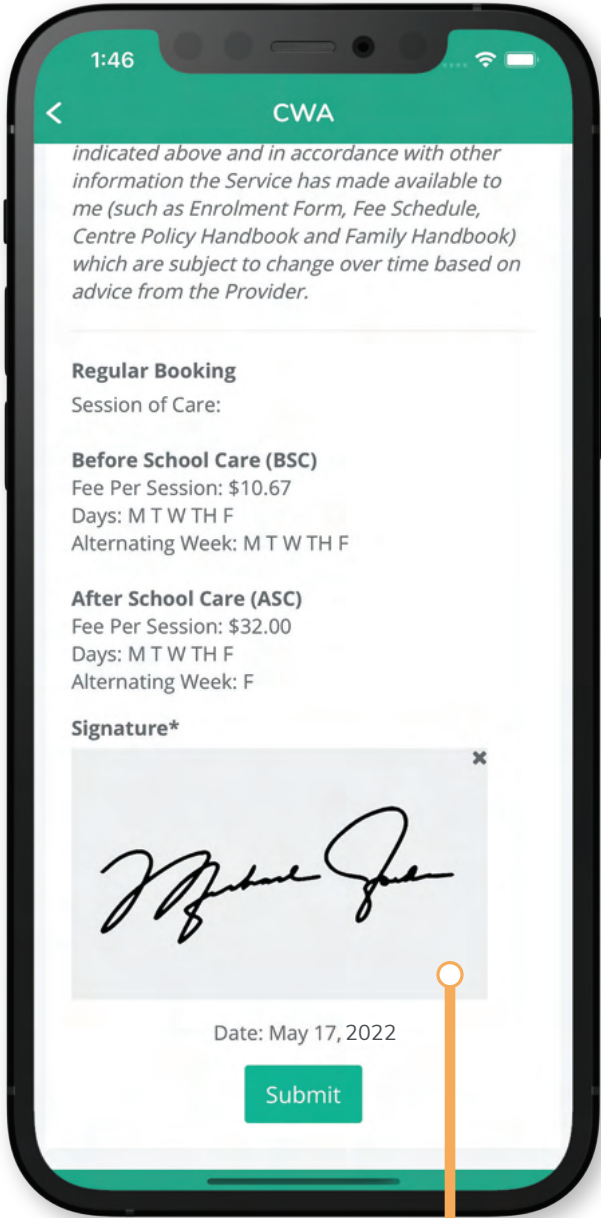


Sign the Complying Written Arrangement (CWA) Form

(Please check with your Centre if this feature is available)



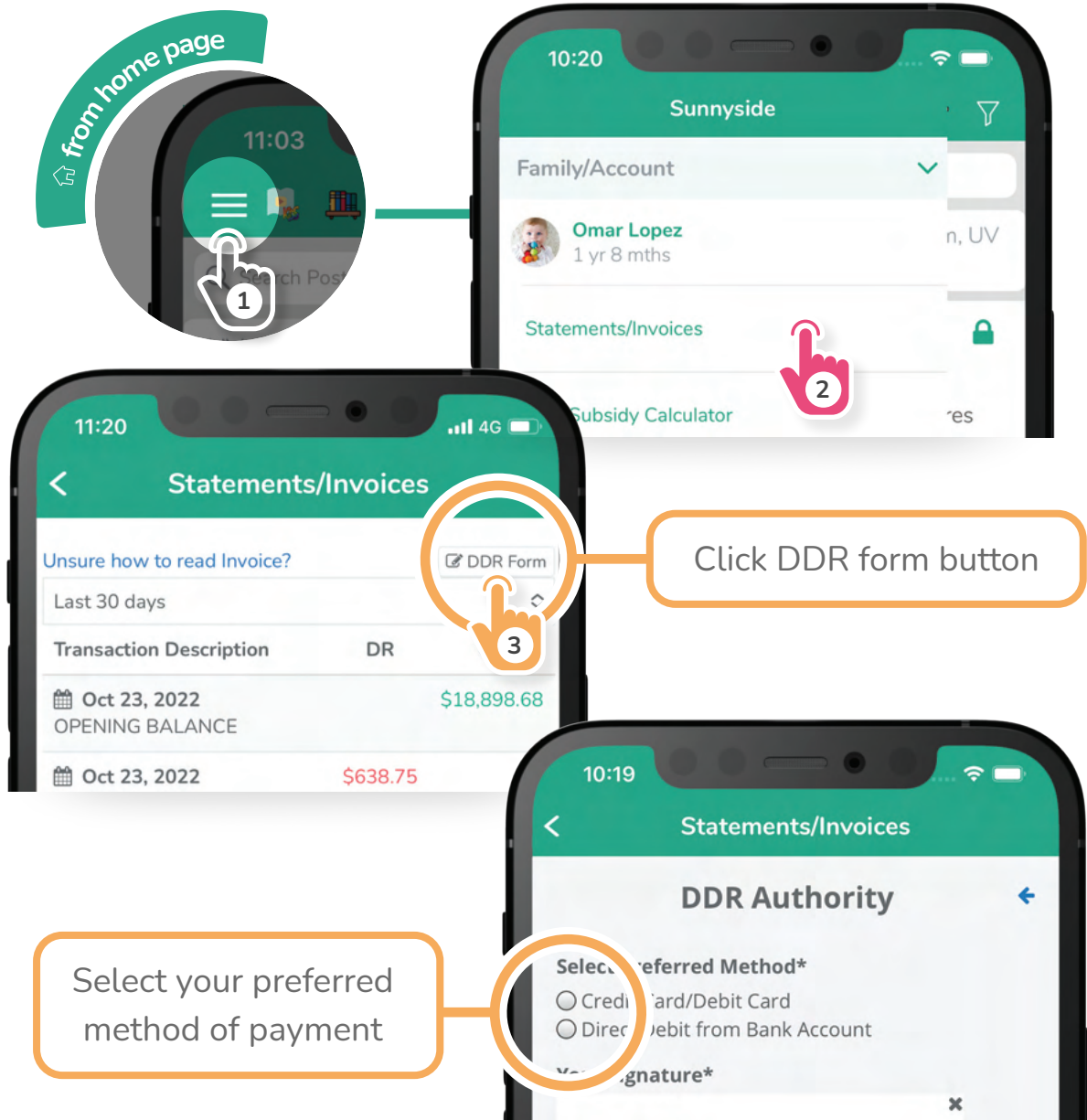
Select "Sign CWA"



Read, scroll through the CWA and sign the signature box.

Sign Direct Debit Request (DDR) Form

(Please check with your Centre if this feature is available)



Select your preferred method of payment

Name on Card*
[input field]

Card Number*
[input field] VISA

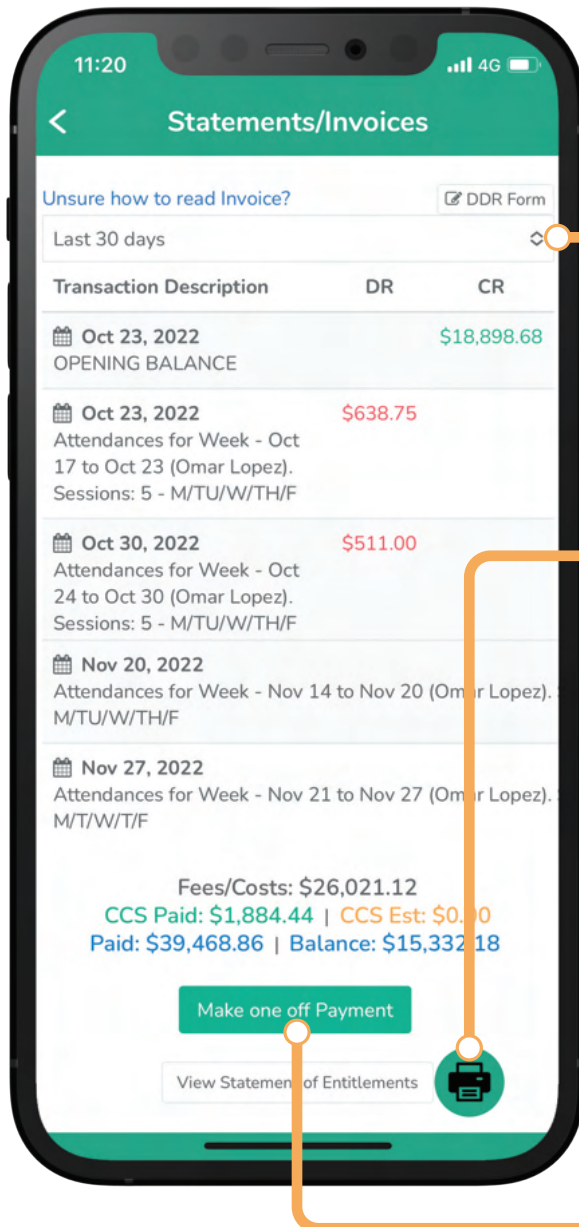
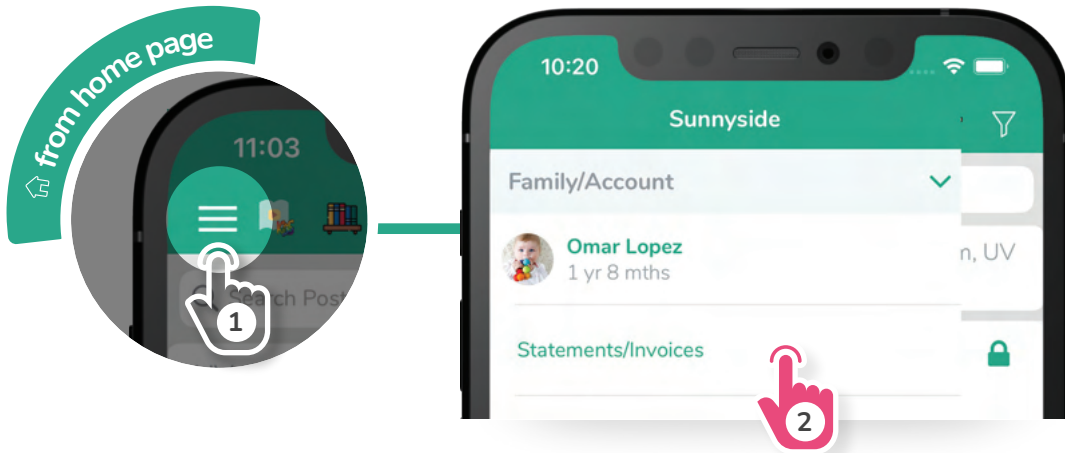
Expiry Date*
MM
YY

Security Code*

Fill in the form, sign and submit.

Statements & Invoices

(Please check with your Centre if this feature is available)



View your statements from the last 30 days or up to 24 months.

Print your statements and invoices whenever you see this icon.

Scroll to the bottom to make a one off payment.