



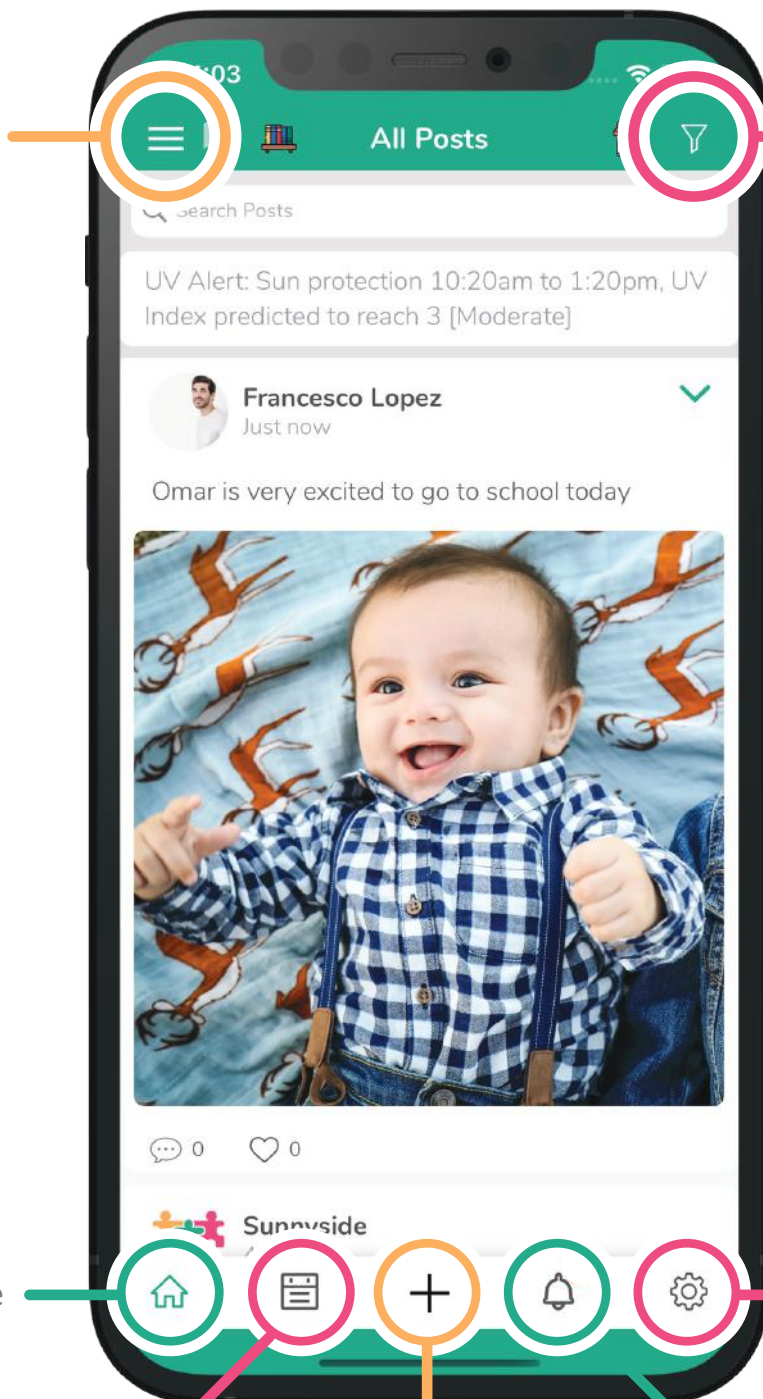
# Parent's Cheat Sheet

- 01 Home Page
- 02 Daily Information
- 03 Toileting Glossary
- 04 Records & Reports
- 05 Create Your Own Post
- 06 Change your Details / Documents & Policies
- 07 Sign the Complying Written Arrangement (CWA) Form
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- 09 Statements & Invoices

# 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

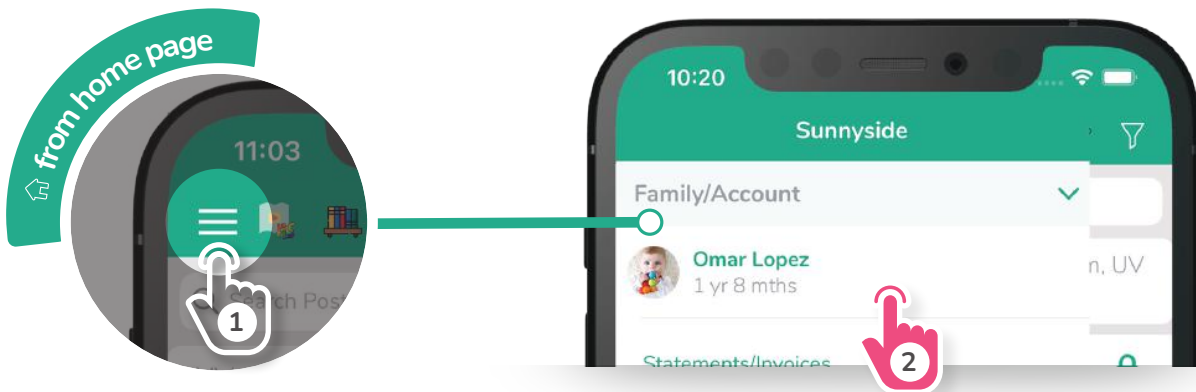
• calendar

• notifications

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

# Daily Information

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

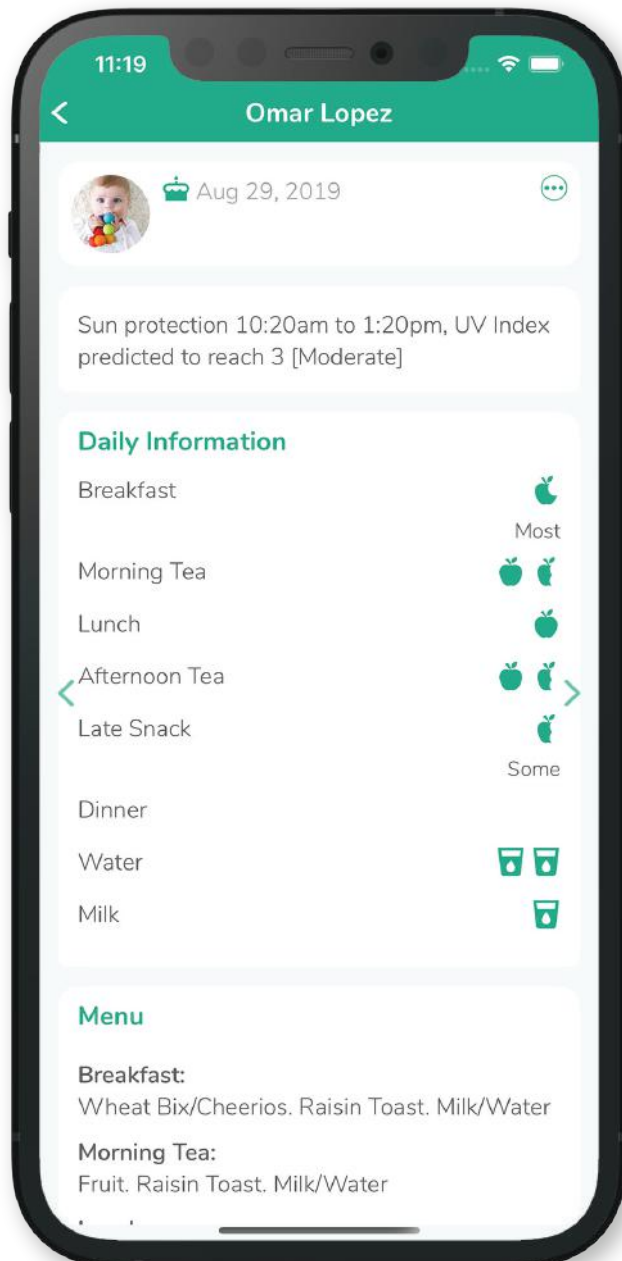


## Information includes

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

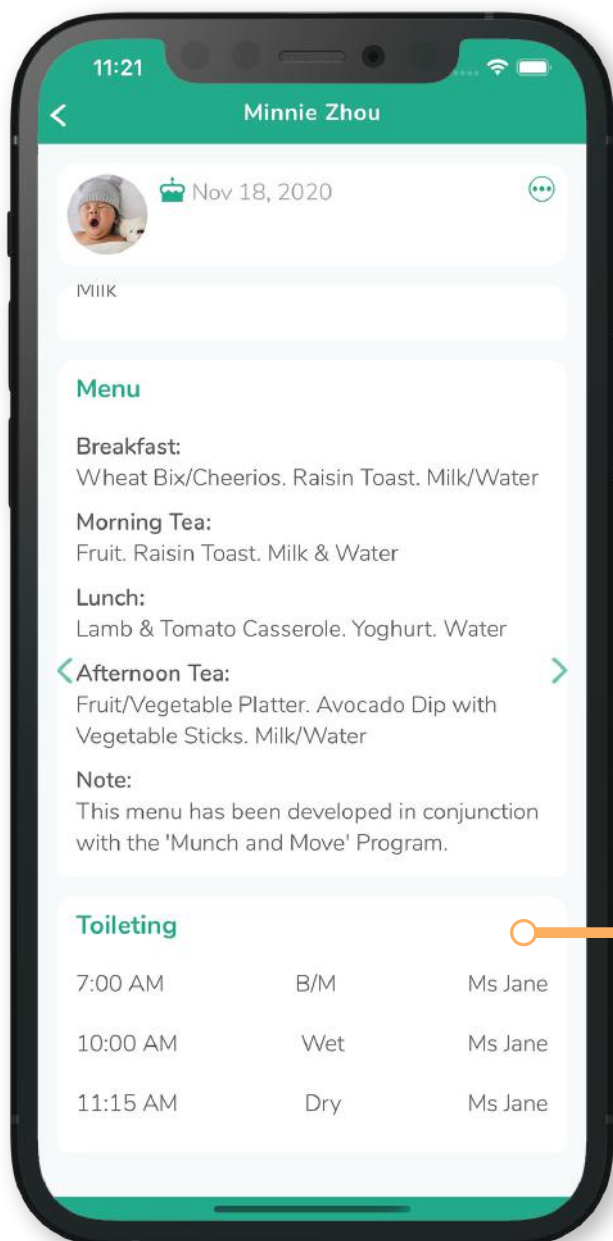
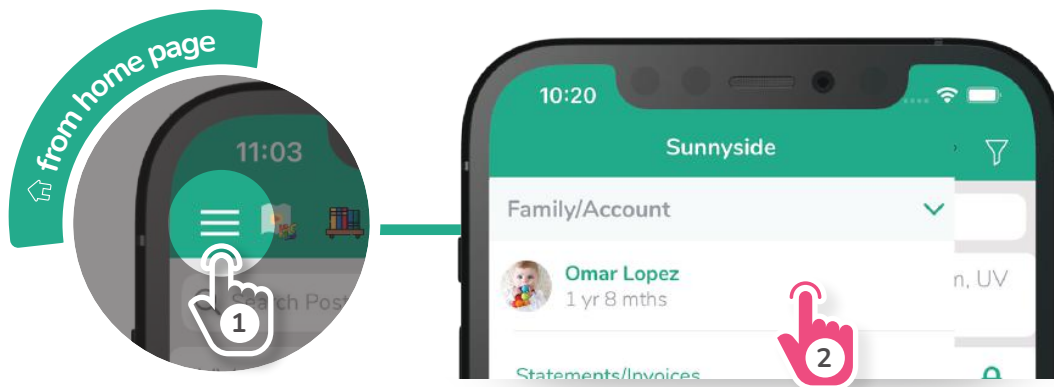
 = portion amount

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



# Toileting Glossary

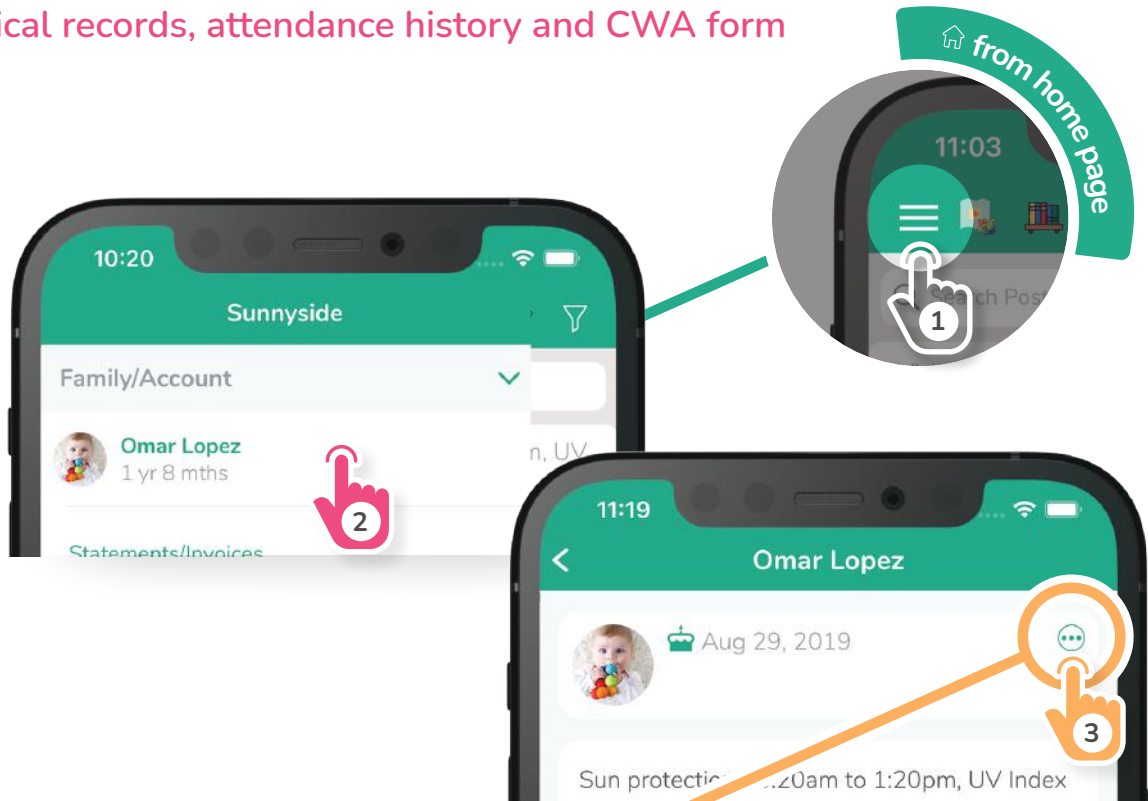
(Please check with your Centre if this feature is available)



- 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 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

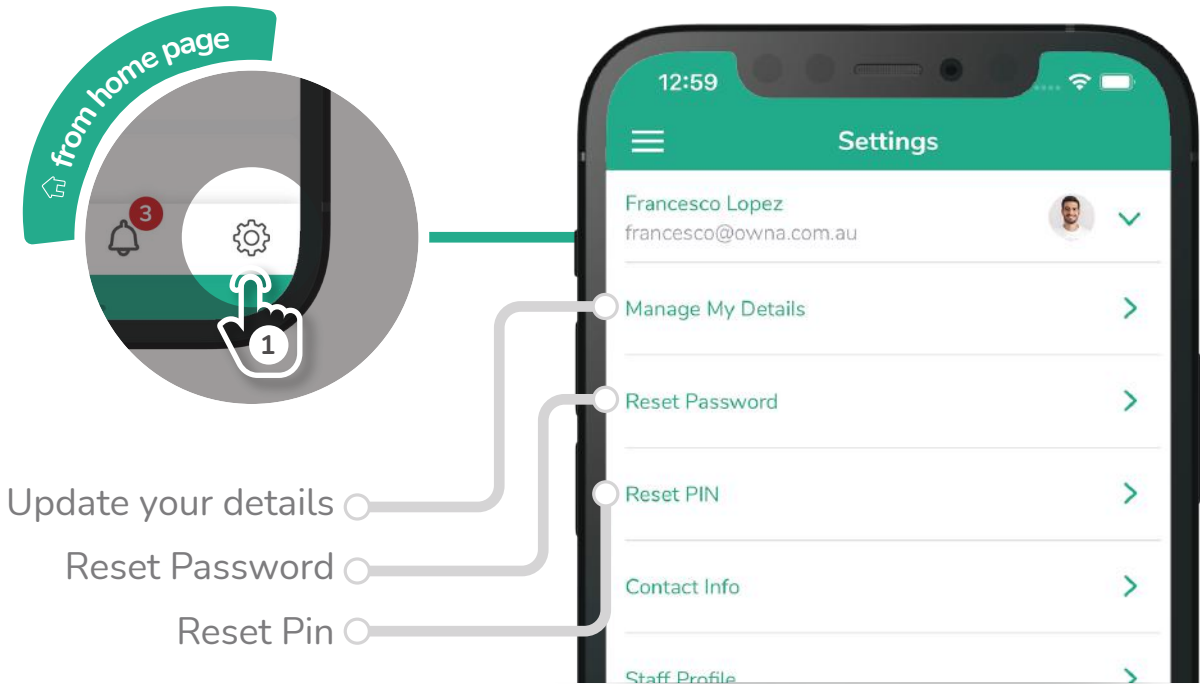
You can also book a casual day, fill in handover information and let your centre know if your child is not attending





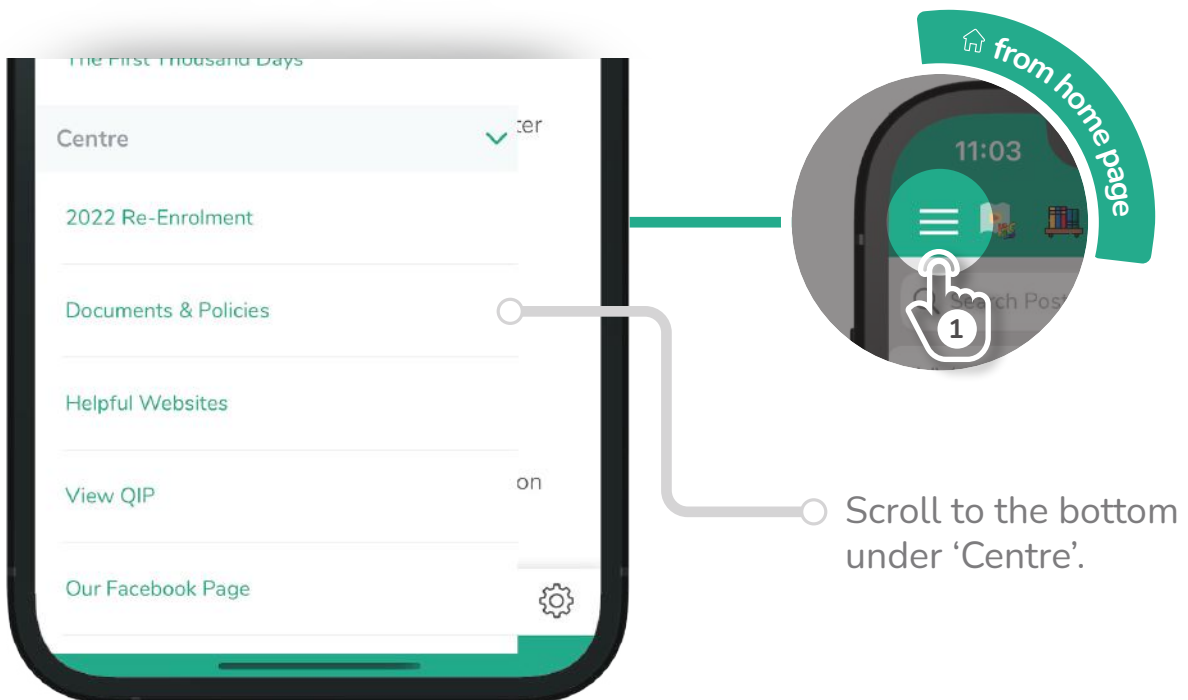
# Change Your Details

Reset your pin, password and update your details here



# Documents & Policies

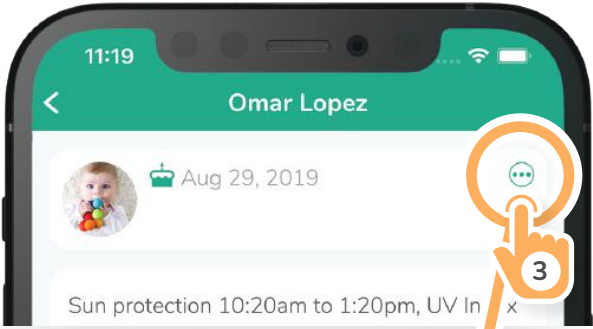
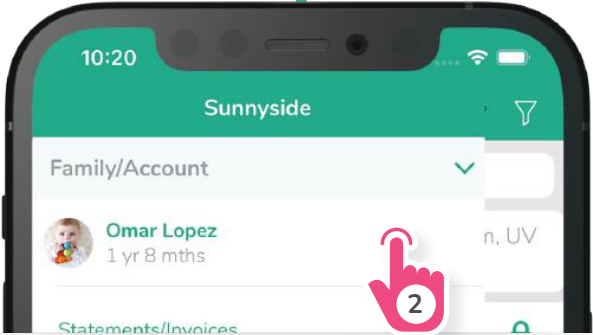
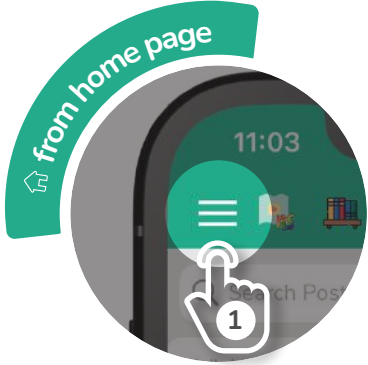
Access fact sheets, forms and Centre information



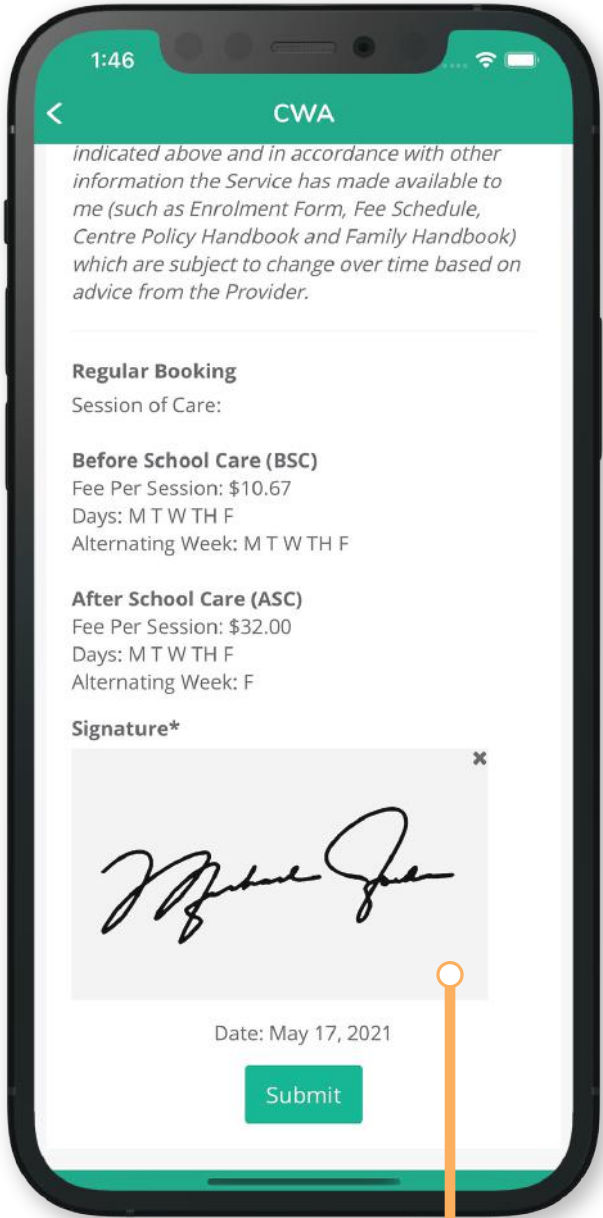
Scroll to the bottom under 'Centre'.

# Sign the Complying Written Arrangement (CWA) Form

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



Select "Sign CWA"

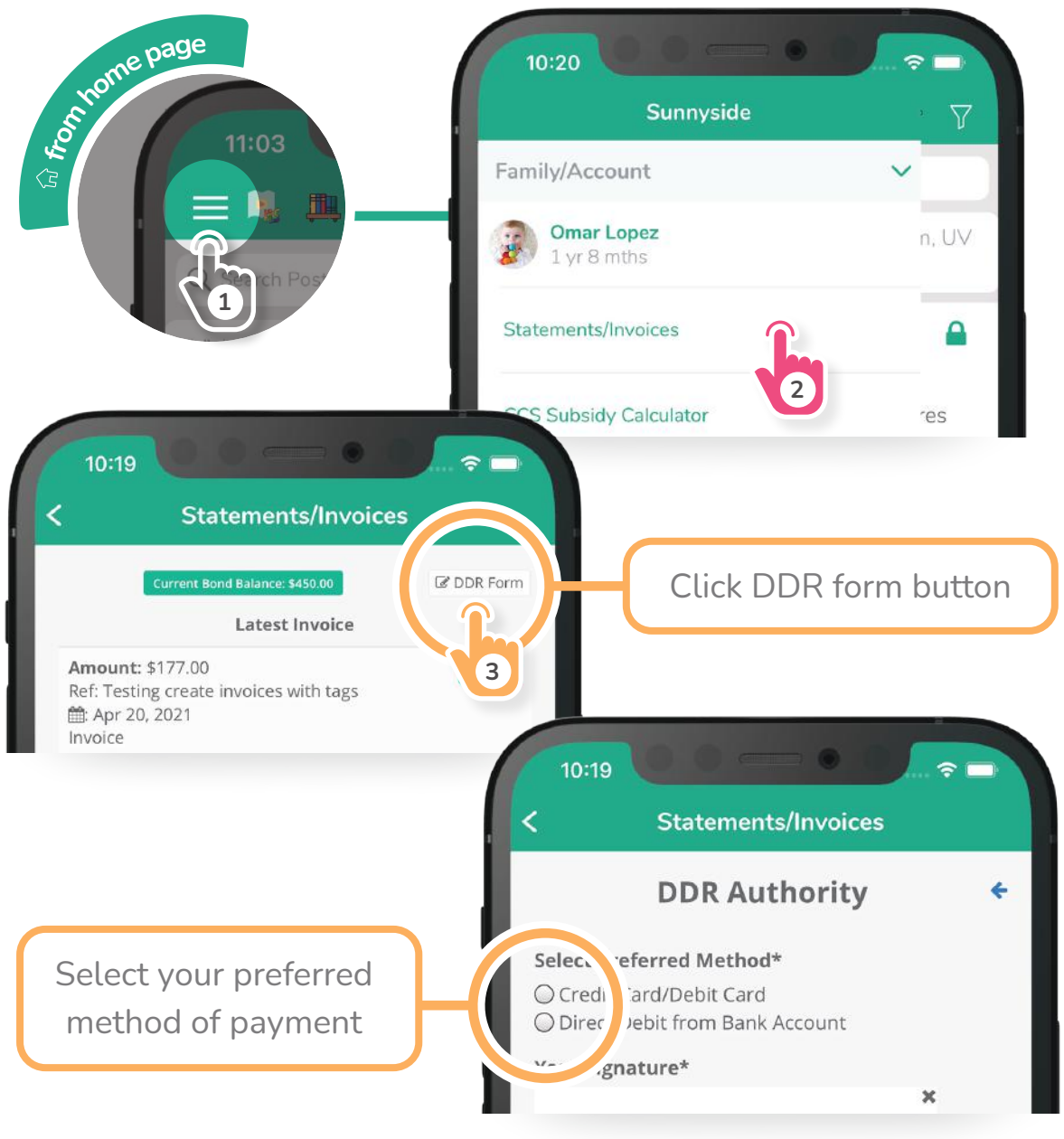


Read, scroll through the CWA and sign the signature box.



# Sign Direct Debit Request (DDR) Form

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



Select your preferred method of payment

Click DDR form button

Name on Card\*  
[Input field]

Card Number\*  
[Input field]

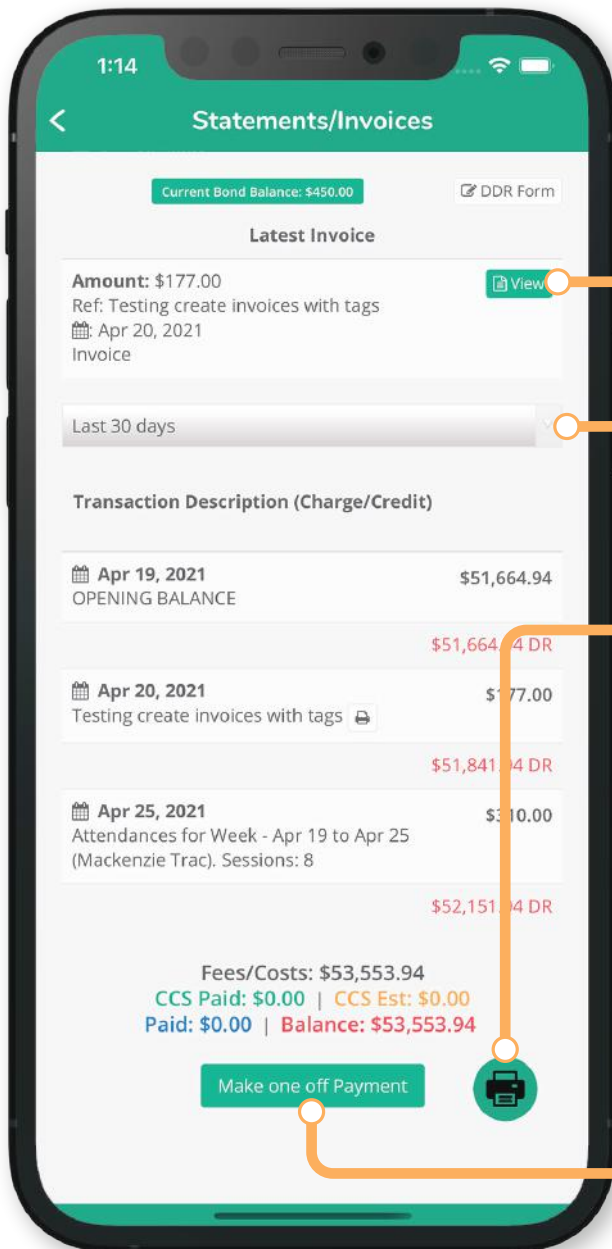
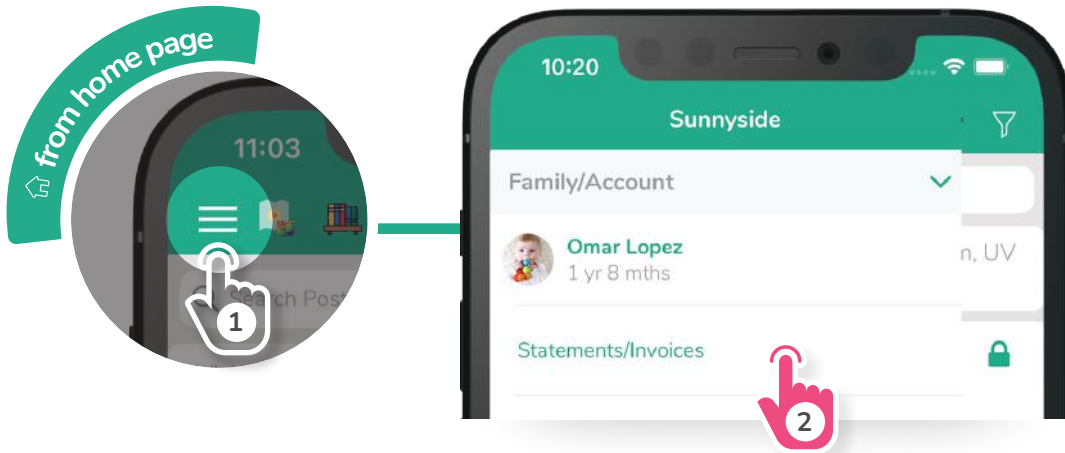
Expiry Date\*  
MM  
YY

Security Code\*  
[Input field]

Fill in the form, sign and submit.

# Statements & Invoices

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



View your latest invoice.

View your statements from the last 30 days or up to 12 months.

Print your statements and invoices whenever you see this icon.

Scroll to the bottom to make a one off payment.