XINDERM8



Family Lounge App

KINDERM8

Families App Cheat Sheet

- Home Screen
- Note to Centre
- Notifications
- Newsfeed

Quick Links

- Gallery
- Family Moments
- Medication
- Request Bookings
- Daily Summary
- Calendar
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 - Menu
 - Emergency Contact
 - Booking
 - Finance
 - Forms & Checklists
 - CWA

10 Frequently Asked Questions

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Home Screen

You'll arrive at the home screen once logged in.







Notifications: Quick button to see all the updates notifications added for your child by centre

Newsfeed: Communication/ announcements by the center can be seen here, you can comment, like them.

Add re-enrolments: You can add re-enrolment for your child for next year.



Go to Gallery: See all the pictures of your children tagged in observations etc.



Add Family Moments: Add audio/ pictures/video of your family memories that can be shared with the centre



Add Medications: Request prescribed/ non-prescribed medication that needs to be given to your child



Request Bookings: Use to request the casual bookings for your child



Daily Summary: Quick view to see all the Daily activities added by the centre, like your child meals etc



Home Screen

Ouick Links Continued...



Home: Takes you back to the home screen.

Calendar: Click to see all the center.

events scheduled at your child

K Icon: This icon shows all the daily journals/ charts/ observations/ medication added for your child. You can also edit the child profile from here and more.

Menu: Provides access to additional services such as Finance, Profile Edit, Bookings, Emergency Contacts, CWA, Forms and Checklist and more.



Note to Centre

Instantly message the centre via the App

This feature works the same as direct messaging apps such as Whatsapp. Simply write your message to the centre and tap the arrow icon to send. This is a great use of daily communication when needing to leave messages for the centre.



Here you will be able to select the child to which you would like to send the note to Centre too, this will then notify the educators within the centre based on the staff who look after that child This will then open up your previous thread between yourself and the Centre. Click on the + on the top right corner to create a new Note to Centre Add your message to the 'note' section and click on the arrow to send this note to the centre.

When the Centre replies to your note you will be notified with a push notification through the app, then you can open the notification and view the Centres response.



Notifications

View notifications.

This displays all the notifications related to your child, this includes, Note to Centre, Observations, Learning Stories, Daily Journals, News Feeds, and so much more.



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www.kinderm8.com

News Feed

Centre Communication

News Feed works the same as a facebook newsfeed, where the centre will make a post where the you are able view the post, like and comment on the post as well.



Here shows all the announcements and posts made by the Centre

Like the post
 Comment on the Newsfeed
 Learning Tags
 Learning Outcomes
 Preceded By

If you click on the post itself, it will then open up the full post where you can see all the information within the post as well as the option to like, comment, see the learning tags, learning outcomes, and preceded by. **Learning Tags**: How the post relates to the children.

Learning Outcomes: This is how the post links to the National Quality Framework

Preceded By: This is if the post is a follow up of something they previously done

Gallery View the photos your child is tagged in based on



Select a folder and scroll through the photos your child is tagged in to see what your child has been up to at the centre.

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Family Moments

Share your special moments with the centre



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Medication Request Medication for your child



Here you can view any medication you have already requested to the centre by viewing the calendar dates at the top of the screen. To request any new medication press the + button on the bottom right corner and select if it is a prescribed or non prescribed medication.

Any ongoing medication will be continued by the centre.

Complete the Medication request with all the information in regard to the medication for the Centre.

Once submitted the centre will received a notification that you have request for the medication to be administered. The Centre will approve or reject the request.

Request Bookings

View Booking, Mark Absent and Request Additional Days.



Enter in the information for your requested booking and click on request for the booking to be sent to the Centre for confirmation. The Centre will be able to approve or reject the booking request.

Select the child you wish to request the booking for. Booking requests can only be done one child at a time.

Click on the + button at the bottom right corner to proceed with the booking request

Daily Summary

View your child's day the the Centre



See what your child has been up to while they are at the Centre, you can view all like, their meals, toileting, sleep, activities, and so much more! Simply click on what you would like to view to get a more detailed view.



Full serving

Light serving

Full serving

Full serving

Calendar

View your Centres upcoming events and share your RSVP



Here you can view the events that your Centre shares with you. If you click on the even it will show your more information about the event

Kinder M8 Icon

Brief Category Description and Summary

Click on the 'K' Icon



| Child Profile Image: Cooper Kinderms Child Profile Image: Cooper Kinderms Cooper Kinderms Image: Cooper Kinderms Attendance Image: Cooper Kinderms Rooms Explorers, Rooms Explorers, Image: Cooper Kinderms Image: Cooper Kinderms Image: Cooper Kinderms Image: Cooper Kinde | 4:29 | | all 🗢 🗭 |
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| Documents > Gallery > | 8 | Immunisation | > |
| Gallery > | | Documents | > |
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| | | | |

Here you can view the events that your Centre shares with you. If you click on the event it will show you more information about the event.

Immunisation: You can see your child's immunisation history and if any immunisations are overdue.

Documents: Manage/add all the documents such as child birth certificate, medical record, child allergies and more.

Child Edit Icon: Click to edit your child's profile, upload their profile picture.

Family Resources: Additional information uploaded by the centre to assist families.

Daily Chart: Access a daily overview of your child's activity which includes toileting, sleep, meals, bottle feeds, temperature checks etc.

Note: All the menu items can be quickly accessed via the home screen.



Menu

Access Finance, Emergency Contacts, Settings and more.

 \mathbf{C} 4:48 Edit: Edit your profile Sally Kinderm8 sally@kinderm8.com.au Finance: Here you can view all your finances, from account balance, to statement and payment methods. 85 龠 Note to Centre **Daily Summary** Booking: You can view, manage and request bookings. Ś Booking Finance **(P**) Emergency Contacts: View & Edit **Emergency Contact** Newsletters your emergency contacts 6 Policies **General Forms** Policies: View the Centres policies ഹ്രം CA) Notifications **Private Message** Private Message: Can be used to æ send Direct message to the educators or admin Forms & Checklists CWA æ Forms & checklists: View & Change Password Language Settings complete forms & checklists requested from the Centre CWA: Confirm your child's CWA សិ Menu Home enrolment through the app Language Settings: Change the language displayed on the app

Finance

Access Payments, Statement and Transactions



Fees & Payments: View the transactions (booking fees, CCS payments & parent payments)



Booking

View & Manage your child's bookings

Click on Booking in Menu





Emergency Contacts

View, Edit & Manage your child's emergency contacts.

Click on Emergency Contacts



| Edit Emergency Contact × • First Name | 3:46 Contacts | Add a Contact: Click the plus icon to add |
|---------------------------------------|---|--|
| * Last Name | | an emergency |
| Smith | Name : Jake Smith | contact. |
| * Mobile Number | Email : N/A | |
| 0645645645 | Mobile : 0645645645 | |
| Phone NUmber | Address : N/A | 2:23 🗤 🕫 🐼 |
| Phone Number | Relationship : Uncle | New Emergency Contact X |
| Address 0/10 | Types : | * First Name |
| Address | Drop off and Pick up child | First Name |
| Email | Emergency contact | * Last Name |
| P | Collect the child | Last Name |
| + UPDATE CLOSE | Medical decisions on behalf of this child | * Mobile Number |
| | Authorize child transportation | Mobile Number |
| E dit a Contact: Click | | 0/10 Phone Number |
| ne edit icon to | | Phone Number |
| ipoate any | | 0/10 |
| niormation on an | Name : Marilone Smith | Address |
| KISLING COMACL | Email : N/A | Email |
| | Mobile : 0535656645 | Email |
| | Address : N/A | * Relationship |
| | Relationship : Aunt | |
| | | + SAVE RESET CLOSE |

Edit a Contact: Click here to edit an emergency contact.



Forms & Checklist

Complete Forms via the Kinder M8 App

You can now complete the forms created by the center on the app by clicking on our new option Forms and Checklist.





Complying Written Arrangement (CWA)

What is a CWA? A Complying Written Arrangement (CWA) is an agreement between a provider at an Early Learning Childcare Centre and a parent or guardian for providing childcare services in exchange for fees. Once a provider and parent or guardian have signed a CWA, a child is considered to have started care. A childcare session must be paid under a CWA to be eligible for receiving a Child Care Subsidy (CCS).



CWA: You can now approve/confirm your child's CCS enrolment added by the centre via the Kinder M8 App



Frequently Asked Questions

My children attend two different centres that both use Kinderm8 how do i view both children? You need to ensure that you have the same email address and password for both centres.



| 11:00 Sally k sally@kind | Kinderm8 |
|--------------------------------|----------------------|
| IGN INTO PLAY GROUND | (T |
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| Emergency Contact | Newsletters |
| General Forms | Policies |
| €® Notifications | Private Message |
| Forms & Checklists | CWA |
| A | |

| 11:00 | |
|-----------------------|-----------------|
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How can i change my password? Menu > Change Password





Can I update my child's medical and allergies?

Yes, you can manage your child's health & medical within the family lounge app

K Icon > Edit Child Profile > Manage Health & Medical > View / Edit



Can i change the language in the app? Yes, you can, we offer 25 different languages

Menu > Language Settings > Select a Language > Save

| Sally k sally@kind | Kinderm8 🖌 | (\$) Finance | Rocking | Daily Summary | AB Note to Centre | | Arabic Chinese (Simplified) |
|---------------------------------|-------------------|---------------------|-------------------|-------------------------------------|---|--|--------------------------------|
| IN INTO PLAY GROUND | ~ | Emergency Contact | Newsletters | (\$) Finance | Booking | | Chinese (Traditional) |
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| \$ Finance | Booking | Notifications | Private Message | Current translate lan Gr English | Current translate language: Gr English | | Dutch |
| emergency Contact | Newsletters | | 8 | Kelect a language: No | | | Finnish |
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| Q [®] lotifications | Private Message | Change Password | Language Settings | 8 | 12 | | Hebrew |
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| forme Calendar | Essentials | Home Calendar | Essentials Menu | Home Calendar | K O Escentar Mena | | • |



English

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support@kinderm8.com.au



(02) 7204 2659



LIVE Chat: Mon-Fri

Support Hours: Mon-Fri 9:00am - 5:00pm