



**ParentZone**

Partnership in your Pocket

# Accessing ParentZone

Shortly after your child has started, you will receive an email to one or both of your registered email addresses. This email will allow you to create a password and access ParentZone.

You can download apps for ParentZone for both Android and iOS devices. Just head on over to the respective app store and search for '*ParentZone*'. If you do not have a device to download the app to, you can access ParentZone online by visiting.

[www.parentzone.me](http://www.parentzone.me)


This will allow you to view your account.



# Home Screen

The first thing that you'll see when you log in is the sessions you have booked for your child at preschool, your current balance and a link to your child's record.

The screenshot displays the ParentZone home screen. At the top, the logo 'ParentZone' is on the left, and navigation links 'Finance', 'Bookings', 'Add', and 'Draft' are on the right. Below the logo, a date '23/03/2015' is shown in a blue box, and a balance '£592.00 in Debit' is shown in a grey box. The main content is divided into two sections: 'Today's Bookings' and 'My Children'. The 'Today's Bookings' section contains a table with the following data:

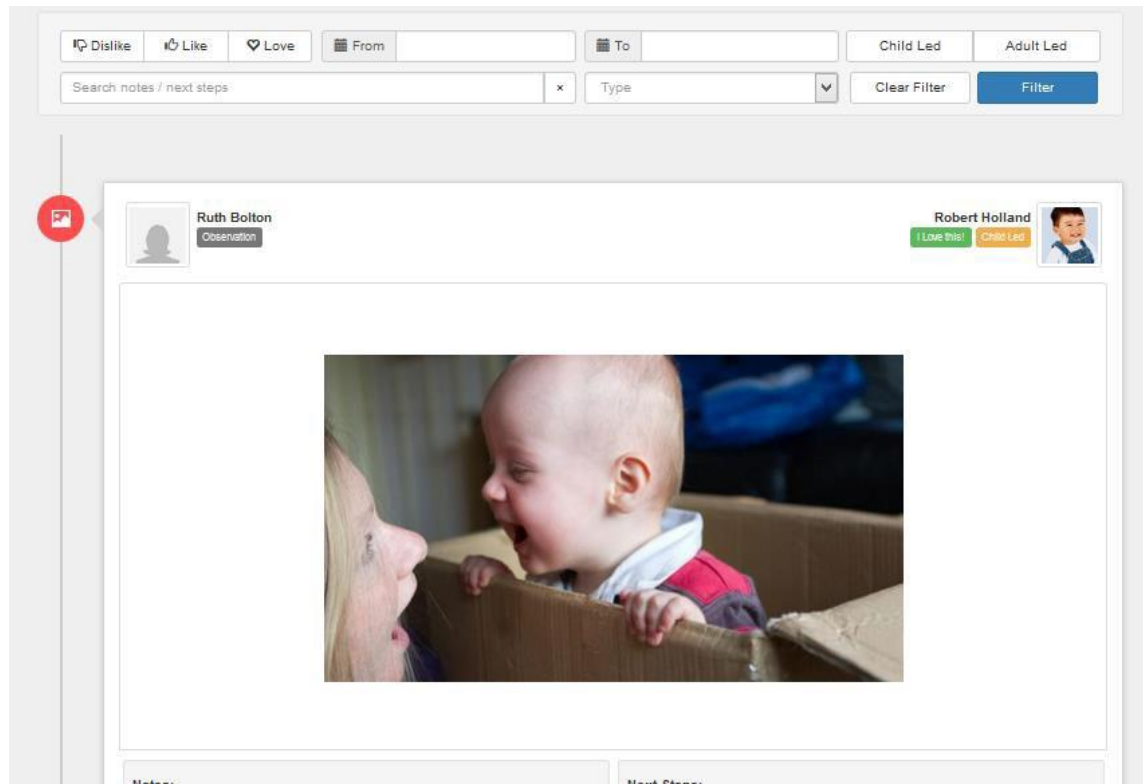
Child	Site	Time	Session
 Robert Holland	Roundabout Nursery	08:00 - 13:00	1/2 Moons

The 'My Children' section features a child profile card for 'Robert' with a profile picture. Below the name are two buttons: 'View Profile' and 'Day in the Life Report'.

# Your child's timeline

The timeline is the heartbeat of ParentZone, allowing you to see all the fun things the children have been doing at preschool! To access it simply click on the *'Timeline'* tab at the top of the screen.

You can select which of your children to see moments for, choose dates and off you go! You can press on each of the moments to see more, enlarge the photos or play the video – you're going to have a great time!



# Your child's bookings

Here you can see the sessions you have booked for your child at preschool.

In the future you'll be able to request additional days this way but for now you can use it to see what sessions you've got coming up.

The screenshot shows a web-based calendar for February 2015. At the top, there are tabs for 'Monthly' (selected) and 'Weekly', and a dropdown menu for 'All Children'. The calendar grid shows days from Monday to Sunday. Bookings for a child named 'Robert' are shown on Monday, Tuesday, and Wednesday of each week, with a time slot of 08:00 - 13:00. The bookings are represented by blue bars with a white circle icon. The calendar also includes navigation buttons for 'Previous' and 'Next'.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
Robert 08:00 - 13:00	Robert 08:00 - 13:00	Robert 08:00 - 13:00				
9	10	11	12	13	14	15
Robert 08:00 - 13:00	Robert 08:00 - 13:00	Robert 08:00 - 13:00				
16	17	18	19	20	21	22
Robert 08:00 - 13:00	Robert 08:00 - 13:00	Robert 08:00 - 13:00				
23	24	25	26	27	28	
Robert 08:00 - 13:00	Robert 08:00 - 13:00	Robert 08:00 - 13:00				

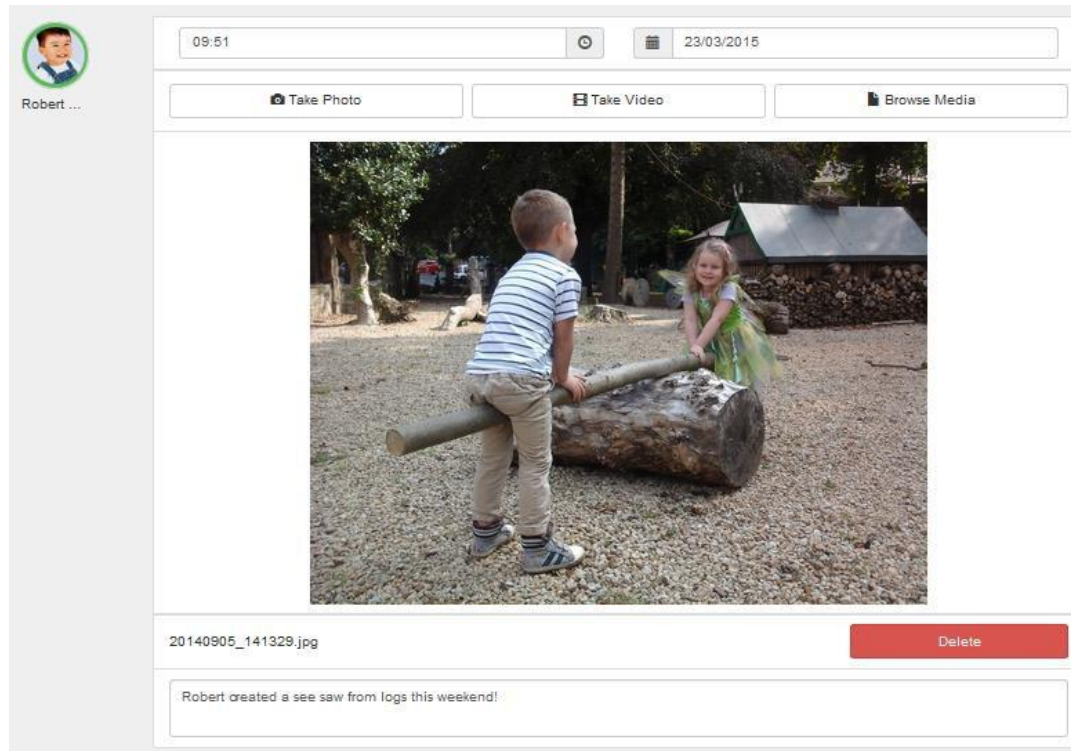
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# Adding moments from home

We'd love it if you could be involved with your child's timeline and so you've got the opportunity to contribute your own moments, noting down all the fun things you do at home with your children!

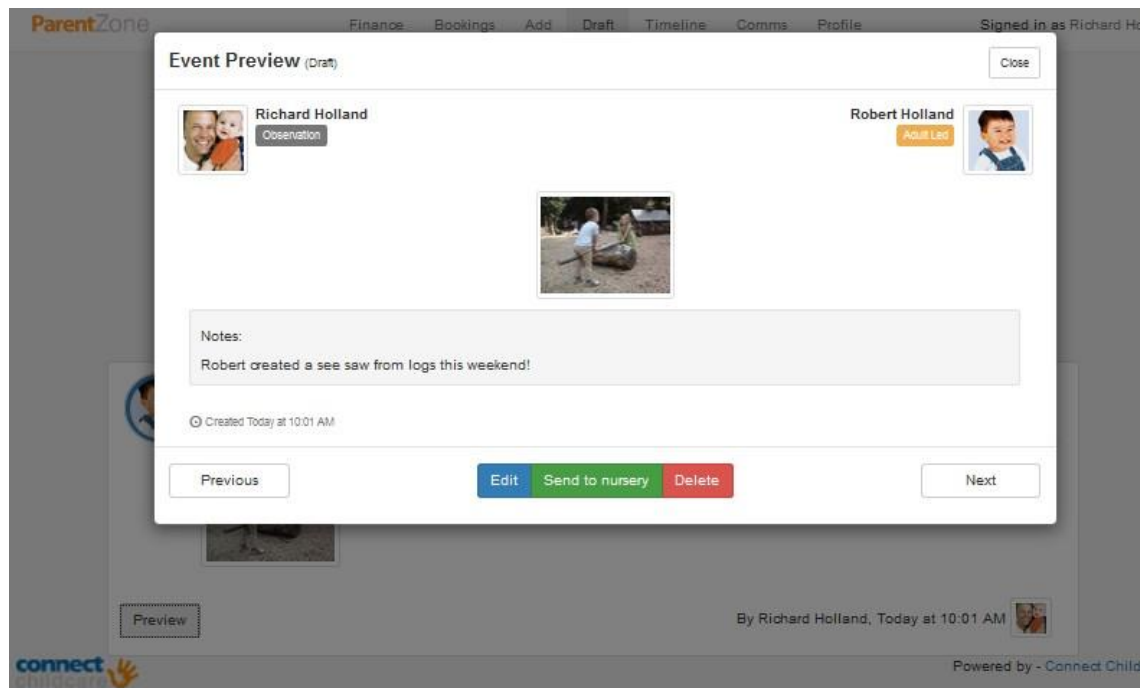
To do this, click on the 'Add' button at the top of the screen. This will then take you to a page where you can add photos or videos and write a little something about what you were doing.



You can choose one or more of your children on the left, adding as many photos or videos as you would like and letting us know what you think of the moment!

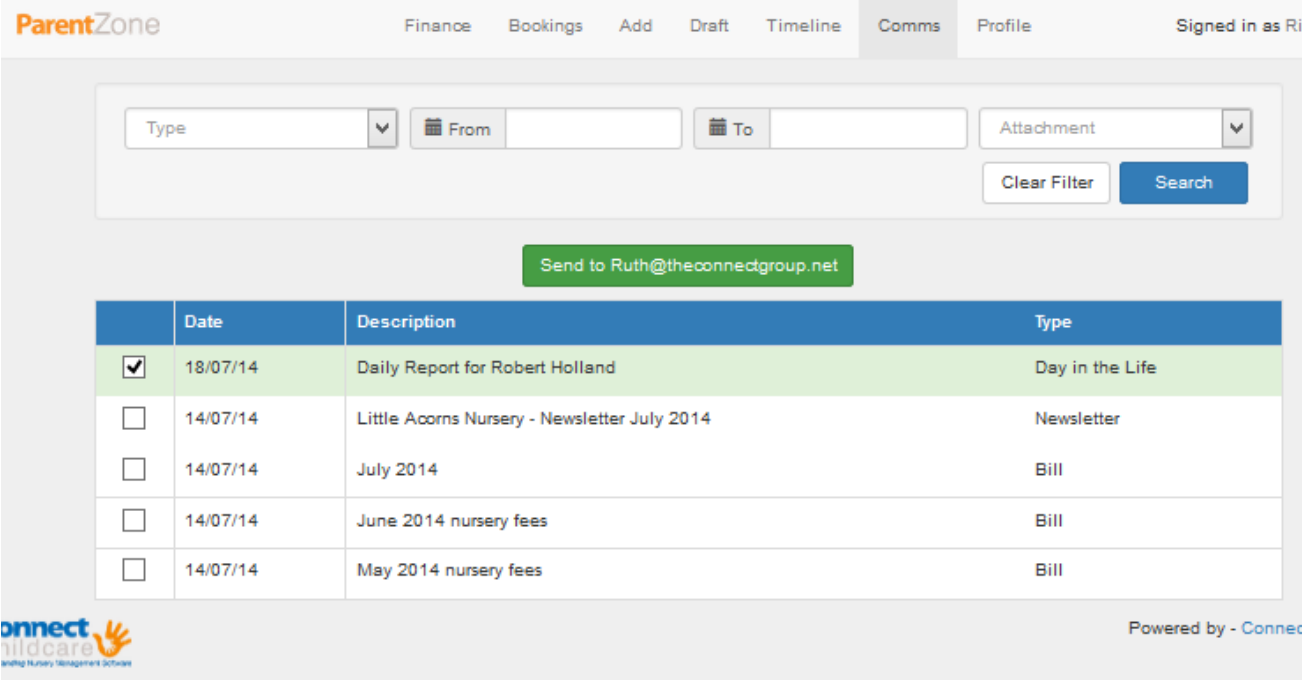
When you save your moment it will save to a *'draft'* folder, which you can access via the top tab. This will allow you to come back to it and make any last edits before previewing and pushing the *'send to nursery'* button. We'll then get your moment at the nursery and can upload it to your child's timeline!

**Note: your moments will remain in drafts until you send them to us, so remember to go to the drafts tab and send them on!**




# Calling all comms

You'll also find a 'Comms' tab at the top of the page. By clicking on this, you'll be able to see all of the different documents that have been sent out to you and have them re-sent to your email address, just in case you missed them.



The screenshot shows the ParentZone interface with the 'Comms' tab selected. At the top, there are navigation tabs: Finance, Bookings, Add, Draft, Timeline, Comms, and Profile. The user is signed in as 'Ruth'. Below the navigation is a search filter area with fields for 'Type', 'From', 'To', and 'Attachment', along with 'Clear Filter' and 'Search' buttons. A green button labeled 'Send to Ruth@theconnectgroup.net' is positioned above a table of communications.

	Date	Description	Type
<input checked="" type="checkbox"/>	18/07/14	Daily Report for Robert Holland	Day in the Life
<input type="checkbox"/>	14/07/14	Little Acorns Nursery - Newsletter July 2014	Newsletter
<input type="checkbox"/>	14/07/14	July 2014	Bill
<input type="checkbox"/>	14/07/14	June 2014 nursery fees	Bill
<input type="checkbox"/>	14/07/14	May 2014 nursery fees	Bill


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# Your details

You can update any of your personal details on your account by clicking on 'Profile' at the top. Simply click on what you want to change, make the necessary modifications and press 'save changes'. These changes will be sent over to the nursery who can then confirm them on your account – it's as easy as that!

Account Details

 [Richard Holland](#) Log out Log out and forget me

<b>Contact Details</b>	<b>Address Details</b>
Mobile: <input type="text"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Address Line 1: <a href="#">Liverpool Road</a>
Work: <a href="#">0844 37 111 37</a>	Address Line 2: <a href="#">Rose Grove</a>
Email: <a href="mailto:Ruth@theconnectgroup.net">Ruth@theconnectgroup.net</a>	Town: <a href="#">Burnley</a>
Home: <a href="#">0844 37 111 37</a>	City: <a href="#">Lancashire</a>
	County: <a href="#">Empty</a>
	Postcode: <a href="#">BB12 6HH</a>

# Extra Security

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To put an extra security measure in place, you can set your own security question and answer, which will be used if you ever forget your password.

Select *'Profile'* from the menu, and scroll down to select *'Security Question'*  
You will then be asked to set yourself a question and answer to protect your log in.

**Note: Without a security question you will need to contact the nursery in order to reset your password.**

Change password

Security Questions

 Setting a secret question will help you to recover your account if you forget your password.

Question

Answer

# Finance

You can also access your finance account through ParentZone – simply click on the *'Finance'* tab at the top at the screen and you can view all the latest invoices and payments for your children.

The screenshot displays a finance account interface. At the top right, a blue box indicates a balance of £592.00 in Debit. Below this, there is a 'Full balance' input field and a green 'Make payment' button. The main area contains a list of transactions with the following details:

Date	Description	Amount
01/07/14	Robert Holland	Bill £592.00
21/06/14	Busy Bees Voucher Payment received	£243.00
05/06/14	Direct Debit Payment received	£450.00
02/06/14	Debit Card Payment received	£252.00
01/06/14	Robert Holland	Bill £945.00
21/05/14	Busy Bees Voucher Payment received	£243.00
05/05/14	Direct Debit Payment received	£657.00
01/05/14	Robert Holland	Bill £900.00
21/04/14	Busy Bees Voucher Payment received	£243.00
05/04/14	Direct Debit Payment received	£657.00
01/04/14	Robert Holland	Bill £900.00

At the bottom left is the 'connect childcare' logo with the tagline 'Empowering Nursery Managers's Actions'. At the bottom right, it says 'Powered by - Connect'.