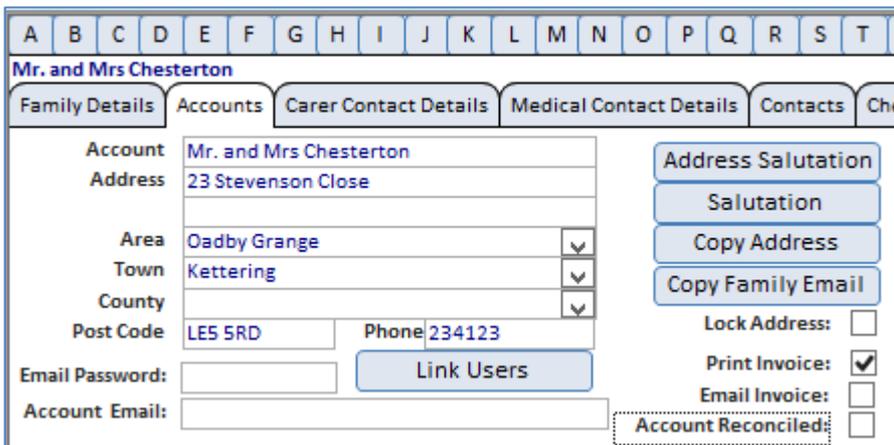


## Introduction

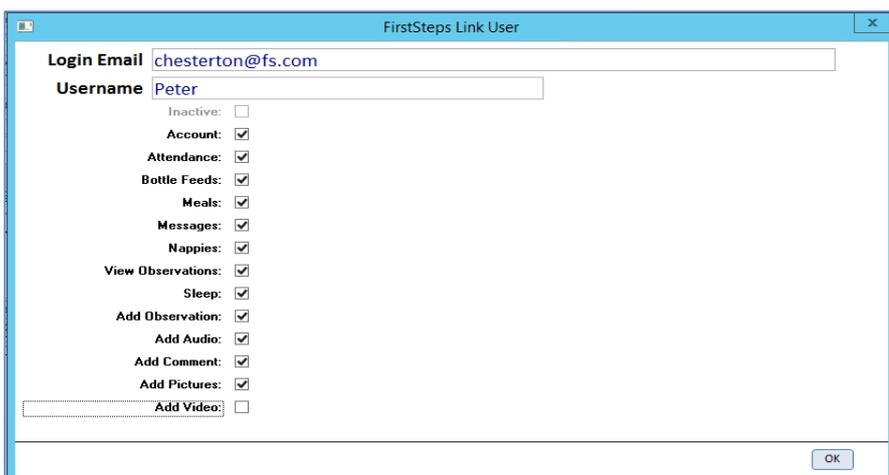
FirstSteps Parent Link will enable you to engage in two-way communication with your parents. Parents can also review and comment on all the information from the FirstSteps Monitor and access their child's Learning Journal. Other options will include allowing them to view their Account Status and previous invoices.

## Setting up a Parent Link user

This is created in your FirstSteps Nursery Management System on the Accounts tab for each family



Click on the **Link Users** button to view existing users, and then click on **Add New Link User** to create a new record



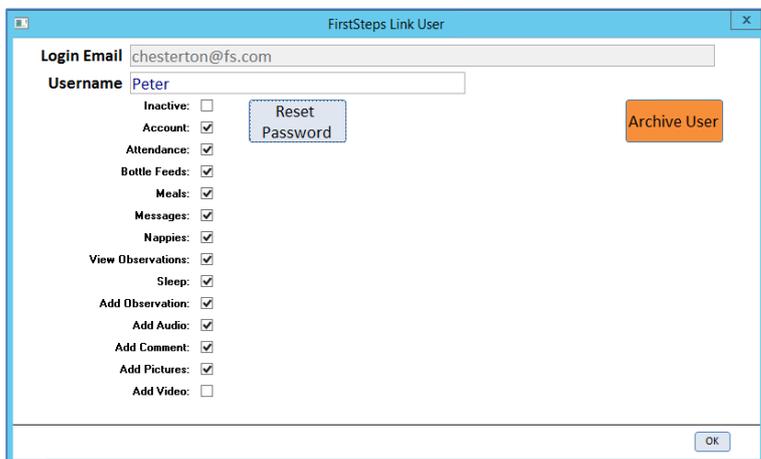
**Login Email** is the email address/username for the parent/carer to access the Parent Link app

**Username** is the name that will be displayed on the app

You can select the information that each user will be able to see and functions that they can carry out. For example, most parents would have all functions, but the family may want another relative to have access to certain functions only, i.e. View Observations, but not view the Account information

**Password** is initially set to the child's first name and birthday, i.e. Ben3, Alison20, Harry27

The password can be amended by clicking on the **Link Users** button and opening the relevant user record, then click on **Reset Password**



You can also amend the available functions for a user at any time and make their account inactive, i.e. when the child leaves the nursery

## Downloading the Parent Link app

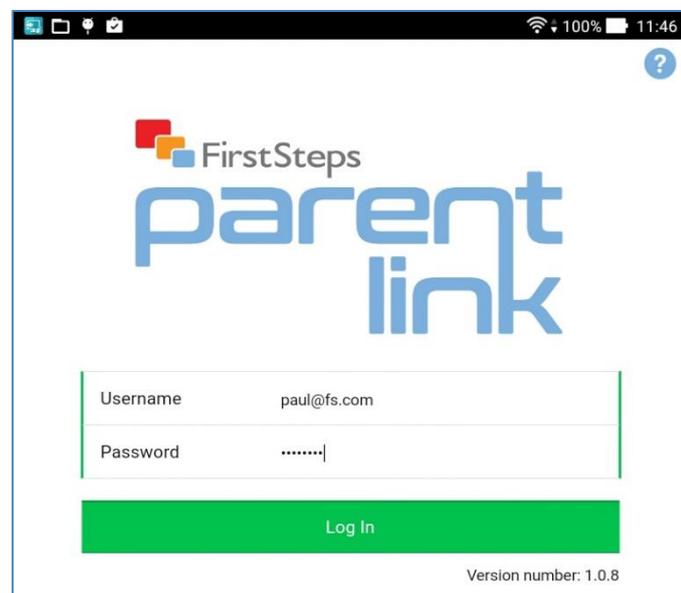
The app can be downloaded from our website <http://firststeps.software/link>



The app can be downloaded for Apple, Android and Windows devices. You could send the above link out to parents by email so they can easily download the app for their smartphone, iPad or tablet.

## Parent Link login

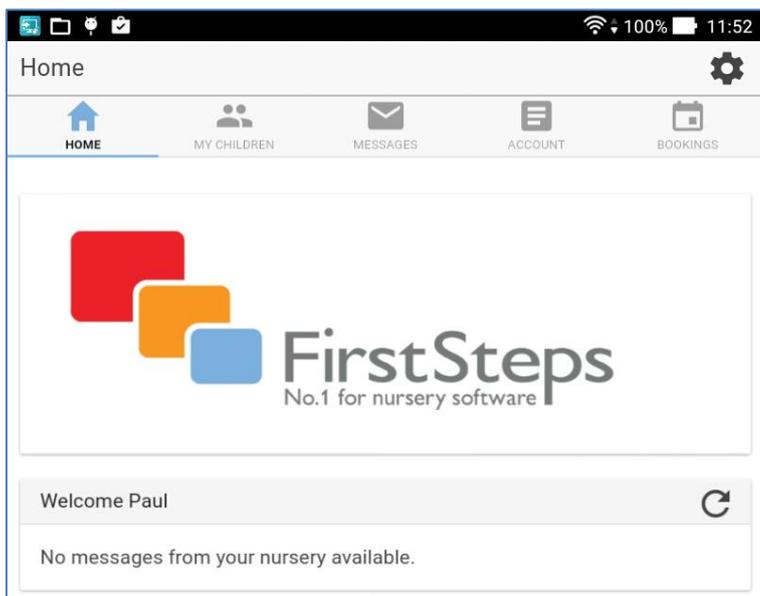
Parent Link users can launch the app from any compatible device and will need to enter their username and password to gain access



VERSION 1.1.17

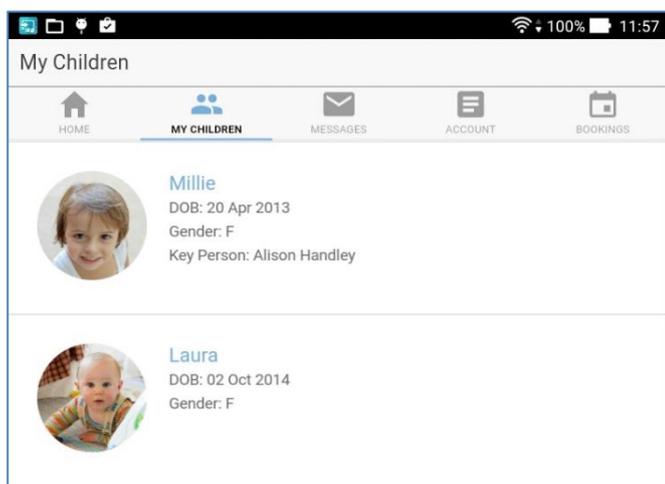
## Home Screen

The Home Screen shows all menu options available and any new messages to parents from the nursery (Messaging facility not yet available)



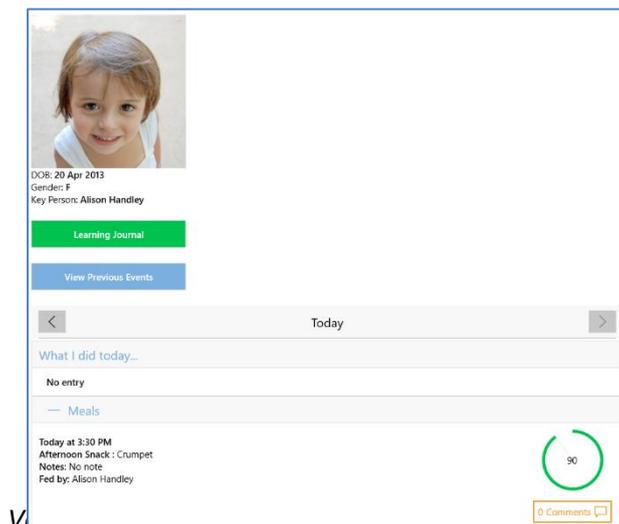
## My Children

This will show a picture of the child/children registered with the family. Tap on a child to see more information



The first child screen will show a summary of activity from the FirstSteps Monitor, including details of Meals, Nappy Changes, Bottle Feeds and Sleep. Information will only show following approval in FirstSteps, i.e. by the Nursery Manager.

Parents can view daily diary entries, including 'What I did today' entries from the main screen on their child's details.



**Learning Journal** This is where the parent can view recent observations for their child, once they have been

The screenshot shows the 'Millie's Learning Journal' interface. At the top, there are navigation icons: a plus sign, a refresh icon, and a menu icon. Below the title, there are two observation cards. The first card is titled 'Building a tower' and includes a small image of a keyboard, the date 'Wednesday, May 4th at 2:00 PM', and the recorder 'Recorded by: Alison Handley Adult Led'. The second card is titled 'Playing with others outside' and includes a small image of a green water bottle, the date 'Tuesday, April 26th at 11:24 AM', and the recorder 'Recorded by: Alison Handley Adult Led'. To the right of each card are icons for audio (musical notes), photos (camera), and comments (speech bubble).

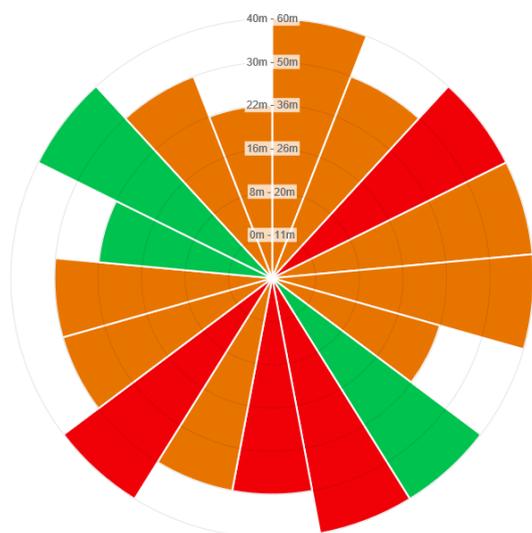
approved in FirstSteps

Parents can click on an observation to see larger pictures, and see notes or captions that may have been added as part of the observation. There is also a comments function so parents can give feedback on the observations. If audio files have been attached to the observation parents can listen to them.

This is a detailed view of the 'Building a tower' observation. It features a profile picture of a child named 'Millie'. The text includes the title 'Building a tower', the date 'Wednesday, May 4th at 2:00 PM', and the recorder 'Recorded by: Alison Handley Adult Led'. Below this is a '0 Comments' button with a speech bubble icon. Underneath, it says 'Notes: No note'. At the bottom, there is a large photo of a keyboard labeled 'Picture 1'.

### Observation Progress

Parents can also view their children's observation history which will show the Polar Chart depicting the child's current progress within each learning area. Alongside this, the parents will be able to view the individual learning areas and their corresponding ability levels.



#### Personal, Social & Emotional Development

- Making relationships (40m - 60m) (Able)
- Managing feelings and behaviour (30m - 50m) (Able)
- Self-confidence and self-awareness (40m - 60m) (Emerging)

#### Physical Development

- Moving and Handling (40m - 60m) (Able)
- Health and self-care (40m - 60m) (Able)

#### Communication & Language

- Listening and attention (22m - 36m) (Able)
- Understanding (40m - 60m) (Confident)
- Speaking (40m - 60m) (Emerging)

## Adding Parent Observations

Parents are able to add their own observations that can be viewed by the nursery, and even associated to a nursery observation to link in with EYFS statements and the child's development, this also includes enabling parents to use Next Steps that have been allocated to them by the nursery.



**Millie**  
 DOB: 20 Apr 2013  
 Gender: F  
 Key Person: Alison Handley

Adult Led

Notes (required):

Millie has been practicing catching a large ball

— Next Steps (1 selected)
1 Next Step

Can catch a large ball.

+ Created: Monday, July 25th at 11:05 AM

👤 Created by: Alison Handley

👤 Assigned to: Paul

Pictures
No Pictures

Take New Picture
📷

Upload From Gallery
🖼️

Audio Recordings

Take New Audio Recording
🎤

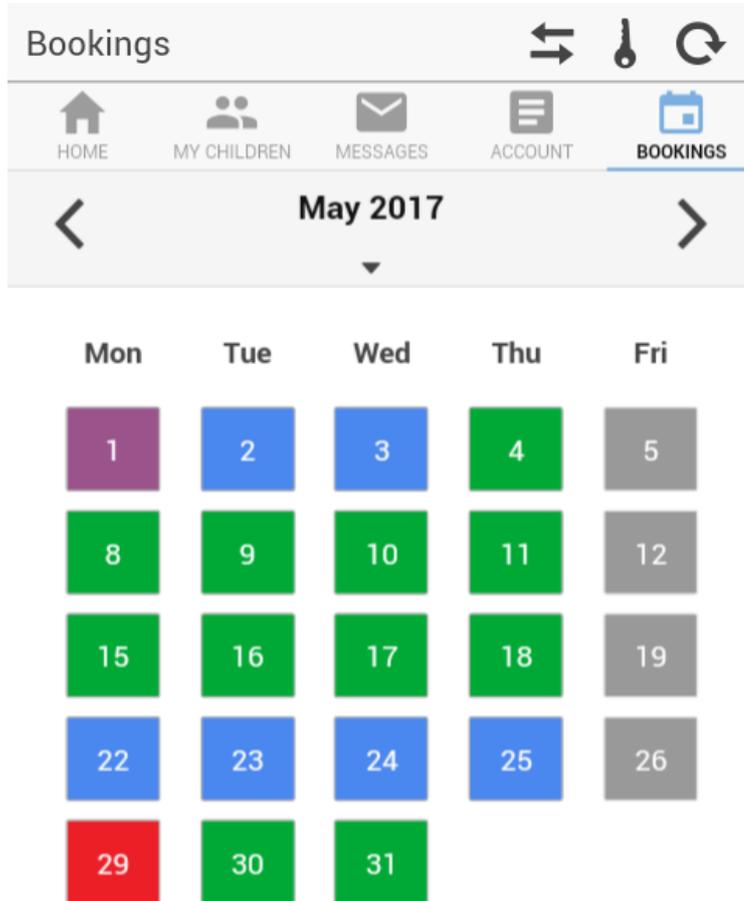
## Account

This screen will show a live account balance for the parent, and also allow them to view previous invoices

Your Current Invoice:		April 2017
Brought Forward		£200.00
Fees: Millie - April 2017 ( 4 Weeks from 04/04/2016 to 29/04/2016 )		£520.00
Mon,Tue,Wed,Thu Full Day (Pooh Bear)		
Sibling Discount: Millie		-£52.00
Fees: Laura - April 2017 ( 4 Weeks from 04/04/2016 to 29/04/2016 )		£720.00
Full Week (Babies)		
Supply of Nappies Laura		£10.00
Payment : Child Care Vouchers 03/04/2017		-£243.00
Payment : Child Care Vouchers 03/04/2017		-£243.00
Payment : BACS 05/04/2017		-£912.00
<b>Total:</b>		<b>£0.00</b>
<b>1st June 2015</b>		
Your Invoices		
April 2017		>
January 2017		>

## Bookings

Parents can now view their child's Booking details, if the nursery allows them to do so.



Parents able to tap on the dates and see what session they have been booked in for.

- Green - Booked In
- Blue - Absent
- Red - Nursery Closed
- Purple - Absent & Nursery Closed
- Grey - No Booking

## Historical "What I did today..."

Parents can now view "What I did today..." entries with previous events section in the child's details.

← Millie 

 HOME  **MY CHILDREN**  MESSAGES  ACCOUNT  BOOKINGS

Slept for 10 minutes  
Notes: No note

0 Comments 

Tap here to load more sleep events.

— Millie's What I did today... entries

**Today**  
**Entered By:** Alison Handley

Mille had lots of fun playing in the sandpit



1 Comment 

## Fee Schedule

The Fee Schedule can now be viewed, if the nursery allows them to do so.

← Fee Schedule 30 March 2017				
HOME	MY CHILDREN	MESSAGES	ACCOUNT	BOOKINGS
<b>Details</b>				<b>Amount</b>
Fees: Millie April 2017 - April 2017				<b>£520.00</b>
Full Week (Pooh Bear)				
20 sessions @ £26.00				
Sibling Discount: Millie				<b>-£52.00</b>
Fees: Millie May 2017 - May 2017				<b>£598.00</b>
Full Week (Pooh Bear)				
23 sessions @ £26.00				
Sibling Discount: Millie				<b>-£59.80</b>
Fees: Millie June 2017 - June 2017				<b>£572.00</b>

## Observations

Parent will now be able to view observation, on the Daily Diary section, along with What I did today...

← Millie 

 HOME  MY CHILDREN  MESSAGES  ACCOUNT  BOOKINGS

[view PREVIOUS EVENTS](#)

← Today →

[What I did today...](#)

**Entered By:** Alison Handley

Played in the sandpit in the morning and did some drawing in the afternoon.

**0 Comments** 

— Observations

**Playing in the sandpit**  0  1  0

 **Today at 10:40 AM**  
**Recorded by:** Alison Handley  
**Child Led**