



ParentZone



ParentZone User Guide

Your guide to accessing your child's account and getting the most from their online learning journey.

www.ParentZone.me



Welcome to ParentZone!

Busy Bees have partnered with ParentZone to supply an online learning journal platform for each child, which parents can view online via a smartphone app or on the ParentZone website – bringing you closer to your child's development at nursery.

The system will allow you to see a timeline of your child's day at nursery – including photos, videos and notes on your child's activities.

The app has been developed with ease of use in mind, but this booklet should help to answer any questions you may have.

The ParentZone app is developed by Connect Childcare who have been in the industry for over 15 years, they have won a number of awards and are loved and trusted by Over 3,400 nurseries, 77,000 practitioners & 180,000 parents.



ParentZone



CONTENTS

PAGE
(CLICK)

Accessing ParentZone and Downloading the App

PAGE 4

Daily Events, Snapshots and Learning Stories

PAGE 5

Improving Partnership with your Nursery

PAGE 6-7

Photo Gallery & Saving Photos

PAGE 8

Enable In-app, Email and Push Notifications

PAGE 9

Personal Profile

PAGE 10

Additional Settings

PAGE 11

App Security

PAGE 12

App Updates & Feedback

PAGE 13

ParentZone

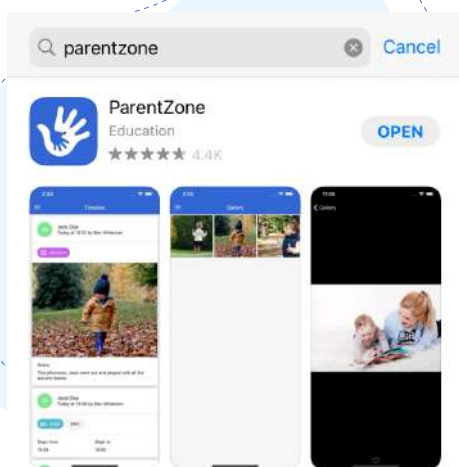
Accessing ParentZone

If your child's nursery has started using ParentZone you will receive an email to your registered email address to invite you to access ParentZone.

Please make sure your nursery have an up to date email address for you. If you haven't received a registration email for ParentZone yet, please contact your nursery manager.

When you receive the email

- Click on the link to activate your account
- Input your child's DOB
- Create a password



Downloading the app

You can download the app for ParentZone on both Android and iOS (Apple) devices. Just head on over to the respective app store and simply search for 'ParentZone'. Once downloaded, open your App and enter your email address and new secure password.

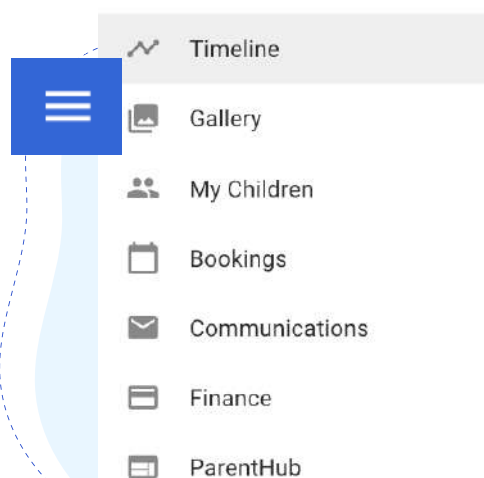
If you wish to access ParentZone via browser instead, you can do so at:
www.parentzone.me



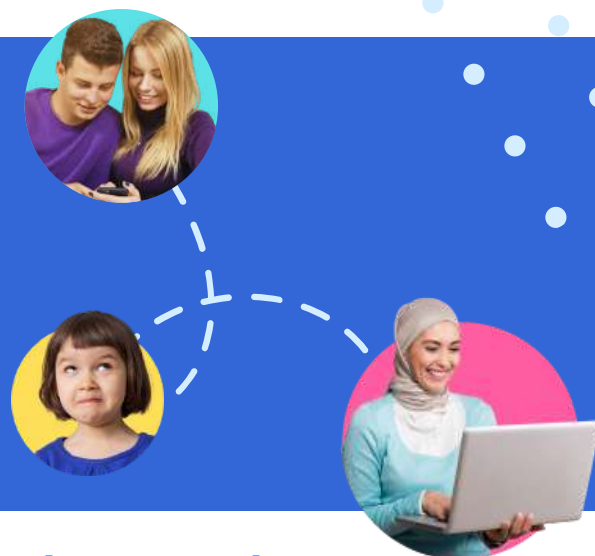
Access your main menu

Access the menu using the button in the top left-hand side.

Your nursery may decide not to use certain features of the software so some of the features shown here may be restricted or switched off. Your nursery will control what you are able to view within ParentZone so if you are in any doubt about the information that you cannot view in ParentZone, please contact your nursery for clarification.



Daily Events, Snapshots & Learning Stories

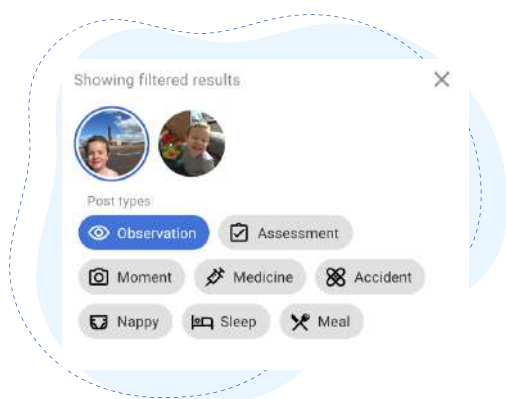


To see the latest updates from your child's day, head to the timeline section.

At Busy Bees, we use:

- Snapshots
- Learning Stories
- Nappy Changes
- Sleep Times
- Meals
- Photos

These can include photos/videos of their day ensuring you are kept up to date.



Filtering the Timeline

You can see view events in the order they happened, or use the filter at the top of the screen.

You can filter the timeline by:

- The child (if you have more than 1)
- The type of event.
- Selecting a certain time frame.

All you need to do is use the filters at the top of the page.

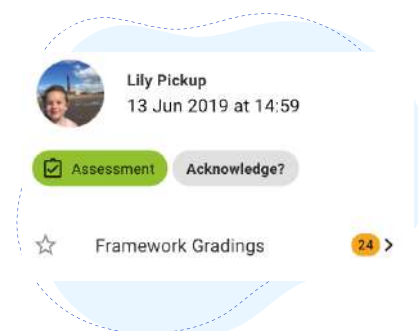
Snapshots and Learning Stories

Your nursery will add Snapshots and Learning Stories to your timeline. These will be linked to the child development framework. You will be able to see how your child is developing by clicking on the framework gradings. The notes will also help you to understand how to further support your child at home.

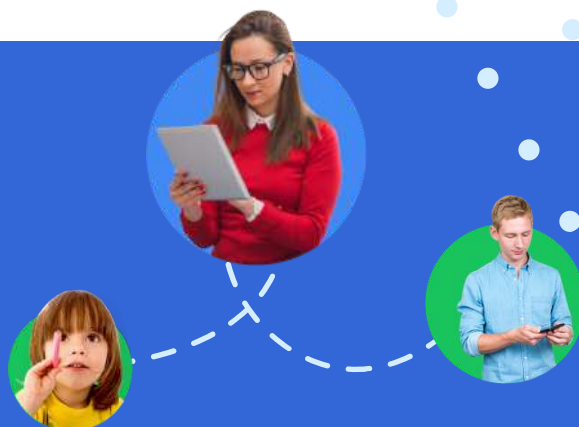
The number of updates you receive from your nursery will depend on your nursery's policies and how busy the nursery staff are. You will receive notifications to ensure that no events are missed. Some events may be published at a later date if your nursery has a draft/review process in place. These notifications will show just that one event to save you from having to scroll through the timeline.

Acknowledgement

If your nursery uses Assessments you can click to acknowledge when you have read it. This will notify your nursery that you have seen and understood the Assessment shown. Some nurseries will also allow you to add notes next to an Assessment for them to see.



Improving partnership with your nursery



Adding Comments

To give feedback on an observation, click 'comment' on the event. Type your feedback and click 'send'.

Your nursery would like to hear your feedback on the observations for your child, but if you are at a loss for what to write, think about these key questions:

Is this something new?

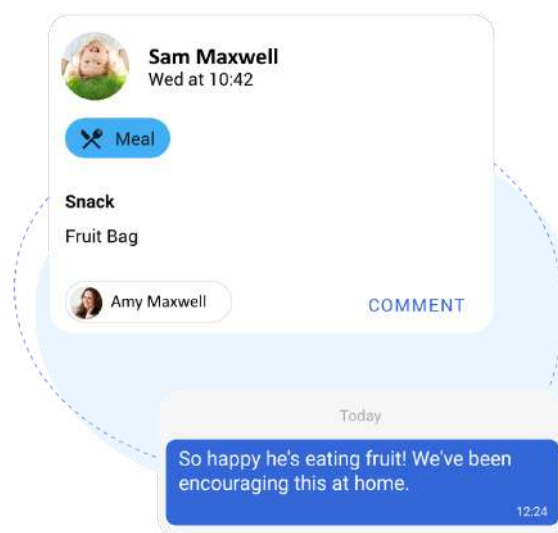
Let them know if this is something you have never seen your child do before, or if they have been developing this skill or behaviour over a period of time.

Has your child told you about this?

If your child tells you a story about what they did today at nursery, make sure you tell your nursery. This is a great example of continued learning and shows their understanding of the different activities.

Do they do this at home?

It is great to see the similarities and differences between a child at nursery and a child in their home environment. Many children act differently when they are part of a group, to when they are in the comfort of their own homes. Information like this gives your Key Worker a great insight into sides of your child's personality that they may not otherwise see.



Adding observations from home

Your child's Key Person cares about how your child develops outside of nursery too and some nurseries will allow you to add your own observations from home. This gives you the opportunity to contribute your own moments, noting down all the fun things you do at home with your children. Use the app to share your child's best (and worst!) moments with your child's Key Person, by adding a photo, video or comment on the app.

Here's how:

- Click on the '+ Observation' button on the bottom right of the Timeline.
- Select the child (if you have more than one).
- In the notes section, tell your nursery what you got up to.
- Write what your child said in the 'Child's Voice' box (or leave blank if they didn't say anything).
- Click the add sign - this will give you the option to open your photo library or take a photo/video there and then.
- Select as many photos or videos as you wish to include.
- Remember to click 'send to childcare provider'.

Once your Key Worker has published the event, you'll be able to see it on your child's Timeline.

+ OBSERVATION



What to add to ParentZone...

Ask yourself the following questions before adding to the app:

Is it a first?

Did your child do something new today? If it is a first, tell your nursery! Is it their first steps, first words or the first time they throw a ball? These are all huge milestones in your child's development.

Have they been somewhere exciting?

If you take a trip to the zoo, a woodland walk or visit the seaside, upload your photos! Your child's Key Worker then has the knowledge they need to encourage your child to talk about the trip, increasing their self-confidence and building their understanding of the world.

Has it made your child proud?

Confidence is a huge part of a child's social and emotional development. We want to help to celebrate all of their little wins to boost their self-confidence. Did they enter a competition, or draw a brilliant picture or help to make dinner for the family? If your key worker is aware of these achievements, they can create lesson plans to encourage further discussion.

Have they done something at home that isn't noted at the nursery?

Sometimes a child may exhibit different behaviours in different environments. If your child is shy and quiet at nursery but loves to put on dance performances at home, upload a photo or video for us. This helps to complete the learning journey for each child. Your nursery can also analyse what we can do to gently encourage these behaviours at nursery as well.

Appropriate Photos and Videos

When contributing photographs and video clips to your child's learning journey, please consider the visual content. For example a photo of a naked child in the bath or on a potty may be a lovely family photograph, however, this is not suitable for a nursery learning journey.

Photo Gallery & Saving Photos



Safeguarding Children

Head to the gallery in your main menu, here you can see all of the photos you and your Key Person have shared with each other.

You will notice that children play in close proximity to their friends and are encouraged in a number of group activities which not only build self-esteem and confidence but help develop communication and social interaction skills.

As a result, some photographs taken in nursery will occasionally feature small groups of children which will be added to more than one learning journey.

In order to safeguard children, most nurseries will have a photo policy in place and will request that you do not screenshot any photos from the app. This is to prevent images being shared on social media.

Please make sure you check if your nursery has a photo policy in place and make sure you adhere to it. If any of the photos on ParentZone include a child which isn't your own, we would advise that you do not save or share outside of the app.

Saving Photos

If your nursery has given you the option to save photos, you will see a download icon on your images. Click this icon and it will download the image to your device's photo library.



Accessing Photobox Discounts

All ParentZone users can access discounts to Photobox products.

- Head to the main menu, click on your photo / dropdown next to your name. This will show the affiliation link to Photobox and discounts will show on their site. Click this link and order your preferred photo product from the affiliate website. Enter your discount code at the checkout.

Enable in app, email and push notifications



Nappy

Email



In App Notification



Push Notification



 **Assessment**
Sadik has a new **Assessment** post

 **Observation**
Sadik has a new **Observation** post

 **Nappy**
Sadik has a new **Nappy** post

Notifications

Notifications

You will receive notifications for new messages and published events.

You will be notified by email, in app or via push notifications on your device.

When ParentZone is first installed, you can allow the app to send push notifications and then customise your notification settings from within the app.

To customise these settings:

- Click the left hand menu and the drop down button next to your name
- Click>Settings>Notifications
- Here you can toggle the on/off button for each event and each notification preference.
- Choose between email, in-app or push notifications so you never miss a moment again.



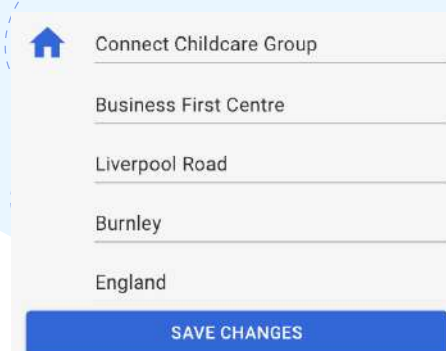
Personal Profile



Update your personal details

- You can update any of your personal details on your account by clicking the drop down in the main menu and then clicking on 'Profile'.
- Click the edit icon at the bottom of the screen and make any necessary changes and press 'save changes'.
- These changes will be sent over to the nursery for them to approve on your account. This will ensure that the nursery can always keep in touch with you.

Your nursery may have policies in place which may require you to update your details elsewhere, please inform nursery staff if this is the case.



Connect Childcare Group

Business First Centre

Liverpool Road

Burnley

England

SAVE CHANGES



Additional Settings



To access settings click the drop down next to your name and click settings.

Changing your password

To change your password from within the app:

- Enter your current password
- Enter a new password
- Confirm the new password
- Press change

To reset your ParentZone password from outside of the app (if you have forgot your current one):

- Select forgot password on the login screen
- Enter your email address and click reset password. This will send an email to your ParentZone email address.
- On the email click on 'reset your password'.
- This will open your web browser and you will need to enter (one of) your child's date of births and a new password. The password must be at least 8 characters long and contain 1 number.
- You will then be able to log into your ParentZone app with your new email and password.

If you get locked out, please contact your nursery who will be able to send you a new link.

Adjust your session timeout settings

You can set your preferred session timeout period within your settings (the maximum is 30 days). This means you will only have to log in once a month. If your device is compatible, you can also use a Biometric login such as Face ID or Fingerprint ID. There are security implications of not logging out. We'd like you to make sure that you have some form of lock on your device so that if your phone was to fall into the wrong hands your child's data would not be accessible.

Setting the session timeout will change how long you can be inactive before being asked to log back in. As long as you are active at least once within the time specified, your session will not time out.

OKAY

10 minutes



2 hours



1 day



7 days



30 days



Security



We are committed to safeguarding and promoting the welfare of children and recognise our responsibility for safeguarding children whilst providing good quality and effective management software for nurseries. With ParentZone all of your data is super safe.

Data Safety FAQs

Is all personal data encrypted?

iConnect and ParentZone are protected by industry-standard HTTPS connections using the same security certificate technology used by internet banking. When data is being transferred to or from ParentZone and iConnect, it is encrypted using TLS Certificates, so your child(s) photos/data are always safe.

Who has access to my child's data?

Only Connect Software Solutions and your nursery will have access to your child's data. Within Connect Software Solution, we will only access your personal data to maintain the application.

How often do you test your software for security issues?

Connect Childcare execute weekly industry standard vulnerability scans against all of our infrastructure and products. To validate these scans, external application penetration tests are run annually by qualified third parties. Rectification of all findings from external penetration tests are actioned immediately.



I have a question about the application. Who should I contact?

Speak to your nursery who may have an answer to your query.

Who is the Data Controller and where can I find the Privacy Policy?

Your registered nursery is the Data Controller and we are the Data Processor. We process your data on behalf of your nursery. Please contact your nursery for a Privacy Policy.

Do you have any industry recognised security qualifications?

Connect Software Solutions are Cyber Essentials certified, ISO9001 certified and are looking to certify to ISO27001 standard in the future. All data centers which hold client data are ISO27001 certified.

Do you share your data with third parties?

As a Data Processor, we are not obligated to share your or your child's data with third parties without prior approval of the Data Controller i.e. your nursery. Please contact your nursery to check.

App Updates & Feedback



Enable automatic updates

We are always improving our systems and release regular updates to ParentZone.

Before you can get excited about all of the brilliant new features coming your way we need to make sure you can access them.

To get the latest version of ParentZone on your device, enable automatic updates.



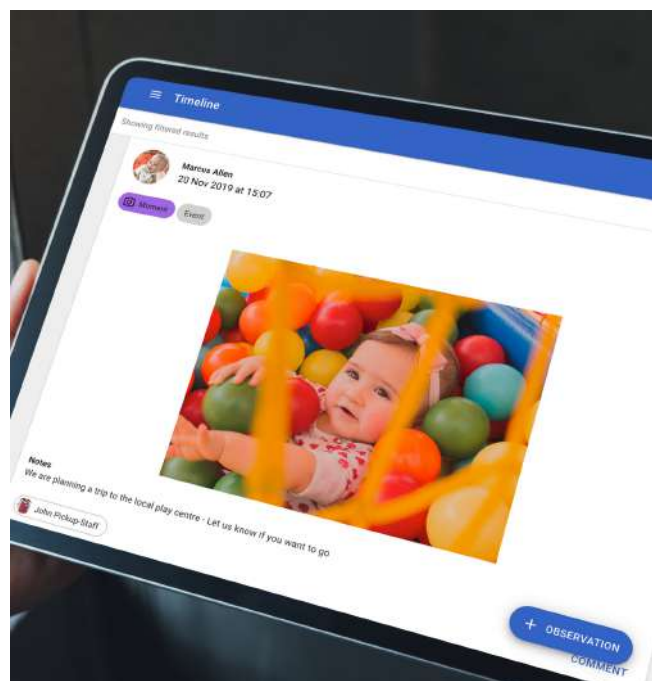
On your iPhone, or iPad, go to **Settings** > [your name] > iTunes & App Store. Then **turn on** App Updates.



On your android phone or tablet, open the Google Play Store app .Tap **Menu** My apps & games. **Select the app** that you want to update.Tap More .Tap **Enable auto-update**.

Give us feedback!

- Click the drop down next to your name and click give feedback.
- Fill out the feedback form and it will be sent straight to our product development team.



Don't forget to review ParentZone on the App Store!





ParentZone

www.ParentZone.me



See more at www.connectchildcare.com/information-for-parentzone-users/