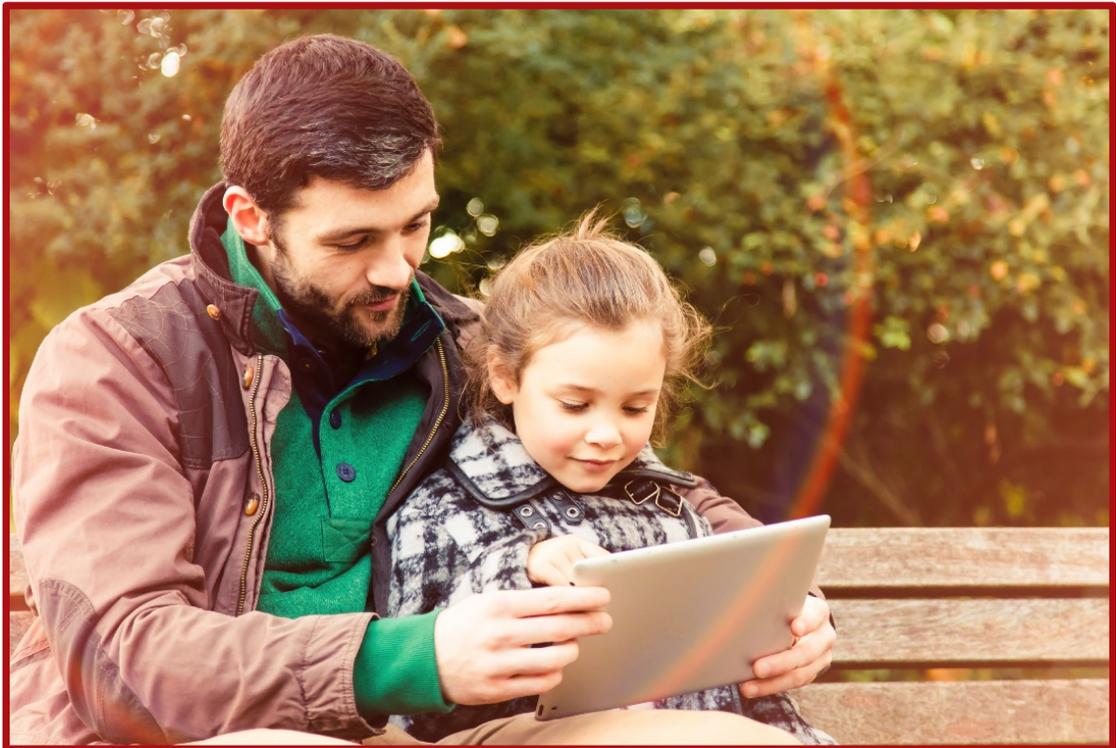# ParentZone
Partnership in your Pocket

Access to Learning Journeys

- Access to the ParentZone App
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Contents

ParentZone is the smart phone app which brings you closer to your child's development in nursery.

Here is your guide on how to use the app. Let's work in partnership to give your child the best start in life.

Access to ParentZone

Childbase
Partnership

Logging in

Access to ParentZone is invitation only, so if you have recently changed your email address or have not previously provided us with one, please let us know immediately so we can begin the process.

You will receive a secure email to activate your account, this will provide unique log in details. Please ensure the following email address is saved to your contact list commsout@theconnectgroup.net to ensure it is not sent to your junk mail folder. When you receive this email follow the link and you will be required to input your child's DOB, create a password and create a secret question and answer.

Downloading the App

For smart phone or tablet users, visit Google Play or Apple stores and search for ParentZone to download the App. Look for this icon:

If you do not have access to a smartphone or tablet, please log into www.parentzone.me from any web browser.

For parents with more than one child in nursery, the same log in details will provide access to all of your children's learning journeys.
You can also give extended, or overseas, family access to view your child's learning journey by submitting, in advance, a written request to nursery.

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How to use the App

Childbase Partnership

Accessing the Timeline
Your Home Page shows you the Timeline, with your child's activity and achievements in nursery such as your child's observations, and termly assessments.

When you are on an event, you can click 'View More' to show the link between the activity and your child's achievement. This will show you your child's development progress through the Early Years Foundation Stage Curriculum. From here you can also send a comment to your nursery.

When the nursery have completed and published your child's assessment, you will have the opportunity to make notes and select 'I confirm that I have read this assessment'.

Adding Observations from Home
The 'Add' tab enables parents to upload photos or videos and write a short commentary on activity and interests outside nursery.

Once you have input your information, click Send To Nursery and this will send the material to the Nursery Staff who will then upload it to your child's timeline.

Gallery
In the gallery you can scroll through all of the photos which have been added for your child. You can view the photos in full screen here.

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Upload Guidelines

ParentZone allows you to check in and see your child's learning journey.
Although our staff have the knowledge and experience needed to make sure your child is getting the best early education, you are the expert on your child. And we need your help to truly optimise their experience with us.

Communication is the Key. With ParentZone you can send us comments on anything you see on your child's timeline and you can even upload your own photos from home to evidence their continued learning.

But what information does your child's Key Worker really want from you?

Valued Parent Contributions could include:

- 'Milestone' events: Your child's first steps, words or, for example, throwing and catching a ball.

- 'Proud moments': We want to celebrate all their achievements, in and outside nursery, to boost self-esteem and confidence.

- 'New interests': Knowing what currently excites or interests your child will enable staff to plan engaging activities to support learning and development.

- 'Experiences': Has your child been excited by an outing, holiday or a visit with a family member or friend?

Settings

Notification Settings

You will receive notifications for new messages and published events (Sleeps/Observations/Assessments/Meals/Nappy Changes/Accidents). You will be notified by email and push notifications. You can amend these settings by accessing your profile and notification Settings. From here you can select your preferred settings by clicking the drop down and unticking/ticking the different options:

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App Security

To maximise the effectiveness of ParentZone in producing a unique record of each child's development, interests and talents, there are important protocols that must be followed:

Photos

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.

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

Screenshots or copying learning journey photographs produced in nursery is not permitted. This is to prevent from sharing on social media.

Contact Details

Changes in contact details must be made by email or letter directly to the nursery as these are stored separately for use in the event of an emergency and not on the profile section of ParentZone..

App Security

Log out time

ParentZone will automatically log you out after 10 minutes of inactivity. This means that if your phone was to fall into the wrong hands, your child's information would be protected. This ensures that you use your unique log in details every time you access the app. You can control the amount of time it will take to automatically log out of your ParentZone session by clicking session timeout.
You will be given different measures of time, once you select your preferred option, it will display a tick next to it:
This will automatically save and display 'saved' at the bottom

Data Storage

Your data is hosted on secure UK based, highly resilient servers. The secure data centres are certified to international ISO27001 standards, meaning they are tested against a strict security standard.

What happens when your child leaves nursery?

The online learning journey will remain available to you for 6 weeks after your child has left the nursery. This time period allows you time to save or print your child's learning journey.

Thank you for taking the time to read through this guide.

If you have any questions at all make sure you come and speak to your Nursery Manager or Key Person who will be happy to help you