



The Onboarding Starter Kit

10 steps to get your center connected!



Step 1

Create an account for the Day Care, Kindergarden, School by accessing the link:

<https://www.kinderpedia.co/register>



The screenshot shows the Kinderpedia registration page. It features the Kinderpedia logo at the top. Below the logo are four input fields: 'email address', 'password', 'confirm password', and a 'Register' button. A link 'Already have an account?' is located below the 'Register' button. To the right of the registration form is a secondary form titled 'Tell us a bit about your school or program'. This form includes fields for 'School Name', 'Phone', 'Website', 'Number of enrolled students', 'Country', and 'City', followed by a 'Register' button and a 'Back' link.

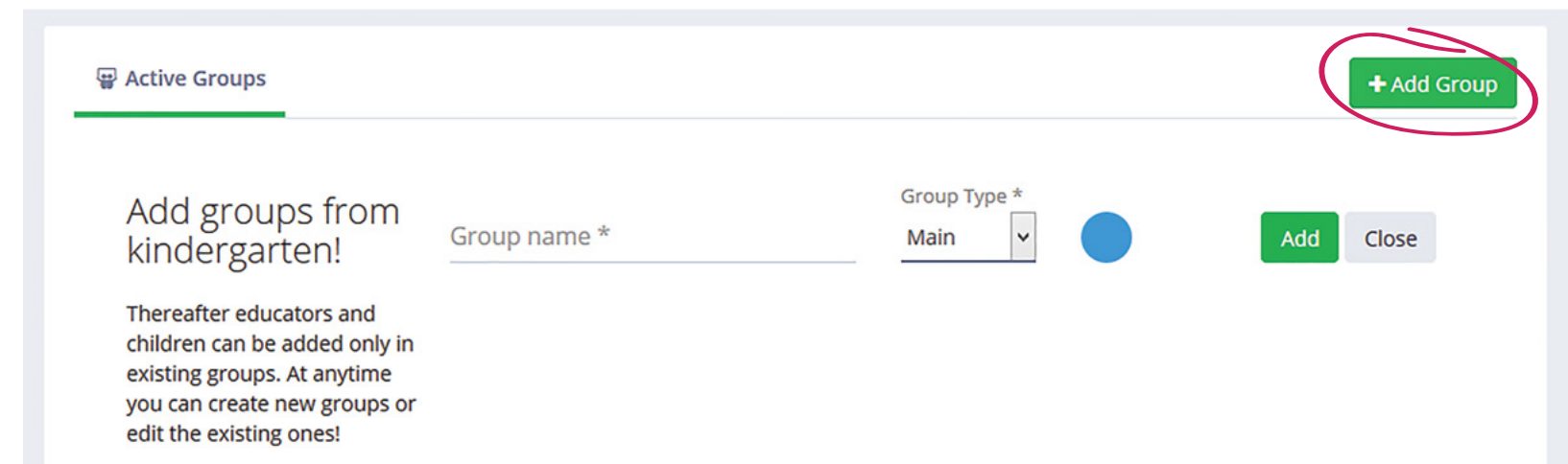
Complete the minimum required data: Institution Name, Website, Phone Number, Capacity, Country and City.

Step 2

Add children groups/classes

There are two types of groups: **Primary** and **Optional**.

A child can only be a part of a Primary group, but many Optional ones. Groups help us distribute structured and organized information so that only children's parents in a particular group can access the documents, photos or activities of that group.



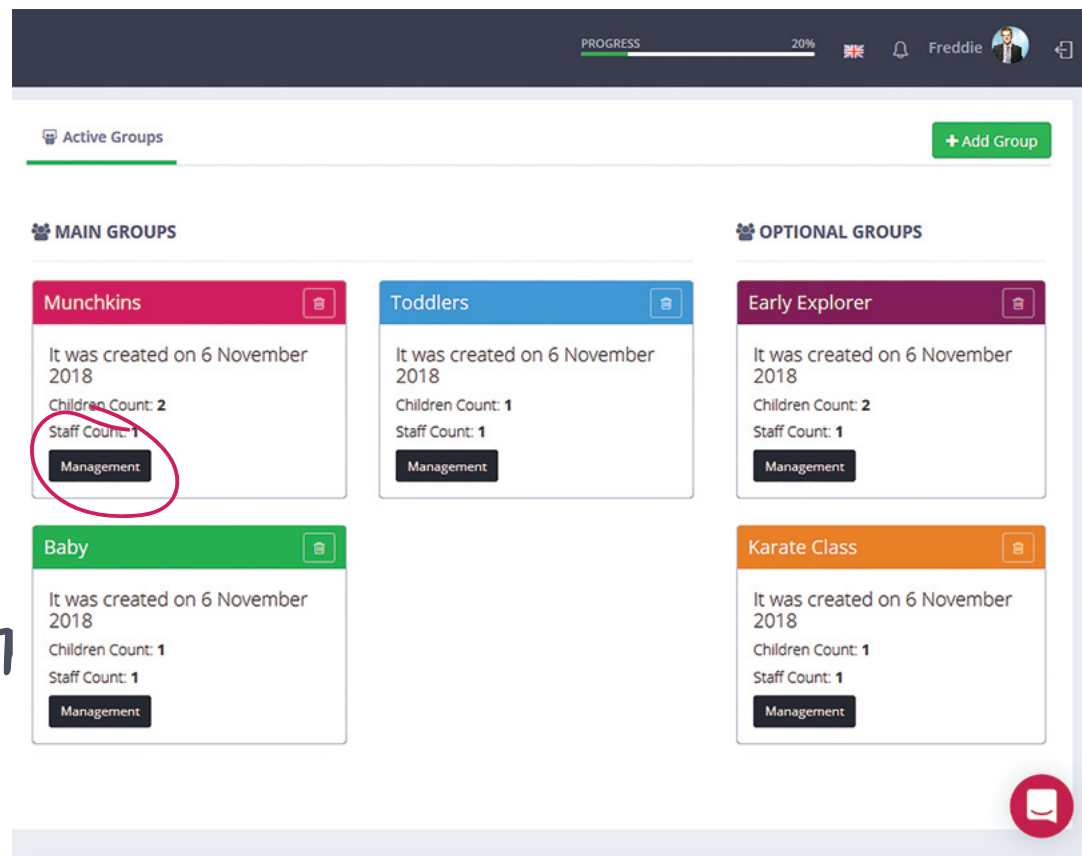
The screenshot shows the 'Active Groups' page. At the top right, there is a green button labeled '+ Add Group' which is circled in red. Below this, the page title is 'Add groups from kindergarten!'. To the right of the title are two input fields: 'Group name *' and 'Group Type *' with a dropdown menu showing 'Main'. To the right of the dropdown is a blue circular button. Further right are two buttons: 'Add' (green) and 'Close' (grey). Below the input fields, there is a text block: 'Thereafter educators and children can be added only in existing groups. At anytime you can create new groups or edit the existing ones!'.

Step 2

Access Groups / Classes Management

After we created a Primary group we need to access 'Management', then 'Settings' and then configure the Daily Timeline settings.

Optional groups help us plan optional activities / clubs / courses according to parental enrollments.



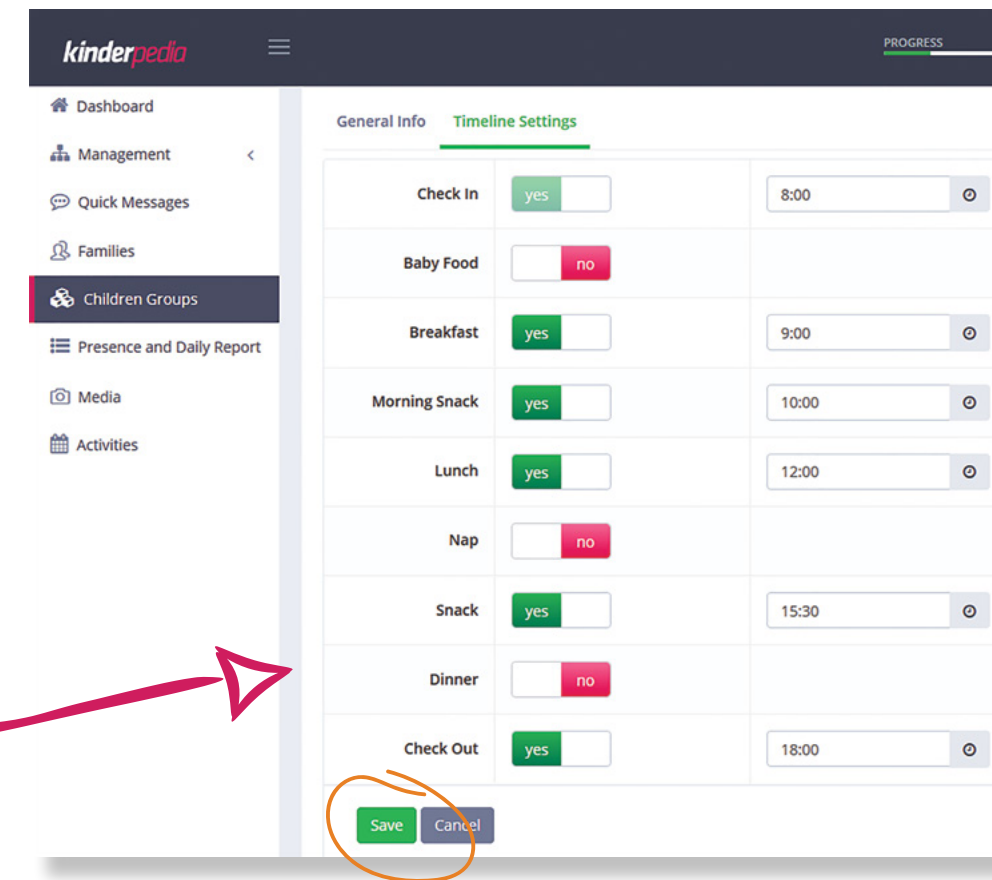
Step 2

Timeline Settings Groups / Classes

Elements that don't fit with the needs of the group can be disabled.

Example: at the big groups the children don't sleep, don't eat baby food or dinner, so we will disable these elements

The hour for each element is also configurable.



Step 3

Add children in the group

The addition is done quickly, directly in the management page of the group. To begin we will only add **Surname, Name** and the **Gender** of the child (later the profile can be filled out with the parents data, birthday, date of the enrollment, profile picture).

Active Groups

Graduate Settings

Munchkins (F34Z67Z236) Created on: 6 November 2018

First Name Last Name Select **+ Add child**

#	Name	Parent	Period	Actions
1	Gabriel Mendes	+ Invite Parents	6 November 2018 - Present	Modify Delete
2	Jennifer Hopkins	+ Invite Parents	6 November 2018 - Present	Modify Delete
3	Mike Ross	+ Invite Parents	6 November 2018 - Present	Modify Delete
4	Chase Declan	+ Invite Parents	6 November 2018 - Present	Modify Delete

Teachers Assign a teacher

ASSIGN A TEACHER

Step 4

Add kindergarden staff

In order to add educators/teachers you access in the lateral menu the **'Management'** module, followed by the subcategory **'Staff Management'**. Here we can add educators/teachers and other managers/directors.

kinderpedia

PROGRESS 40%

Freddie

Dashboard Management My Account **Staff Management** New registration Custom fields Kinderpedia Modules Quick Messages Families Children Groups Presence and Daily Report Media Activities

User List Roles **+ Add new user**

Name	User Details	Status	Actions
Freddie Watts Manager	freddie@kinderpedia.co	Active	
Joshua Mills Accountant	accountant@kinderpedia.co	Active	Actions
Lilly Webb Nurse	nurse@kinderpedia.co	Active	Actions

List

Olivia Barnett
View all classrooms

olivia@kinderpedia.co Active | Actions |

Step 4

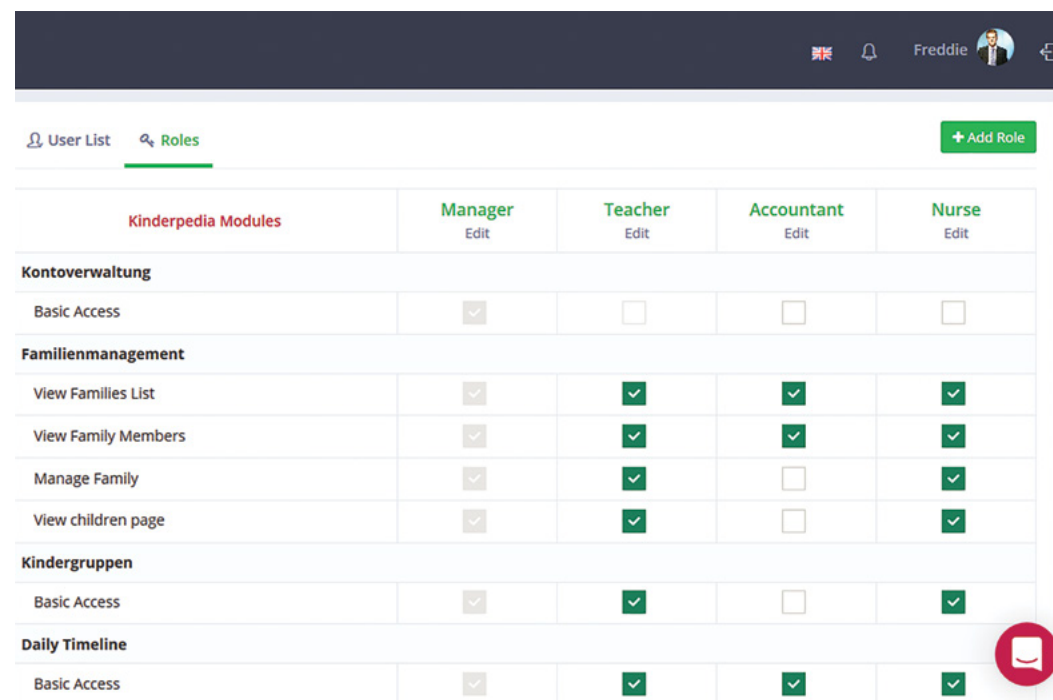
Set up roles / personal features

We can also define other roles such as Medical Nurse, Caretaker, Accountant, etc. These roles help us offer limited access to some modules, so that the educator/teacher can't see certain modules, for example: the billing module.

Educators/teachers must be associated to the group/class or groups/classes where for which they are responsible.

Each added user will receive an invitation on their e-mail address to activate their own Kinderpedia account.

After completing this action, they will have access to the Kinderpedia account of that institution (respectively the modules that they were given access to).



Kinderpedia Modules	Manager Edit	Teacher Edit	Accountant Edit	Nurse Edit
Kontoverwaltung				
Basic Access	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familienmanagement				
View Families List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Family Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Family	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
View children page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kindergruppen				
Basic Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Daily Timeline				
Basic Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5

Configuring the activities schedule

In order to add daily activities you access in the lateral menu the 'Activities' module. In this section you can ONLY add activities for each group/class. One activity can even be available even for more groups/classes.

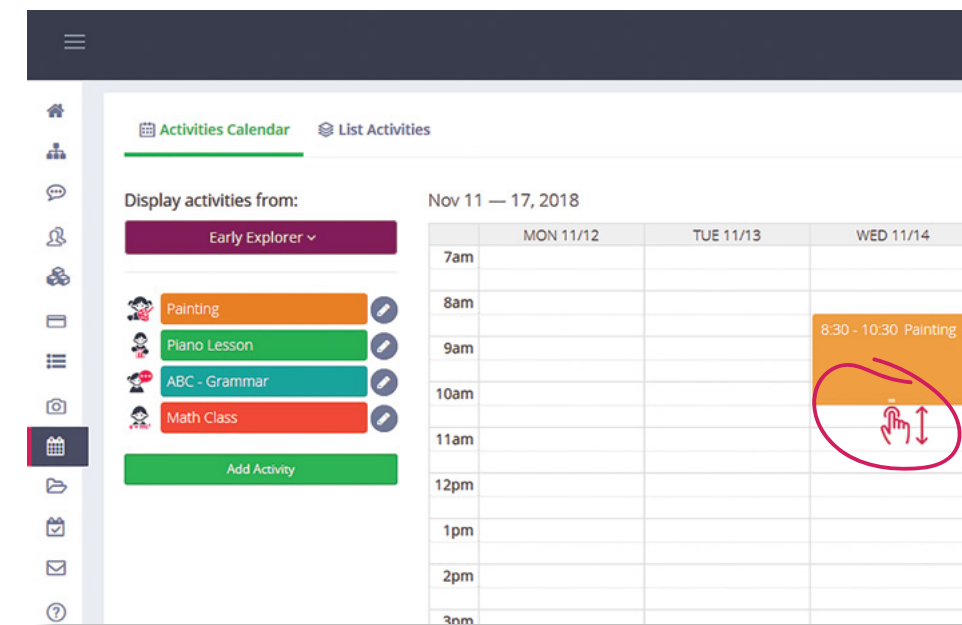
Attention! It's recommended that the added activity has a generic name or it's representative to the activity category, for example: Plastic Arts, Personal Development, Language and Communication, Mathematics.

The exact name of an activity can be established after planning it in the calendar.

An activity can be planned in the calendar through a simple drag-and-drop.

When placing the activity, the standard time interval is 1 hour. If you wish to reduce or grow the time interval of a planned activity, you will notice under its name the sign '≐'.

If you continue to press this sign, you can compress or expand the time interval of the activity in a up-down movement of the mouse.



Step 5

Configuring the activities schedule

If you click on an activity you can choose the Responsible for the activity (one of the educators/teachers associated with the group for which the schedule is being made).

If the activity is repetitive, then we can check the 'Repeat' box and plan the activity for each day of the week in a defined timeline (example: per semester or per year).

The name and description of the activity is visible by the parents of the children in the chosen group/class and can be modified at any given time each week, pending on the needs. Individual feedback can be added with emoticons and with a text description for each child.

The feedback is private, so each family will only have access to the observations made for their child.

[R] Math Class

Assigned Educator	Olivia Barnett Edit
Repeat	<input checked="" type="checkbox"/> Every Week, Monday, Wednesday, Friday, until 2019-06-28 - Edit
Colour	<input checked="" type="radio"/>
Icon	
Activity Name	Math Class
Description	Description
Planning Description	Planning Description <small>* Planning Description is available only for staff members.</small>
File	<input type="button" value="Add File"/>
	<input checked="" type="button" value="Save"/> <input type="button" value="Delete"/>

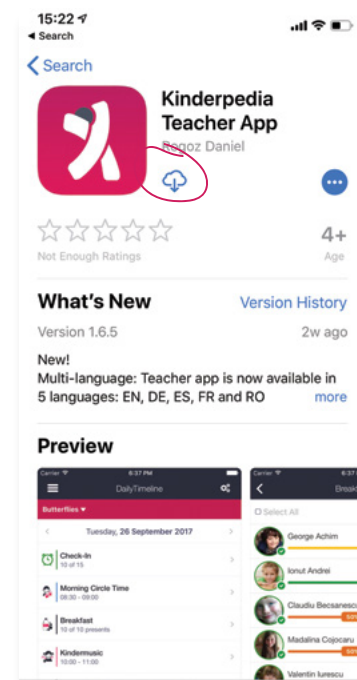
Search by Name

- Chase Declan
He did a great job!
- Mike Ross
- Jennifer Hopkins
- Gabriel Mendes

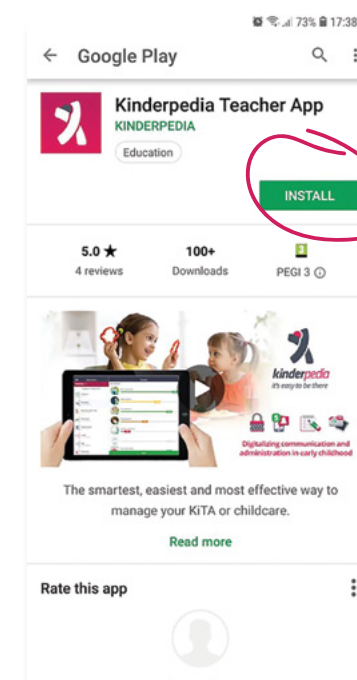
Step 6

Managers and Teachers install the mobile application

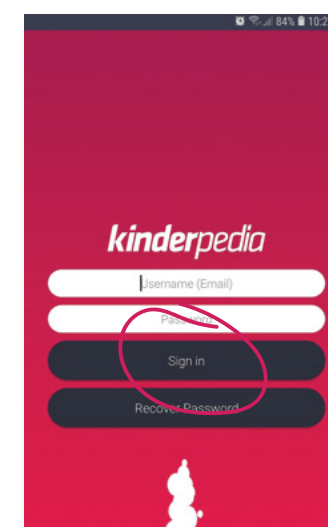
For an optimal use of the platform we recommend to install the mobile app for managers and teachers. It is available for iOS at the link: <https://goo.gl/FSMB7X> and for Android at the link : <https://goo.gl/EDLxw5>.



iOS



Android

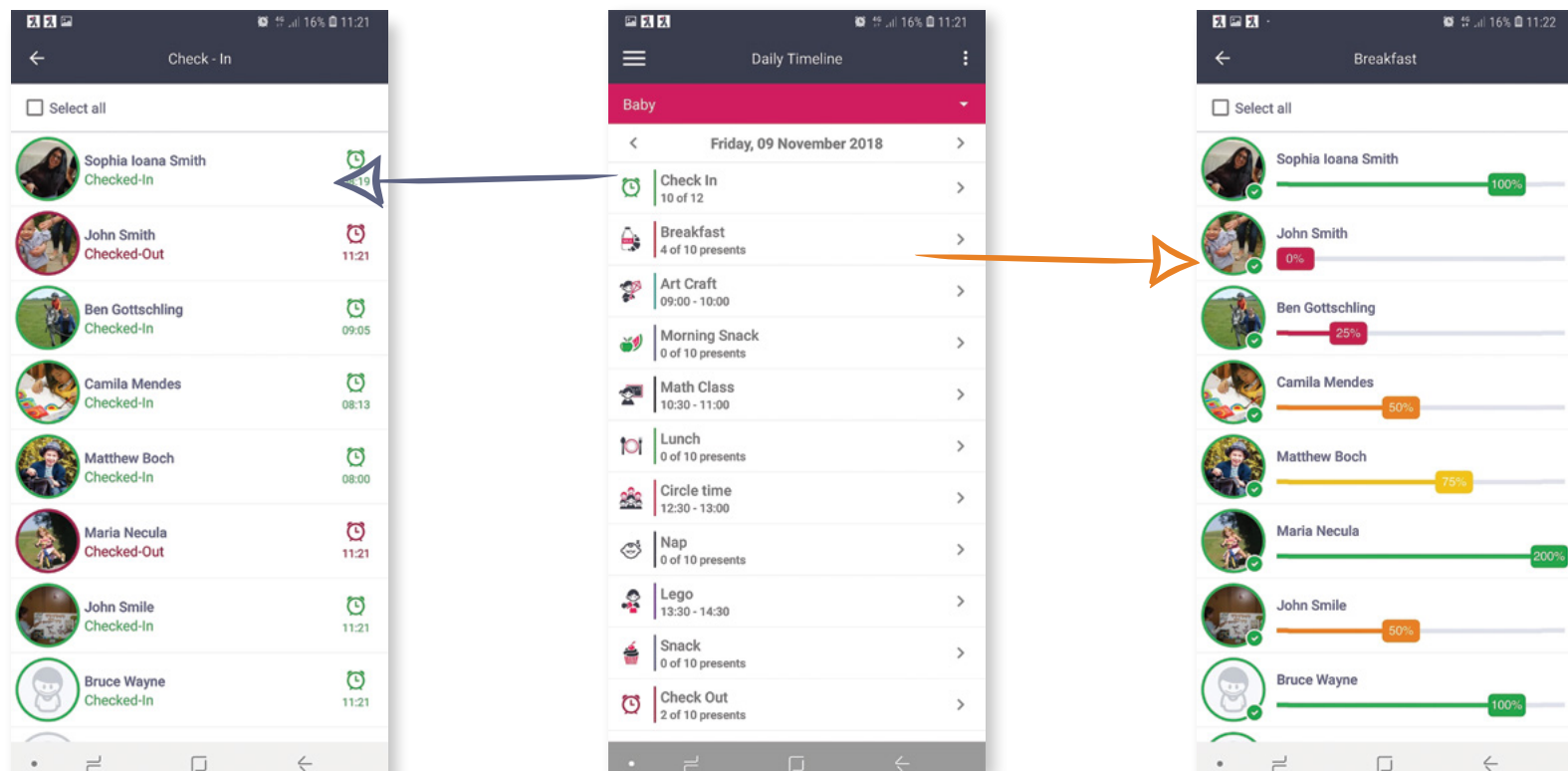


The authentication will be done with the e-mail address and password, being given by the manager to the educators.

Step 7

Daily Timeline

For an interval of 3-4 days it's recommended that educators complete the check-in, the daily report (filling out the percentages of meals and sleep recording) and eventually add some observations for the planned activities.

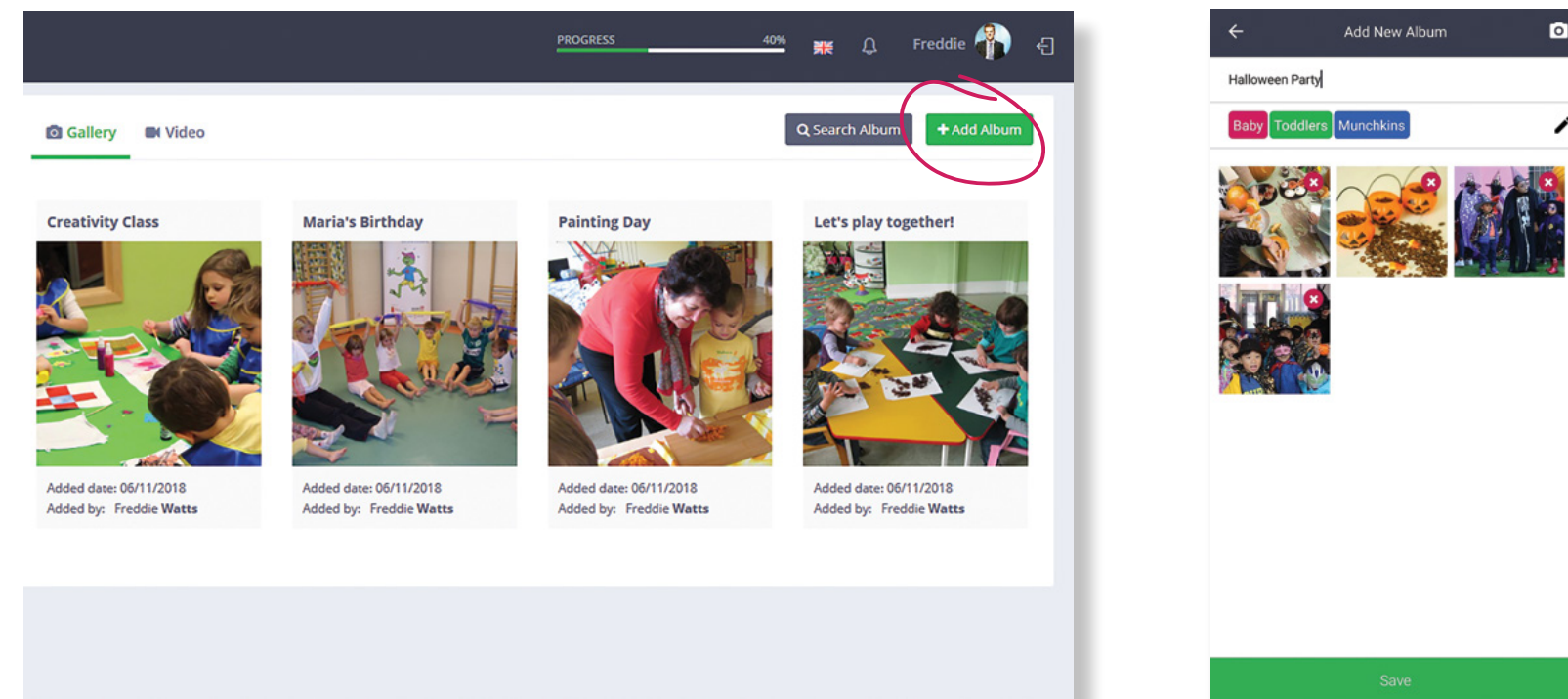


Step 8

Adding photograph albums

Before inviting the parents on the Kinderpedia platform, it's recommended to upload 4-5 albums of photographs for each group.

To create an album click on the 'Add Album' button, introduce the name of the album, pick the group/class and the author of the album (usually the educator/teacher from the group/class).



Step 9

Inviting parents on the Kinderpedia platform

In order to invite parents to create an account and access the information from the child's group/class, we need to access the Kinderpedia web interface and open the 'Families' module.

Here you can access each family individually and add at minimum one parent, with the mandatory fields: **Surname, Name, E-Mail Address**.

Phone number and physical address are not mandatory, but this information is useful for the billing module, for example.

After adding one family member for each child, we will return to the family list and filter with the status of 'Unregistered Parents'.

Choose the option 'All' and check the first box in the table to select all parents.

Step 9

Inviting parents on the Kinderpedia platform

After the selection, a green button 'Send invite to parents' will appear. Pressing it, each parent from the institution will receive an e-mail with an invitation that will have to be accepted in order to activate their account.

Attention: it's recommended to inform the parents of your intention to use the Kinderpedia platform, and to that end, we supply you with a standard form that will help you spread the information to the parents.

Step 10

Activating the premium modules



Menu Planner



Invoices



Medical Records



Live Chat



Documents



Events



Survey & Polls



Newsletter

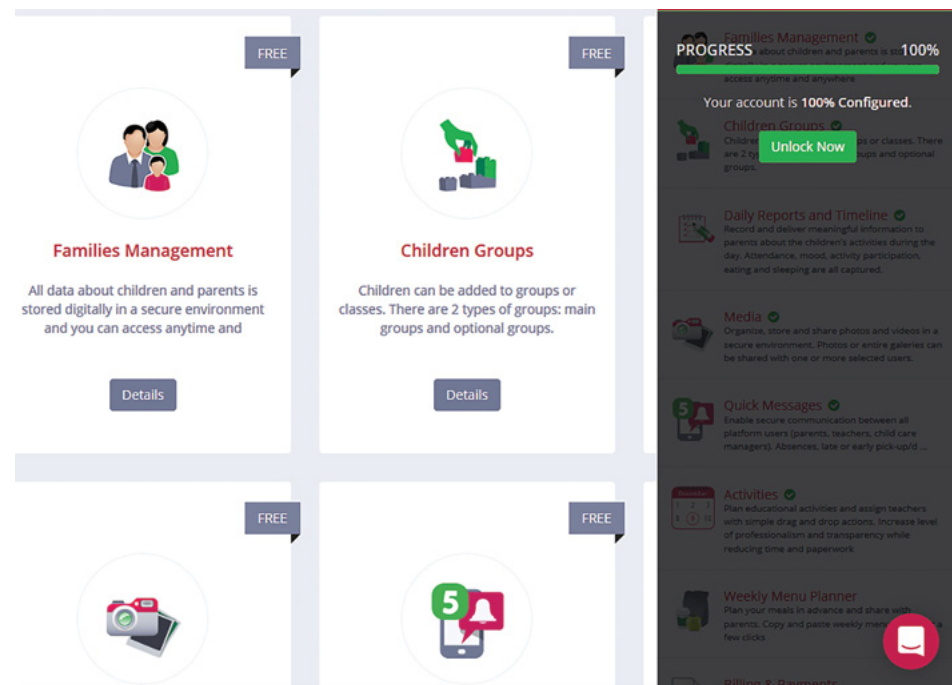


Customized Reports

Kinderpedia gives you the possibility to test out for free, for 30 days, the 10 premium modules. You can activate this function without introducing a bank card and without any contractual obligation.

Each of the premium modules you don't intend on using in the near future can be disabled – for example:

- ✓ if you don't wish to offer parents the possibility to communicate with each other, you can disable the 'Live Chat' module;
- ✓ if you don't have a planned survey in the future, also you can disable this module



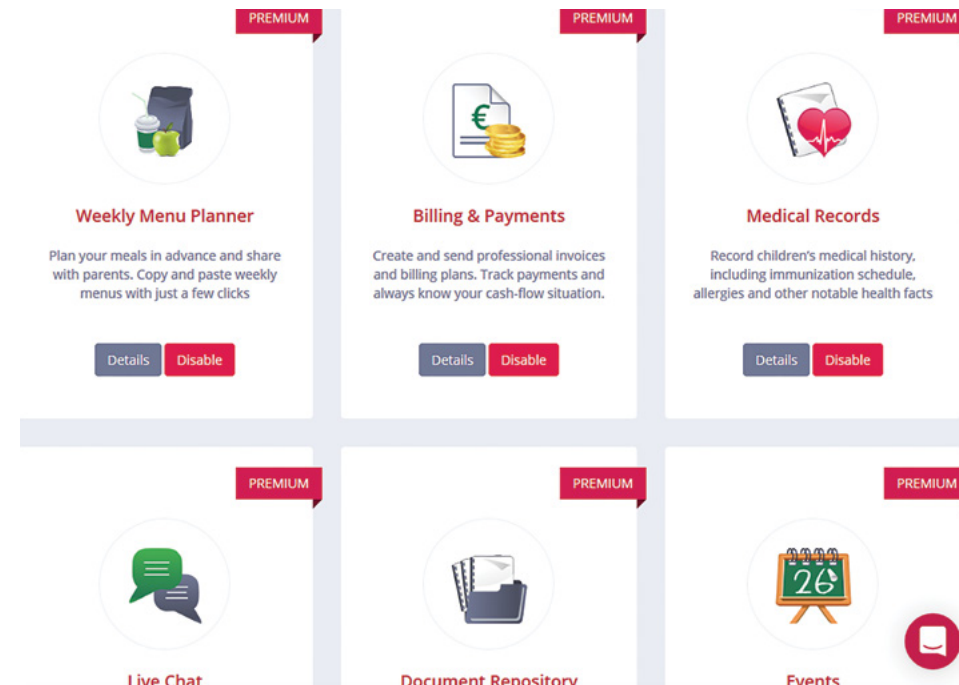
Step 10

Deactivating the premium modules

To disable a module you need to access the Management module, followed by the 'Kinderpedia Modules' subcategory.

Due to certain modules such as Events, Menu Planning or Documents it's advised to activate the premium modules before step 9 and populate them with information, for example:

- ✓ the next 3 events;
- ✓ the menu for the current or next week;
- ✓ a few documents for interest to the parents – this information will captivate the attention of the parents and display professionalism from your institution.





*For **24/7** assistance please contact us
through the technical support module*

