Introduction

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

Downloading the Parent Link app
The app can be downloaded from our website http://firststeps.software/link

![Download on the App Store](image)
![Android App on Google Play](image)
![Get it from Microsoft](image)

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.
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, Bootle 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 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.
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 Hardley

- 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 Hardley
- Assigned to Paul

Pictures
- Take New Picture
- Upload From Gallery

Audio Recordings
- Take New Audio Recording

Version 1.1.17
### Account

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

<table>
<thead>
<tr>
<th>Current Invoice</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brought Forward</td>
<td>£200.00</td>
</tr>
<tr>
<td>Fees: Mille - April 2017 (4 Weeks from 04/04/2016 to 29/04/2016)</td>
<td>£520.00</td>
</tr>
<tr>
<td>Sibling Discount: Mille</td>
<td>-£52.00</td>
</tr>
<tr>
<td>Fees: Laura - April 2017 (4 Weeks from 04/04/2016 to 29/04/2016)</td>
<td>£720.00</td>
</tr>
<tr>
<td>Full Week (Babies)</td>
<td></td>
</tr>
<tr>
<td>Supply of Nappies Laura</td>
<td>£10.00</td>
</tr>
<tr>
<td>Payment: Child Care Vouchers</td>
<td>-£243.00</td>
</tr>
<tr>
<td>03/04/2017</td>
<td></td>
</tr>
<tr>
<td>Payment: Child Care Vouchers</td>
<td>-£243.00</td>
</tr>
<tr>
<td>03/04/2017</td>
<td></td>
</tr>
<tr>
<td>Payment: BACS</td>
<td>-£912.00</td>
</tr>
<tr>
<td>03/04/2017</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>£0.00</td>
</tr>
</tbody>
</table>

#### Your Invoices

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2017</td>
</tr>
<tr>
<td>January 2017</td>
</tr>
</tbody>
</table>

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

### Fee Schedule 30 March 2017

<table>
<thead>
<tr>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees: Millie April 2017 - April 2017</td>
<td>£520.00</td>
</tr>
<tr>
<td>Full Week (Pooh Bear)</td>
<td></td>
</tr>
<tr>
<td>20 sessions @ £26.00</td>
<td></td>
</tr>
<tr>
<td>Sibling Discount: Millie</td>
<td>-£52.00</td>
</tr>
<tr>
<td>Fees: Millie May 2017 - May 2017</td>
<td>£598.00</td>
</tr>
<tr>
<td>Full Week (Pooh Bear)</td>
<td></td>
</tr>
<tr>
<td>23 sessions @ £26.00</td>
<td></td>
</tr>
<tr>
<td>Sibling Discount: Millie</td>
<td>-£59.80</td>
</tr>
<tr>
<td>Fees: Millie June 2017 - June 2017</td>
<td>£572.00</td>
</tr>
</tbody>
</table>
Observations

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

Entered By: Alison Handley

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

0 Comments

Playing in the sandpit

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