



Kindertales - Kindertales App Navigation Guide

Welcome to Kindertales! This guide will help you navigate through our app so you can make the most of your storytelling experience. Each section of this guide is organized into phases to assist in implementing the necessary action items for your program.

Each section of Kindertales will outline Umbrella's expectations for your program, including the recommended dates for initiating and achieving full use of each phase. Additionally, it will provide supplementary notes to support the implementation process.

Phases	Initiate Use By:	In Full Use By:
Phase 1	1/8/2024	9/9/2024
Phase 2	9/3/2024	9/23/2024
Phase 3	9/20/2024	10/1/2024

Login-In

- Tap "Log In" and enter your credentials.
- Press the green button, SIGN-IN



- A pop-up should appear with a list of classrooms to check-in to.
- Select the classroom to which you wish to check-in.

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MISSION: Excellence in early learning and child care

VALUES: Collaboration is the key, Equity and Belonging always, Excellence begins with us, Respect and integrity are essential & Trusting relationships connect us

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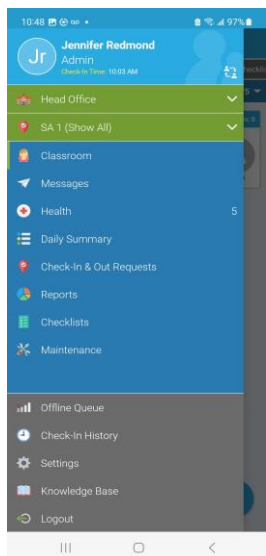
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Location And Rooms

Just below the personal profile displays two green bars.

- The first green bar displays your current location and the one below it displays the current room you are viewing.
- To view the current room dashboard just open the main menu and tap on "Classroom".
- To view other rooms simply tap on the second green bar (the room you're currently viewing) and it'll display a dropdown box which you may scroll through to find the desired room.



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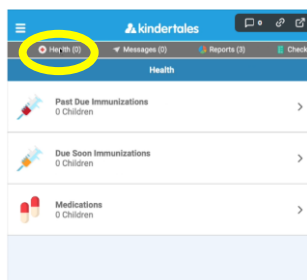
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Quick Links on Educator Dashboard

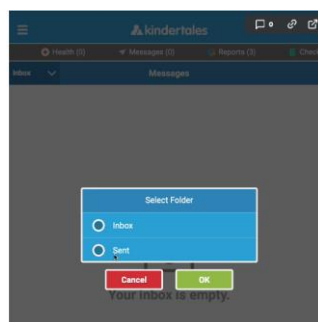
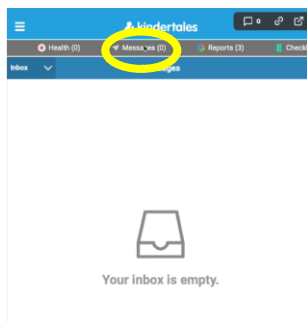
At the top just below the Kindertales icon is the "Quick Links". The "Quick Links" help display incoming information such as receiving new messages or getting health notifications. Also, the bar can swipe left and right to view other quick links options.

Health: The number counter indicates overdue Immunizations and medications required for children in care today.

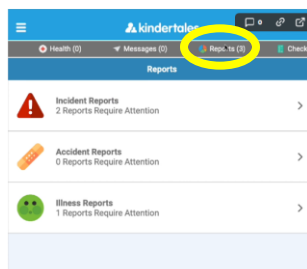


Messages:

- The number counter indicates the number of unread messages.
- Click on tab inbox, left hand and switch to outbox



Reports: The number counter indicates any pending reports (accident, illness, incident).



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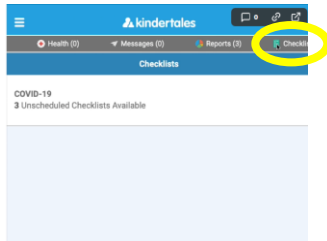
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Checklist: The number counter indicates checklists to be completed.



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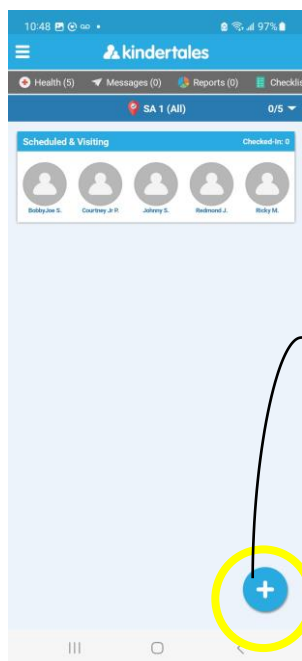
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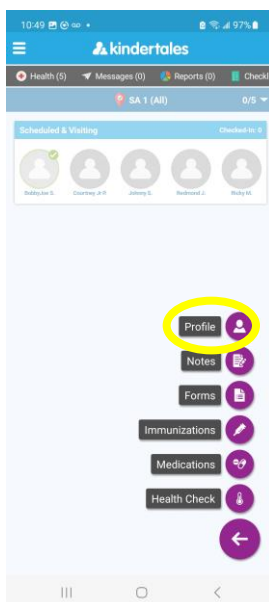
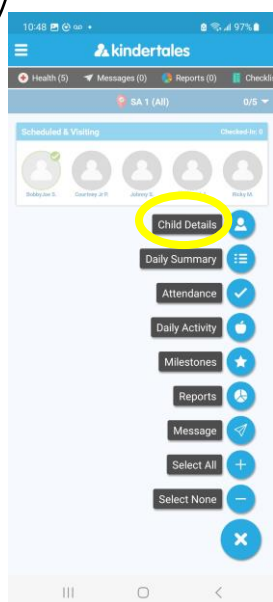


Navigating Detailed Sections



Accessing the Action Menu

- Begin by selecting the child's circle on the dashboard. This will open their personal action menu.
- The first option in this menu is "Child Details," which provides access to all pertinent information regarding the child.



Profile:

- Child Details (age, birthday, Gender, address, phone)
- Program (Daytime, before, after, custom)
- Diet and Health Information (Dietary Restrictions, allergies, emergency plan, doctor information)
- Emergency Contact
- Authorized Pick-Ups/Drop-Offs
- Parent Information
- Additional Information (Language spoken, custody Arrangements, names and ages of siblings)

Notes: Here, you can access and add notes relevant to the child's care. These notes are internal only and visible to staff and administration but not to parents.

Forms: Access enrollment and other forms filled out by parents. Visibility of these forms depends on

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administrative permissions.

Immunizations: If your center tracks immunizations through Kindertales, this section displays upcoming or past-due immunizations, crucial for maintaining health compliance.

Medication: View and manage medications that need to be administered. This includes tracking dosages as authorized by parents through the parent app.

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Child Health Check

Umbrella's Expectations

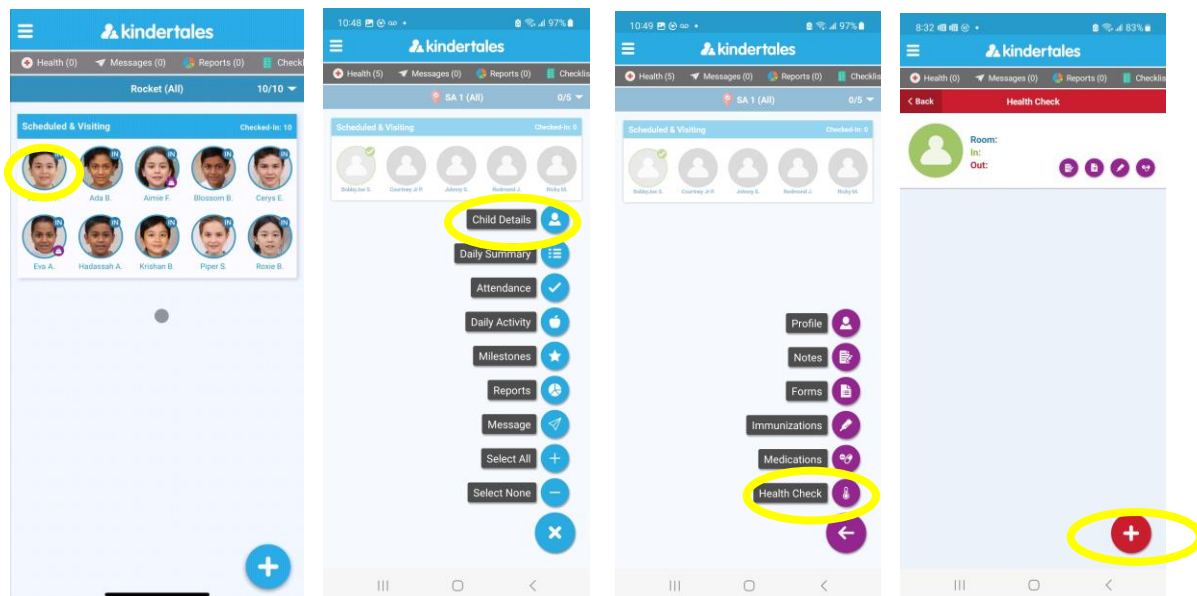
- ✓ Utilized daily for health checks
- ✓ Required for all age groups

Phase 1:

Initiate Use By: 1/8/2024

In Full Use By: 9/9/2024

Notes:



- From the Classroom screen select the child you wish to record a Health Check for
- Tap on the Action Button and select Child Details
- Select Health Check
- Select the red Add New Button
- You can also review existing Health Check entries from this page by tapping on them
- Complete the Health Check Form and click Submit

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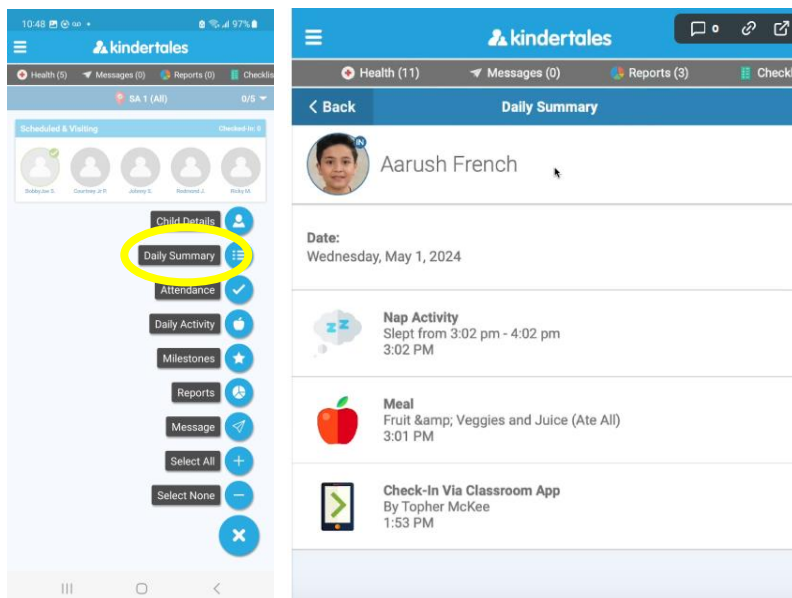
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Daily Summary

- Navigate to the “Daily Summary” in the action menu to view a comprehensive list of all activities that have been recorded for the child throughout the day.
- This section is crucial for maintaining a chronological account of the child’s day, providing a clear and complete record of all engagements and interactions.



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Communication With Families Via Messaging

Umbrella Expectations:

- ✓ Utilized as needed
- ✓ Check to ensure parent communication throughout the day
- ✓ Required for all age groups

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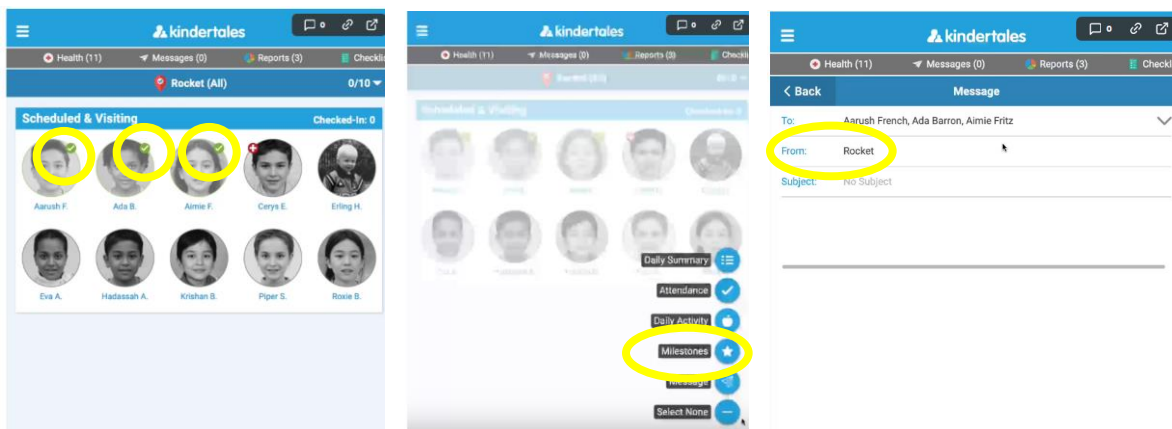
Initiate Use By: 1/8/2024

In Full Use By: 9/9/2024

Notes:

Messaging Expectations Guide

- Send message to your families either an individual family or multiple families
- Choose the children for whom you need to send a message. You can select one child for individual messages or multiple children for broader communications, ensuring the green check mark
- Messages are sent to the primary email address associated with the child's profile. This ensures that communications are directed to the correct recipient.



- In the 'from' field, the classroom is listed instead of an individual staff member's email. This approach maintains continuity in communication and ensures that any staff member checked into the room can view the response, preventing any messages from being overlooked.

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Sending the Message

- Fill out the subject line and compose your message in the message field.
- Click Send to dispatch your message. This ensures that all relevant parties are kept informed, enhancing communication.

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Check In/Out

Umbrella Expectations:

- ✓ Utilized daily for real-time attendance taking
- ✓ Required for all age groups

Phase 1:

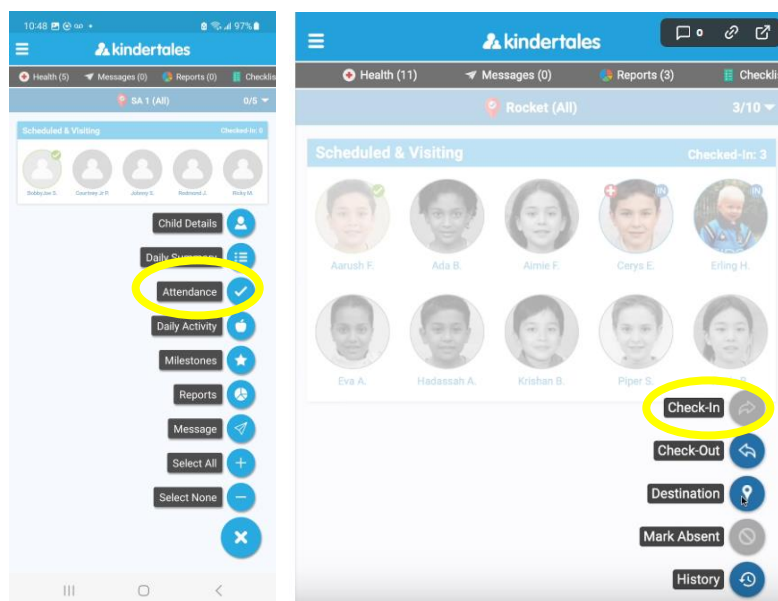
Initiate Use By: 1/8/2024

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Notes:

Supply/Relief require accounts

- The "Attendance" section is not only for checking children in or out but also for managing their movements within the center.
- Use this feature to monitor and adjust where a child is located during the day, which is particularly important for safety and compliance with child-to-staff ratios.



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Forms for File

Umbrella Expectations:

- ✓ Child's file contains no old admissions forms
- ✓ Required for all age groups

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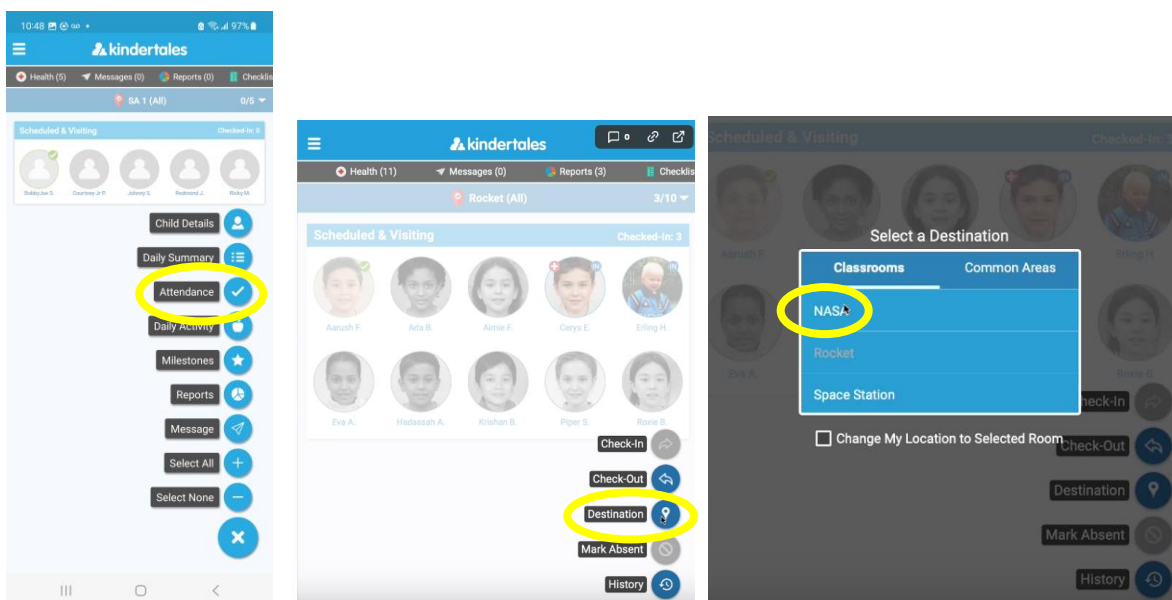
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Moving Children to Different Areas:

- To manage a child's transition to a different room or area, click on "Attendance" and then "Destination."
- Select the new room or area the child will visit. This could be for a scheduled short visit as part of their transition to a new room or any other reason.
- Complete the selection to update the system, and the child's location will be adjusted on the dashboard. This helps ensure that all staff members are aware of the child's current location, enhancing safety and supervision.



- Select the room the child is going to visit
- Once complete, you will see the child is visiting another room on their own section of the dashboard to see where they are at all times.

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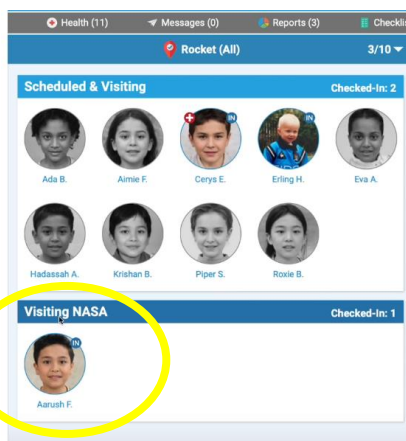
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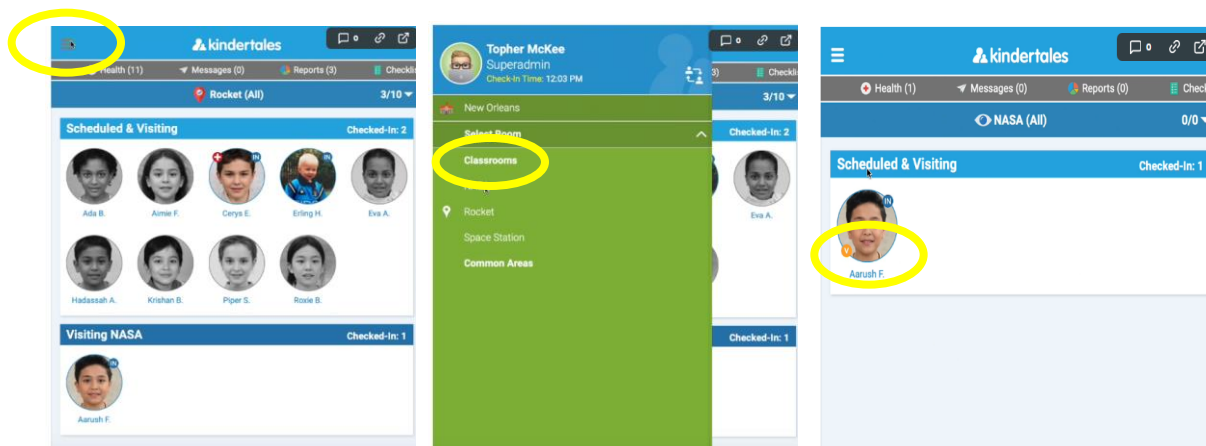
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- If you are a staff member in the room they are visiting
- Click the three bars on the top left hand side
- The child visiting will now show up on the dashboard
- The child's profile will show up with a "V" for visiting



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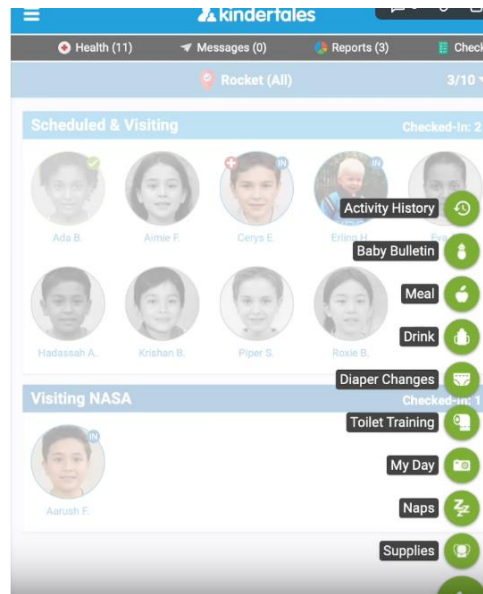
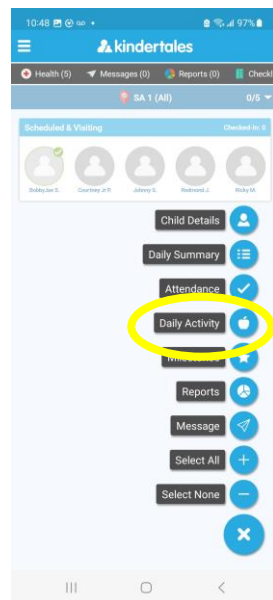
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Daily Activity

The action menu includes wizards that guide you through recording various daily events, from meals and naps to playtime.



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Meals and Snacks

Umbrella Expectations:

- ✓ Utilized daily, menus stay up to date in Kindertales for Infant, toddlers and preschool children.
- ✓ Required for all age groups

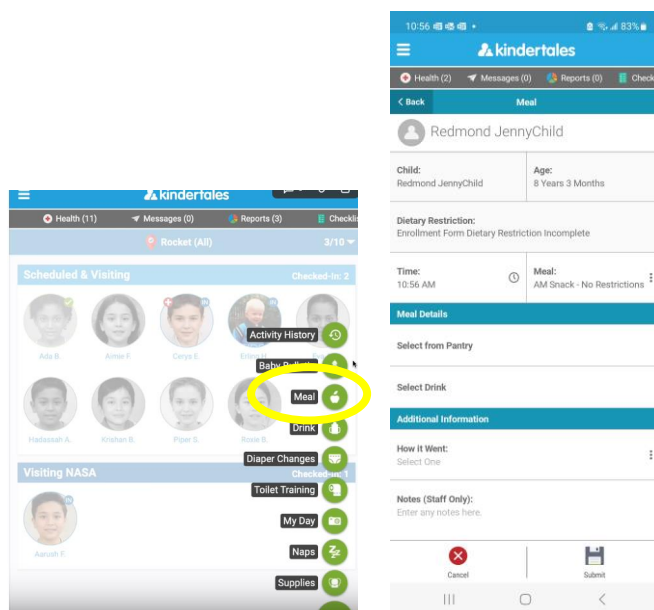
Phase 2:

Initiate Use By: 9/9/2024

In Full Use By: 9/23/2024

Notes:

Menus need to be inputted (including dietary Restriction Menu)



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Drinks

Umbrella Expectations:

- ✓ Utilized daily for infants, optional for toddlers, preschool and above
- ✓ Menus stay up to date in Kindertales

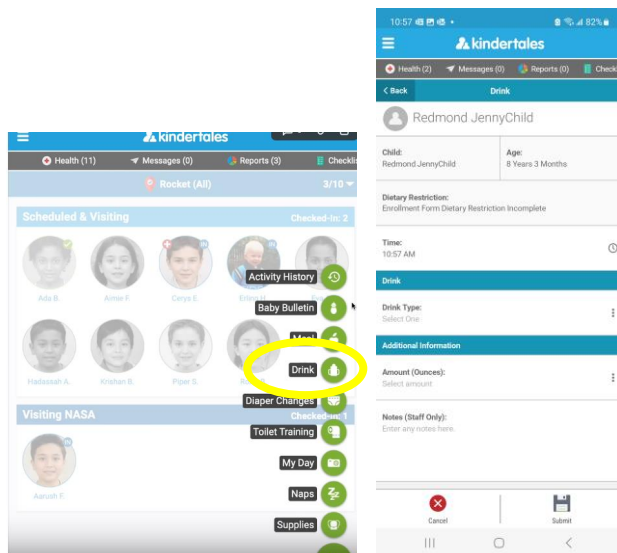
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Diaper Changes

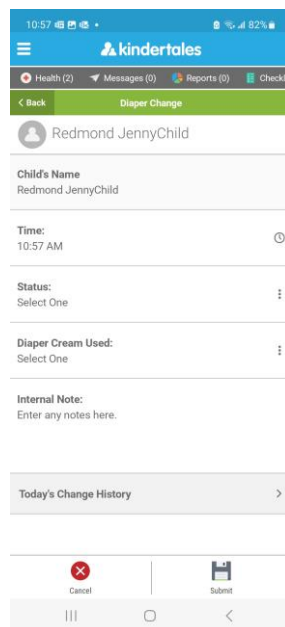
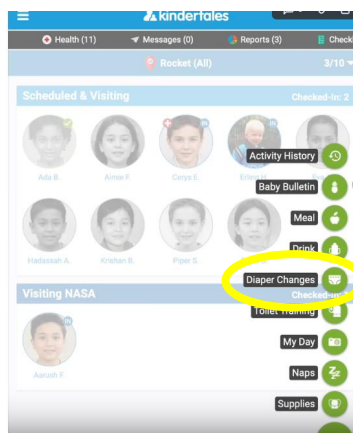
Umbrella Expectations:

- ✓ Utilized daily, diaper changes in Kindertales for Infant, toddlers and preschool children.

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Toilet Training

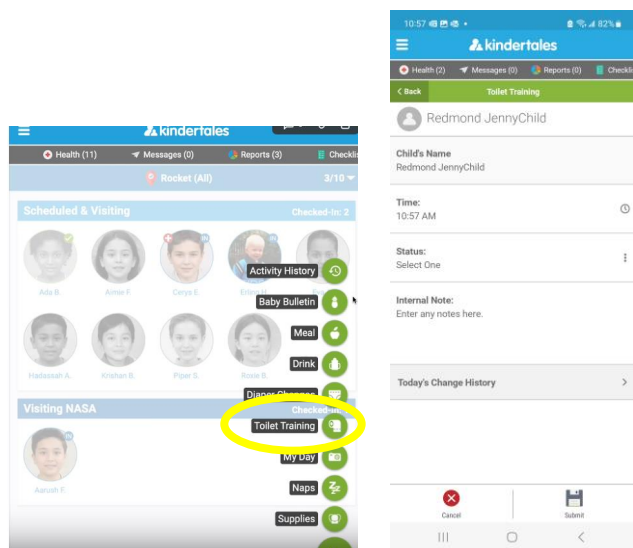
Umbrella Expectations:

- ✓ Utilized daily, toilet training in Kindertales for Infant, toddlers and preschool children.

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In Full Use By: 9/23/2024



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My Day

Umbrella Expectations:

- ✓ Minimum of 2 posts per week per educator
- ✓ To ensure that educators post photos of **ALL** children in their group or classroom to promote equity for all families.
- ✓ When sharing a photo via My Day, a brief sentence describing the photo is sufficient, as this platform is not intended for detailed pedagogical documentation or photo collages. Since the observational content in My Day is limited, we encourage families to visit the classroom for more in-depth documentation displayed on the classroom walls
- ✓ *Note - Be sure to confirm photo permissions of children before sending photos. Many children's photos are only to be shared with their family.

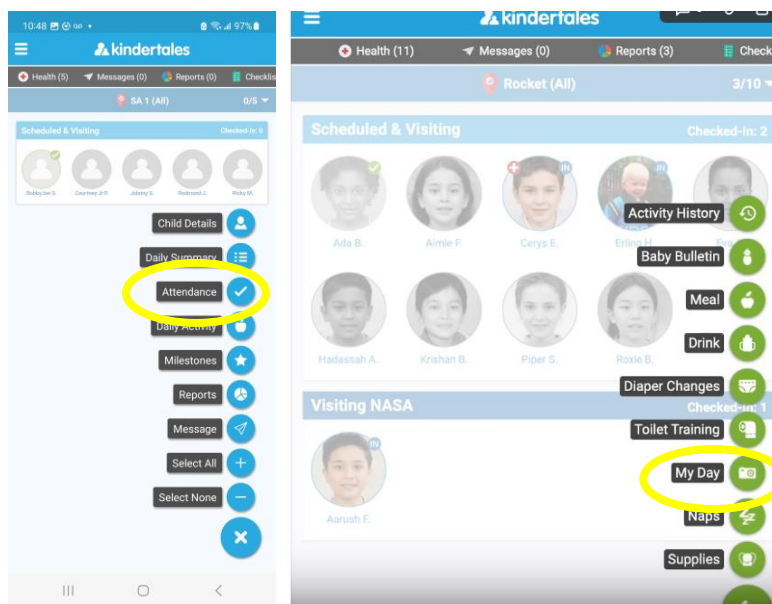
Phase 2:

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In Full Use By: 9/23/2024

Notes:

Roll out of Policies



- Select the **"My Day"** category from the action menu.

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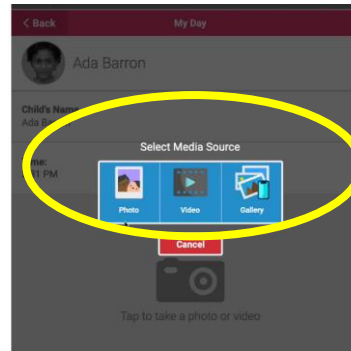
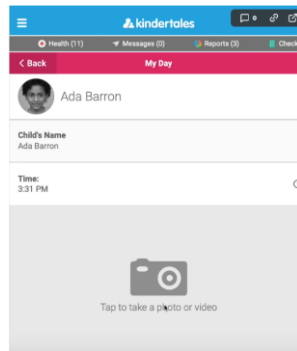
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- Click the camera icon to take a new picture or select a pre-existing one from quick media. You can send up to 5 photos.
- Enter a caption for the parents and any internal notes for staff.
- Click Submit to send the update. Remember, this is intended for brief notes, not lengthy descriptions.



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Naps

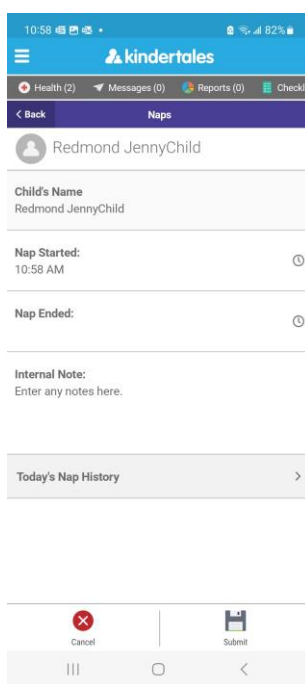
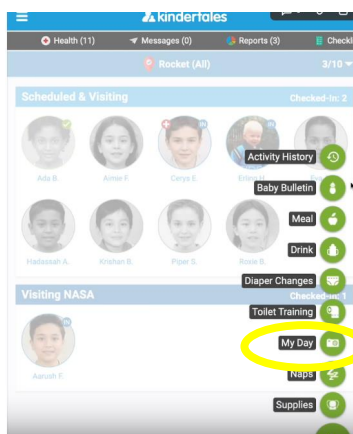
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- ✓ Utilized daily, naps in Kindertales for Infant, toddlers and preschool children.

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Accident Reports

Umbrella Expectations:

- ✓ Using for all incident/accident report
- ✓ Required for all age groups

Phase 3:

Initiate Use By: 9/23/2024

In Full Use By: 10/1/2024

Notes:

Roll out of policies

Creating Accident Reports

1. From the Classroom screen select a child by tapping their icon
2. Open the Action Menu in the bottom right corner
3. Tap Reports
4. Tap Accident / Illness Report
5. Fill out the form, all questions are required

The image displays three screenshots from the Kindertales app. The first screenshot shows the 'Classroom' screen with a grid of child icons; one icon is circled in yellow. The second screenshot shows the child's profile for Aarush French, with a yellow circle highlighting the action menu in the bottom right corner. The third screenshot shows the 'Accident Report' form for Aarush French, with yellow circles highlighting the 'Teacher Signature' and 'Supervisor Signature' fields, which contain handwritten signatures.

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Initiate Use By: 9/23/2024

In Full Use By: 10/1/2024

Notes:

Roll out of policies

Creating Incident Reports

1. From the Classroom screen select a child by tapping on their icon
2. Open the Action Menu in the bottom right corner and tap on Reports and select Incident Report
3. Fill out the form, all questions are required
4. For a report to be considered complete it must be signed by the teacher, director and parent

5.

kindertales

Health (0) Messages (0) Reports (0) Check

Rocket (All) 10/10

Scheduled & Visiting

Checked-in: 10

Aarush French

Room: Rocket

In: 9:48 AM

Out: -

Child's Name: Aarush French

Date: November 08, 2023

Time of Incident: 3:24 PM

Nature of Incident: Aarush got into an argument

Where Incident Occurred: At recess

Teacher on duty at time of accident: Mr. McKel

Parent's Comments: Enter any comments from the parents here.

Teacher Signature: [Signature]

Supervisor Signature: [Signature]

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Umbrella Family and Child Centres of Hamilton

Immunizations

Umbrella Expectations:

- ✓ Transition to electronic
- ✓ Required for all age groups

Phase 3:

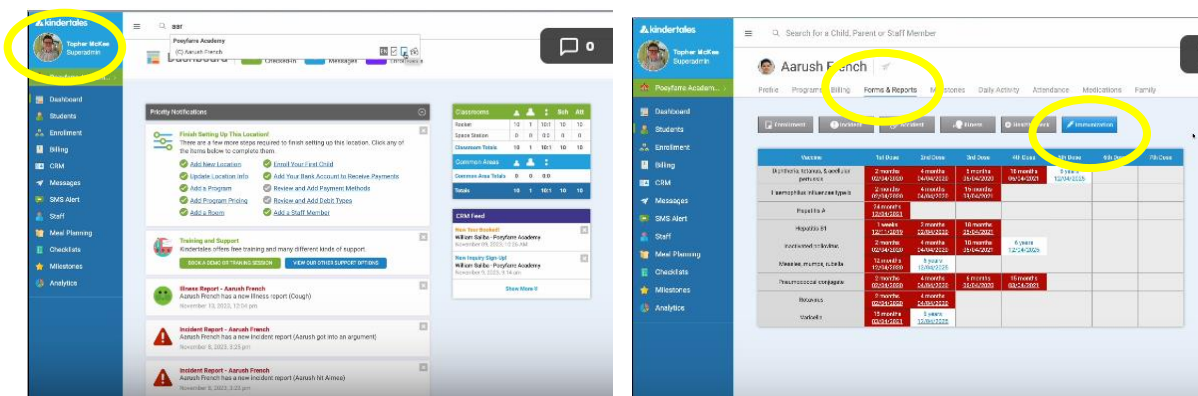
Initiate Use By: 9/23/2024

In Full Use By: 10/1/2024

Notes:

Roll out of policies

1. From the classroom screen select the child you want to review
2. Tap on the Action Button
3. Tap on Child Details
4. Tap on Profile to view the child's profile which contains key Parental, Doctor, Authorized pick-up information and more
5. Tap on Notes to view the staff only notes regarding the child
6. Tap on Forms to review the child's various forms
7. Tap on Immunizations to review and record the current status of the child's immunizations



VISION: Responsive, accessible, and inclusive child care for all

MISSION: Excellence in early learning and child care

VALUES: Collaboration is the key, Equity and Belonging always, Excellence begins with us, Respect and integrity are essential & Trusting relationships connect us

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Allergy List

Umbrella Expectations:

- ✓ Removal of old allergy lists, utilization of Kindertales allergy lists.
- ✓ Required for all age groups

Phase 3:

Initiate Use By: 9/23/2024

In Full Use By: 10/1/2024

Notes:

Roll out of policies

1. Select a child and browse to their enrollment form.
2. The dietary restrictions questions can be found under the "Diet, Allergies and Health" section.
3. The "Dietary Restriction" drop down will display all the menu types configured in Meal Planning Settings.
4. An additional text field is available labeled "Additional Diet Information:" where parents can provide more context.

The screenshot shows the Kindertales software interface. The top navigation bar includes 'Profile', 'Programs & Billing', 'Forms & Reports' (highlighted with a yellow circle), 'Attendance', 'Daily Activity', 'Attendance', 'Medications', and 'Family'. The main content area is titled 'Erling Haaland' and shows the 'Diet, Allergies and Health' section. This section includes a 'Dietary Restriction' dropdown menu set to 'Vegetarian', an 'Additional Diet Information' text field with the placeholder text 'Exclude meat, poultry, seafood and eggs from their diet, but include dairy products like milk, cheese, yogurt and butter', and a 'Please list allergies or medical issues' section with radio buttons for 'No' and 'Yes'. Below this are sections for 'Additional Information' and 'Emergency Contact Information'.

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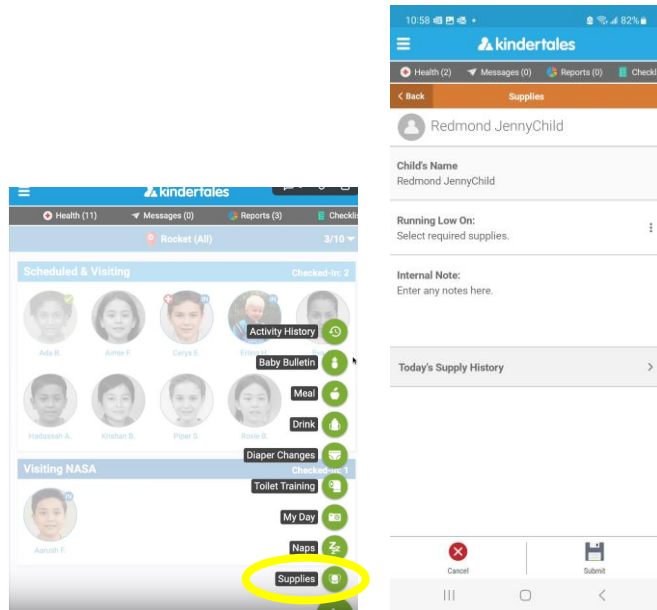
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Supplies



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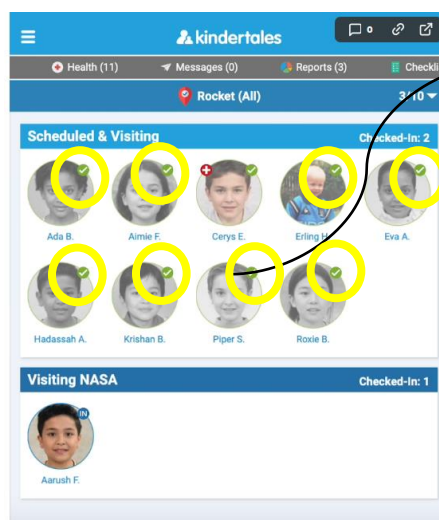
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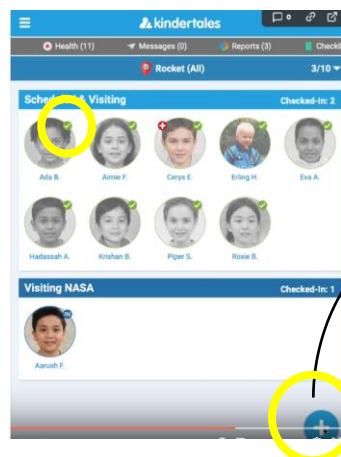
Recording Activities in Bulk

To record activities for multiple children:

- On the dashboard, select the circles of all children involved.
- Access the action menu, which will now show options applicable to multiple children.
- Perform necessary actions such as checking in/out or moving groups, which streamline managing larger numbers of children.



select the circles of all children involved.



Select the Action Button

- Action menu selections have been reduced because you won't be able to access specific information for each individual child.
- It will list all the functions that you can perform in bulk.
- You can check in more than one child at the same time

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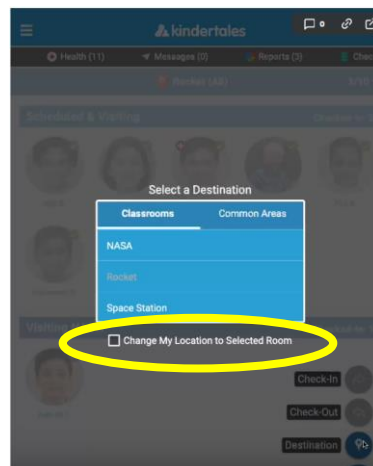
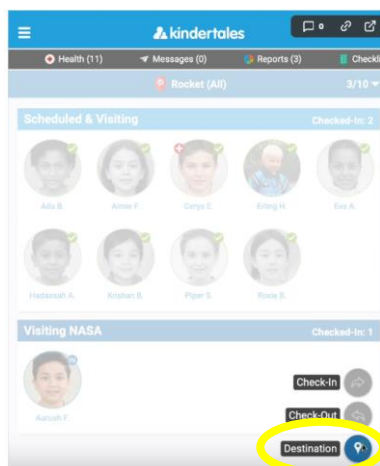
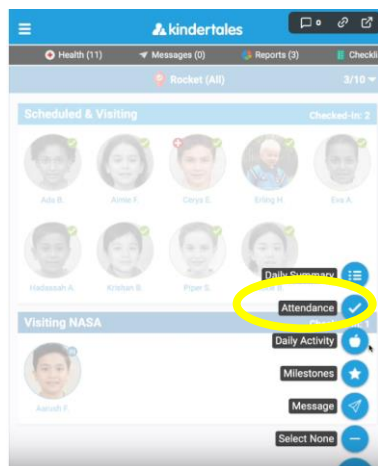
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- You can move your entire class to the playground and then back in
- If your entire class is moving and the educator is moving with them, you can click the box, 'change my location to selected room'



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