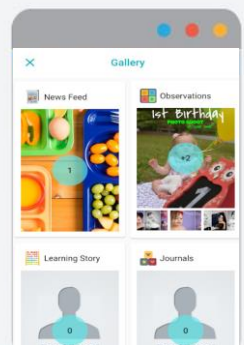
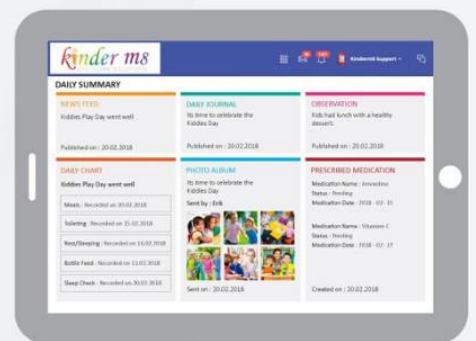


Parent User Guide

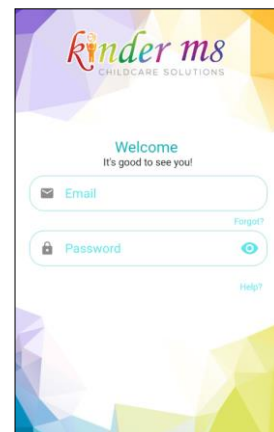


Kinder m8 Family Lounge



How do I set up the Kinder m8 Family Lounge app on my mobile?

1. Getting started with Kinder m8 Family Lounge is simple! Download the Kinder m8 Family Lounge **mobile app** from the [Google Play Store](#) or [App Store](#). Install the app on your device. Once it is installed, you can login with your email and password.
2. Once your account has been created by your Centre, you will receive an email from the Kinder m8 team. If you've already received a welcome email, click the link in the email to set up your login,
3. On the **website** you can login to the parent portal using your credentials. Use the “**Remember me**” option to save the username and password of the portal.



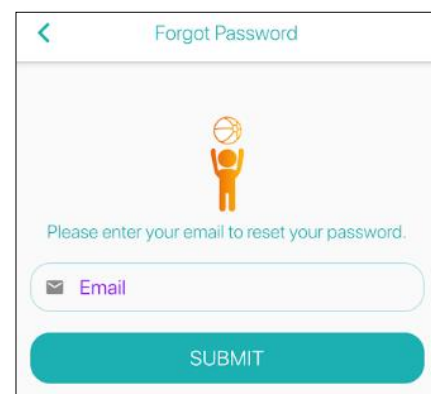
Missing your welcome email? Do the following:

4. Check your inbox for an email from Kinder m8. (Don't forget to check your spam/junk folder!)
5. Still unable to find it? Contact your centre and verify that they've entered the correct email without typos and ask to confirm the “**send invitation to email option**”.

1. I forgot my password and can't log in to the app.

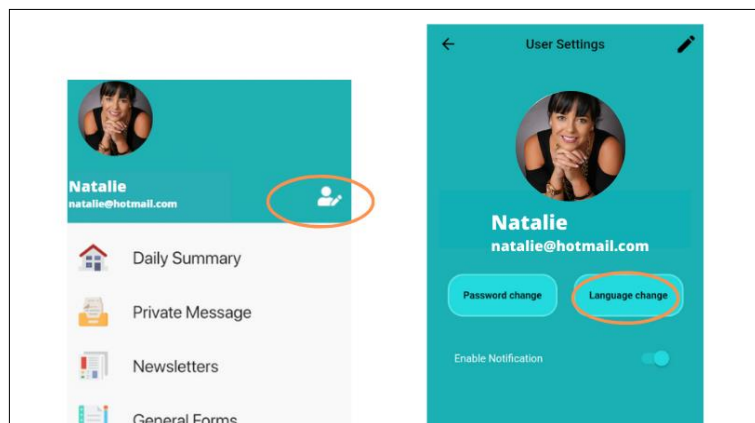
You must type in your email and password exactly the way you did when you registered.

1. Try again to enter the username and password – remember that they are case sensitive, and pay attention to any numbers or symbols you may have used.
2. Forgot your password? Go here to reset your password: **Reset password »**
3. A reset password link will be sent to your email.



2. How do I customise the language I want to view the app in?

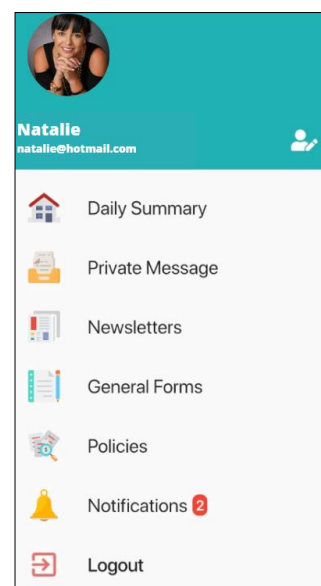
To customise the language you would like to view the app in please select the edit profile icon and then select language settings.



3. I need to contact an educator personally to inquire about my child's enrolment.

Our private messaging option makes it easy for you to privately communicate with your child's educator. You may message any contact in your contact list or you can engage in a Group Chat. Here's how:

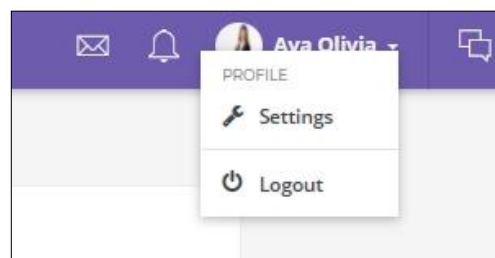
1. Click on the **Message** icon on the top right corner of the **Home** screen
2. Tap on the + icon in the top left corner to compose the message
3. Click on **Groups** or filter by **Name** or **room**.
4. Enter your subject and text in the message body
5. Select the photos you want to post
6. Tap **Drag photo or attach document** if you need to upload.
7. Click **Send**.



Likewise, you have the facility to send a note to the centre by clicking the **Note To Centre** option on the top right corner of the **Home** screen.

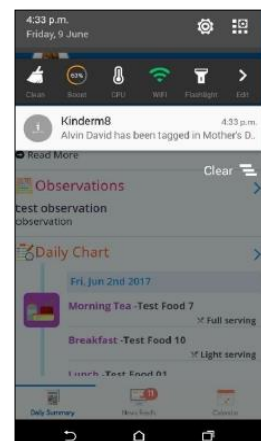
4. I think my password is too complicated and I would like to change it to one I can easily remember.

1. On the "Left Navigation Tray" click on the Settings icon (In the desktop mode the Settings option is available under the Account setting on the right corner of the screen)
2. After clicking on Settings, your profile will appear on a screen with the change password option in the right corner.
3. Enter your new password and confirm.
4. Click Save.



5. I need to get notifications directly to my mobile.

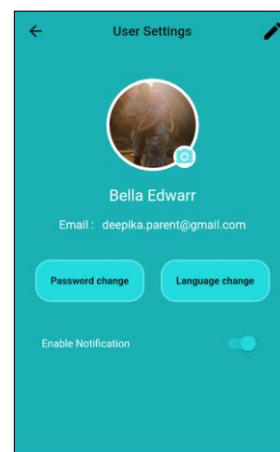
Absolutely, the push notification feature allows you to receive push notifications (messages that pop up on the device) when new Journals, Observations or Learning Stories are created as well as for News Feeds and Events created.



6. I want to use a different email address for my account. How do I change my email as well as my profile picture?

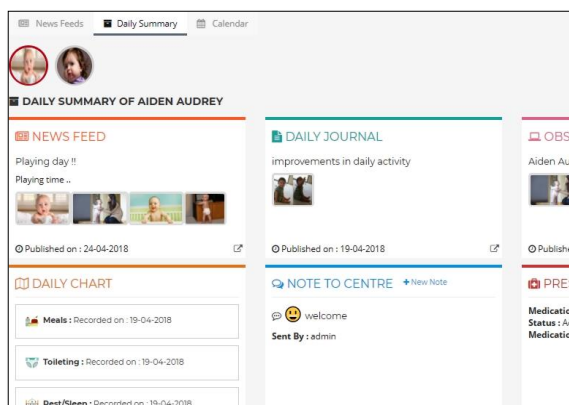
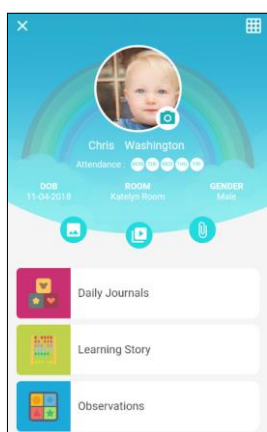
You can always change the email address and photo in your profile with the following steps:

1. Click the Settings icon.
2. Click Personal Info to edit your full name and email address.
3. Click Change Image to change your profile image.
4. Don't forget to click Save before moving to the next tab.



7. I would like to check my child's daily activity regularly. How do I view it?

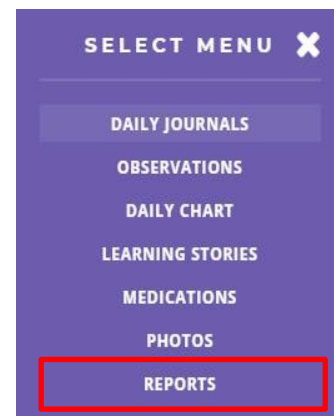
Kinder m8 offers the Daily Summary option where you can find your child's latest log of activities. There you can find the summarized statement of regular activities, Daily Journal, Observations, Learning Story, Daily Chart, Medication history, Notes to centre and photos.



8. Are there any options available to generate my child's reports?

Yes indeed, the Kinder m8 parent portal has made it easy. You can generate your child's reports on the Daily Journal, Daily Chart, Observation and News feed and download it as a pdf through Kinder m8. This option is available only on the web portal and not on the mobile app. Here's how you can generate and download reports:

1. Click on the navigation icon in the left corner of the home screen.
2. Click your child's name in the drop-down menu.
3. Select menu to the right underneath your child's profile.
4. Click Report.
5. Select the report type you want to generate (You can generate Daily Journal, Daily Chart, Observation and Newsfeed reports).
6. Click Generate.



9. Can I view my child's progress related to different activities?


The Kinder m8 Family Lounge is a gateway for parents to observe their children's activities. You can view the daily updates made by your child's educator in Daily Journal, Daily Chart, Medication, Observations, Learning Story and photos. These include:

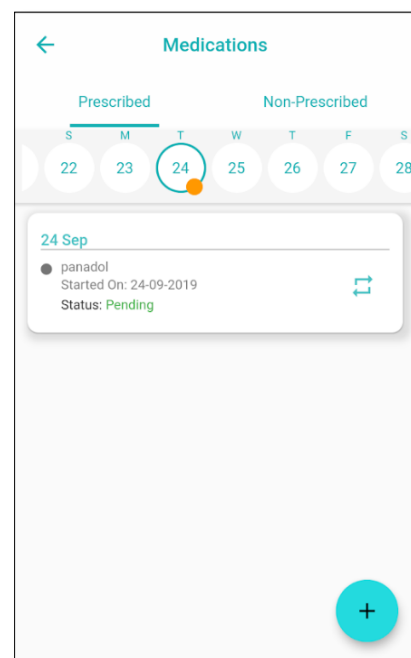
- **Daily Journal** - The daily activities of the children.
- **Medication** – Where you can request medication to be administered at the Centre.
- **Learning Story** – A snapshot of how a child responds or interacts during an activity.
- **Observation** – A child's specific activities and the progress made are observed and recorded by the educator. .
- **Daily Chart** - Details of a child's meals, sleep/rest, toileting, bottle feeding is updated here.
- **Photo** - You can view and download your child's photos.

10. I need to send a medication request to the educator.

With Kinder m8 Family Lounge, you have the facility to request medication to be administered at the Centre through the mobile app and web portal by taking the following steps:

Mobile

1. On the "Left Navigation Tray" click the child's profile.
2. Click on the **Medication** Icon.
3. Prescribed medication section and non-prescribed medication section will appear.
4. Click **+ button** to add medication.
5. Press  to request to repeat the same medication.
6. Follow the queries to fill the medication details and click **Save**.

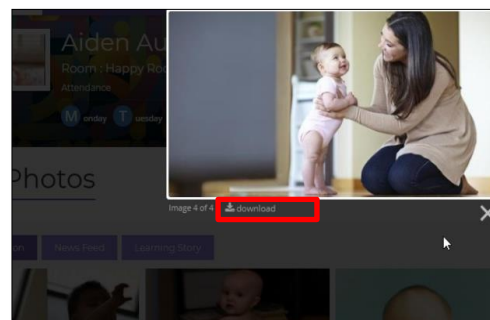


Web portal

1. On the "Left Navigation Tray" click on the child's profile.
2. On the right **Menu List** select Medication.
3. You can view the previous medication history edit, delete or select the repeat medication option.
4. Select the add **medication** button to add a new medication.
5. Choose the **Prescribed medication/ non-prescribed medication option**.
6. Follow the queries and click **Save**.

11. How do I download my child's photos?

1. Click your child's profile
2. Click on the photo icon
3. Choose the photos from the any section (Observations, News feeds or Learning Stories).
4. Click on the image.
5. Click on the download button underneath the image.



12. How do I download videos of my child?

1. Videos can be downloaded from the News feed and Learning Stories.
2. Right click on the video.

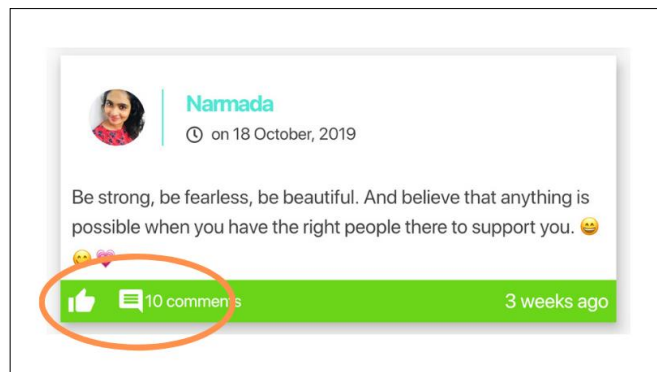


3. Select the “Save video as” option and save the video.

13. I would like to comment and like on some of the activities posted by the educator. Does this work like Facebook?

Yes, it is as easy as using Facebook!

Beneath the post you can see the like / comment button, where you can enter your comments / likes on your child’s documents. You can comment/like on posts in the News feed, Daily Journal, Observation and Learning Stories.



14. My centre is organising events. How can I add these to my phone calendar and how can I RSVP?

When your centre sends you an invite to an event you can add it to your phone calendar by selecting the icon in the bottom right corner. To RSVP you just need to simply select **Going/ Maybe/ Not going**

