

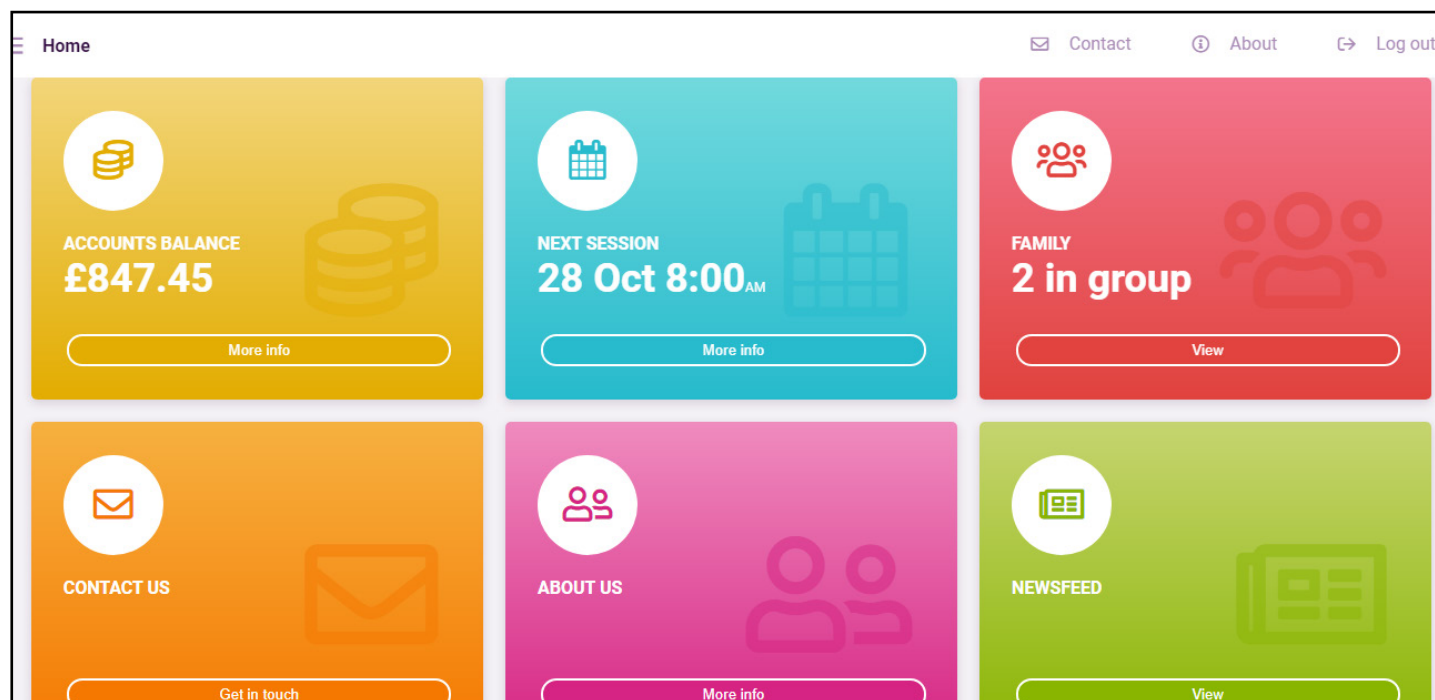


# A Parents' guide to Parent Portal

Welcome to Parent Portal! You will now be able to have a valuable insight into your child's day, keep track of your nursery finances; and request important changes to your child's medical circumstances – online and on your mobile phone!

## Home Screen

Once you have logged into Parent Portal, you will be greeted by the Home Screen. Here, you will find six different tiles which show you, at-a-glance, your current account balance, next session and how many family members the nursery knows of. Clicking the button on each tile will take you to that section.



We will now look at each section, one by one:

## Accounts

The Accounts tab allows you to see the account history of your invoices and payments. Here, you can easily see if your account is currently in debt or in credit and you can amend the date range to see as far back as you need to.

Accounts history For your balance, payments and invoices Print

Filter view: Angelo Atkinson | All Selected (4) | 27/10/2019 - 27/10/2020

Your balance: £847.45 owed

Date	Type	ID	Child Name	Payment method	Amount	Balance
2020						
27 Oct	Payment	0000000383	Angelo Atkinson	Voucher	+ £451.75	£0.00
16 Oct	Payment	0000000385	Angelo Atkinson	Credit Card	+ £500.00	£451.75
14 Oct	Payment	0000000384	Angelo Atkinson	Voucher	+ £347.45	£951.75
1 Oct	Invoice	0000000572	Angelo Atkinson	-	- £847.45	£1299.20
16 Sep	Payment	0000000382	Angelo Atkinson	Credit Card	+ £500.00	£451.75
1 Sep	Invoice	0000000535	Angelo Atkinson	-	- £951.75	£951.75

On the left-hand side, there is an arrow which gives you the option to either download or query an invoice. Clicking "Download" will open your invoice as a PDF document which can then be either downloaded or printed.

£951.75	▼
£0.00	Download Query
£1156.00	
£0.00	
£0.00	

Clicking "Query" will open up a message page whereby you can ask any questions you may have concerning this particular invoice. This will be sent as an email to the nursery which will notify the staff and they can contact you accordingly. Please note that the subject will be automatically entered as "Query regarding Invoice \*\*\* - Parent Name".

✉ **Contact** [Compose new message to Jamie's Jelly Tots](#)

jamie.atkins@parenta.com

Query regarding Invoice 0000000535 - Julia Atkinson

Message here

**Add images to this email**

Accepted image formats: .JPG,.PNG,.GIF

Max 10MB

# Diary

The Diary tab shows a calendar displaying upcoming sessions that are currently booked for your child/ children. Your own holidays, nursery holidays and any extra sessions are displayed, alongside your child's regular booking pattern.

Diary Contact About Log out

< Today >

December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Session (08:00 - 18:00)	1 Child Holiday Session (08:00 - 18:00)	2 Child Holiday Session (08:00 - 18:00)	3 Session (08:00 - 18:00)	4 Session (08:00 - 13:30)	5
6 Session (08:00 - 18:00)	7 Session (08:00 - 18:00)	8 Session (08:00 - 18:00)	9 Session (08:00 - 18:00)	10 Session (08:00 - 18:00)	11	12
13 Session (08:00 - 18:00)	14 Session (08:00 - 18:00)	15 Session (08:00 - 18:00)	16 Session (08:00 - 18:00)	17 Session (08:00 - 18:00)	18	19
20 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	21 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	22 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	23 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	24 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	25 Nursery Holiday (00:00 - 23:5)	26 Nursery Holiday (00:00 - 23:5)
27 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	28 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	29 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	30 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	31 Nursery Holiday (00:00 - 23:5) Session (08:00 - 18:00)	1	2
3 Session (08:00 - 18:00)	4 Session (08:00 - 18:00)	5 Session (08:00 - 18:00)	6 Session (08:00 - 18:00)	7 Session (08:00 - 18:00)	8	9

If you click on the session it will show a breakdown of the session type, time, date and room.

## Session Details

**Date**  
Thursday 1st October 2020

**Time**  
08:00 - 18:00

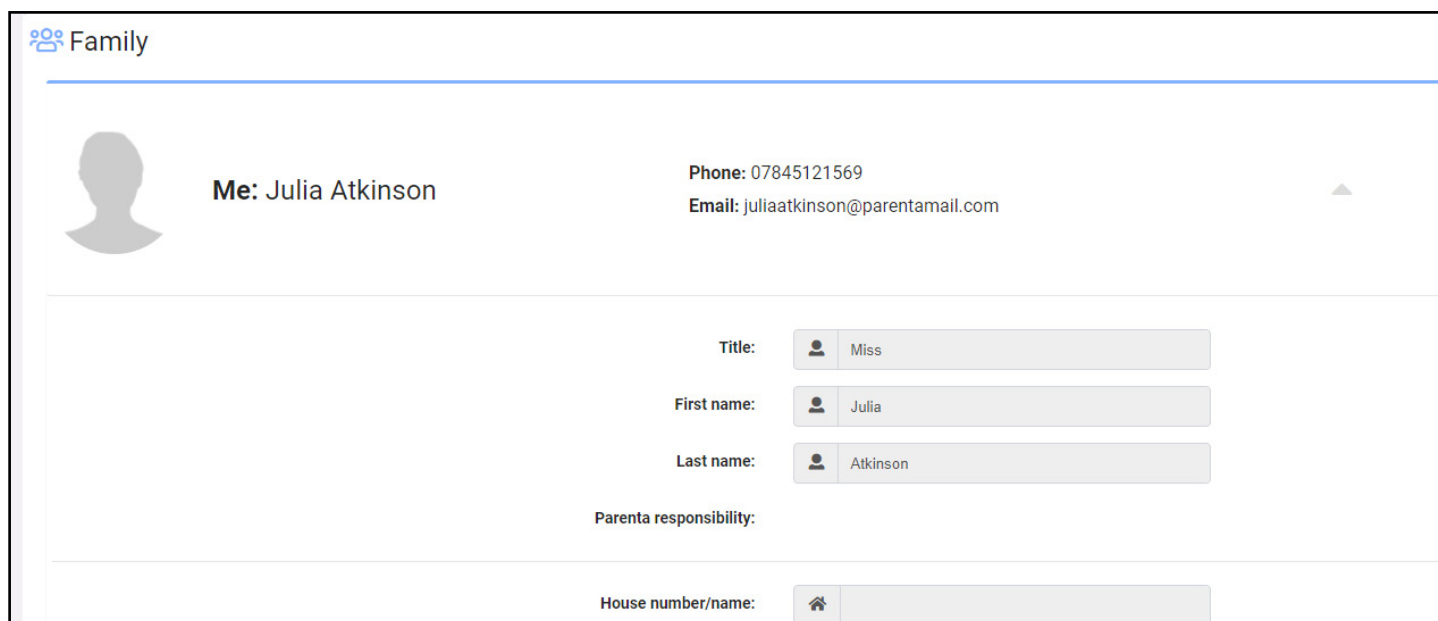
**Room**  
Pre-School

**Type**  
08:00 - 18:00 Regular session

# Family

The Family tab shows the key information that the nursery holds for you, the parent/carer, e.g. name, address, etc). If you need to change or update any of this information, you simply click in the "Request Changes" button. From here, you can easily amend the information and clicking "Save changes" will automatically send this update to the nursery for them to action.

**Please Note: For security reasons, you will only be able to see the information that relates to you specifically. If for example, a mother and a father are no longer together – they will not be able to see each other's address or contact details.**



Family

**Me:** Julia Atkinson

Phone: 07845121569  
Email: juliaatkinson@parentamail.com

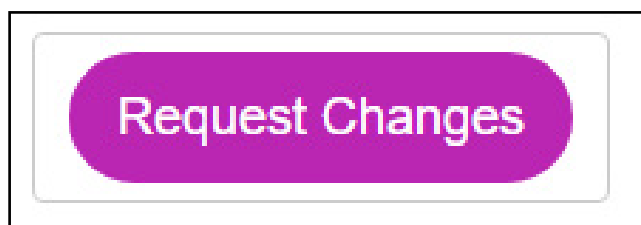
Title: Miss

First name: Julia

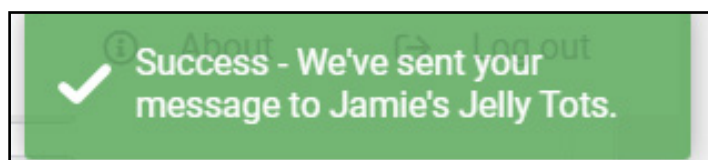
Last name: Atkinson

Parenta responsibility:

House number/name:



Once a request has been sent, a pop-up message will appear to indicate that it has gone to the nursery. The setting staff will then action the request.



# Contact

The Contact section allows you to easily send a message to the nursery. You can also attach images to these messages. The messages sent via Parent Portal will be received in the setting as emails. Currently, this message option is one-way, so the nursery would need to respond via email or telephone.

✉ Contact Compose new message to Jamie's Jelly Tots

jamie.atkins@parenta.com

Subject

Message here

Add images to this email

+ Upload image

Accepted image formats: .JPG,.PNG,.GIF

Max 10MB

Cancel **Send**

# About Us

The About Us section displays the nursery address, contact number, email address and nursery logo.

Parent Portal is brought to you by Jamie's Jelly Tots powered by

**Parenta**  
Working together for our children

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**Jamie's Jelly Tots**  
2-8 London Road  
Rocky Hill  
Maidstone  
Kent  
ME16 8PZ  
Tel:  
0800 0029242  
Email:  
[jamie.atkins@parenta.com](mailto:jamie.atkins@parenta.com)



# Newsfeed

The Newsfeed tab displays updates as they are uploaded by the nursery staff. What you can see here will depend on what Parenta software the nursery is using. If the setting is running the Dayshare and Footsteps 2 software then you will see all observations, pictures and certificates awarded to your child, as well as what meals your child has eaten, activities they have taken part in, nappies used and how many naps they have had. You will also be able to see who dropped off and picked up your child and the nursery has the facility to add comments or send messages via this section.

The screenshot shows the 'Newsfeed' section of a parent portal. At the top, there are navigation links for 'Contact', 'About', and 'Log out'. Below this, there are filters for 'Sort By' (Newest/Oldest), 'Date Range' (20/10/2020 - 27/10/2020), and 'Filter By' (Angelo Atkinson). The main content area displays two items:

- 27/10/2020 Observation:** Angelo played in the garden with the football! He was running up and down the goal, kicking the ball and shouting "GOAL" when he managed to kick the ball against the fence. When it started to rain, Angelo was very careful that he did not slip and warned his friends to be very careful. Below the text is a photo of two children playing football on a grassy area. There is a note '(1 upload)' and three icons: a smiley face with 'PSED', a speech bubble with 'CL', and a graduation cap with 'PD'.
- 27/10/2020 Achievement:** Angelo has been awarded a certificate! To the right of the text is a clock icon and the time '17:55'. Below the text is a colorful certificate with the word 'CERTIFICATE' in large letters and a star.

This screenshot shows a vertical list of events for Angelo on 27/10/2020. Each event is represented by a colored icon on the left, a text description in the middle, and a clock icon with a time on the right:

- 27/10/2020 Pickup:** Angelo was picked up by Julia Atkinson. Time: 17:30.
- 27/10/2020 Sleep:** Angelo slept for 25 minutes. Time: 15:00.
- 27/10/2020 Meal:** Angelo ate all of their Beans on Toast. Angelo ate all of his beans and even asked for seconds!. Time: 12:30.
- 27/10/2020 Activity:** Angelo took part in Outdoor Play. Playing in the garden. Time: 09:00.
- 27/10/2020 DropOff:** Angelo was dropped off by Julia Atkinson. Time: 08:00.

## Parent Portal features available with the different Parenta software solutions

[Parent Portal and Abacus](#)

[Parent Portal, Abacus and Dayshare](#)

[Parent Portal, Abacus and Footsteps 2](#)

[Parent Portal, Abacus, Dayshare and Footsteps 2](#)

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hello@parenta.com

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