

# Daily Care Activities

The daily care activities and records will be enabled if you have purchased the programming and practices module. You can record when the child has had a meal/snack, rest or sleep, drink, had sunscreen applied, used the toilet or had a nappy changed.

These records can then display in the parent portal for parents to view.

This tip sheet will walk you through how to:

- Daily Care Dashboard Settings
- Accessing Daily Care
- Create a Activity Record
  - Sleep/Rest
  - Meal
  - Drink
  - Sunscreen
  - Nappy
  - Toilet
- Daily Care Activities
  - Search Options
  - Edit an Activity
  - Delete an Activity
- Publish a Daily Care Record
- Daily Care Summary
- Printing Daily Care Report
  - Daily
  - Weekly
  - Per Child
- Emailing Daily Care Report
- Activities in the Parent Portal

# Daily Care Activities

## Summary

### *Create an Activity for the current day*

1. Click on Program and Practices Menu
2. Select Daily Care Activities Dashboard tab
3. Click on Create New
4. Select Date
5. Select Room and Program
6. Select Child/ren
7. Select Type
8. Fill in required fields and optional fields if needed
9. Click Save

### *Create an Activity for a day in the past*

1. Click on Program and Practices Menu
2. Select Daily Care
3. Click on daily care activities tab
4. Create New
5. Select Date
6. Select Room and Program
7. Select Child/ren
8. Select Type
9. Fill in required fields and optional fields if needed
10. Click Save

### *Edit an Activity*

1. Click on Program and Practices Menu
2. Select Daily Care
3. Click on daily care activities tab
4. Use search function to find record
5. Click on the actions button
6. Select edit
7. Make changes required
8. Click save

### *Delete an Activity*

1. Click on Program and Practices Menu
2. Select Daily Care
3. Click on daily care activities tab
4. Use search function to find record
5. Click on the actions button

6. Select delete
7. Confirm action by clicking oK

### *Print Activities*

1. Click on Program and Practices Menu
2. Select Daily Care
3. Click on daily care dashboard tab
4. Click on print button
5. Select one report options: Daily, Weekly or Per child
6. Select from/program and/or date
7. Click Print

### *Email Activities*

1. Click on Program and Practices Menu
2. Select Daily Care
3. Click on daily care dashboard tab
4. Click on print button
5. Select one report options: Daily, Weekly or Per child
6. Select from/program and/or date
7. Enter an email address
8. Click Email

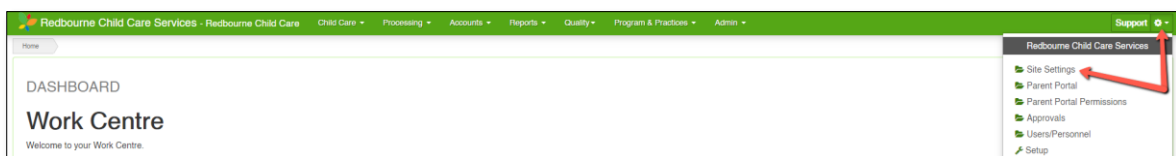
# Daily Care Activities

## Detailed

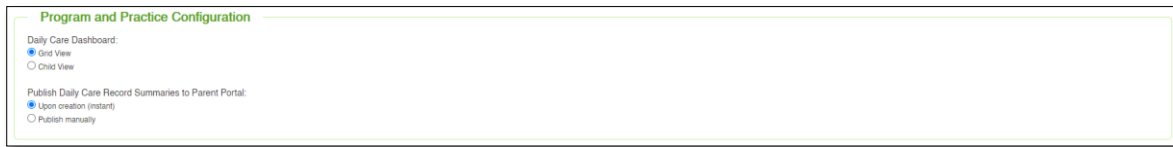
### Daily Care Dashboard Settings

It's important before you start using the daily care activities module that you have your settings set up correctly.

To access the settings, click on the **Settings Cog** and select **Site Settings**:



Scroll down to the heading called **Program and Practice Configuration**:



The **daily care dashboard** has two viewing options that will look like the below if selected:

**Child View:**



**Grid View:**

Child	Meal	Sleep/Rest	Sunscreen	Drink	Toilet/Nappy Change
Amelia Jeffries <a href="#">Care Summary</a>					
Amelia Thompson <a href="#">Care Summary</a>					
Angus Gillies <a href="#">Care Summary</a>					
Chelsea Gillies <a href="#">Care Summary</a>					
Child Base <a href="#">Care Summary</a>					

The option **Publish daily care record summaries to parent portal again**, you have two options:

**Publish upon creation:** If this option is selected it means that as soon as you create a daily care record, the record will be instantly published to the parent portal.

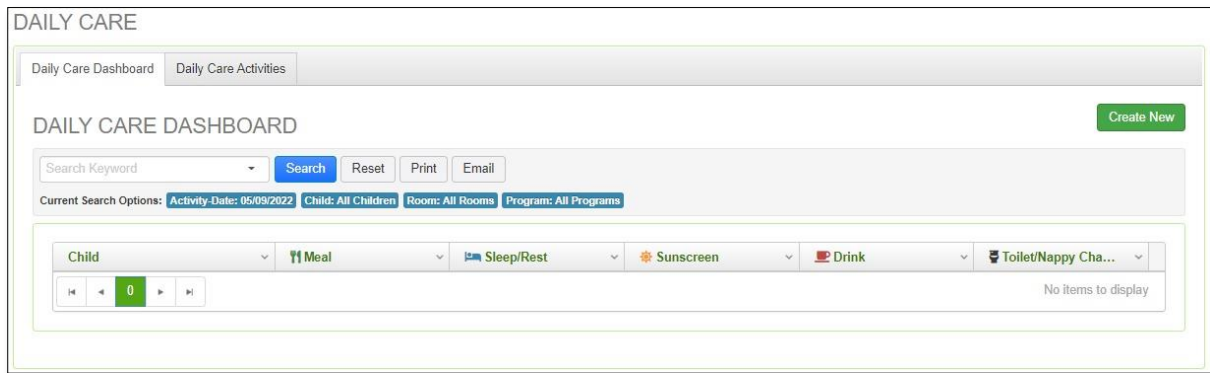
**Publish Manually:** If this option is selected it means that you will need to manually publish the care records. If the record is not published, then the daily care records will not show in the parent portal.

Records can be manually published either via your dashboard or via the option Daily Care activities via the program and practices menu. To learn more on how to publish these records please see the heading within this tip sheet called **Manually Publish a Daily Care Record**.

## Accessing Daily Care

Daily care activities can be located in 2 areas of the system:

1. Within the **Work Centre** on your home screen click on the **Daily Care** tile:



**NOTE:** You may need to customise the tiles displaying on your dashboard if you cannot see the Daily Care tile. To do this please see the tip sheet called 'Work Centre'.

2. Via the Program and Practices Menu and select Daily Care Activities.

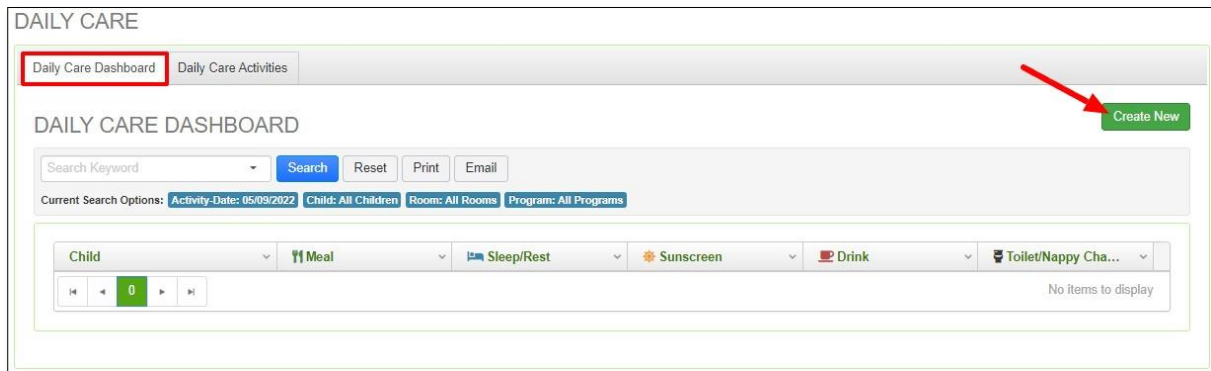


## Creating an Activity

You have the option to create an activity for the current day or for a date in the past.

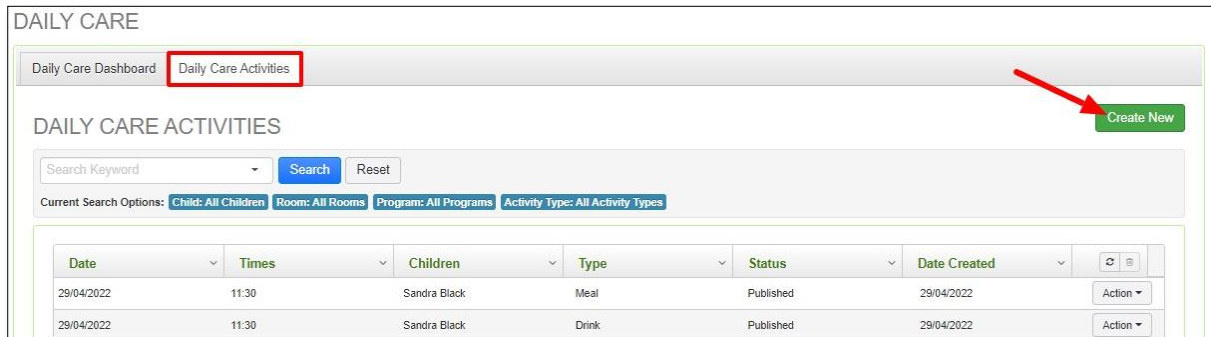
### Current Day:

To create an activity for the current day click on **Create New** while in the **Daily Care Dashboard** tab:

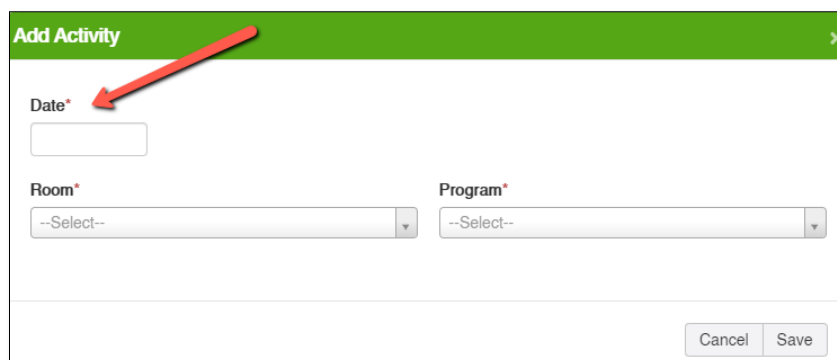


### Date in the Past:

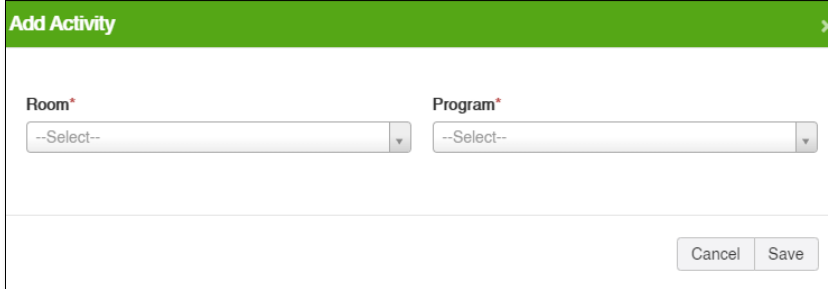
To create an activity for the current day and/or a date in the past click on **Create New** while in the **Daily Care Activities** tab:



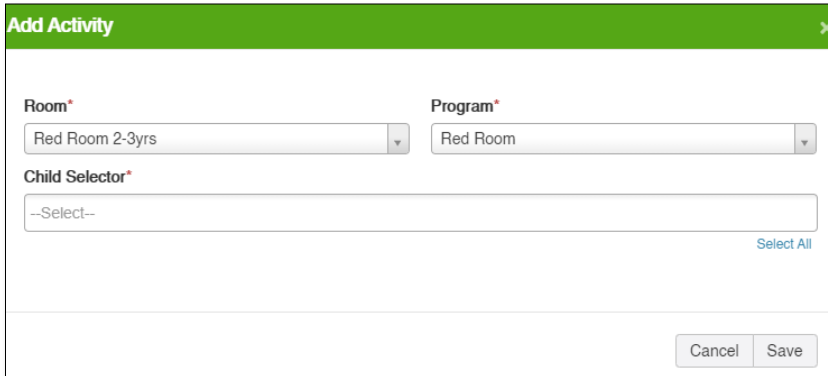
The only difference here is that you will see a date field:



When you click on **Create New** you will first select a **Room** and **Program**:

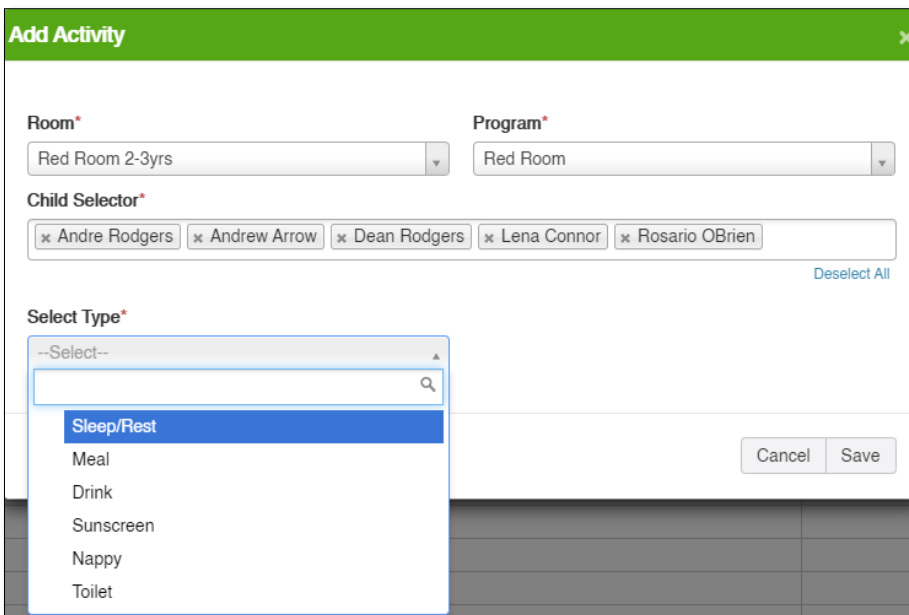


The next field will then open where you will then be asked to select a **child**:

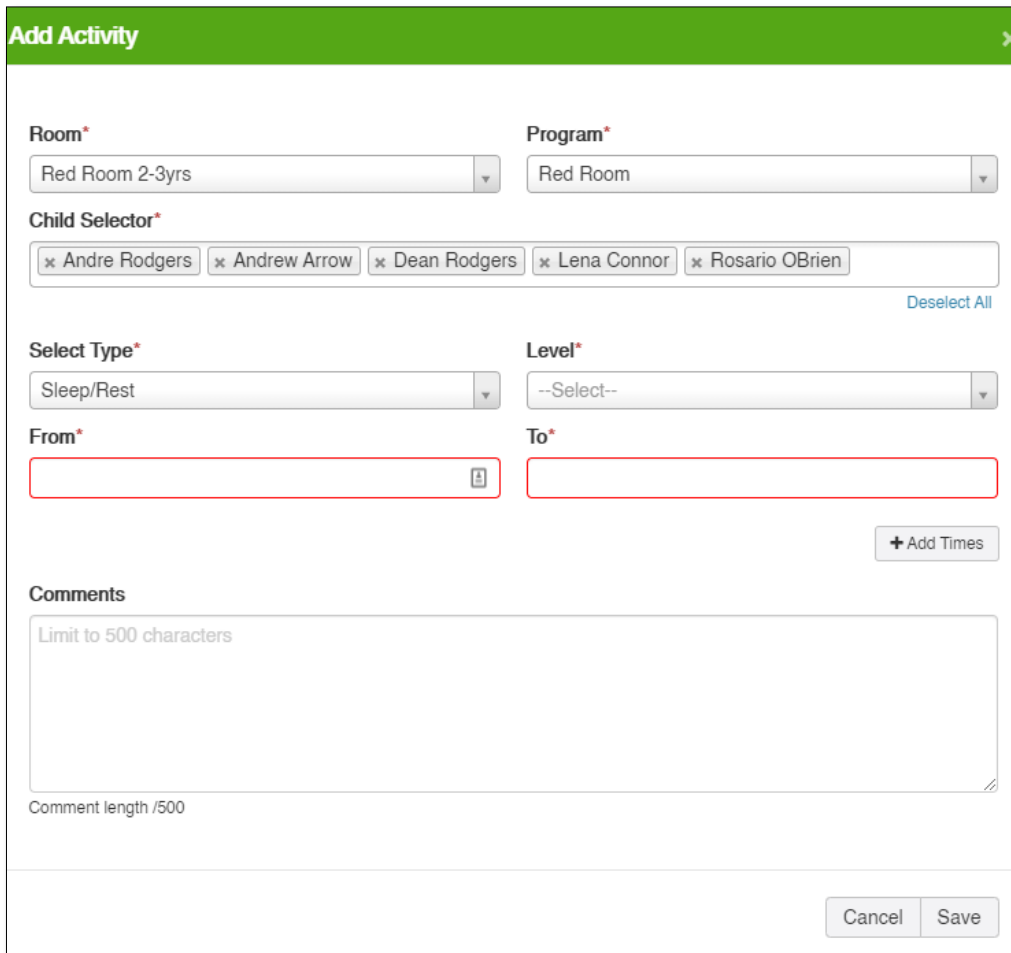


All children who have daily sessions will display here. You can select individual children or select all.

Once you have a selected a child you now select the type of activity you are recording from a drop down menu:



## Sleep/Rest



You will be required to fill out all information with a red asterisk before you can save.

**Level:** Select from either Sleep, Rest or Quiet Time

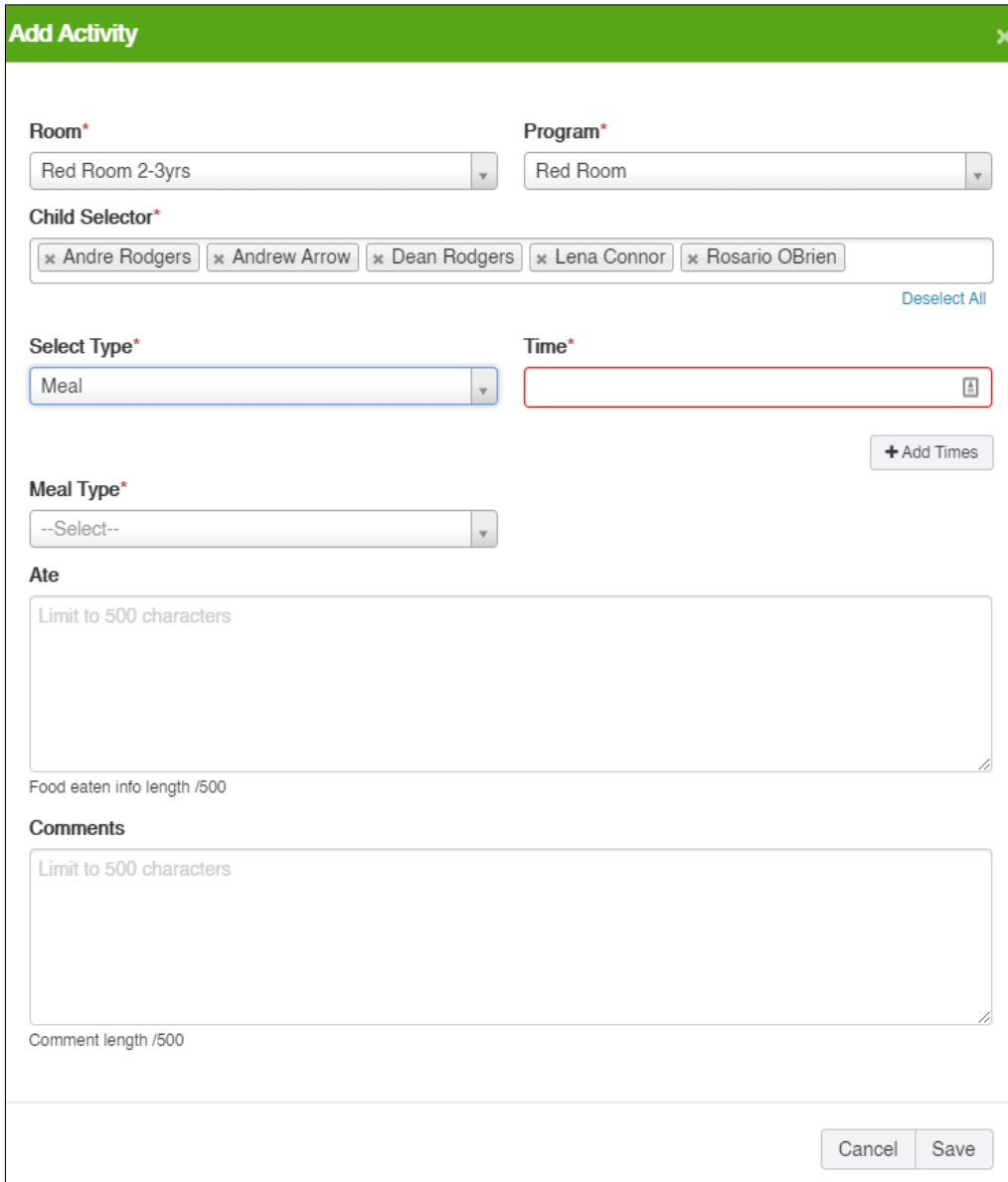
**From/To:** Enter in the times the child has either slept, rested or had quiet time.

**+Add Times:** If the child has had multiple rest times you can add in a second set of times.

**Comments:** Where you can add additional comments if needed.



## Meal



**Add Activity**

**Room\*** Red Room 2-3yrs

**Program\*** Red Room

**Child Selector\***  Andre Rodgers  Andrew Arrow  Dean Rodgers  Lena Connor  Rosario OBrien [Deselect All](#)

**Select Type\*** Meal

**Time\***

[+ Add Times](#)

**Meal Type\*** --Select--

**Ate**  
Limit to 500 characters  
Food eaten info length /500

**Comments**  
Limit to 500 characters  
Comment length /500

[Cancel](#) [Save](#)

You will be required to fill out all information with a red asterisk before you can save.

**Time:** Add the time the child has the meal

**+Add Times:** If the child has had multiple meals throughout the day, you can add in a second set of times.

**Meal Type:** Select either Breakfast, Morning Tea, Lunch, Afternoon Tea, Dinner, Snack or Dessert

**Ate:** You can list here what the child ate at their meal type.

**Comments:** Where you can add additional comments if needed.

## Drink

### Add Activity ✕

**Room\***  **Program\***

**Child Selector\***  [Deselect All](#)

**Select Type\***  **Time\***

**Drink Type\***  **From**

**Amount**

**Comments**

Comment length /500

You will be required to fill out all information with a red asterisk before you can save.

**Time:** Add the time the child has had the drink

**+Add Times:** If the child has had multiple drinks throughout the day, you can add in a second set of times.

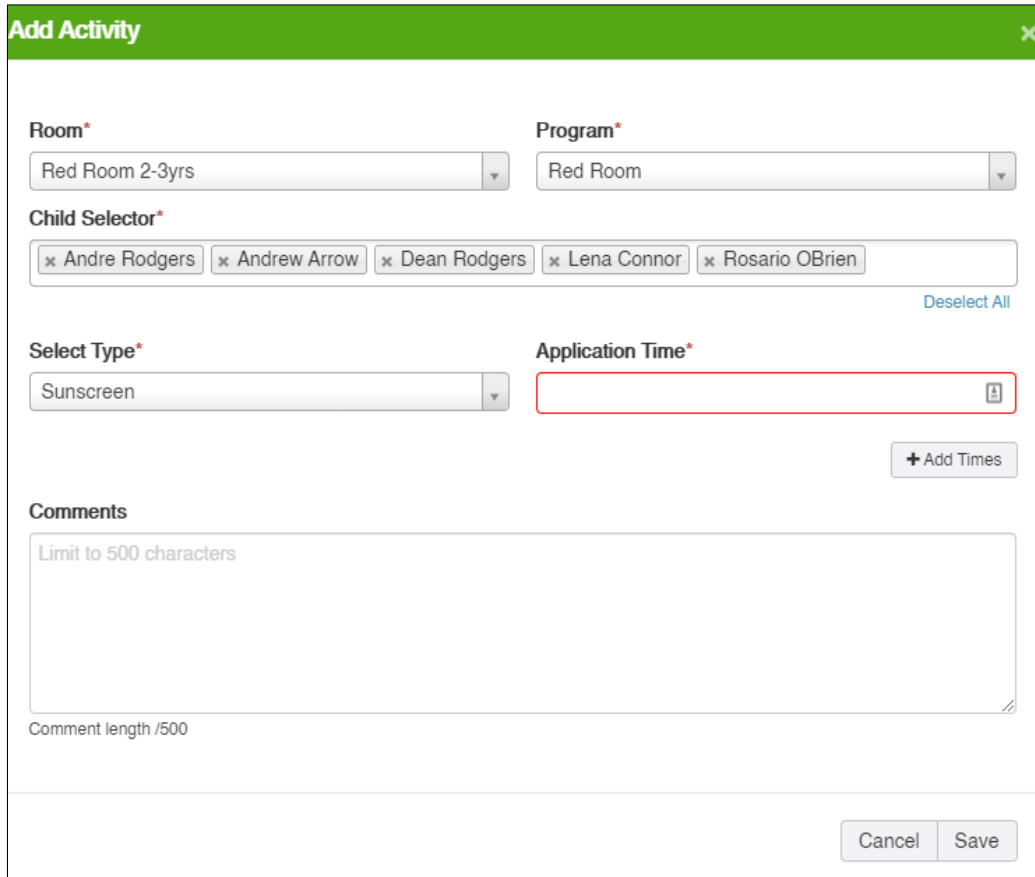
**Drink Type:** Where you need to enter what type of drink the child had: Milk, Water, Juice etc.

**From:** Select from either a bottle or cup.

**Amount:** You can enter the amount of drink the child has had.

**Comments:** Where you can add additional comments if needed.

## Sunscreen



The screenshot shows a web form titled "Add Activity" with a green header bar. The form contains several fields and buttons:

- Room\***: A dropdown menu with "Red Room 2-3yrs" selected.
- Program\***: A dropdown menu with "Red Room" selected.
- Child Selector\***: A horizontal list of child names with "x" icons: "Andre Rodgers", "Andrew Arrow", "Dean Rodgers", "Lena Connor", and "Rosario OBrien". A "Deselect All" link is to the right.
- Select Type\***: A dropdown menu with "Sunscreen" selected.
- Application Time\***: An empty text input field with a calendar icon on the right.
- + Add Times**: A button located below the Application Time field.
- Comments**: A large text area with a "Limit to 500 characters" warning and a "Comment length /500" indicator at the bottom.
- Cancel** and **Save**: Buttons at the bottom right of the form.

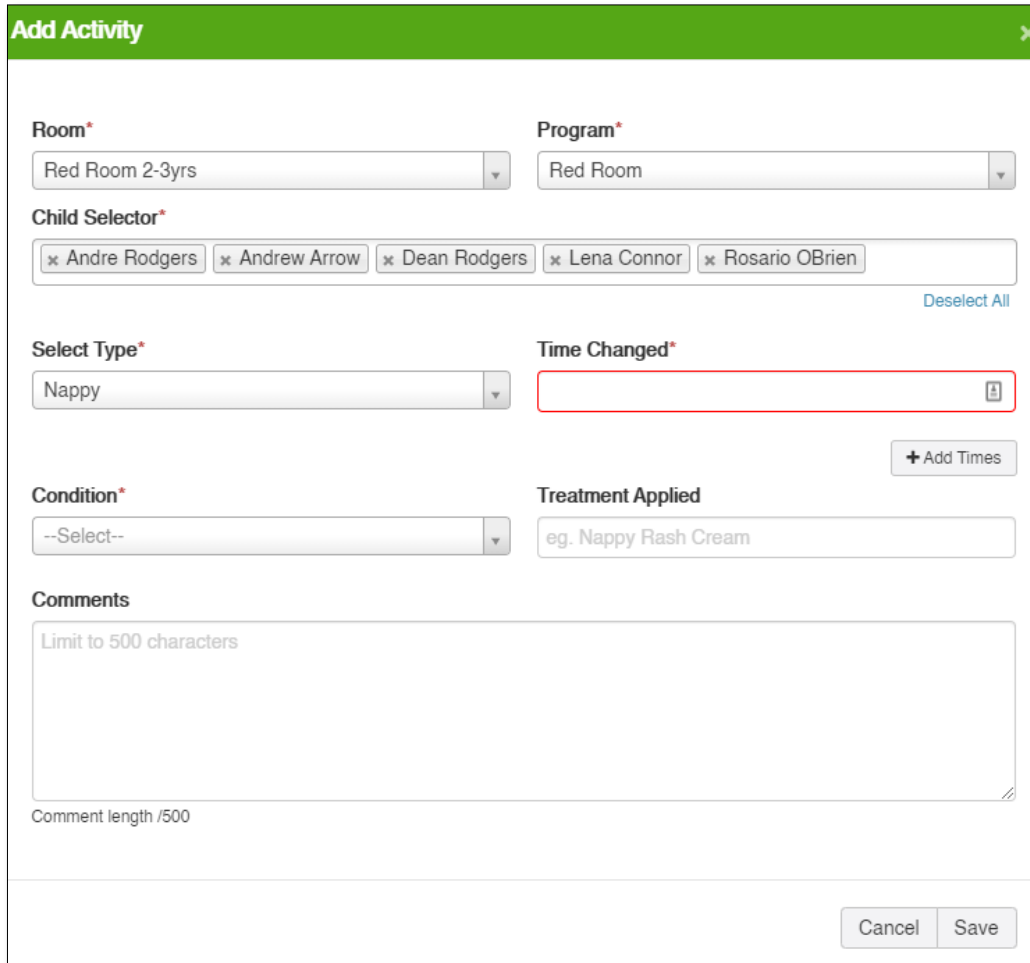
You will be required to fill out all information with a red asterisk before you can save.

**Application Time:** Add the time the child has had the sunscreen applied.

**+Add Times:** If the child has had sunscreen applied multiple times throughout the day, you can add in a second set of times.

**Comments:** Where you can add additional comments if needed.

## Nappy



You will be required to fill out all information with a red asterisk before you can save.

**Time Changed:** Add the time you changed the child's nappy

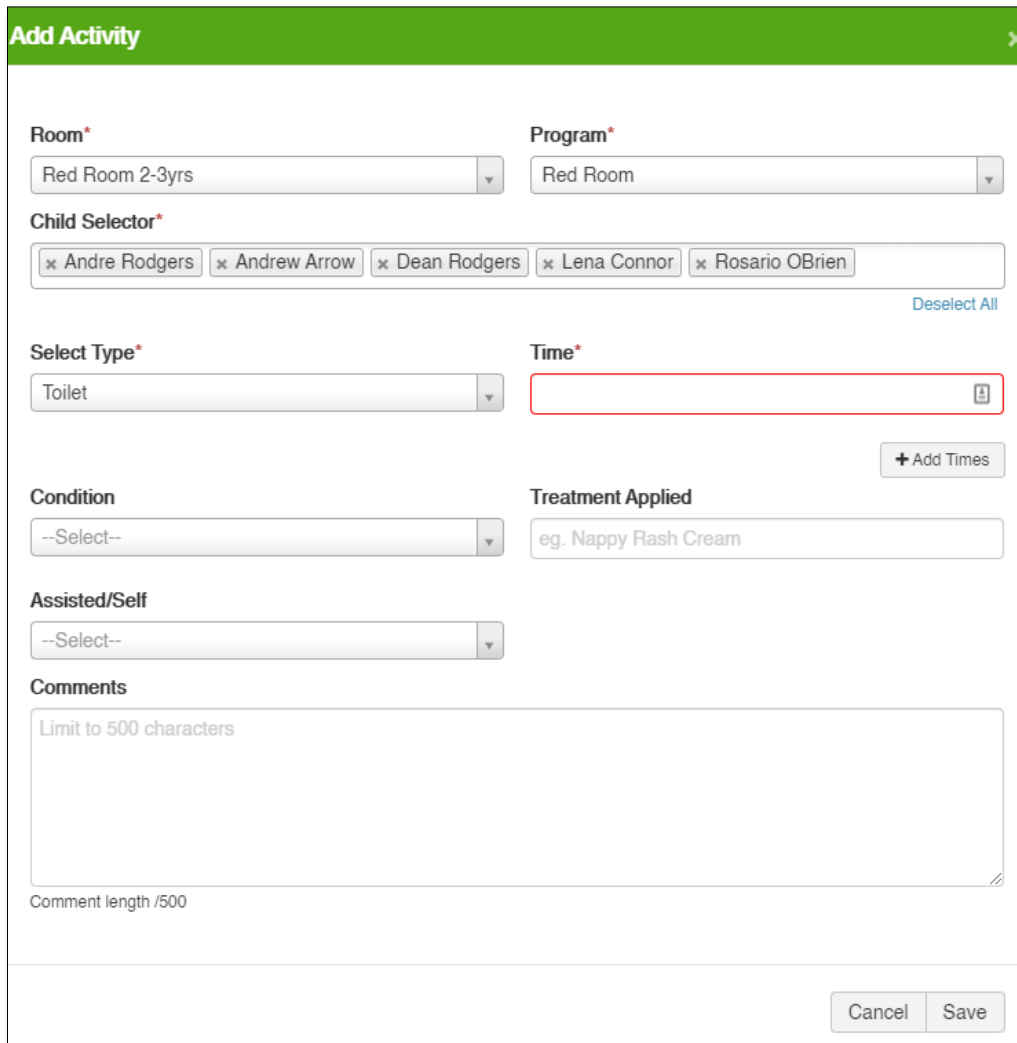
**+Add Times:** If the child has had multiple nappy changes, you can add in a second set of times.

**Condition:** Select either wet, soiled, dry or wet and soiled

**Treatment Applied:** Free text field for you to list if you have applied any treatment such as Nappy Rash Cream.

**Comments:** Where you can add additional comments if needed.

## Toilet



**Add Activity**

**Room\*** Red Room 2-3yrs

**Program\*** Red Room

**Child Selector\*** x Andre Rodgers x Andrew Arrow x Dean Rodgers x Lena Connor x Rosario OBrien [Deselect All](#)

**Select Type\*** Toilet

**Time\***

**Condition** --Select--

**Treatment Applied** eg. Nappy Rash Cream

**Assisted/Self** --Select--

**Comments** Limit to 500 characters

Comment length /500

You will be required to fill out all information with a red asterisk before you can save.

**Time:** Add the time the child went to the toilet

**+Add Times:** If the child has had multiple toilet trips you can add in a second set of times.

**Condition:** Select between either wet or soiled


**Treatment Applied:** Free text field for you to list if you have applied any treatment such as Nappy Rash Cream.

**Assisted/Self:** Drop down menu where you can select if Assistance was Provided or Self Managed.


**Comments:** Where you can add additional comments if needed.






## Care Summary

Whether you are in child view or grid view you will be able to see the option **Care Summary** against each child's name:



**Gerry Dillon (1y-8m)**

[Care Summary](#) 

				
09:00AM, 11:30AM, 02:00PM	12:00PM	08:15AM, 02:30PM	09:00AM, 11:30AM, 01:30PM, 03:00PM	08:00AM, 11:15AM, 01:15PM, 03:03PM















When you click on this option the following summary will appear for the child:

**Daily Care Summary** ✕

17/03/2021

Daily Care Summary for:

**Gerry Dillon**

-  I had a toilet trip at 8:00 AM
-  I had sunscreen applied at 8:15 AM
-  I ate Shapes, Cheese stick for Morning Tea at 9:00 AM
-  I drank Water at 9:00 AM
-  I had a toilet trip at 11:15 AM
-  I drank Water at 11:30 AM
-  I ate Vegemite Sandwich & Grapes. for Lunch at 11:30 AM
-  I slept from 12:00 PM to 1:00 PM
-  I had a toilet trip at 1:15 PM
-  I drank Water at 1:30 PM
-  I ate Watermelon & Strawberries for Afternoon Tea at 2:00 PM
-  I had sunscreen applied at 2:30 PM
-  I drank Water at 3:00 PM
-  I had a toilet trip at 3:03 PM

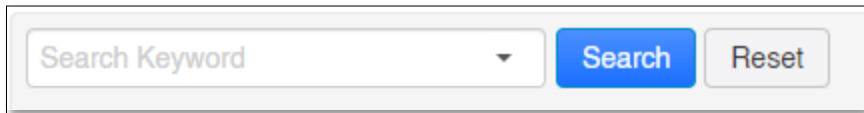
Close

## Search, View, Edit and Delete activities

### Search Options

You have search options within both the **Daily Care Dashboard** tab and **Daily Care Activities** tab.

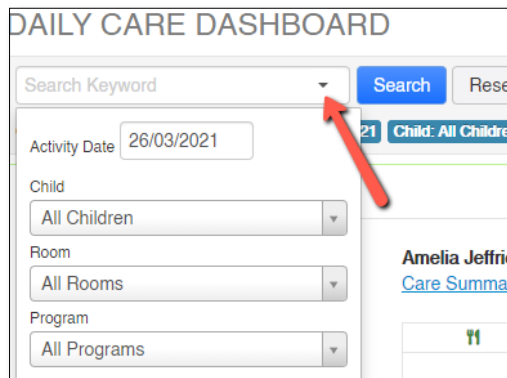
If you are wanting to search for records created against an individual child utilise the search keyword bar at the top of the page, where you can type in either the child's first or surname:



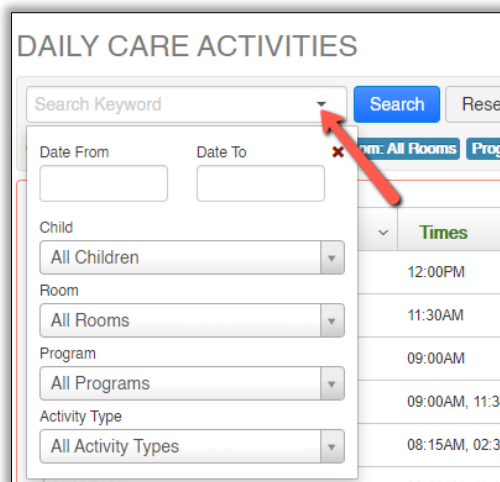
Then click **search** to view the results.

If you click on the **down arrow** within the search keyword box you will get a variety of search options.

Daily Care Dashboard additional search options:

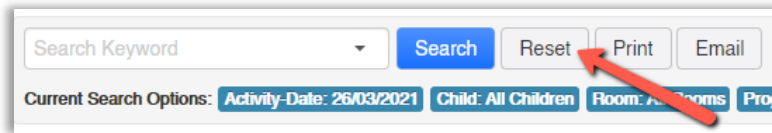


Daily Care activity additional search options:



Once you have applied the filter, click on **search** to view the results.

To clear the filters you've applied via the search keyword box/menu, click on the reset button:

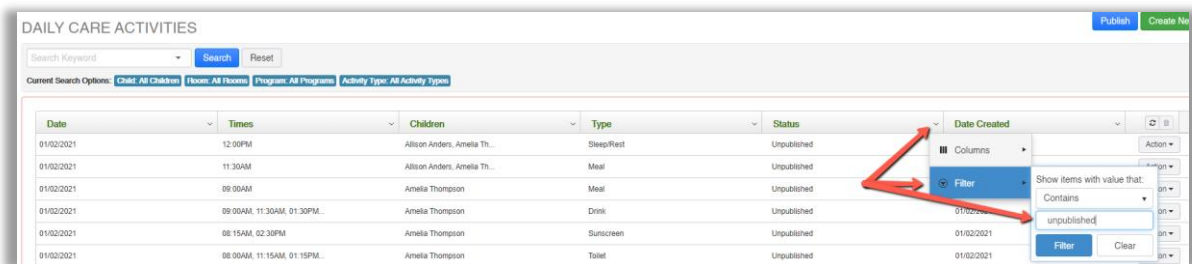


Alternatively, each of your column headings have filter options within them.

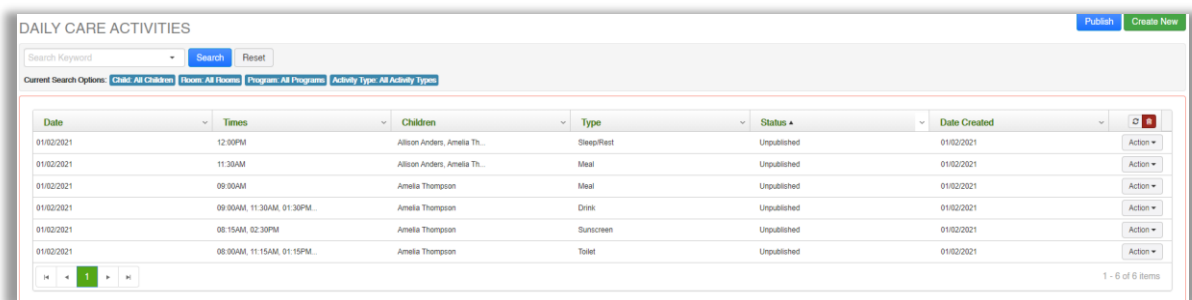
Within in Daily Care Activities you can also search via each column heading.

To access the filter, click on the **down arrow**, click on **filter**, and **enter the data** you wish to search for and click **search**.

In the example below, I want to see all records that haven't yet been published to the parent portal. I've clicked on the status tab, clicked on filter, and typed in unpublished, then clicked search:



All results containing the word 'unpublished' will display:



To clear the filters you've applied via the column headings, click on the bin icon:



DAILY CARE ACTIVITIES Publish Create New

Search Keyword  Search Reset

Current Search Options: [Child: All Children](#) [Home: All Homes](#) [Program: All Programs](#) [Activity Type: All Activity Types](#)

Date	Times	Children	Type	Status	Date Created	Action
01/02/2021	12:00PM	Allison Anders, Amelia Th...	Sleep/Rest	Unpublished	01/02/2021	Action
01/02/2021	11:30AM	Allison Anders, Amelia Th...	Meal	Unpublished	01/02/2021	Action
01/02/2021	09:00AM	Amelia Thompson	Meal	Unpublished	01/02/2021	Action

### Edit an Activity

There are two different locations you can edit an activity.

1 – Whether you are on the Daily Care Dashboard tile you will be able to see the option **Care Summary** against each child's name:

**Amelia Thompson (6y1m)**  
[Care Summary](#)

09:00AM, 11:30PM	12:00PM	08:15AM, 02:30PM	09:00AM, 11:30AM, 01:30PM, 03:00PM	08:00AM, 11:15AM, 01:15PM, 03:00PM, 04:25PM
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When you click on this option the following summary will appear for the child. Each of the activities listed are a hyperlink. If you click on an activity:

**Daily Care Summary** 17/03/2021

Daily Care Summary for:  
**Gerry Dillon**

- [I had a toilet trip at 8:00 AM](#)
- [I had sunscreen applied at 8:15 AM](#)
- [I ate Shapes, Cheese stick for Morning Tea at 9:00 AM](#)
- [I drank Water at 9:00 AM](#)
- [I had a toilet trip at 11:15 AM](#)
- [I drank Water at 11:30 AM](#)
- [I ate Vegemite Sandwich & Grapes for Lunch at 11:30 AM](#)
- [I slept from 12:00 PM to 1:00 PM](#)
- [I had a toilet trip at 1:15 PM](#)
- [I drank Water at 1:30 PM](#)
- [I ate Watermelon & Strawberries for Afternoon Tea at 2:00 PM](#)
- [I had sunscreen applied at 2:30 PM](#)
- [I drank Water at 3:00 PM](#)
- [I had a toilet trip at 3:03 PM](#)

Close

It will then take you to the **Edit Activity** screen:

### Edit Activity ✕

**Date\***

**Room\***  **Program\***

**Child Selector\***

**Select Type\***  **Application Time\***

**Application Time\***  ✕

**Comments**  
  
Comment length /500

Make the changes required and click **Save**.

2 - Via the **Daily Care Activities** tile. All activities you have created will display here. Find the record, click on the **action** button, and select **edit**:

DAILY CARE

Daily Care Dashboard Daily Care Activities

DAILY CARE ACTIVITIES Publish Create New

Search Keyword  Search Reset

Current Search Options: [Child: All Children](#) [Room: All Rooms](#) [Program: All Programs](#) [Activity Type: All Activity Types](#)

Date	Times	Children	Type	Status	Date Created	
25/03/2021	07:00AM	Felicia Gillies, Felicia ...	Sleep/Rest	Published	25/03/2021	Action
25/03/2021	09:00AM	Amelia Thompson, Amelia T...	Sleep/Rest	Published	25/03/2021	Edit Delete
09/03/2021	09:00AM, 10:00AM	Allison Anders, Aly Hart...	Drink	Published	09/03/2021	Action
08/03/2021	08:00AM	Amelia Jeffries	Nappy	Published	08/03/2021	Action
08/03/2021	09:00AM	Amelia Jeffries	Meal	Published	08/03/2021	Action
08/03/2021	08:30AM, 11:30AM, 02:30PM	Amelia Jeffries	Drink	Published	08/03/2021	Action

It will then take you to the **Edit Activity** screen:

**Edit Activity** ✕

**Date\***

**Room\***  **Program\***

**Child Selector\***

**Select Type\***  **Level\***

**From\***  **To\***

[+ Add Times](#)

**Comments**

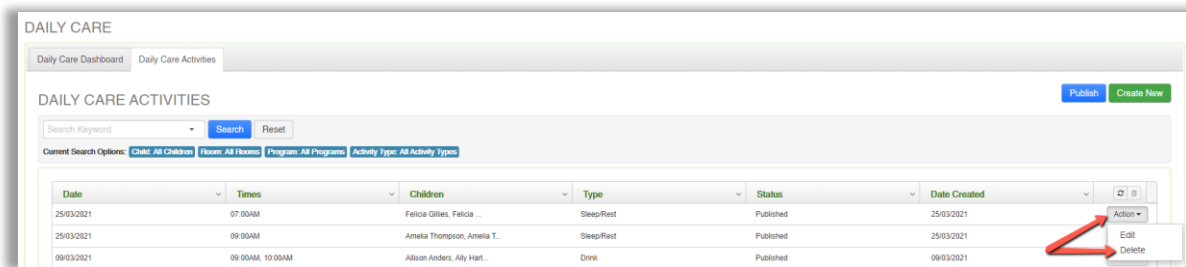
Comment length /500

Make the changes required and click **Save**. When editing, you cannot change the room/program or child. Therefore, if you need to a make a change to this area you will first need to delete the record and create it again.

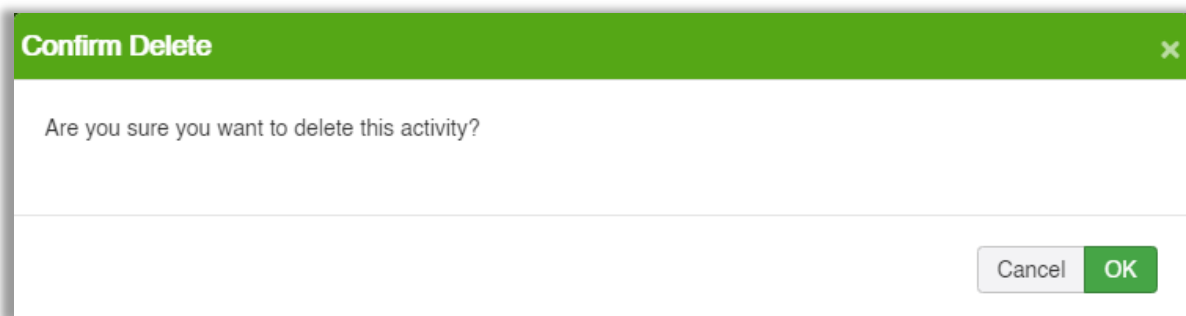
### Delete an Activity

When you delete a record, it will instantly remove it from the parent portal.

While in the **Daily Care Activities** tile, use search options as needed to find the record. Click on the actions button and select delete:



You will then receive a confirmation message. To confirm the record being deleted click ok:



The record is now deleted.

### **Publish Daily Care Records**

If you have applied to publish daily care records to the portal instantly you will not need to do this process, as each time you create and/or edit a record it will instantly update the parent portal.

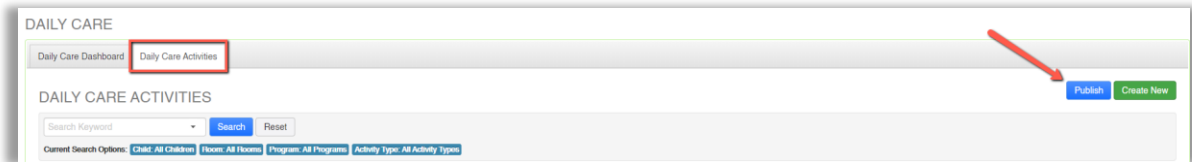
If you have your settings set to **manually publish** the daily care activities, then there are two different areas throughout the module which you can manually publish these records. Its up to you how often you publish the records, and you can publish multiple times a day if you wish.

You will see the publish on both tabs.

Daily Care Dashboard:

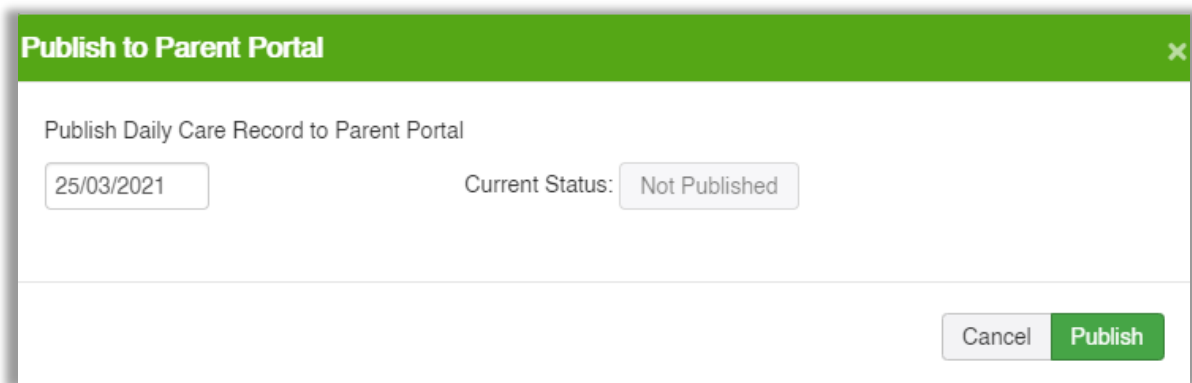


Daily Care Activities:



No matter which area you go to, the process is all the same.

Click on the **publish** button, select a **date** and click **Publish**:



The status will then change from *Unpublished*:

Date	Times	Children	Type	Status	Date Created	Action
01/02/2021	12:00PM	Allison Anders, Amelia Th...	Sleep/Rest	Unpublished	01/02/2021	Action
01/02/2021	11:30AM	Allison Anders, Amelia Th...	Meal	Unpublished	01/02/2021	Action
01/02/2021	09:00AM	Amelia Thompson	Meal	Unpublished	01/02/2021	Action
01/02/2021	09:00AM, 11:30AM, 01:30PM...	Amelia Thompson	Drink	Unpublished	01/02/2021	Action
01/02/2021	08:15AM, 02:30PM	Amelia Thompson	Sunscreen	Unpublished	01/02/2021	Action
01/02/2021	08:00AM, 11:15AM, 01:15PM...	Amelia Thompson	Toilet	Unpublished	01/02/2021	Action
28/01/2021	07:00AM	Amelia Jeffries, Ellie Je...	Nappy	Published	28/01/2021	Action
28/01/2021	11:00AM, 11:15AM	Amelia Thompson, Angus Gl...	Drink	Published	28/01/2021	Action
28/01/2021	09:00AM, 11:00AM, 01:00PM...	Amelia Thompson, Angus Gl...	Sunscreen	Published	28/01/2021	Action
15/01/2021	09:00AM	Hot Chocolate, Kappy Zapp...	Sunscreen	Published	15/01/2021	Action

To *Published*:

DAILY CARE ACTIVITIES

Search Keyword [ ] Search Reset

Current Search Options: Child: All Children Home: All Homes Program: All Programs Activity Type: All Activity Types

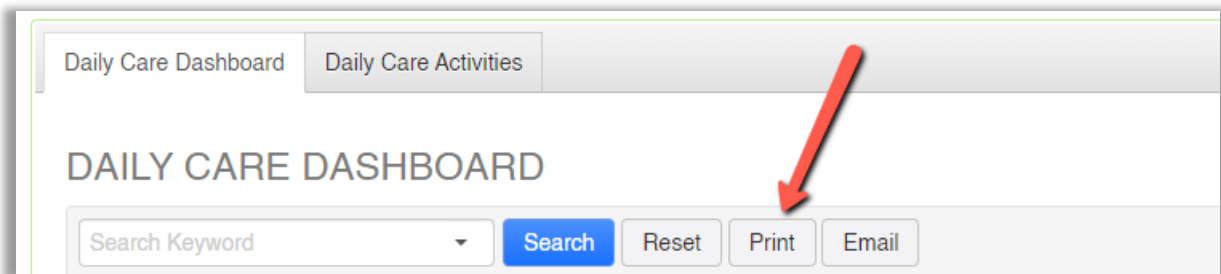
Date	Times	Children	Type	Status	Date Created	Action
01/02/2021	12:00PM	Allison Anders, Amelia Th...	Sleep/Rest	Published	01/02/2021	Action
01/02/2021	11:30AM	Allison Anders, Amelia Th...	Meal	Published	01/02/2021	Action
01/02/2021	09:00AM	Amelia Thompson	Meal	Published	01/02/2021	Action
01/02/2021	09:00AM, 11:30AM, 01:30PM...	Amelia Thompson	Drink	Published	01/02/2021	Action
01/02/2021	08:15AM, 02:30PM	Amelia Thompson	Sunscreen	Published	01/02/2021	Action
01/02/2021	08:00AM, 11:15AM, 01:05PM	Amelia Thompson	Toilet	Published	01/02/2021	Action

Daily care activity records successfully published

You will receive a successful message advising you of this.

### Printing Daily Care Activities

You can access the print option while in the daily care dashboard tab:



Upon clicking on the **Print** button the following screen will open:

**Print Daily Care Record** [X]

**Report Options:\***

Daily  Weekly  Per Child

Cancel Print

You will have the option to print 3 different reports.

Daily

**Print Daily Care Record** ✕

**Report Options:\***

Daily  Weekly  Per Child

**Room**


**Program**

**Select Date:\***

If you select daily you can then filter this per room and/or program, then select a **date**. When you open the report you will see all activities that have been created per child on the day you have selected.

*Sample:*

Centre Based Care  
12 Lakeview Drive  
Chernside QLD 4032  
07 2435 1234



Provider Id:  
Name:  
ABN:

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### Daily Care Records

As at 26/03/2021 04:37 PM

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Report Options: Rooms: Koalas, Programs: LDC - Koalas, Date Range: 26/03/2021

**Koalas Room**

Child Name	Meal	Sleep/Rest	Sunscreen	Drink	Toilet/Nappy Change
Amelia Thompson					
Angus Gillies	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Chelsea Gillies	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Child Bass	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Ellie Stebbings	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Elsie Lloyd	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Enrique Copeland-7887	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Harper Lovell	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Hart Lovell	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Johnathan Thompson	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Lennon Lisgow	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Lisa Dean	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Michael Ellison	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Robbie Robards	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Stan Marsh	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
toni juice	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Tracey Ellison-9856	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	
Zeke Key	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM	

**Total Children: 18**

Weekly

**Print Daily Care Record**
✕

**Report Options:\***

Daily  Weekly  Per Child


**Room**

**Program**

**From Week Starting:\***  **Week Ending:**

Upon selecting weekly you can then filter this per room and/or program if you wish, and then select **start date**. The end date will automatically prefill and cannot be edited. When you open the report, you will see all activities and times that have been recorded per child for the whole week.

*Sample:*

Centre Based Care 12 Lakeview Drive Chermside QLD 4032 07 2435 1234		Provider Id: Name: ABN:																							
<b>Daily Care Records</b> As at 26/03/2021 04:39 PM																									
Report Options: Rooms: Koalas, Programs: LDC - Koalas, Date Range: 22/03/2021 - 28/03/2021																									
<b>Koalas Room</b>																									
	Meal					Sleep/Rest					Sunscreen					Drink					Toilet/Nappy Change				
Child Name	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Allison Anders																									
Aly Hart																									
Amelia Thompson									09:00AM 09:00AM																
Angus Gillies					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Anna Henderson																									
Apple Juice																									
Apricot Jam																									
Blackberry Jam																									
Cathy Dean																									
Chanel Brockwell																									
Charlie Knight																									
Chelsea Gillies					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Child Bass					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Ellie Stebbings					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Elaie Lloyd					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Elyse Knight																									
Enrique Copeland-7887					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	
Hans Zavala-1510																									
Harper Lovell					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM									11:00AM 03:00PM	



## Per child

**Print Daily Care Record** ✕

**Report Options:\***

Daily  Weekly  Per Child

**Child Selector\***

--Select--

Select All


**From Week Starting:\***

**Week Ending:**

If you select per child you have the option to select 1, multiple children or use the select all button. Next select a week starting date. Just like the weekly report, the end date will prefill and cannot be edited. When you open the report each child will show on a new page and display each activity recorded per day.

### Sample:

Centre Based Care  
12 Lakeview Drive  
Chermside QLD 4032  
07 2435 1234



Provider Id:  
Name:  
ABN:

---

**Daily Care Records**  
As at 26/03/2021 04:57 PM

---

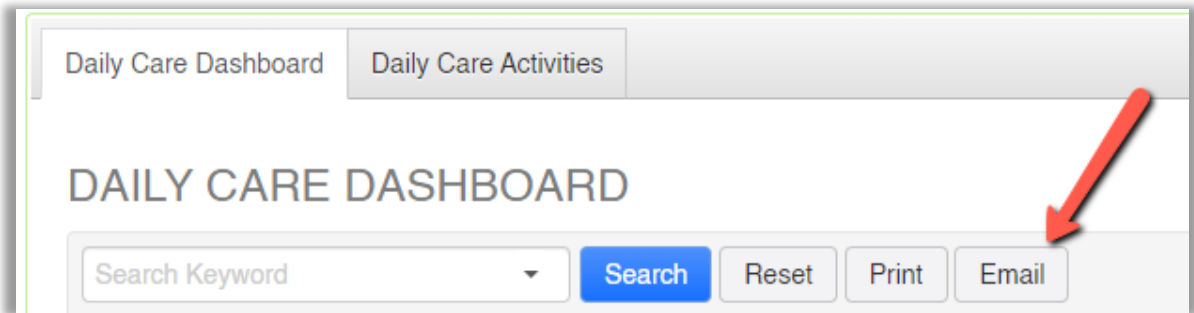
Report Options: Rooms: All, Programs: All, Date Range: 15/02/2021 - 21/02/2021

**Amelia Jeffries**

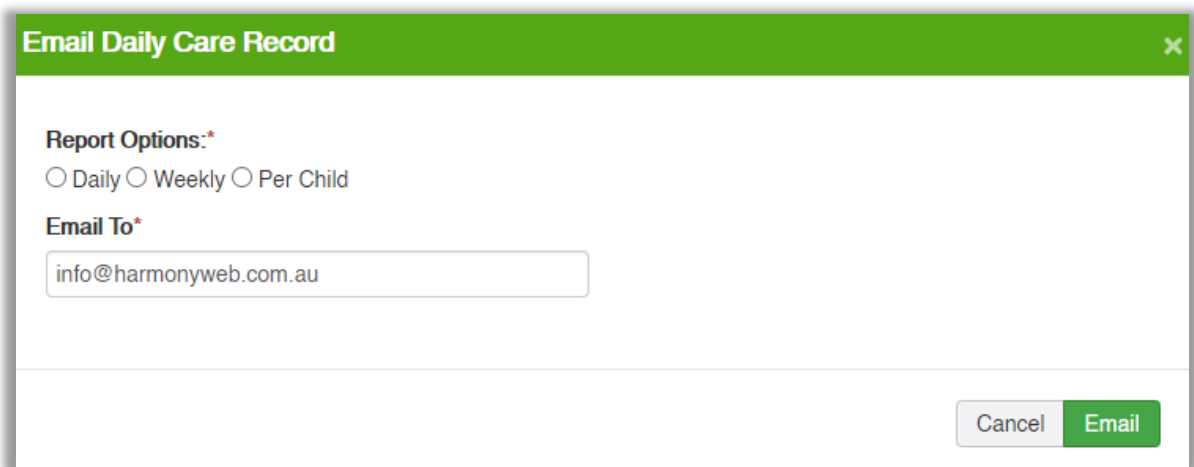
Date	Meal	Sleep/Rest	Sunscreen	Drink	Toilet/Nappy Change
Monday 15/02/2021	08:58AM, 11:00AM, 03:00PM		08:30AM, 11:00AM, 01:15PM, 04:00PM		
Wednesday 17/02/2021					
Thursday 18/02/2021	09:05AM, 12:00PM, 02:30PM	09:10AM, 02:30PM	09:00AM, 12:30PM, 02:10PM	09:15AM, 12:15PM, 03:15PM	09:40AM, 11:30AM, 01:30PM

## Emailing Daily Care Activities

You can access the email option while in the daily care dashboard tab:

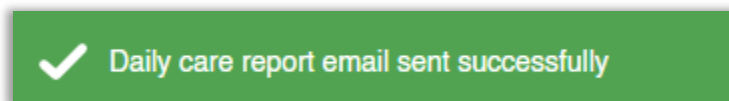


Upon clicking on the **Email** button the following screen will open:



The same options as you had within the print option is also available for you now in the email option.

In addition to this you have an **Email To** field. Type in the email address you wish to send the report to and click on email. You will then receive a successful message:



The recipient will receive an email from [noreply@redbourne.com.au](mailto:noreply@redbourne.com.au) with the report attached.

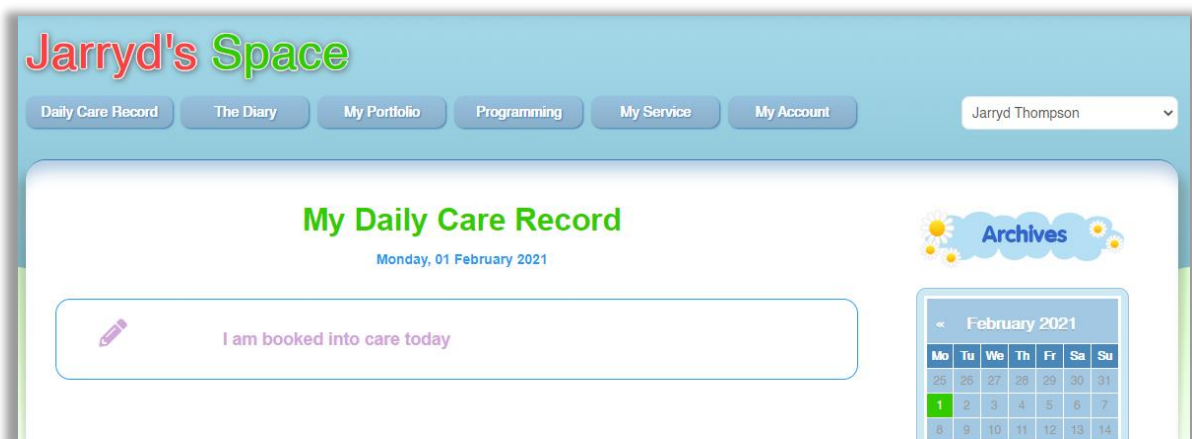
### ***Activities in the Parent Portal***

Not only will the daily care activities show within the parent portal, if you use our e-signature module, the in/out times will also display here!

When the parent logs into the portal they will see a new menu heading called 'Daily Care Record'



If the child has a daily session for the current day, but has no activities/e-signature data record it will display:



When the child is signed in/out via e-signatures and daily care activities are recorded this will display in the portal:

**Amelia's Space**

Daily Care Record | The Diary | My Portfolio | Programming | My Service | My Account | Amelia Thompson

### My Daily Care Record



Monday, 01 February 2021

- I was signed into care at 08:59 AM
- I had a toilet trip at 8:00 AM
- I had sunscreen applied at 8:15 AM
- I ate Shapes, Cheese Stick for Morning Tea at 9:00 AM
- I drank Water from a Cup at 9:00 AM
- I had a toilet trip at 11:15 AM
- I drank Water from a Cup at 11:30 AM
- I ate Vegemite and Cheese Sandwich Grapes for Lunch at 11:30 AM
- I slept from 12:00 PM to 1:00 PM
- I had a toilet trip at 1:15 PM
- I drank Water from a Cup at 1:30 PM
- I had sunscreen applied at 2:30 PM

Archives

February 2021

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7				

If the parent clicks on the symbol   I had sunscreen applied at 8:15 AM a pop-up box will open with more information (e.g comments):

**Amelia's Space**

Daily Care Record | The Diary | My Portfolio | Programming | My Service | My Account | Amelia Thompson

### My Daily Care Record

Monday, 01 February 2021

- I was signed into care at 08:59 AM
- I had a toilet trip at 8:00 AM
- I had sunscreen applied at 8:15 AM

Archives

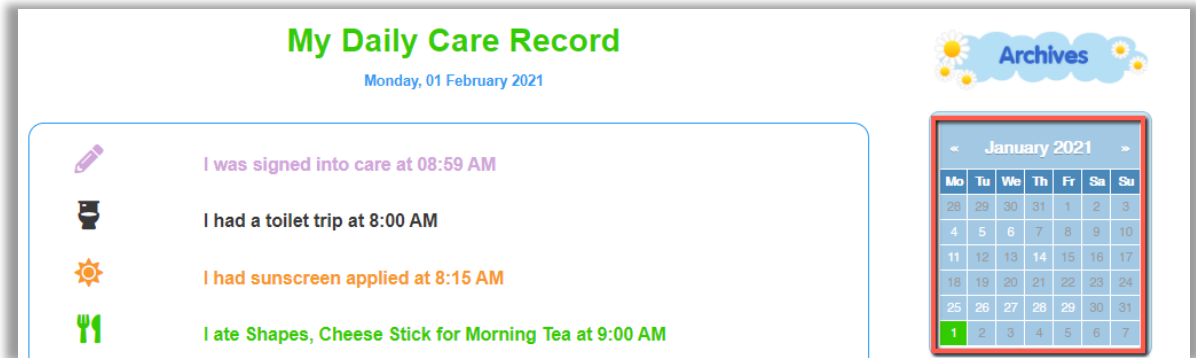
February 2021

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7				

I had sunscreen applied at 8:15 AM





Banana Boat Kids SPF 50+ Sunscreen was applied before we went outside each time.

The parent can navigate to past records via the calendar displaying on the right hand side. When a record is recorded the date will display in white:



**My Daily Care Record**  
Monday, 01 February 2021

**Archives**

-  I was signed into care at 08:59 AM
-  I had a toilet trip at 8:00 AM
-  I had sunscreen applied at 8:15 AM
-  I ate Shapes, Cheese Stick for Morning Tea at 9:00 AM

January 2021						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

If the parent clicks on the date, the corresponding daily care records will display.

# Daily Carte Activities

## Troubleshooting

**Issue:** I cannot see any children on my dashboard or when I try to create a record.

**Why?** The children displaying here come from your daily sessions. Please forecast.

**Resolution:** To do this follow the below steps:

1. Processing
2. Daily Sessions
  - a. Select attendance date
  - b. Select All Rooms
  - c. Click on forecast

For more information on how to forecast please see the tip sheet called **Daily Sessions**.

**Issue:** I forgot to create an activity yesterday/in the past. Can I go back and do that now?

**Resolution:** Yes, absolutely.

1. Click on **Program & Practices** menu
2. Select **Daily Care**
3. Click on **Daily Care Activities** tab
4. Click on **Create New**.

Here is where you can select any date to create a new record.

**Issue:** I am trying to edit an activity but the field I want to change is greyed out.

**Why?** There are certain fields you cannot edit while in this screen such as room program and child.

**Resolution:** If the details are incorrect in these field, you will need to delete the record and create it again with the correct details. To do this:

1. Click on **Program & Practices** menu
2. Select **Daily Care Activities**
3. Find the record, click on the **actions** button and select **delete**
4. Confirm the action by clicking on **ok**.

The record is now deleted and you can create a new one as needed.