iCareLullaboo Mobile App User Guide



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Introduction

iCare is a platform which supports childcare educators to stay connected with families on a daily basis. The application is exceedingly user friendly and intuitive to use. It ensures a seamless transfer of information between childcare centres and families. As soon as an event is saved in the child's log, it is immediately synchronized with each parent and caregiver account. Both efficient and effective, iCare makes the daily routine in the classroom run smoothly. It also ensures privacy and security for all data shared with parents.

The iCare App makes communication with families easy. Educators record all information in children's logs in real time throughout the day. Families are then able to view the daily report at any time during the day, whenever they would like to check in. This report includes everything from food and sleep logs to daily programming and children's interests. Families appreciate being able to learn about their child's day at a glance, giving them peace of mind.



Download the app

The iCareLullaboo app is available on Apple and Google play stores. Please click on following app store options to download the app on your mobile phone or iPad. You can also search "iCareLullaboo" on Google and Apple app stores and follow the instructions to download the app.



Sign-Up

Before you start the sign-up process, please note that your email ID needs to be linked with your parent account registered at Lullaboo Nursery and Childcare Center.

You must use the same email ID to sign-up on the mobile app for which you are receiving your child's daily report and other communication emails from Lullaboo Nursery and Childcare Center.

Please contact the center's Supervisor at Lullaboo Nursery and Childcare Center if you face any difficulty in signing up on the mobile app. Visit <u>https://lullaboo.ca/contact/</u> to access the center's contact information.

Follow below steps to complete the sign-up process.

- 1. Make sure your mobile phone is connected to internet.
- 2. Open the "iCareLullaboo" app on your mobile phone.

1. Click on the Sign-up Now link located at the bottom of the login screen.



2. Select the location where your child is registered and click on Next.



3. Enter the same email address to which you are receiving your child's daily report. If you do not know the registered email address then please contact Lullaboo Nursery and Childcare Center and talk to the center's Supervisor. Make sure to enter your email address properly, check for unwanted spaces in the start and end of the email address.

Sign Up **Email Address** \sim Enter your registered email address Confirm Email Address \sim Re-enter your email address < Back Next > Have an account? Sign In

Click on Next.

Note: In case you face any error during the registration process, please take a screenshot and send it to the center's Supervisor.

4. Enter the 6-digit verification code which is sent to your email address. It may take a couple of minutes to deliver the code to your email address.



Click on Next.

5. Set up your username and password. Please make sure to enter a username and password which you will remember easily. Please keep your login credentials secure and safe.

Click on Next.

NURSERV & CHILDCARE CENTER INC	
Sign Up	
$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$	
Enter a username and password to be used as your login credentials. Email address may be used as Username.	
Username	
Must be at least 6 charecters	
Confirm Username	
Password	
Must be at least 6 charecters	
Confirm Password 💿	

6. After successful registration, the following screen will appear. Click on the Sign In button to login using the username and password you set up earlier.



This completes the Sign-Up process.

Permission to Save Pictures

The iCareLullaboo app requires permission to save the picture in your mobile phone's Album. If you want to save the daily report pictures to your mobile phone then please click on OK and allow the app to save the pictures.

Please note that the daily report pictures are only available for today's date on the app, any pictures for previous dates will not be shown on the daily report. Hence, it is extremely important to allow the app to save pictures on your mobile phone if you want to see pictures from previous dates.

to Add to yo	ur Photos
Which enables app	olication to save
photos to th	e Gallary

Health Screening (Optional)

According to Ontario's Ministry of Education, Health and safety must always be everyone's first priority. That's why we included a special feature for health screening in the app, making the process fast and trouble-free. Parents can perform a digital health screening for their child(ren) before arriving to the childcare center, by answering the listed screening questions. This feature helps to speed up sign-in upon arrival at the center, making everyone's day run a little bit more smoothly.

The health screening is an optional process and it always needs to be completed before you take your child to the childcare center. You will be required to measure and enter your child's body temperature during the health screening process, so please keep the thermometer ready.

Completing the Health Screening through the iCareLullaboo mobile app is very simple, please follow the below steps.

- 1. Login to your iCareLullaboo app.
- 2. Click on the Health Screening option on the home screen.



Ŧ	Health Screening	1
	Alert Is your child Alara attending today?	
	Yes	
	No	
	Cancel	
< B	ack Ne	xt >

- 3. If your child is attending the childcare center today, then please select Yes. Clicking on No will submit an absence report for the child, if they are not attending the daycare.
- 4. As per the guidelines, the parents are required to submit health screening even if the child(ren) do not attend the daycare due to any reason.
- 5. Please read all the health screening questions carefully and answer them. You will be required to measure your child's body temperature and enter it during the health screening process, so please have a thermometer ready.



6. Your child must pass the health screening process in order to attend the childcare center. Please do not take your child to the center if the health screening result comes out as Failed. In case you have accidentally submitted the Failed health screening, then you can again perform the health screening process on the mobile app.

*	- Heo	alth Screening	َ ع Results	
		Date Comple 5/12/2023 3:18:		
	Alara		✓ Passed	
	Sand		X Failed	
		our child(ren) failed ubmit absenteeism Continue	report for them.	

- 7. Parents are required to submit absence report upon receiving above message on the app.
- 8. Click on the Health Screening option to complete a new health screening or view the last health screening result.

	i				
Daily Report	Child Info	My Child's Care Team			
	#				
Messaging	Classroom Calendar	Classroom Newsletter			
	Choose any option				
Complete New Health Screening					
View Health Screening Result					
Cancel					

This completes the health screening process.

Daily Report

Families will receive real time updates of their child's daily engagement in their classroom. This feature helps educators to digitally share information with families about their child's day – instantly. Each account has access to all information in real time.

Reports are organized by section, making them clear and effortless to read. They include details regarding the child's four daily meals and all beverages, nap time and related sleep comments, and diaper changes and washroom routines. Educators can also communicate item requests to parents as needed, which may include: diapers, wipes, or extra clothing. Daily programming is listed in detail, noting all the learning activities which a child participated in along with a description of the special interests they showed that day.

Follow below steps to view your child's daily report.

- 1. Login to iCareLullaboo mobile app.
- 2. Click on the Daily Report option.



3. Select your child and the date for which you want to view the daily report.

	+		Dai	ly Re	epol	rt		
	Selec	t Chil	ld					
	Selec	t Dat	e					
	<	0	ctobe	r	202	20) >	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
L	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
Г					С	onti	nue	
L					_			

4. Click Continue. Select any of the reports to view the details.

← Daily Report Neda	
Thu Dec 5, 2024	
My Meals	>
My Diaper Changes	>
My Nap Time	>
My Events	>
My Special Interests	>

This completes the Daily Report feature.

Pictures

We all know that nothing brightens your day more than a photo or video of your child learning and having fun. Now you can get instantaneous access to those photos and videos as they happen. You'll be able to see children's learning in action as they participate in activities, develop their skills, and socialize with their peers. Educators use this feature to share children's special moments with their families, making sure you get to be part of all the fun!

If you have assigned iCareLullaboo app the permissions to save pictures on your mobile device, then pictures from previous days picture will be available under the folder "iCareLullabooPictures" inside your Mobile Device > Albums.



Illness & Incident

The Illness & Incident option on the home screen allows parents to view illness and incident reports for your child. Any parent having full access to the child's profile in our Childcare Management Software is allowed to view and acknowledge the illness and incident reports in the mobile app.

Note: Please contact the center supervisor if you are not able to see your child's name in the dropdown menu on the Illness & Incident screen.



Follow the below steps to view and acknowledge your child's illness and incident reports.

1. Clicking on the Illness & Incident option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.



2. As shown below, there are two sections which show the complete and incomplete incident and illness reports for the selected child. The list will be sorted by date showing the latest illness or incident at the top.

No SIM 🗢 4:1	1 PM	1 • 37%	No SIM 🗢	4:10 PM	√ @ 39% .		
¢ Illness &	Illness & Incident			Hiness & Incident			
Everly		•	Everly				
Incomplete	2 Incomp Illne		l Incomple Inciden		2 Incomplete Illness		
Incident			Illness				
<u>(MAR 27, 2023):Incomp</u>	lete	>	<u>(MAR 23, 2023):</u>	Incomplete	>		
(MAR 23, 2023) : Completed >		>	<u>(MAR 15, 2023):</u>	Incomplete	>		
<u>(FEB 28, 2023):Complet</u>	ed	>	<u>(MAR 13, 2023):</u>	<u>Completed</u>	>		
			<u>(MAR 13, 2023):</u>	<u>Completed</u>	>		

3. Clicking on the particular illness or incident from the list will show the information in the details screen as shown below.



Note: Your profile must have full access permissions to the child account at our end. If you want to see the illness or incident reports in the mobile app, please contact the center supervisor in case you are not able to access them for your child.

4. Clicking on the "Mark as Read" button will acknowledge the illness or incident. If the illness or incident is already acknowledged by the other registered parent or guardian, then you will see the following update note in place of the "Mark As Read" button on the illness or incident details screen.



5. Once the acknowledgement is processed at our end, you will see the "Read" button on the illness or incident details screen as shown below.



This completes the Illness & Incident feature.

Authorizations

The Authorizations option on the home screen allows parents to view and sign authorizations for the child. Any parent having full access to the child's profile in our Childcare Management Software is allowed to view and sign the authorizations in the mobile app.



Follow the below steps to view and sign your child's authorizations.

- 1. Clicking on the Authorizations option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.
- 2. If you have more than one child registered with us and have full access permissions to their profile in our Childcare Management Software, then you will see their names in the below list.



Note: Please contact the center Supervisor if you are not able to see your child 's name in the dropdown menu on the above screen.

3. After selecting the name of the child, you will see a list of authorizations sorted by unsigned authorizations on top.

Authorizations	3
Child Name	•
3 <u>Cream</u>	>
Meal Time	>
<u>Rest Time</u>	>
§ Sunscreen Application	>
Parent Acknowledgement	>
🤣 Parent Consent: Field Trip	>
Photo	>
Instructions: Please sign the authorization. Signed authorization. 	

4. Click on any authorization to read and sign it. The description tab shows the details about the authorization. Please read carefully before signing it.



Note: If you want to update anything in the Questions area, please contact the center supervisor.

- 5. If you have already saved your signature in the app, then it will automatically appear inside the signature box or you can simply draw your signature.
- 6. Click on Done to submit the signature.



7. We are allowing only one parent with Full Access to sign the authorization. If an authorization is already signed by the other registered parent or guardian for the child, then you will see the following update note on the authorization's details screen.

No SIM 🗢	12:54 PM	∜
	Authorization	
	Everly	
Sunsc	creen Application Aut Pending	horization
Descript	tion	-
Arachidy sunscree been kno we are un As the po authorize over-the to the ce specifica	does not accept sunblock I alcohol (peanut oil). Ave ens other than Aveeno Bak own to include this ingredi nable to accept them. arent/guardian of the abo e Lullaboo staff to apply ar -counter products that I h nter for use as per manuf tions and/or any provided ons. I understand that sum	eno by brand have ent therefore ve child, I hy and all have provided acturer d parent
Note: An been sub	update for this record ho mitted.	as already

- 8. It can take up to 1 hour for the signature to get processed on our side and appear on the authorization in the mobile app.
- 9. Once the signature is processed in our Childcare Management Software, it will appear on the authorization as shown below.



This completes the Authorizations feature.

Medications

The medications option on the home screen allows parents to view and sign their child's medications. Any parent who has full access to the child's profile in our Childcare Management Software is allowed to view and sign the medications in the mobile app.



Follow the below steps to view and sign your child's medications.

- 1. Clicking on the Medications option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.
- 2. If you have more than one child registered with us and have full access permissions to their profile in our Childcare Management Software, then you will see their names in the below list.



Note: Please contact the center Supervisor if you are not able to see the child name in the dropdown menu on the above screen.

3. After selecting the child's name, you will see a list of medications sorted so that incomplete or unsigned medications are at the top.

Medications	
Sand	•
Children's Advil (MAR 28, 2023) : Incomplete	>
Children's Benadryl (MAR 27, 2023) : Completed	>
4. Click on any medication to view and sign it. The tabs provide detailed information about the medication including start/end/expiry date and administration instructions. Please read carefully before signing.



- 5. Clicking on the parent signature button opens the signature box. If you have already saved your signature in the app, then it will automatically appear inside the signature box or you can simply draw your signature.
- 6. Click on Done to submit the signature.



7. We are allowing only one parent with full access to sign the medication. If a medication is already signed by the other registered parent or guardian for the child, then you will see the following update note on the medication's details screen.



- 8. It can take up to 1 hour for the signature to get processed on our side and appear on the medication option in the mobile app.
- 9. Once the signature is processed in our Childcare Management Software, it will appear on the medication as shown below.



This completes the Medication feature.

Child Plans

The "Child Plans" option on the home screen allows parents to view their child's plans. Any parent who has full access to the child's profile in our Childcare Management Software is allowed to view the individual plan for their child.



Follow the below steps to view your child plans.

- 1. We maintain the following 3 types of plans at our end. Parents are allowed to view the Draft and Approved versions of the child plans in the mobile app.
- 2. If you have more than one child registered with us and have full access permissions to their profiles in our Childcare Management Software, then you will see their names in the below list.
- 3. Select the plan type and status to view the individual plan. Click Next.

Child Plans	Child Plans
Bobbie	Bobbie
Select Type	Select Type
IAP : Allergy Plan	Select Status
IMP : Medical Plan	Approved
ISP : Support Plan	Draft (Pending)
	Draft (Pending)

IAP: Individual Allergy Plan

1. The IAP: Individual Allergy Plan shows allergens, food restrictions and feeding practices for your child.



2. Clicking on the red opens another pop-up window where you can see the symptoms and emergency actions associated with the allergen.



3. You can swipe to the right to see the next symptom in the list.



Note: Please contact center Supervisor to sign and finalize the draft plan.

4. Once the IAP: Individual Allergy Plan is approved, it will appear along with your signature in the mobile app as shown below.



IMP: Individual Medical Plan

1. The IMP: Individual Medical Plan shows medical conditions and related additional information for your child.



2. Clicking on the red opens another pop-up where you can see the medications and emergency actions associated with the medical condition.

Child Plan Child Name
Medical Condition: Febrile Seizures Symptom: Locked body and shaking
Medications / Medical Devices 1- Benadryl
•••
Note: Please review Contact the center supervisor to sign and finalize the plan.

3. You can swipe to the right to see the next medical condition in the list.



Note: Please contact center Supervisor to sign and finalize the draft plan.

4. Once the IMP: Individual Medical Plan is approved, it will appear along with your signature in the mobile app as shown below.



ISP: Individual Support Plan

1. The ISP: Individual Support Plan shows special needs/individual support and related additional information for your child.



2. Clicking on the red opens another pop-up where you can see the medications and emergency actions associated with the special need.

Child Plan Child Name	
Special Need & Individual Support: Paraplegia Symptom: Repetition (motion)	
Medications / Medical Devices Emergency Actions	l
1- Flovent	
•••	l
Note: Please review X ontact the center supervisor to sign and finalize the plan.	
supervisor to sign and finalize the plan.	

3. You can swipe to the right to see the next special need in the list.



Note: Please contact center Supervisor to sign and finalize the draft plan.

4. Once the ISP: Individual Support Plan is approved, it will appear along with your signature in the mobile app as shown below.



This completes the Child Plans feature.

Messaging

The "Messaging" option on the home screen allows parents to send text message to their child's educators. Any parent who has full access to the child's profile in our Childcare Management Software is allowed to send and receive messages from the iCareLullaboo mobile app.

Please note that the messaging feature only allows parents to share plain text messages. The educators at Lullaboo Nursery and Childcare Center will respond as per their availability during the center's working hours.

Send Messages

1. To send a message for your child, click on the messaging option.



2. Select the child's name from the list.

Note: If you face any error on this screen, please sign-out and sign into the app.



З.	Type a message	and click on	Send button.
J.	. , p c c coo g c		



- 4. Clicking on back button from the above conversation view will take you to the list view as shown below.
- 5. Please note that the app only maintains one conversation per child. You may open the conversation view from below list screen and start typing the message to respond.
- 6. The unread message will appear as bold showing the number of unread messages in red.



- 7. You may perform search inside the conversation view.
- 8. Clicking on the search option opens the search box. After typing the search text, please click on up arrow and down arrow to search the text in conversation accordingly.



9. The conversation shows educator's name who is responding from our side as highlighted below.



Messaging Notifications

The iCareLullaboo app has a feature to send messaging related notifications on your mobile device. You can set the interval to receive messaging notifications in the app as per your convenience by following below steps.

- 1. On the home screen, click the hamburger menu.
- 2. Select "My Info" option.



3. Select the "Manage Settings" option.



4. Select the "Messaging Notifications" option.



5. Set the interval by clicking on + or – options as shown below.



There are different ways through which the iCareLullaboo app notifies user about any new message.

1. As shown below, the green dot on the messaging option on home screen shows that there is a new unread message available.



- 2. Users will also receive notifications on their mobile phone notifications bar about any new message.
- 3. Please note that the iCareLullaboo app needs to run in background in order to receive these notifications. Closing the app completely down won't show these notifications.
- 4. Clicking on below notification will take you to the messaging section of the app.



Note: In order to receive any notifications from iCareLullaboo app, the app must have sufficient permissions on the mobile device. You can check the permissions for iCareLullaboo app in your phone's settings section and allow the settings to send notifications.

This completes the messaging feature.

Notifications

The "Notifications" option under the hamburger menu on the home screen notifies parents about the latest updates on their child's profile. Any parent who has full access to the child's profile in our Childcare Management Software will get notifications about different updates available for their child's profile.

In order to receive notifications from iCareLullaboo app on your mobile phone, the app must have sufficient permissions on the mobile device. You can check the permissions for iCareLullaboo app in your phone's settings section and allow the settings to send notifications.

	6:32		.ıl
<	Notifications	iCareLullaboo	
65	Allow Notifica	itions	
	ALERTS		
	9:41 Lock Screen	Notification Center	Banners
	Banner Style		Temporary >
	Sounds		
	Badges		

Note: The above screenshot is taken from an iPhone. The notification setting may appear differently depending the type of the mobile device. Please check your mobile device specifications for more details on how to allow any app to send notifications.

1. The notifications **bell icon** on the home screen shows the number of new notifications for the user. Clicking on the bell icon will show the pending notifications in a list view.



2. Users can also see the notifications by clicking on the hamburger menu > Notifications option present on the home screen.



3. Clicking on any notification will show the notification on a detailed screen view. Further actions can be taken on the notification from the detailed view.



4. Users can turn off or mark all notifications as read by clicking on the gear icon and selecting the desired option as shown below.

	- Sec-	÷
	CHINGTAN CHINGTAN	
	Notifications	
		٢
Oct 1	9 2021	
	New illness report is available for Cyrus Brown. Oct 19 at 06:02 PM	÷
	New more diapers, more cream, more wipes request is available for Cyrus Brown. Oct 19 at 05:53 PM	:
Oct 1	4 2021	
	New authorization report is available for Cyrus Brown. Oct 14 at 12:47 PM	:
	New authorization report is available for Cyrus Brown. Oct 14 at 12:47 PM	:
*	Mark all as read Turn off notifications	

5. To delete any notification, please click on the three dots and select delete this notification option as shown below.



This completes the notifications feature.
My Child's Care Team

The "My Child's Care Team" option on the home screen allows parents to see the biographies for the Lullaboo staff. Any parent who has full access to the child's profile in our Childcare Management Software will be able to view the biography and the staff's contact information.

The My Child's Care Team screen is divided into the following three sections showing the details of our staff as per their Job Title.

Section 1: Educator Biographies

- Early Childhood Educator
- Early Childhood Assistant
- Early Childhood Specialist

Note: Educator Biographies section only shows the bios for the staff who are assigned to your child's classroom.

Section 2: Center Support Staff Biographies

- Chef
- Custodian

Section 3: Office Management Staff Biographies

- Supervisor
- District Manager
- Program Coordinator

The detailed steps to view staff biographies are explained below:

1. Click on the "My Child's Care Team" option present on the iCare Lullaboo app's home screen.





2. Select the child name to view the child's care team. The child name will be auto-selected if you have only one child registered with us.



3. Click the staff name to read their biography and contact information.



This completes the My Child's Care Team feature.

My Info

The "My Info" option on the hamburger menu allows parents to **View** and **Edit (optional)** the basic information for their registered account with Lullaboo. Any parent who has an active account in our Childcare Management Software will be able to view their basic demographic information in the mobile app.

Note: Due to the privacy and security reasons, the edit option is only available for some of our locations.



1. To access your profile info in the app, click the Hamburger menu option.

- 2. This will open the My Info screen as shown below.
 3. You will see the edit icon if you have access to edit the information.

≡ (₽	← eter James
My Info	My Child(ren)
(Send Picture
First Name	
First Name Peter	
Peter	
Peter Last Name	
Peter Last Name James	Home Phone

4. The app will show you the following confirmation message once you submit the updated information.



- 5. Please note that our system can take up to 1 hour to process your submitted information, until then you cannot make any changes to your profile on My Info tab.
- 6. You can now directly email your profile picture to our center by clicking on the Send Picture option.
- 7. Clicking on Send Picture opens the default email app on your phone and allows you to attach and send your latest profile picture to us.



- 8. The My Child(ren) tab shows the basic details of the child(ren) linked with your registered account.
- 9. You cannot make any updates to the information as the My Child(ren) tab is available in viewonly mode.

My Info	My Child(ren)
Name	Relationship
Olivia Coelho	Father —
Name	
Olivia Coelho	
Relationship	
Father	
Primary	
Can Pick Up	🔿 No 🔘 Yes
Receive Email	🔿 No 🔘 Yes

Note: Please contact the center supervisor if you have registered child(ren) with us, but they do not show on the app.

This completes the My Info feature.

Child Info

The "Child Info" option on the home screen allows parents to **View** the basic information for their registered child(ren). Any parent who has full access to their child's profile in our Childcare Management Software will be able to view the child(ren)'s info on the app.

Note: Due to privacy and security reasons, the edit option is not available for this feature.

1. To access your child's info on the app, click the "Child Info" icon present on the home screen.



- 1. Clicking on the Child Info option will take you to the child selection screen. If you have only one child registered with us, then the child's name will automatically be selected in the dropdown list.
- 2. If you have more than one child registered with us and have full access permissions to their profile in our Childcare Management Software, then you will see their names in the below list.



Note: Please contact the center Supervisor if you are not able to see the child name in the dropdown menu on the above screen.

3. Selecting the child name will show the child's info.

÷	Child Info	
Select Child		•
Overview	Parents/Guardians	Allergy/Food
First Name		
Evelyn		
Middle Name		
Contact the c	enter supervisor to up when needed.	odate this data,

2. The Parents/Guardians tab shows the parents/guardians linked with your child's profile.

÷	Child Info	
Overview	Parents/Guardians	Allergy/Food
Name	Relatio	onship
Michael Clar	ke Fathe	
Name		
Michael Cla	rke	
Relationship		
Father		
Can Pick Up	C	No 🔘 Yes
	Change Request	

- 10. You can now directly email your child's profile picture to our center by clicking on the Send Picture option.
- 11. Clicking on the Send Picture option opens the default email app on your phone and allows you to attach and send your child's latest profile picture to us.



Allergy/Food Signature

The "Allergy/Food" tab under the Child Info screen allows parents to review and sign the Allergies or Food Restrictions for their registered children with Lullaboo. Any parent who has full access to the child's profile in our Childcare Management Software is allowed to view and sign Allergies/Food Restrictions in the mobile app.

Follow the below steps to view and sign your child's Allergy/Food restrictions.

- 1. Click the Allergy/Food tab to review the child's allergies and food restrictions. The tab provides detailed information about child's Allergies, Food Restrictions and Feeding Practices.
- 2. Please read carefully before signing. In case there are any changes needed in the below information, please contact the center supervisor, when needed.



Note: Inside the above red highlighted box, you can scroll down to read the full information.

3. Clicking on "**Click Here To Sign**" option opens the signature box. If you have already saved your signature in the app, then it will automatically appear inside the signature box.



OR you can simply draw your signature

← Child Info	
Sign inside the box	×
Clear Done	
Parent Signature Click Here To Sign	

4. Click on Done to submit the signature. Depending on the internet speed of your mobile device, the app might take few seconds to submit the signature.

5. We are allowing only one parent with full access to sign the Allergies/Food restrictions. If the Allergies/Food restrictions details are already signed by the other registered parent or guardian for the child, then you will see the following update note on the Allergy/Food tab.

÷		Child Info	
Eve	ect Child — Iyn		•
0	verview	Parents/Guardians	Allergy/Food
feed child Mild App Bee Dain Pea Foo Lifes	ding practic d, Evelyn Git I Allergies (f ble f (Test) y nuts d restriction style Choice ltry, seafood	n that this allergy, food e information (as appli tins, is accurate and up medication on site): s: e: Vegetarian-Vegan (N d, eggs, dairy, gelatin) e: Veaetarian-Vegan (N	cable) for my o to date. lo meat,
	e: An upda mitted.	te for this record has	already been

- 6. It can take up to 1 hour for the signature to get processed on our side and appear on the Allergy/Food tab in the mobile app.
- 7. Once the signature is processed in our Childcare Management Software, it will appear on the Allergy/Food tab as shown below.

÷	Child Info	
Select Child — Evelyn		•
Overview	Parents/Guardians	Allergy/Food
feeding practic child, Evelyn Git Mild Allergies (Apple Beef (Test) Dairy Peanuts Food restriction Lifestyle Choice poultry, seafoo Lifestyle Choice	e: Vegetarian-Vegan d, eggs, dairy, gelatin) e: Vegetarian-Vegan	olicable) for my up to date. (No meat,
Parent Signatur		

- 8. Parents are required to review the Allergy/Food restrictions information for their child whenever the center staff does any updates or change to it in our Childcare Management Software.
- 9. A notification will appear in the notification list (as shown below) asking parents to review and sign the Allergy/Food restrictions information.



- 10. Clicking the notification will directly take the parent to the following screen where they can review all the details and submit signature.
- 11. The Allergy/Food tab provides detailed information about child's Allergies, Food Restrictions and Feeding Practices. Please read carefully before signing. In case there are any changes needed in the below information, please contact the center supervisor, when needed.

☑ 7:01 🗵 🞱 …		\$ \$ M
÷	Child Info	
Select Child		•
Overview	Parents/Guardians	Allergy/Food
feeding practic child, Evelyn Git Mild Allergies (Apple Beef (Test) Dairy Peanuts Food restriction Lifestyle Choice poultry, seafood Lifestyle Choice	e: Vegetarian-Vegan (d, eggs, dairy, gelatin) e: Vegetarian-Vegan (licable) for my ip to date. No meat,
Parent Signatur		

Note: Inside the above red highlighted box, you can scroll down to read the full information. This completes the Child Info feature.

Report Absenteeism

The "Report Absenteeism" option on the home screen allows parents to **submit** the absence request for their registered child(ren). Any parent who has full access to their child's profile in our Childcare Management Software will be able to submit the absence request from the app.

1. Click the Report Absenteeism" option on the home screen.



2. All the following options are required to submit the absence request. Please make sure you have the right child and the dates selected before submitting the request.

← Report Absent	teeism
Please select the date, end date and	
Select Child	•
Select start date	
Select end date	
Select Reason	•
Vacation Sick Absent	
< Back	Submit >

3. The following confirmation will appear once the absence request is submitted successfully.



Note: Please contact the center supervisor to in case you face any issues while reporting your child's absence from the app.

This completes the Report Absenteeism feature.

Classroom Calendar

The "Classroom Calendar" option on the home screen allows parents to **View** the monthly calendar for their registered child(ren). Any parent who has full access to their child's profile in our Childcare Management Software will be able to view calendar on the app.



4. Clicking on "Classroom Calendar" will show you the following selection screen. Please select the child from the list. The current month and the year will be automatically selected on the app.



5. Below screenshot explains the different options/information available on the classroom calendar.

4:37							
÷		ũ		<u>88</u>			
	Clo		om C		dar		
		FEB	RUARY	2023		ଚ	
SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4	
5	ę	7	8	9	10	11	
12	13	14	15	16	17	18	Current date will be automatically selected
19	20	21	22	23	24		on the calendar
Note:	27 Pajama eb 24, 03	:30 PM		24, 04:30		y 🔺	The purple dots highlights the dates when any event(s) are scheduled. Shows all event(s) scheduled on or after the selected date on the calendar. Scroll down to see more events (if any).

Note: Selecting any date on the calendar will show the event(s) scheduled on or after the date.

6. Parents can **sync** the Lullaboo classroom calendar events on their iPhone (iCal) or Android (Google Calendar). Clicking on the following highlighted option will sync all the events on your phone's calendar.

4:44						(? . .
÷		ě		<u>.</u>		
	Clo		om C		lar	
					-	
SUN	MON	FEBI	WED		FRI	SAT
0011	mon	102	1	2	3	4
5	Ģ	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
Fri 03	Nation	al Wee	ar Red D	ay!		
Feb 03						All Day
Mon 06	Нарру	2nd B	irthday	Adrian	1	•
Mon 06	Нарру	2nd B	irthday	Ava!		▼
Wed 08	Crazy I	Hair Do	ау			•

7. The iCareLullaboo app must have sufficient permissions to access the calendar on your phone. Please note that during the calendar sync process, the app might show you the permission approval popup. In order to successfully sync the Lullaboo Calendar, you will need to allow full access to the iCareLullaboo app to access and sync the Calendar on your respective mobile device.



8. In case you do not assign the proper permissions, you can always check it under iCare Lullaboo App's settings > Calendars.



And make sure the "Full Access" option is enabled as shown below.



Try to sync the calendar again after you enable these permission settings on your device.

9. Clicking the sync option will show you the following confirmation message.



- 10. Please select **Yes** to start the calendar sync process. Depending on your mobile device configuration, the app might take few seconds to complete the syncing process.
- 11. You will see the following successful message once the syncing process is completed.



12. To view the synched events, please open iCal on your iPhone or Google Calendar on your Android phone to view the Lullaboo Classroom Calendar.

	Calendars	Done
ICLO	DUD S	HOW ALL
0	Home	í
0	Work	í
0	Lullaboo Classroom Calendar	í
ОТН	ER	
0	Canadian Holidays Subscribed	í
Ø	🗄 Birthdays	
Ø	Siri Suggestions	
0	Show Declined Events	
Add C	alendar	Show All

Note: The Lullaboo Classroom Calendar sync feature is *only* compatible with iCal on iPhone (iOS) or Google Calendar on the Android phone.

13. The synced events for the Lullaboo Classroom Calendar will appear on your phone's calendar as shown below.

〈 Jul 2	022				Q	+
S	м	т	w	т	F	S
					1 •	2 °
3	4	5	6	Ø	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
		ory We		e Center	; 18	all-day
				e Center	, 18	all-day
				e Center	, 18	all-day
				e Center	; 18	all-day
				e Center	; 18	all-day
				e Center	, 18	all-day

14. Clicking on any event will show the event details along with the location of your child's registered campus.

Canada History Week Lulaboo Nursery and Childcare Center, 180 Elgin Mills Rd West, Richmond Hill, L4C 4M2 All day from Fri, Jul 1, 2022 to Thu, Jul 7, 2022 Calendar • Lullaboo Classroom Calendar • Alert Thu, Jun 30, 11:55 PM • Notes • Event Name :- Canada History Week • Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E • Event Room Name :- Toddler 3 • Event Note :-	X July	Event Details	Edit				
Rd West, Richmond Hill, L4C 4M2 All day from Fri, Jul 1, 2022 to Thu, Jul 7, 2022 Calendar • Lullaboo Classroom Calendar > Alert Thu, Jun 30, 11:55 PM > Notes - Event Name :- Canada History Week - Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E - Event Room Name :- Toddler 3 - Event Note :-	Canada History Week						
to Thu, Jul 7, 2022 Calendar • Lullaboo Classroom Calendar > Alert Thu, Jun 30, 11:55 PM > Notes = Event Name :- Canada History Week = Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E = Event Room Name :- Toddler 3 = Event Note :-			lgin Mills				
Alert Thu, Jun 30, 11:55 PM > Notes Sevent Name :- Canada History Week Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E Event Room Name :- Toddler 3 Event Note :-							
Notes - Event Name :- Canada History Week - Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E - Event Room Name :- Toddler 3 - Event Note :-	Calendar	Lullaboo Classroom Ca	lendar >				
- Event Name :- Canada History Week - Event ID :- 354E3D3B-B1A3-4071-8EF1- D5DB9CF8442E - Event Room Name :- Toddler 3 - Event Note :-	Alert	Thu, Jun 30, 11:	55 PM >				
Delete Event	- Event ID :- D5DB9CF84 - Event Roon	354E3D3B-B1A3-4071-8EF 42E n Name :- Toddler 3	1-				
Delete Event							
Delete Event							
Delete Event							
Delete Event							
Delete Event							
Delete Event							
		Delete Event					

Classroom Newsletter

The "Classroom Newsletter" option on the home screen allows parents to **View** the monthly Newsletter and Pictures for their registered child(ren). Any parent who has full access to their child's profile in our Childcare

1. Click on the Classroom Calendar option on home screen.



2. Clicking on "Classroom Newsletter" will show you the following selection screen. Please select the child from the list. The current month and the year will be automatically selected on the app.

4:55			all 🗢 🔳
← Clas	sroom	Newslet	tter
Select Child			•
February	•	2023	•
< Back			Next >

3. Selecting the Classroom Calendar option will show you the calendar highlights along with the pictures. Below screenshot explains the different options available on the monthly highlight screen.
5:01

←



Classroom Newsletter

Classroom 2

Classroom Highlights

Hello February! We welcome all new friends and families into our class.

In January, we learned All About Us! Children learned about families, their favourite foods and what makes us special. We will continue into the next month as there is so much to learn about. We celebrated the Lunar New Year and made lanterns. Next month we will celebrate Family Day and Valentine's Day!

A friendly reminder to label all personal items.

Thank you families for your kindness and support, we really appreciate it.



Classroom of the Month

It was a wonderful month for all classes celebrating Lunar New Year and having our Winter Carnival. Children enjoyed learning and celebrating different traditions. We chose the perfect day for our Winter Carnival and had so much fun in the snow and playing games!

Learning Fun at Home

Valentine's Day Maaic Milk - With materials you

Download all pictures.

Scroll down to see more information.

1. Click any picture to see the full-size image. You can download one picture or all the pictures. Click the arrows to navigate between multiple pictures.



Daily Routine and Learning

The "Daily Routine and Learning" option on the home screen allows parents to **View** the weekly Program Plan and Routine Schedule for their registered child(ren). Any parent who has full access to their child's profile in our Childcare

1. Click the Daily Routine and Learning option on home screen.



Date: July 17, 2025 Version 15.0

← Daily Routine & Lear	ning
Select Option	
Select Date	
< Back	Continue >

2. Clicking on "Daily Routine and Learning" will show you the following selection screen.

3. Select one of the following options Program Plan or Routine Schedule from the list and the child name.

← Control of the second se
Select Option
Program Plan Routine Schedule
< Back Continue >

4. Select the Monday's date. Please note that all other dates except Monday's date are not available for selection.

	Daily	Rout	tine &	k Lear	rning	
Sele	ect Do	ate				×
< [Au	igust		2023		>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	_	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		
				С	ontin	ue

5. Selecting Program Plan in step no 3 shows the following information. Scroll down to see more information.



6. The Program Plan for other days of the week can be seen by selecting the respective day from the following dropdown list.

← Program Plan Nile				
Toddler 3/Preschool 5 Week of 2023-08-07				
Tuesday 🔺				
Monday				
Tuesday				
Wednesday				
Thursday				
Collect the colorful eggs				
<u>S. T. E. M. Engineering – Building</u> Making a tractor				
<u>Arts - Imagining</u> Fingerprint sheep				
<u>S. T. E. M. Math - Problem-Solving</u> Counting number of eggs				
Physical Activity - Moving Cleaning muddy pig				
S. T. E. M. Science - Investigating				

7. Selecting Routine Schedule in step no 3 shows the following information.

Contine Schedule Nile				
	oddler 3/Preschool 5 Neek of 2023-08-07			
07:00 AM 08:00 AM	 Center Opens Children's Choice Varied Small Group Experiences 			
08:00 AM 09:00 AM	BreakfastChildren's ChoiceWashroom Routine			
09:00 AM 10:00 AM	 Playground 3 (Group A, cap. 5) Playground 3 (Group A, cap. 5) Playground 3 (Group B, cap. 5) Playground 3 (Group B, cap. 5) Planned Small Group Experiences Children's Choice 			
10:00 AM 11:00 AM	 Planned Small Group Experiences Children's Choice Playground 3 (Group C, cap. 5) 			

8. Scroll down to see more information.

← Eventian Schedule Nile					
	ddler 3/Preschool 5 eek of 2023-08-07				
03:30 PM 04:30 PM	 Planned Small Group Experiences Children's Choice Playground 3 (Group C, cap. 5) Playground 3 (Group C, cap. 5) 				
04:30 PM 05:00 PM	Snack 2Children's ChoiceWashroom Routine				
05:00 PM 06:30 PM	 Varied Small Group Experiences Children's Choice Center Closes 				
02:00 PM 02:30 PM	 Snack 1 Children's Choice 				
11:00 AM 11:30 AM	 Gathering Time (20 min) Children's Choice Washroom Routine 				

Parent Perks & Purchases

The "**Parent Perks and Purchases**" option on the home screen will take you to our website where we offer various benefits and products tailored to parents' needs. It includes discounts on baby gear, Lullaboo catering menu, parenting resources, virtual appointment booking, toys and activities, exclusive offers from partner brands, product reviews, parenting tips and advice. The page also has feature articles on topics such as childcare, nutrition, education, and family activities. Overall, it's a one-stop destination to make parenting a bit easier and more affordable.



Financials

The "Financials" option on the hamburger menu allows parents to **request the Tax Receipt** for their registered account with Lullaboo. Any parent who has an active account (with a valid email address) in our Childcare Management Software and also responsible for paying the childcare fees, can request the Tax Receipt for the previous 3 years.

Please note that the Tax Receipt is reviewed and then emailed to you on your registered email id, it may take up to 45 minutes for us to prepare and email the Tax Receipt.

1. To request the Tax Receipt, click the Hamburger menu option > Financials.



2. Select the year for the Invoice Receipt request. Please note that you can only request the invoice receipt for the past 3 years.

4:04		
=	Financials	+
Select Year		
2022		
2021		
2020		

3. Click Continue.



4. You will get following confirmation message as soon as we receive your request. The Tax Receipt will be securely emailed to your registered email id. Please contact the center in case you face while request the Tax Receipt.



Withdrawal Form

Families who plan to withdraw their child from our programs can submit a withdrawal form directly through the app. Once submitted, families and the center will receive a confirmation email acknowledging their withdrawal request.

1. To submit, select **Withdrawal Form** from the Home screen.



 Select the child's name and the last date they will be attending the center. Please note that as per Lullaboo policy, we require a 30-day notice if parents are planning to withdraw. As a result, requests to withdraw within 30 days cannot be processed through the app.



3. Select the reason and leave an additional noted if needed.

← Withdrawal Form	← Withdrawal Form
	Campus
	Steel
School	Child Last Day at the Centre
Other	Select Reason Moved
	Additional Comments
Moved	We're moving to a differenct city next year
	and we can't commute to the center.
Reregistered with Lullaboo other Campus	
Select Reason	Submit

4. Review your request and submit the form. A confirmation email will get sent, once the request is processed.



Note: For requests within 30 days, families can contact the center through the app. A confirmation email will be sent to families and campus.

← Withdrawal Form	← Withdrawal Form
C Select Child	Campus
Ethan 👻	Steel
c Alert	Child Last Day at the Centre
Requests for dates within 30 days	19 Dec, 2024
cannot be processed.	Select Reason
Please contact the center supervisor.	Moved
ок	Additional Comments
Select Reason	Additional comments regarding the request.
	Contact Staff via Email

Date: July 17, 2025 Version 15.0

Success

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Immunizations

Families can review and submit their child's immunization records through the app. To begin, select **Immunization** from the Home Screen.



You will see a list of completed immunizations, as well as any upcoming ones. To submit an update, click on the upcoming immunization and enter the date it was received. The Campus Supervisor will receive the update in iCare within 45 minutes.

← Immunizations		← Immuniz	ation Detail
Select Child Chase	•	 4-6 Year Im Status: Action R 	
Status: Upcoming Submission 4-6 Year Immunizations	• >	Diseases Covered	10
Status: Completed 18 Months Immunizations Date Received: 03/16/2022	⊘ >	 Date Received:	
15 Months Immunizations Date Received: 12/17/2021	⊘ >	Notes (Optional)	
12 Months Immunizations Date Received: 09/20/2021	⊘ >	su	ЈВМІТ
6 Month Immunizations Date Received: 03/15/2021			

Progress Reports

During the time children spend in each of our program groups, educators create and complete progress reports based on children's developmental domains. Families can review these reports through the app.



You will see a list of completed reports, as well as any that are still **In Progress**.



You will be able to review the completed Progress Reports. However, you can leave a comment on any item within an In-Progress report. Your comment will be reflected on the corresponding record in iCare within 45 minutes.

← Progress Report		← Problem solving Cognitive (STEM)
Cognitive (STEM) - [0/12] Reaction to noise Can display emotions when listening to sounds	, —	Problem solving Is able to use other objects to retrieve desired item
Problem solving Is able to use other objects to retrieve desired item)	Comments:
Visual exploration Can follow object with eyes, can also glance from one object to another	>	[]
Object permanence Is able to search and find hidden objects with minimal support	>	
Smell discrimination Displays preference and/or displeasure for different smells 	>	Submit Comment

Date: July 17, 2025 Version 15.0

Submit Feedback

Parents' feedback and suggestions are highly valued as they provide crucial insights into a child's needs and experiences. By maintaining open communication, our staff actively listens to parents' concerns, ideas, or recommendations, ensuring they are considered in decision-making processes. This collaborative approach helps to create a nurturing environment that supports each child's well-being and development, fostering trust and strengthening the partnership between parents and caregivers. Adjustments and improvements are made when necessary, reflecting the Lullaboo's commitment to delivering quality care.

The "Submit Feedback" option on the home screen allows parents to **submit feedback or suggestions** to Lullaboo Nursery and Childcare Center. Any parent who has an active account (with a valid email address) in our Childcare Management Software is able submit feedback, when needed. Please review the pre-populated contact information before submitting your feedback or suggestions.



you have any questions feel free to contact Lullaboo Nursery and Childcare Center. You can access our contact information at <u>https://lullaboo.ca/contact/</u>.