



kitaplus
eltern

kitaplus Parent App
Quick guide



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Welcome to the kitaplus Parent App!

Dear Parents,

A warm welcome to the Parent App. After your successful registration, you may start to use the app right away.

On the following pages, the most important functions of the Parent App will be explained. Should you still have questions about the functions or certain parts of the app, or should technical problems occur when using it, please do not hesitate to get into contact with the contact person of your day care facility.

Important: You yourself may not add children/siblings to your account, and you may also not create new accounts (like e. g. for your spouse(s)/partner(s)) by yourself. In such cases, please contact your Kita - the teachers/employees there will be glad to help you along.

Figure 1: Login screen

The Kitaplust Parent App is a so-called **Progressive Web App (PWA)**, which means that you may access the app like a normal app on your smartphone or tablet or call it like a website via a browser and conveniently use it at the PC.

To use it like an app, you will have to create a link to the start screen of your smartphone (some smartphones call it the "home screen"). It is best to look it up on the internet how this functions exactly as the procedure differs depending on the browser and the smartphone used.

To log on, please access the app via the link on your screen or via any browser (address: eltern.kitaplust.de). Enter your access data in the login mask/screen. The username is the email address with which you have registered in the app, the password is entered by you personally in the course of your registration. If you do not wish to enter your access data every time when logging on to the app, you may click on the button to remember your login data (Remember login data). In this case, you will remain logged onto the app permanently (may be cancelled at any time).

Should you have forgotten your password, you may specify a new one using the button "Forgot password".

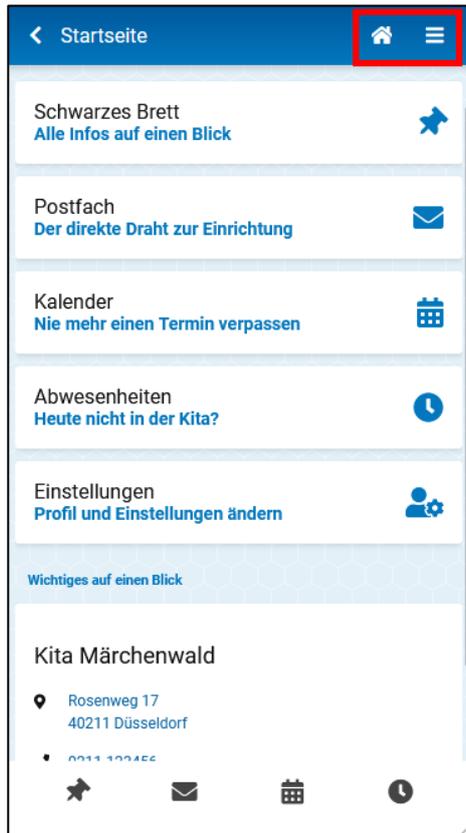


Figure 2: Home page

1 Home page (Startseite)

Following the login, you will always be forwarded to the home page. Here, you will find maps with links to the main functions of the Parent App - when clicking on one of the maps you will be directed to the corresponding function of the app. To navigate to the main functions, you may also use the icons in the footer.

By clicking on the house icon, you may return to the home page from any screen in the app. The main menu can be called by clicking on the "Hamburger menu icons" (three horizontal bars below each other).

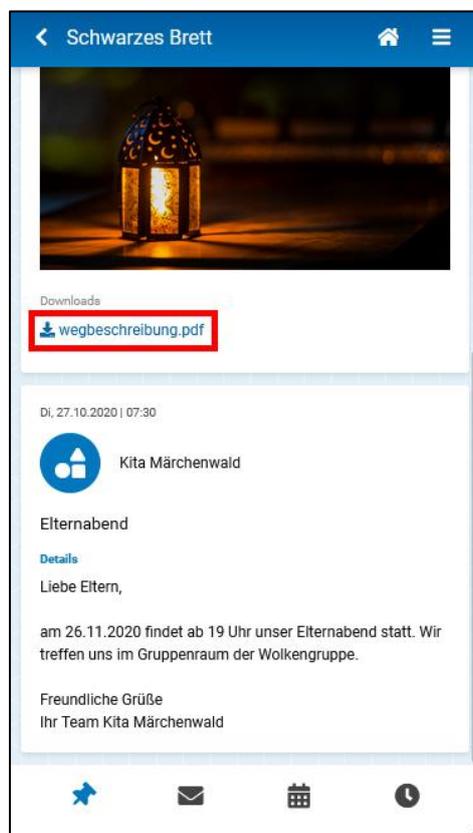


Figure 3: Blackboard

2 Blackboard

On the blackboard, all messages entered by your day care facility are listed in chronological order. Please note, that some of the messages may also include attachments.

Messages on the blackboard may not be deleted. If the Kita defined an end of the publication, the message will automatically disappear from the blackboard at the defined point of time.

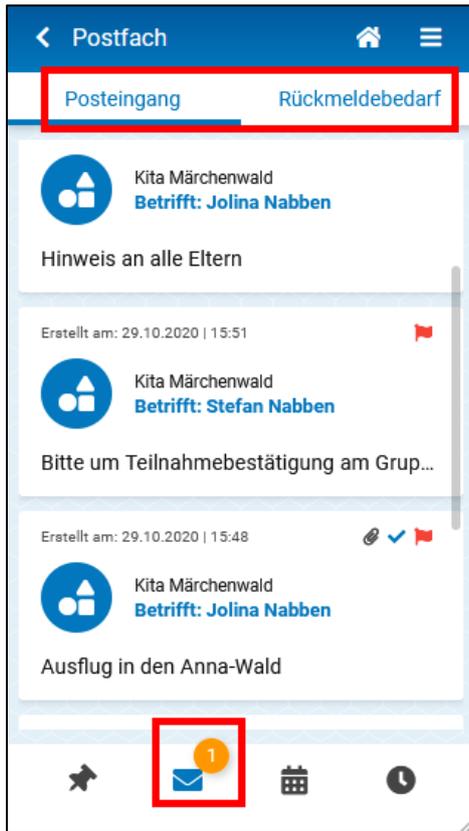


Figure 4: Mailbox

3 Mailbox

The personal mailbox is divided into two folders. The inbox shows all messages which you have received in the Parent App. Also, messages sent in connection with a deadline/event are listed here. If your inbox includes unread messages, a small number is displayed next to the envelope in the footer. Click on individual messages to see details and potential attachments. To delete messages, click on the message and swipe to the left with your finger.

In the second folder for messages requiring feedback, you will find messages requiring your feedback. Messages requiring your feedback may not be deleted in both folders (Note: These messages are marked by a red flag).

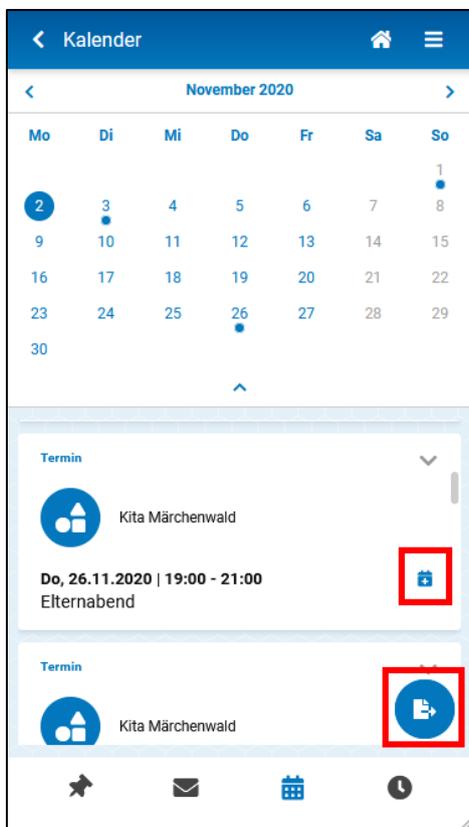


Figure 5: Calendar

4 Calendar

In the Calendar, you may check all closure days, holidays as well all deadlines published by the day care facility. Messages including deadlines are also listed here. All dates, deadlines and events are listed in chronological order with the items coming up next being specified on top of the list.

All dates, deadlines and events may be transferred into your own smartphone calendar; use the small blue plus button (+) to enter individual dates or the round "Export" button in the lower right corner to enter all dates of one month together.

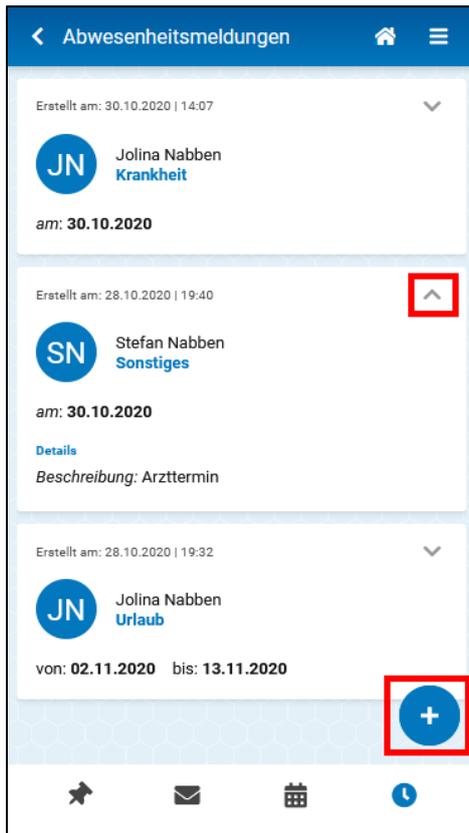


Figure 6: Absence notifications

5 Absence notifications

You may report your children sick or absent directly via the smartphone. To do so, click on the blue "plus" button (+). A new window will open in which you may enter all necessary information about the sick or absence note. All children assigned to your parent account may be selected. Next to the reason of absence and the absence period (mandatory fields), you may also enter a comment for the day care facility.

All created absence messages are listed in chronological order in the history where you may look them up.

Attention: Once sent, you may no longer retrieve or delete an absence message. If you made a mistake in the absence message, please contact your day care facility.

6 User settings

In the user settings, you may update or add your First name, your Last name, your email address and your mobile phone number.

Attention: Please note that also your username for the login changes when changing your email address.

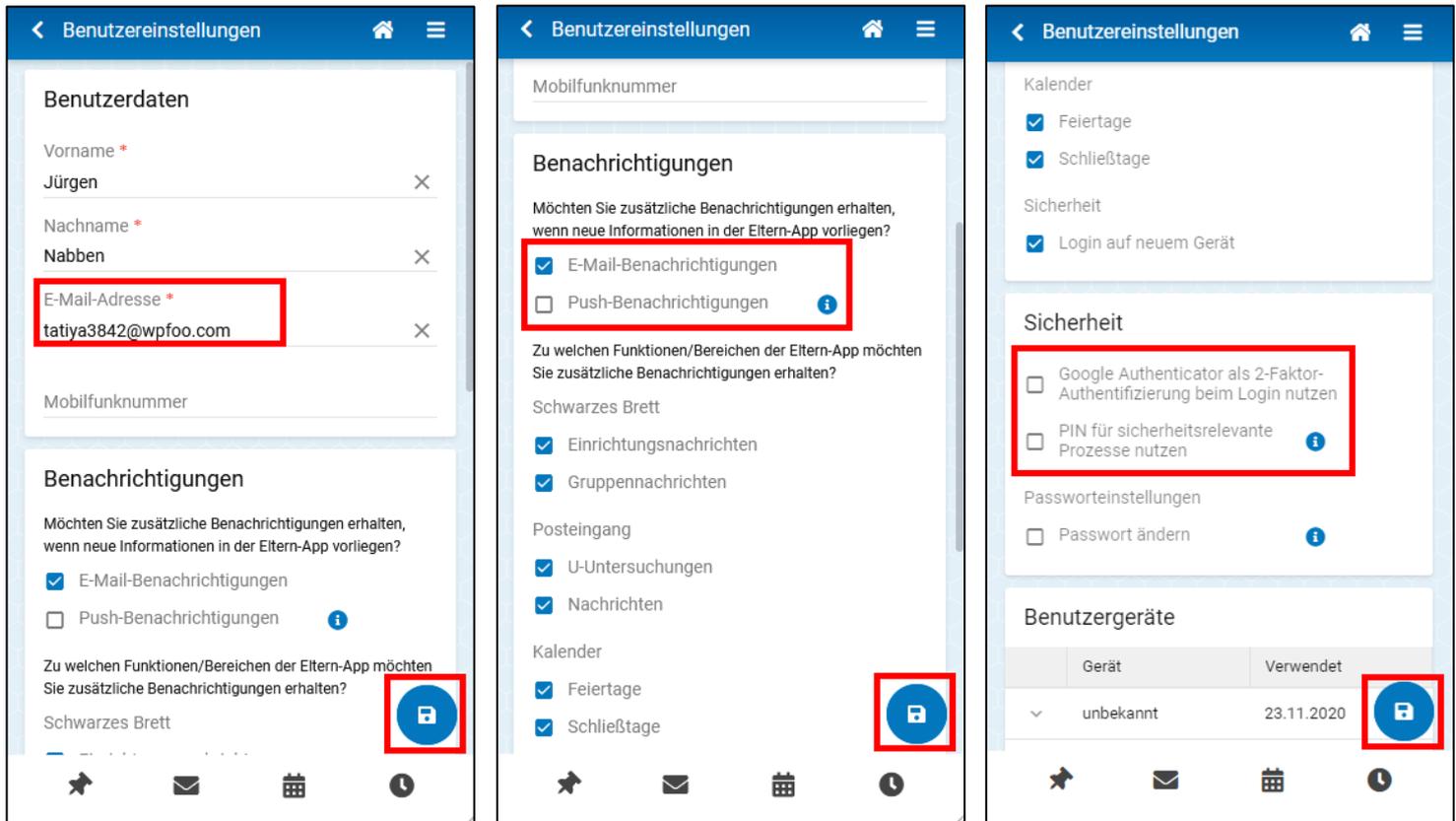


Figure 7: User settings

Furthermore, you may specify that you wish to receive additional email or push notifications (messages on the start screen or in the notification bar of your smartphone), and if yes, for which messages. This is particularly practical if you forget to look into the app on a regular basis.

Attention: On Apple devices, push messages are not available as Apple does not support this function for Progressive Web Apps.

In the user settings, you may also manage the security settings for your account. A PIN may be assigned which has to be entered when creating absence messages for confirmation. Additionally, you have the option of activating the Google Authenticator for the login process. You may download the Google Authenticator app from the Play Store or the App Store and link it to the Parent App account. When logging onto the Parents App, you must then enter a 6-digit code generated in the Google Authenticator app in addition to the password.

Please remember to save all modifications by clicking on the "Save" button in the lower right corner.

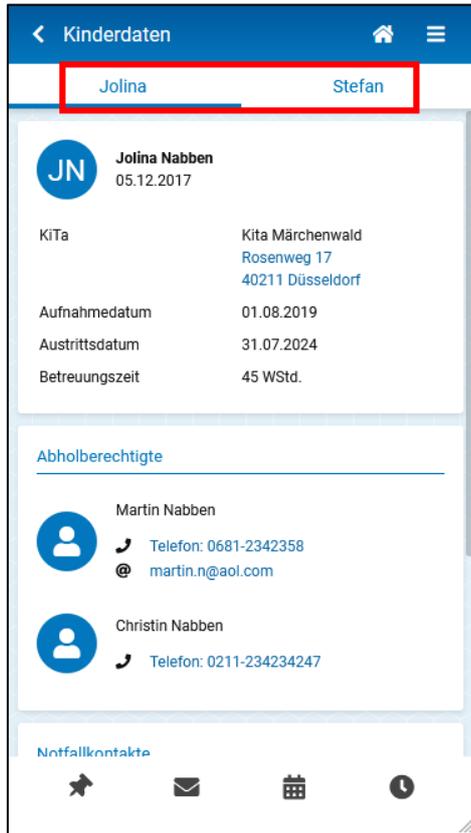


Figure 8: Children's data

7 Children's data

In the children's data area, there is a separate tab for each child assigned to your account. Next to a couple of master data of the children, also the persons authorized to collect your child/children and the emergency contacts are listed.

The address data of the day care facility as well as the contact data of the person/s authorized to collect the child/children and the emergency contacts are interactive, which means that further function / apps (like e. g. phone, Google Maps) are started on your smartphone when clicking on this information.

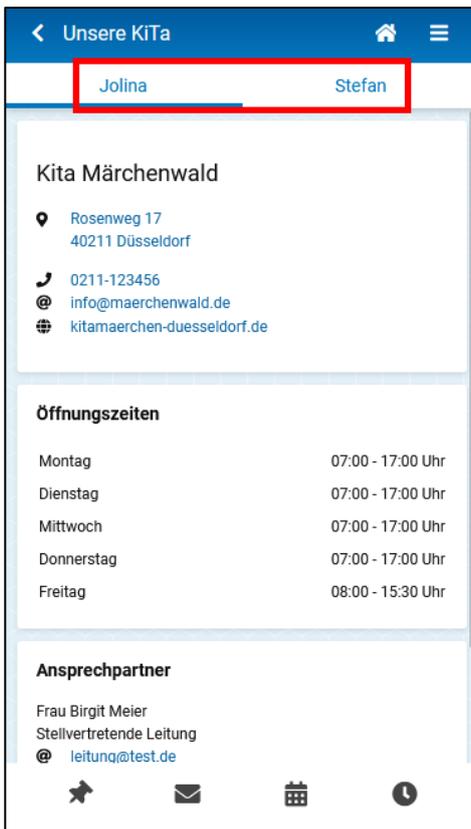
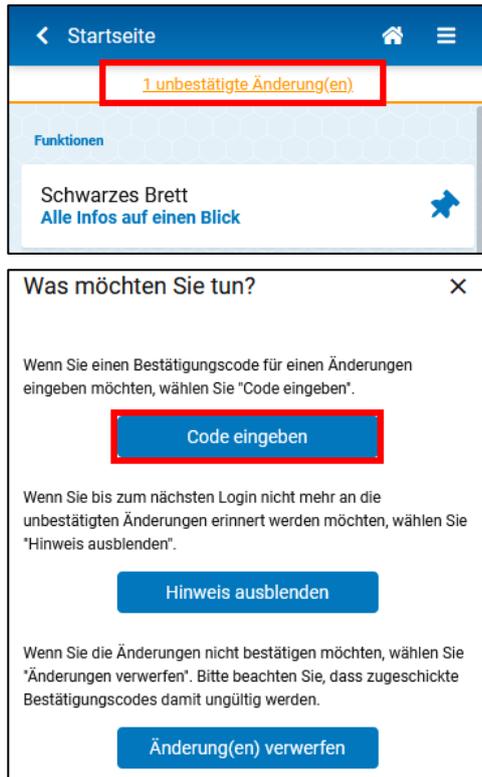


Figure 9: Our KiTa

8 Our KiTa

Here, you may find out more about the day care facilities which your children attend. In addition to the opening hours, also contact persons of the facility (e. g. day care facility management, contact person for questions about the Parent App) including the related contact data are displayed.

Again, these address and contact data are interactive so that you may activate the call or email function of your smartphone at the click of a button.



9 Confirm changes

If you have changed and saved data in the Parent App (e.g. by modifying the PIN in the user settings), you will receive an email asking you to again confirm the changes; however, you may also confirm the changes right in the Parent App. To this end, click on the orange message in the header of the screen and enter the confirmation code from the email.

Figure 10: Confirm changes

