

Parent's Cheat Sheet

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Home Page

Once you have logged in you will automatically be on the home page.

The image shows a smartphone interface for the OWNA app. The top navigation bar is green and contains a menu icon (hamburger menu) on the left and a filter icon (funnel) on the right. Below the navigation bar is a search bar labeled 'Search Posts'. The main content area shows a notification: 'UV Alert: Sun protection 10:20am to 1:20pm, UV Index predicted to reach 3 [Moderate]'. Below the notification is a post by 'Francesco Lopez' with the text 'Omar is very excited to go to school today' and a photo of a smiling baby. The bottom navigation bar is green and contains five icons: a home icon, a calendar icon, a plus sign icon, a bell icon, and a gear icon. Callout lines connect these icons to their respective functions.

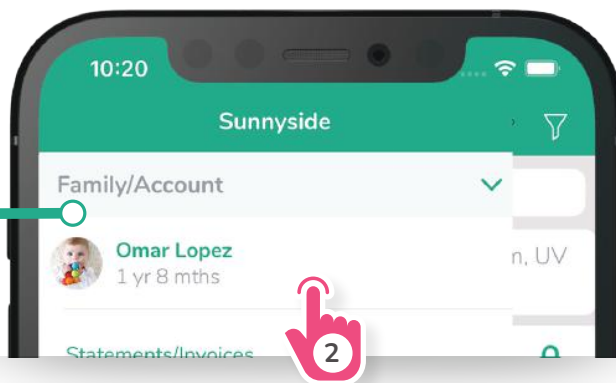
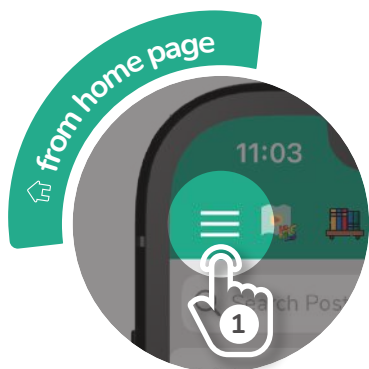
- daily information
- invoices
- reports
- records
- forms
- documents

- filter your posts
- by room
- by popularity

- home page
- calendar
- create post
- casual bookings
- handover form
- mark child not attending
- notifications
- settings
- change details
- change password

Daily Information

Includes menu, meal portions, rest & sleep updates and sun protection.

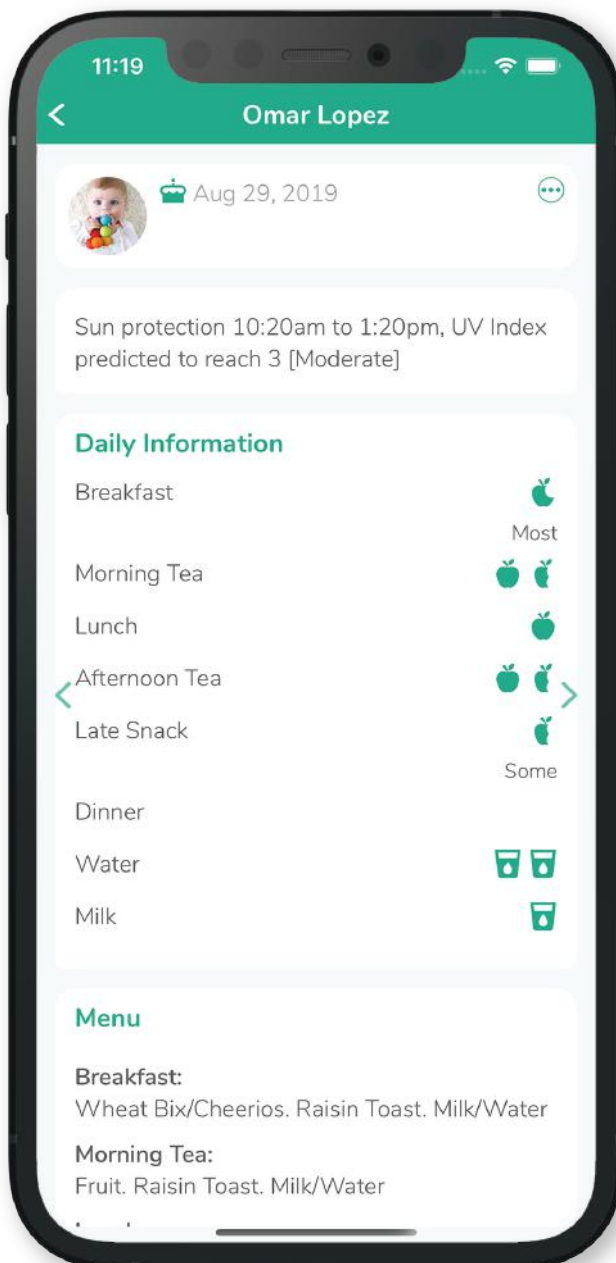


Information includes

- daily menu
- dietary information
- sleep & rest updates
- sun protection updates

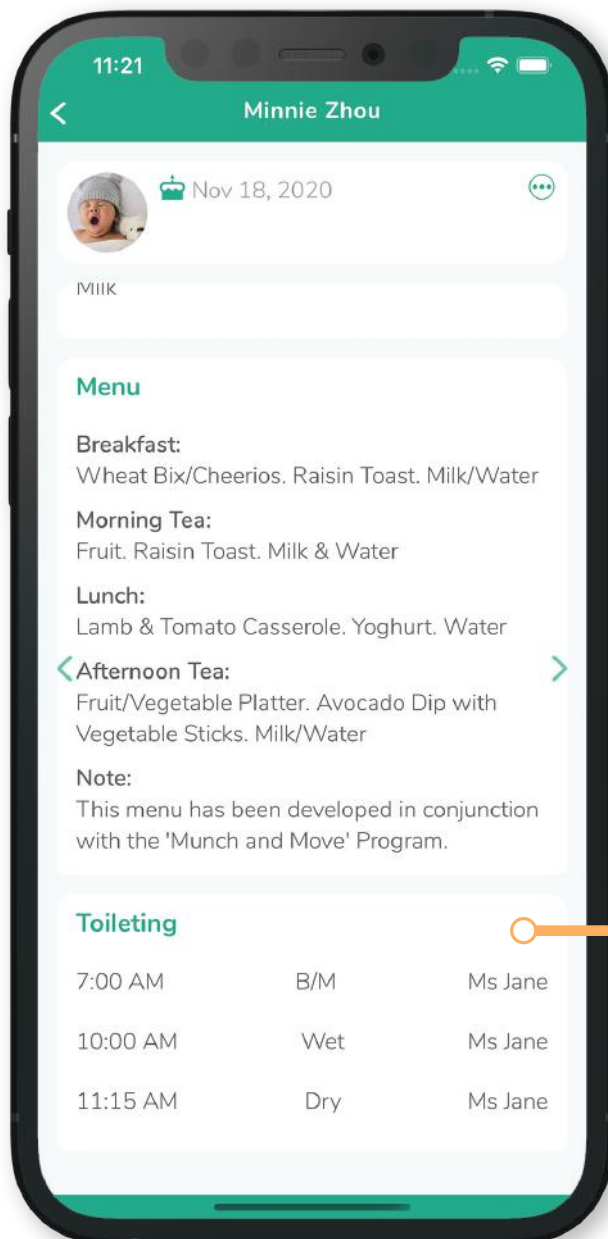
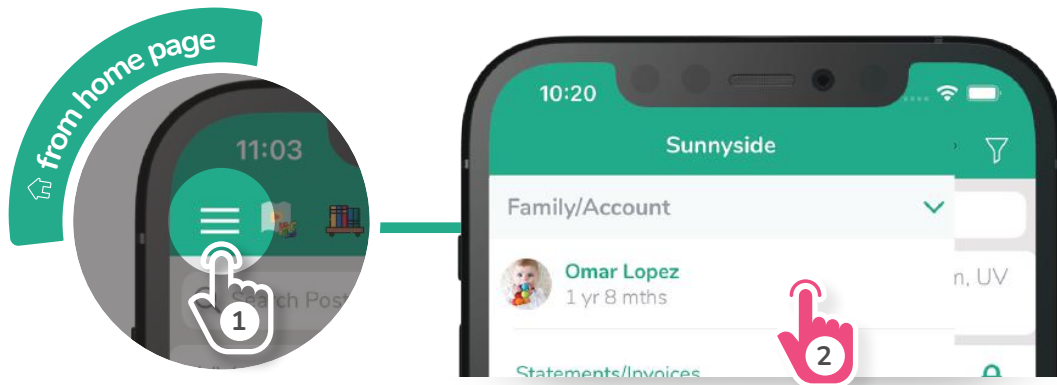
 = portion amount

One means whole portion consumed, half an apple means half consumed and so forth.



Toileting Glossary

(Please check with your Centre if this feature is available)



B/M Bowel Movement in Nappy (i.e. Soiled Nappy)

Wet Wet Nappy

Dry Nappy was Dry

Diarrhea Nappy had Diarrhea

Loose B/M
Loose Bowel Movement (not diarrhea)

Toilet - B/M
Bowel Movement done in Toilet

Toilet - Wet
Urinated in Toilet

Toilet - Accident
Didn't quite make it to the toilet

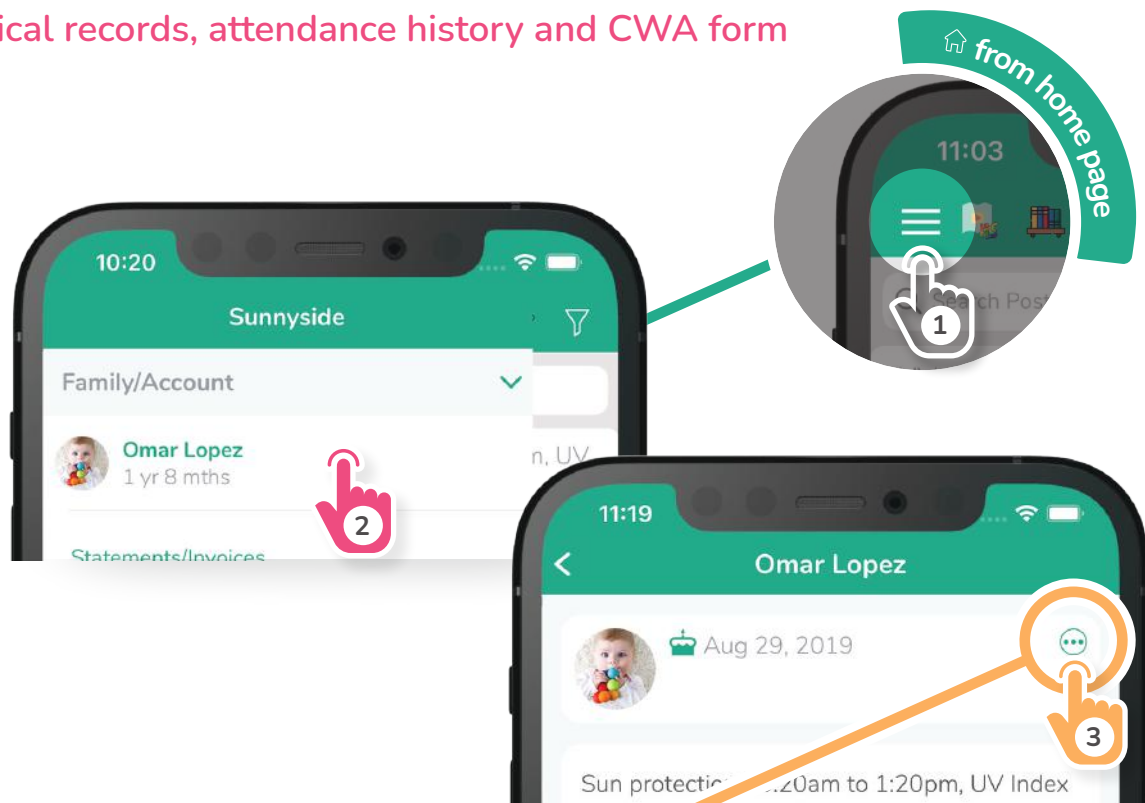
Toilet - Attempted
Had a try on toilet but no results

Toilet - Refused
Didn't need to go OR refused to go to toilet

Nappy Rash Cream
Cream applied to child's bottom

Records & Reports

Medical records, attendance history and CWA form



- View Incident Reports
- Child's Goals
- View Documents
- Create Medication Record
- View Medication Records
- Ongoing/Non Prescribed Cream Form
- Attendance History
- Upload Immunisation Record
- Sign CWA

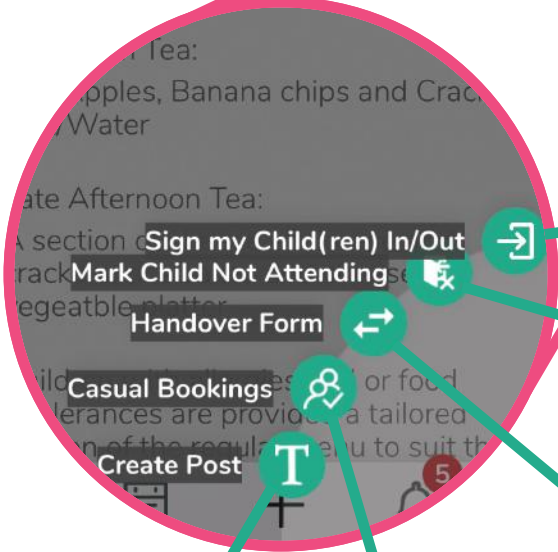
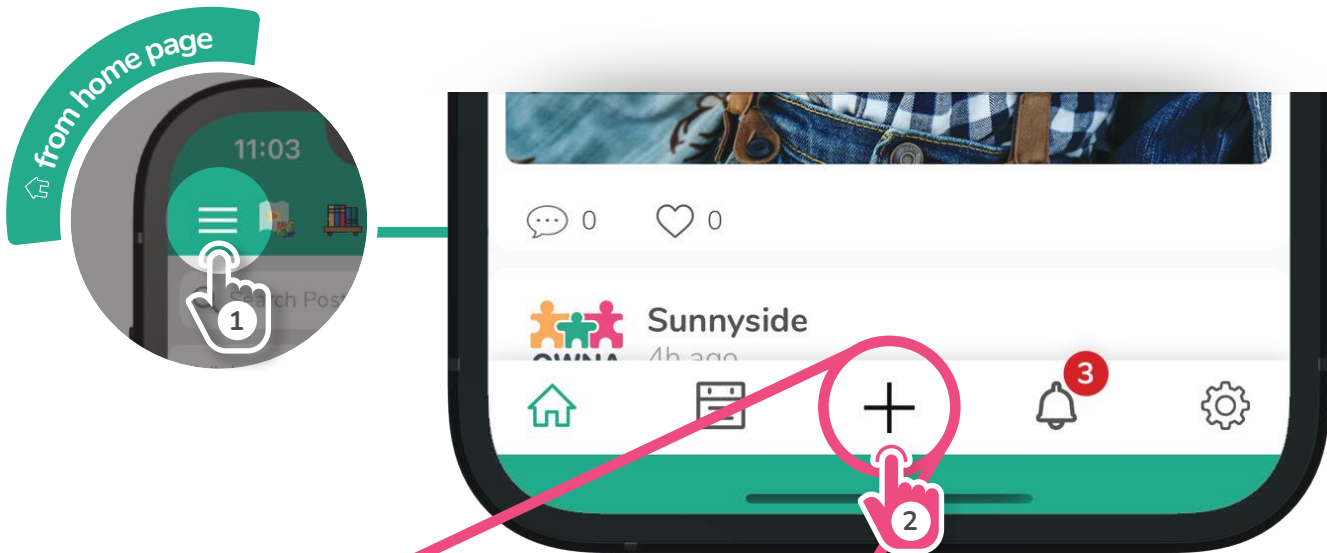
Sign your child's Incident Reports

Record medication that needs to be given to your child

Sign CWA Form

Create Your Own Post

You can also book a casual day, fill in handover information and let your centre know if your child is not attending



Contactless Sign in/out

Let us know if your child won't be coming in.

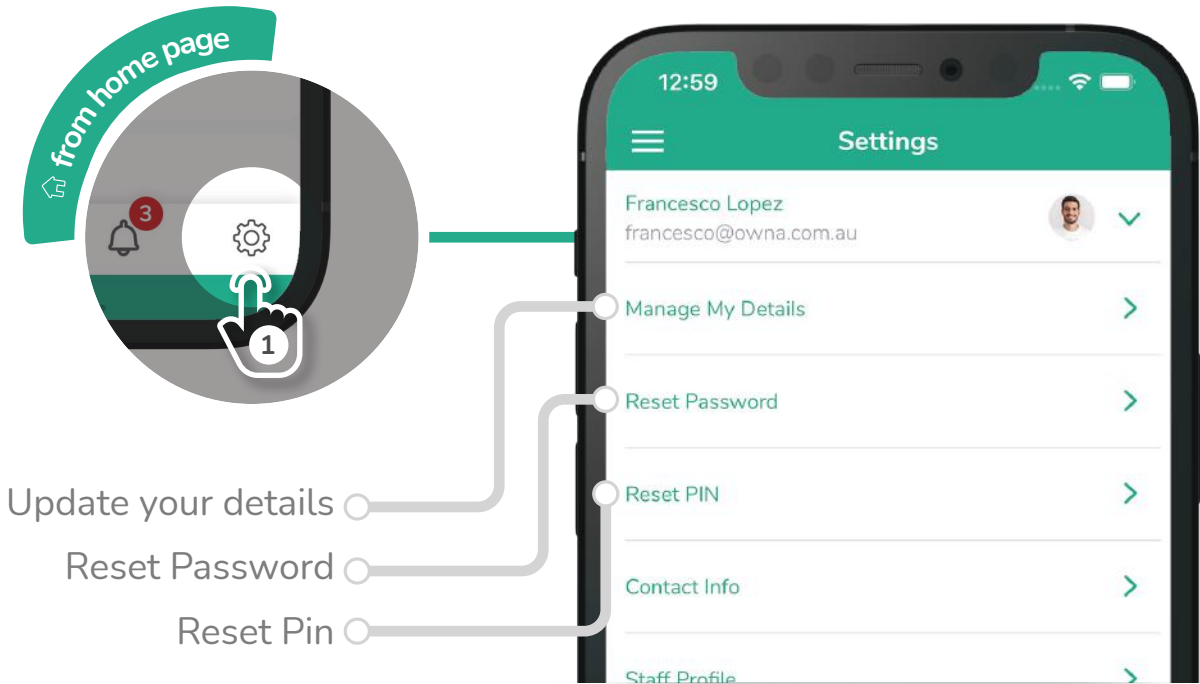
Leave handover information for centre.

Book casual days or be alerted when available.

Create your own post. Upload images, videos and private message for centre.

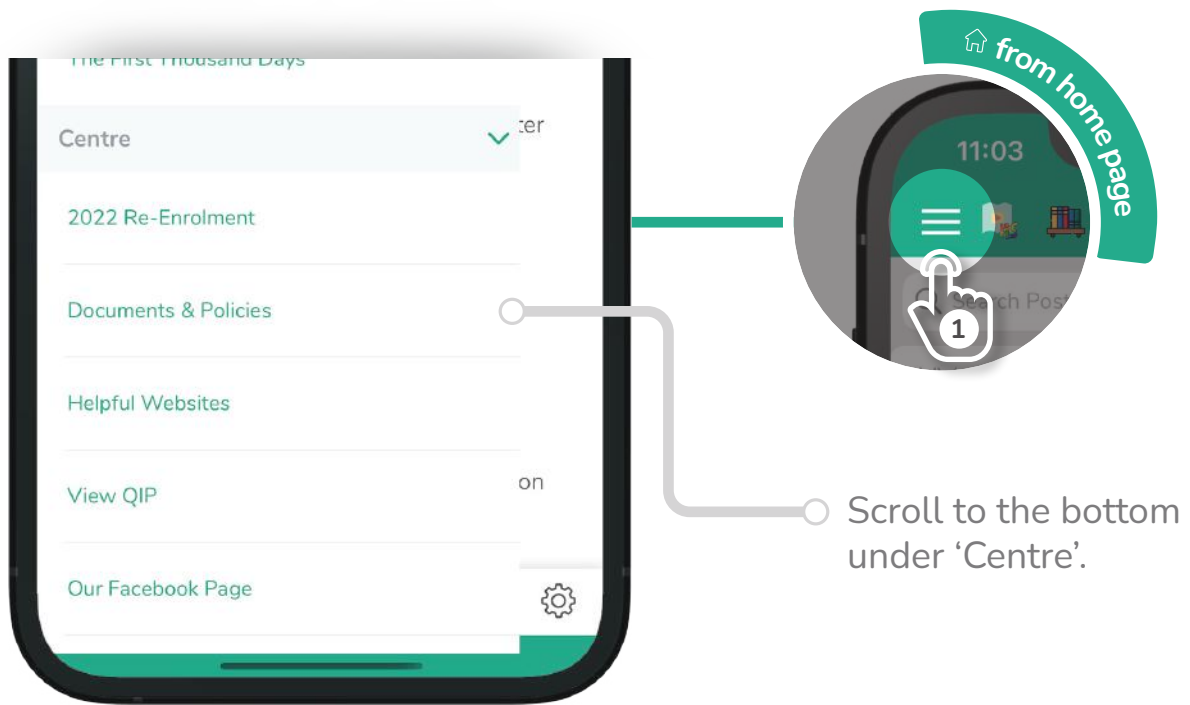
Change Your Details

Reset your pin, password and update your details here



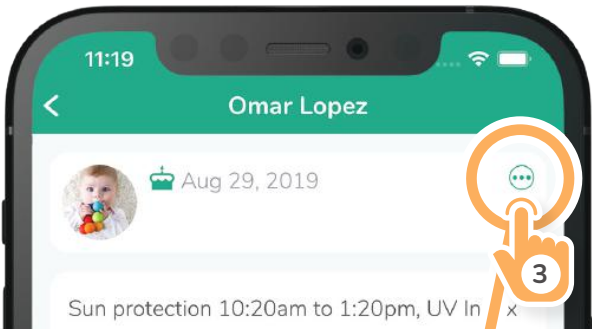
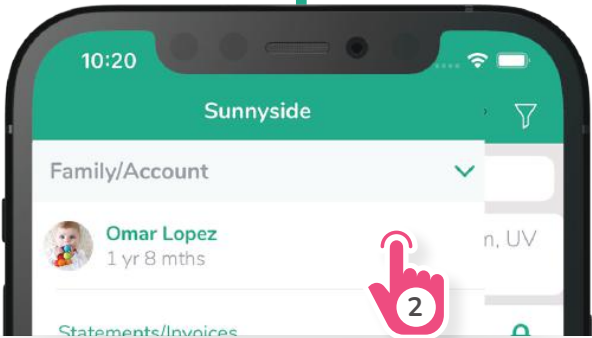
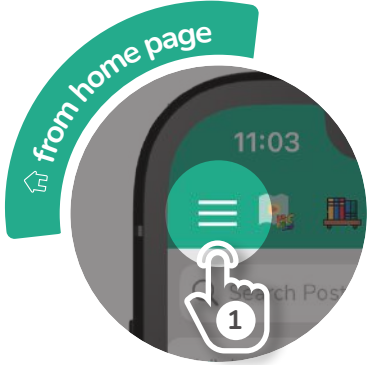
Documents & Policies

Access fact sheets, forms and Centre information

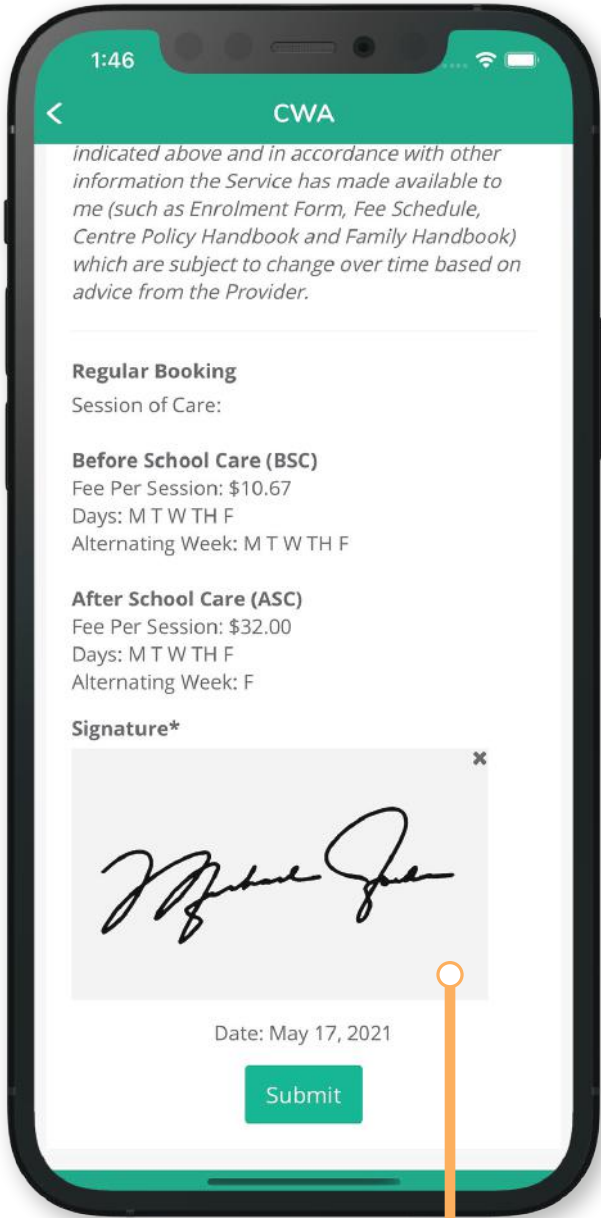


Sign the Complying Written Arrangement (CWA) Form

(Please check with your Centre if this feature is available)



Select "Sign CWA"



Read, scroll through the CWA and sign the signature box.

Sign Direct Debit Request (DDR) Form

(Please check with your Centre if this feature is available)

from home page

1

10:20 Sunnyside

Family/Account

Omar Lopez
1 yr 8 mths

Statements/Invoices

2

10:19

Statements/Invoices

Current Bond Balance: \$450.00

Latest Invoice

Amount: \$177.00
Ref: Testing create invoices with tags
Apr 20, 2021
Invoice

3

Click DDR form button

10:19

Statements/Invoices

DDR Authority

Select preferred Method*

Credit Card/Debit Card

Direct Debit from Bank Account

Your signature*

Select your preferred method of payment

Name on Card*

Card Number*

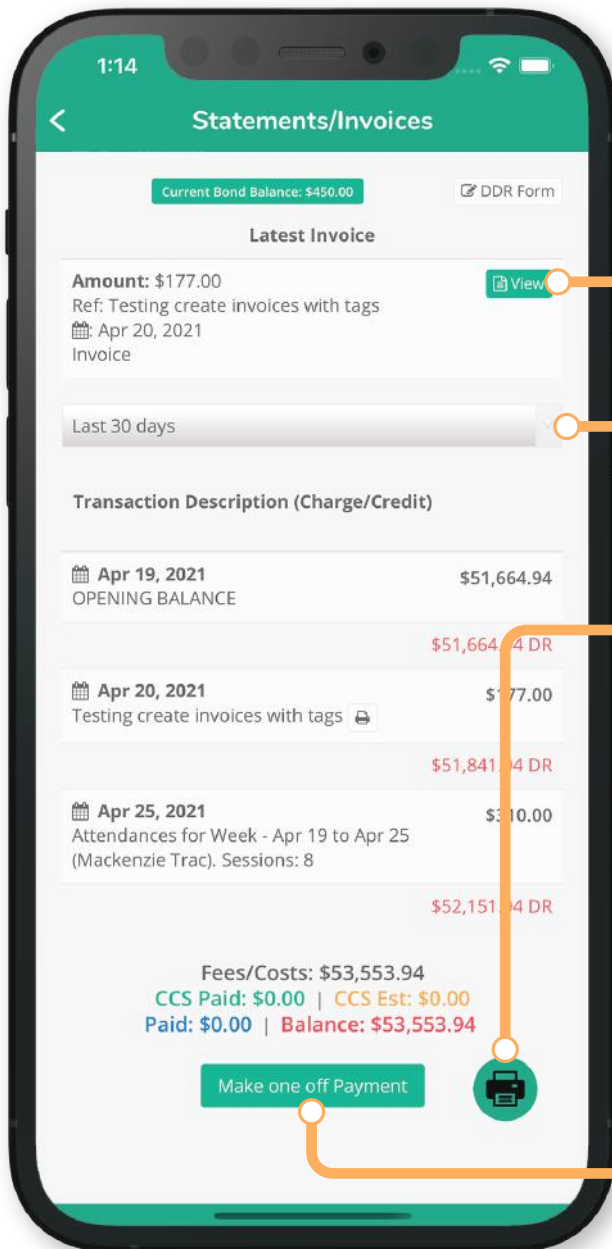
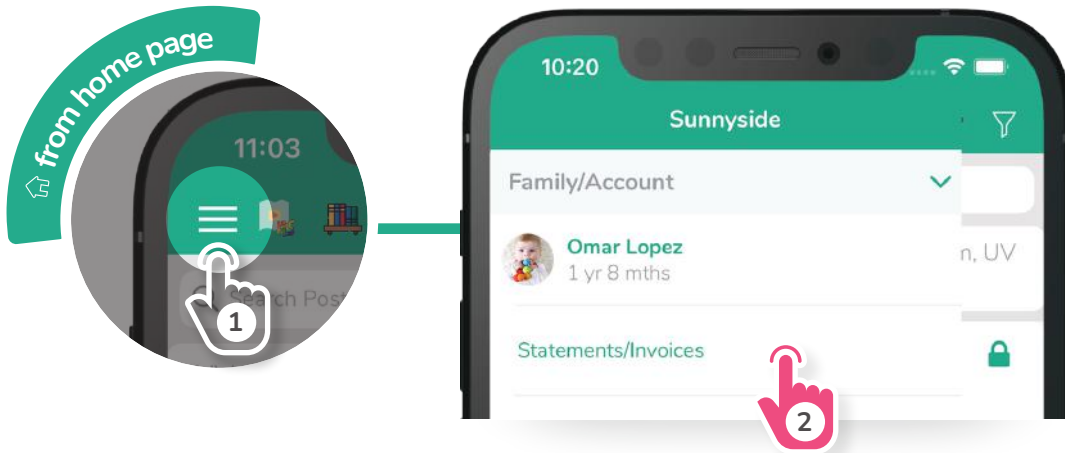
Expiry Date*

Security Code*

Fill in the form, sign and submit.

Statements & Invoices

(Please check with your Centre if this feature is available)



View your latest invoice.

View your statements from the last 30 days or up to 12 months.

Print your statements and invoices whenever you see this icon.

Scroll to the bottom to make a one off payment.