

Top tips for finding the info you need

This help sheet provides you steps to finding the information you need at the touch of a button.
Important note: login via kinderloop.com as an admin user.

We understand that educators post and program in a variety of ways, that's why Kinderloop can be molded to suit your situation. However, sometimes it can be helpful to see how certain features look like in action.



1. Using search

Using the search feature is an instant way to find posts from your feed or planning posts. This can be handy when searching for a child's learning journey or all their recent group observations, or to show posts a particular educator has created. You can switch from the 'classic' search to 'portfolio' search to narrow down posts for a particular child.

Combine as many rules as you like in order to find what you need!



2. Historic view

View historic information for Daily Activity & Sleep Charts, Accident/incident reports and Medication reports.

Show historic information for a report or chart by going to the feature you want to view information for (for example Daily Activity) then click on the small blue calendar icon next to the chart or report. You can select the date or a date range for a particular chart and group.

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3. Accident/Incident summary

Regularly reviewing incidents and accidents is an important part of safeguarding children's health and safety. You can access summaries at the touch of a button. Go to: Accident > Summary to view data against the time and date.

Accident & Incident Reports

Child Educator / Visitor

Recent Pending 1st Signature Family Supervisor Complete Summary

Reports with no template Incident Report One Time Medication Form Incident & Illness Record Illness Rep

2023

Total	3												
Hour	6am	7am	8am	9am	10am	11am	12am	1pm	2pm	3pm	4pm	5pm	6pm
	0	0	0	0	1	0	1	0	1	0	0	0	0
Day	Total	Mon	Tue	Wed	Thu	Fri							
		0	0	0	0	3							
01 Jan	0	0	0	0	0	0	Children						
02 Jan	0	0	0	0	0	0	Baby 1	1					
03 Jan	0	0	0	0	0	0	Beau F	2					



4. Quality Improvement Plan (QIP)

Under the National Regulations, the approved provider must ensure a Quality Improvement Plan (QIP) is in place for each service.

Ensure you QIP is filled out and regularly updated in your Kinderloop. When it is requested by your regulatory authority, you can simply go to: Settings > QIP > preview QIP > Print > Save to PDF then upload to the regulatory authority portal.

Quality Improvement Plan

Date last modified 20 Dec 2022 14:44

Service Details

Operating hours

Additional information about your service

Service statement of philosophy

- Quality Area 1: Educational program and practice
- Quality Area 2: Children's health and safety
- Quality Area 3: Physical environment
- Quality Area 4: Staffing arrangements
- Quality Area 5: Relationships with children

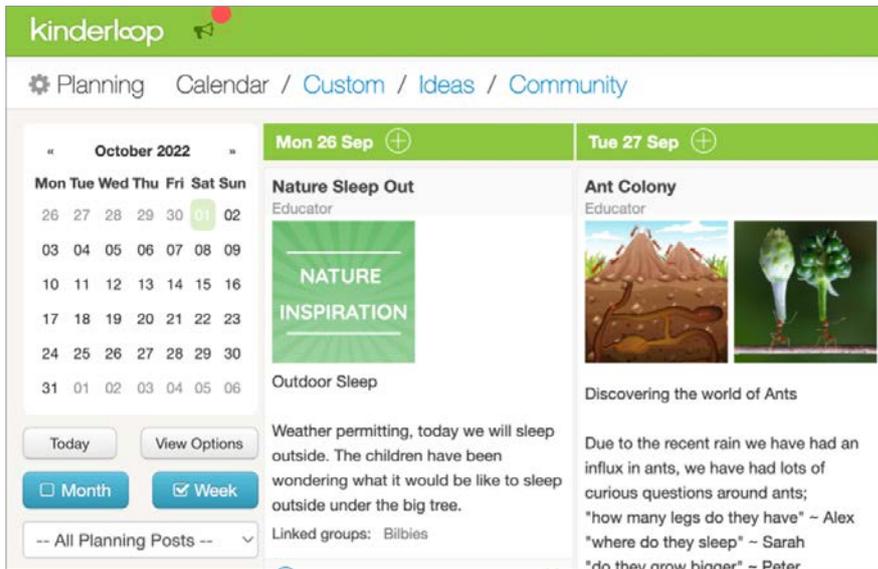


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5. Planning/programming area

Services in Australia are required by law to have an educational program for each child in their care. Kinderloop provides educators multiple ways to plan and program. To show these areas, simply head to your 'planning' area and view historic or current planning items in your calendar view, walls or custom plan area.



6. Reporting

Let Kinderloop do the hard work for you. Use the reporting area to check your Kinderloop for any areas that may need some extra attention. Check how many posts a child has, how many tags you have used, or which educators have created the most planning posts. You can also access any child related reports you have created such as summative assessments or goal setting. Head to your settings > reports

