STARTUP OF MYKID What to do at startup	Everyone receives a text message from Mykid 14 days before the start date with information about startup in Mykid
Notifications- Kindergarten urges parents to turn on alerts for at least those **highlighted**	Set which notifications you want to get - today - **new messages** - new newsletter - new media - **new post-it** - new parent conference Mykid automatically sends out an alert for unread messages in Mykid every afternoon.
Information children	This should be marked yes/no or filled in: - sleep time, if fixed time when sleeping - Permissions - Health declaration NB! In the event of changes, guardians must change the information in Mykid
Information parents	These points **shall** be filled in: - relationship to the child - full name - address - mobile - email Parents **shall** cross off for: - administrator - allowed login - shall have messages We automatically message both guardians. If not, get in touch. - allowed to collect the child - can be contacted in case of crisis NB! In the event of changes, guardians must change the information in Mykid
Information contact persons	These items **shall** be filled in: - relationship to the child - full name - mobile - show on department list These **can** be crossed off: - can pick up the child - can be contacted in case of crisis These **shall not** be crossed off: - administrators - allowed login

	- shall have messages If you have a special need for this to be on, get in touch NB! In the event of changes, information must be changed in Mykid
Show on department	When crossed off here, other guardians can see your contact information
Hide profile	When crossed off here, no one can see your contact info (Nor the other parent of the child and contact persons you have set up)
Allow Photo	When crossed off here, you allow that your child is in photographs from the department sent at the end of the week to all parents. If you do not give permission, you will not be able to see photographs from the department.
Profile picture of the child	The kindergarten posts the profile picture of the child. Please contact us if you would like a different profile picture. This can be sent by e-mail to Jannicke.Hansen@dnv.com
Drop off/pickup time	Parents set the approximate time for when: - the child comes to kindergarten - the child goes home. The kindergarten uses this to adjust staffing, but the entire opening hours can be used if necessary.

USE OF MYKID What parents do	
Fill in vacation and absence	Parents register if their child is absent: - vacation - sick If parents do not register this, the employees register "absence without notification" and will contact the parents after three days to check the reason for the absence.
Day Reminder	Use if you have a message for the kindergarten that applies on **this day.** Example: The child shall be picked up by others, arrive later, shall have medicine, etc.
Message	Use for other messages to the department with information about the child. Employees confirm that the message is received
USE OF MYKID What kindergarten does	
Drop off/Pickup	Kindergarten registers - when the child is dropped off - when the child has been picked up

	The times for this registration will not be at the exact time. Parents can see this under "Today"
Post-it	The kindergarten uses this for: - short messages and reminders to all parents about things happening that day/week
Day Reminder	Used for messages/reminders that apply on the same day only to the individual child
Message (with immediate notification)	Used by employees for: - information and messages (not just about that day) - with immediate notification: parents get a notification when they get a new message
Message (by sms)	Used by employees: - only for messages to guardians that need to be seen quickly - the message also comes as sms
Email	Used by employees for: - longer information - if you reply to the e-mail, it will reach the sender's mail in Outlook and any further dialogue will take place there.
End of week	- Summary of the week - Sent out every Friday - See under "Today"
Pictures/media	- Sent out every Friday with the summary - Remember to have "allowed pictures in Mykid" to see photos
Weekly schedules	Events and special events will be posted in calendar for one month at a time. In the app you can see one week at a time but can scroll between weeks.
Monthly plan	At the beginning of each month, a monthly plan is posted. The plan will be sent out as a newsletter. The plan includes practical information, evaluation of previous month, and goals.
Sleeping list	The department registers - When children fall asleep and wake up. - Parents can see the sleep times under 'Today'.