



12 February 2019

Dear Parents and Caregivers

Procedures and key features of Storypark

In the IGS Early Learning Centre we use Storypark to document children's learning and development and to communicate this with you. Storypark is most valuable when it enables us to share expert minds in the world of the child. This includes you as the expert on your own child and us as experts in children's development, particularly in the early learning context.

At this stage we display our programs (language, music, classroom and outdoor) in the classroom. This is so that we can refer to our programs in real time without needing to access an online document. Essentially, our aim is to be as engaged and present as possible with your children while also grabbing opportunities to document key moments in your child/children's learning and development. While we will continue to explore what and how we communicate this documentation, outlined below are some features that may make Storypark more effective for your child and family.

Administrator's 'Admin'

Storypark only allows us to invite one parent with the initial sign on. This is often the default email address assigned to your child's enrolment details. This person is known as the "Admin" family member and they have additional rights over other users. They can see all stories, community posts and planning notes. They can also invite other family members to receive "Admin" rights. When inviting other family members, the initial "Admin" parent can also determine whether these people can be given "Admin" rights as well. We encourage all parents and day to day caregivers to be enabled as "Admin". To add another parent as "Admin" simply go to the "Family" page on your child's profile and find the other parent's profile. Click on the drop arrow in the top right, then select "Make Admin".

Please feel free to invite other family members onto your child's Storypark account. Community posts are not shared with extended family or non-admin members, however stories and observations of the child are. This simply means that grandparents in Germany, for example, are not getting alerts about reminders to pack sun hats and so on.

Inviting other experts

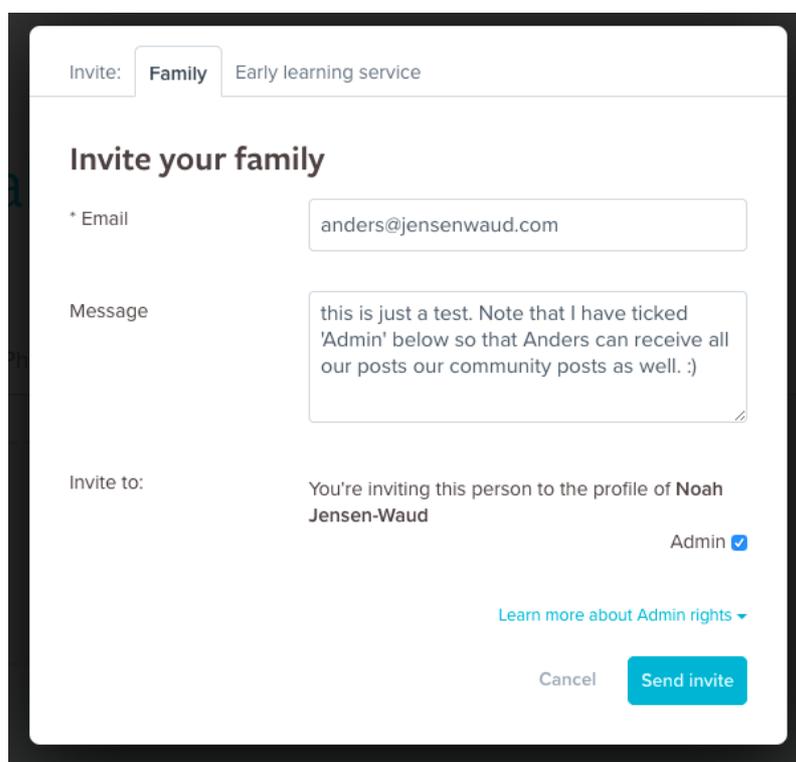
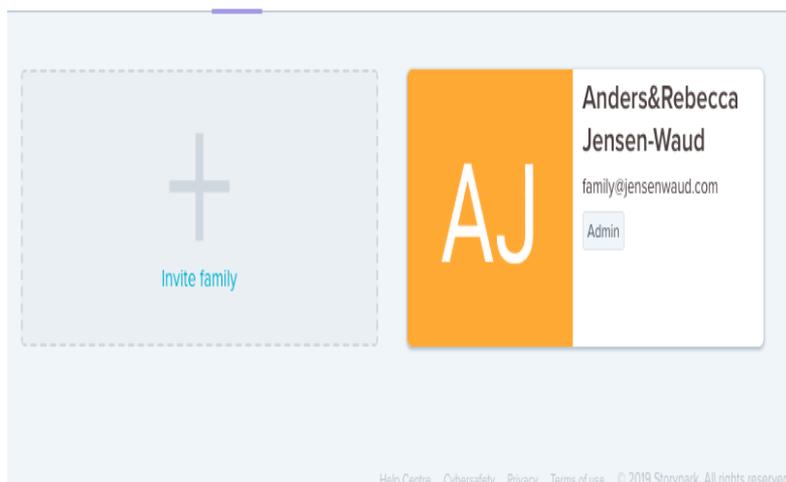
Besides family members, you may want to involve other experts such as Occupational or Speech and Language Therapists (where applicable) to help support your child's learning. We encourage you to do so. To invite a specialist, simply follow the steps you would take if you were inviting a family member. For more information, go to <https://help.storypark.com/for-families/families-using-storypark/inviting-family-or-specialists>

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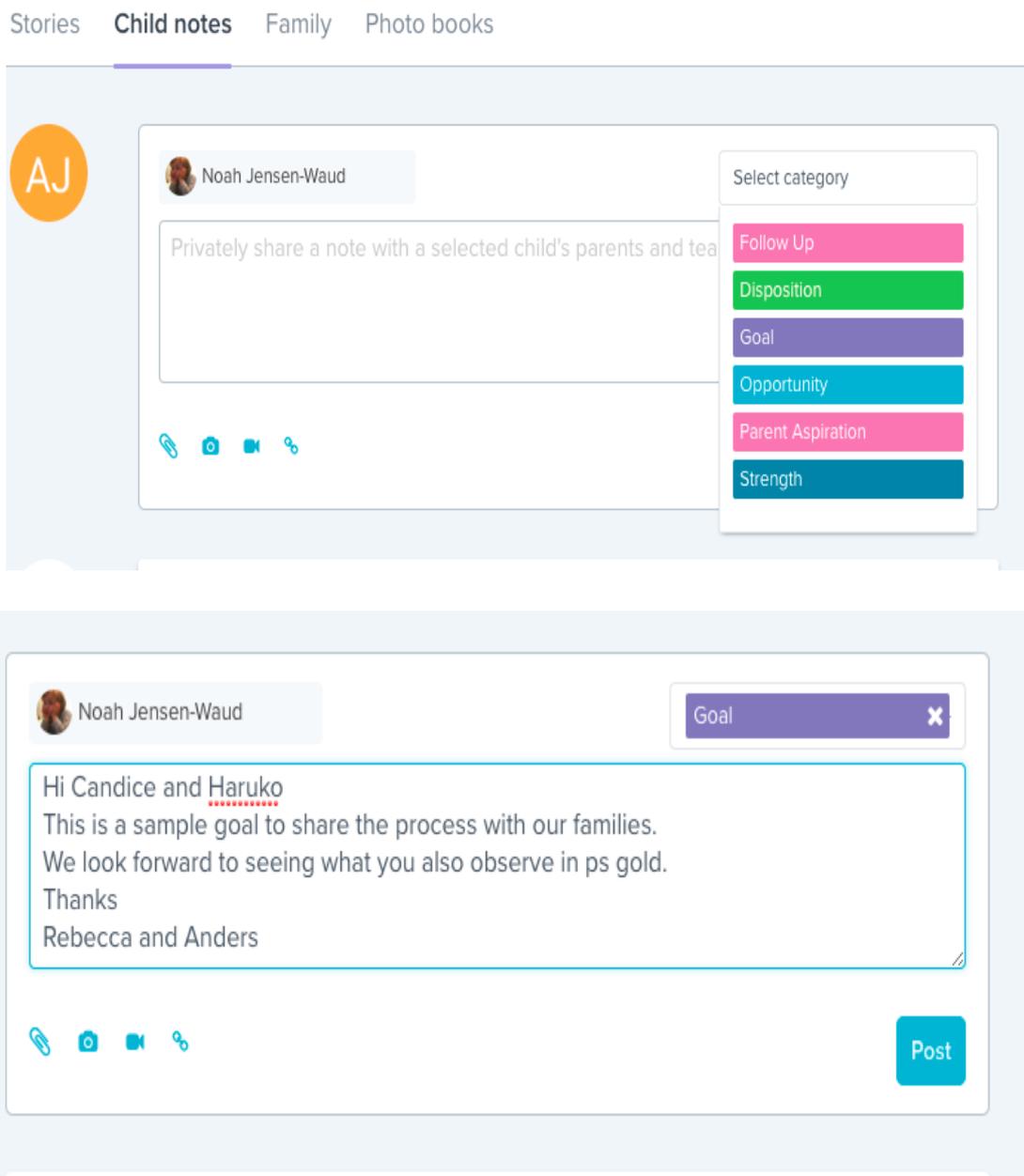


Child Notes

In addition, within your child's profile, the section titled "Child Notes" allows us to share in planning notes together. We encourage all families to share ideas about aims or goals for your child for the upcoming term. This could be an area in which you would like us to focus on, or you could perhaps share something you are working on at home. For example, you might have insight into what is the trigger for an intense interest. Sharing this with us allows us to explore this more deeply.

Sometimes we just need to share how our children change in different contexts which is critical to building an authentic learner profile. To add to planning notes, please select "planning notes" in your

child's profile, then click on "select category" and scroll down to "goal". Write your goal or area you would like us to focus on for the term, week or month, click "post" and you are all done. Please see details below.



If you have any further questions regarding Storypark, please do not hesitate to contact me or your child's class teacher.

Yours sincerely

Rebecca Jensen-Waud
Director of Early Learning