

FDC-OPE

Family Day Care - Observations, Planning and Evaluations



User Guide

Follow Australian Child Care Apps (ACCA) on Facebook:



www.australianchildcareapps.com.au

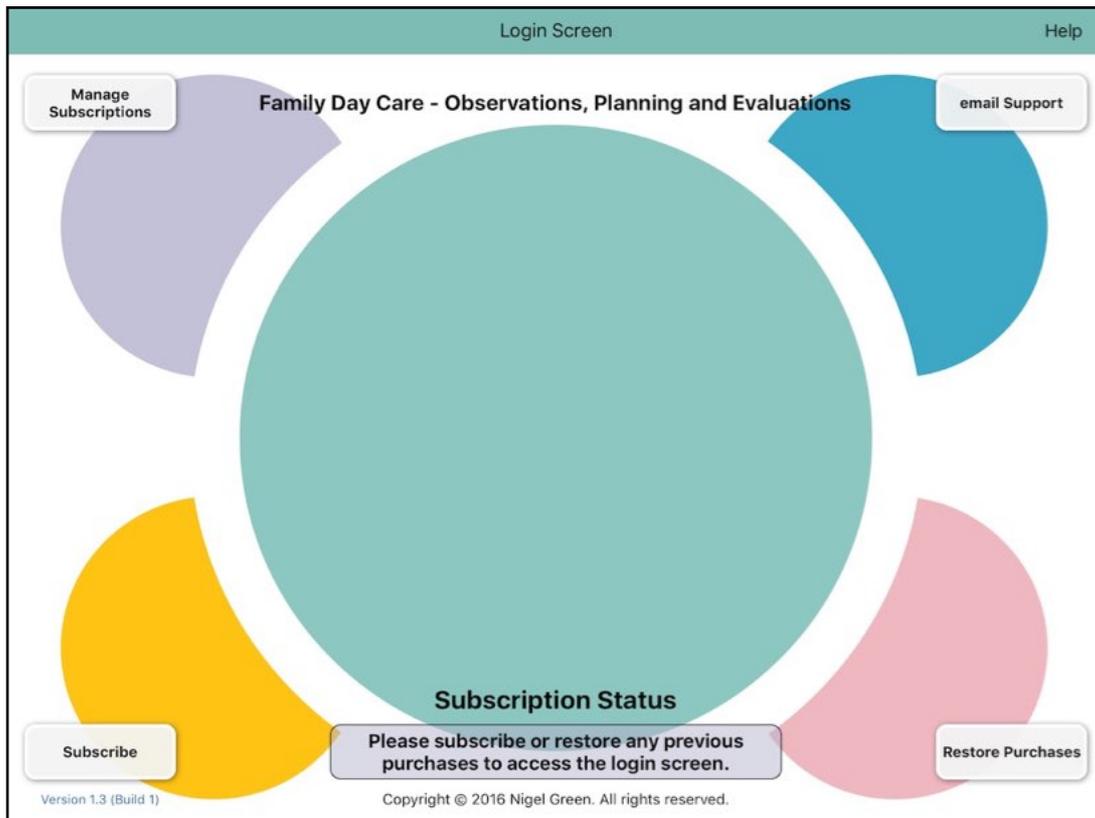
www.nigelgreensapps.com

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Subscription



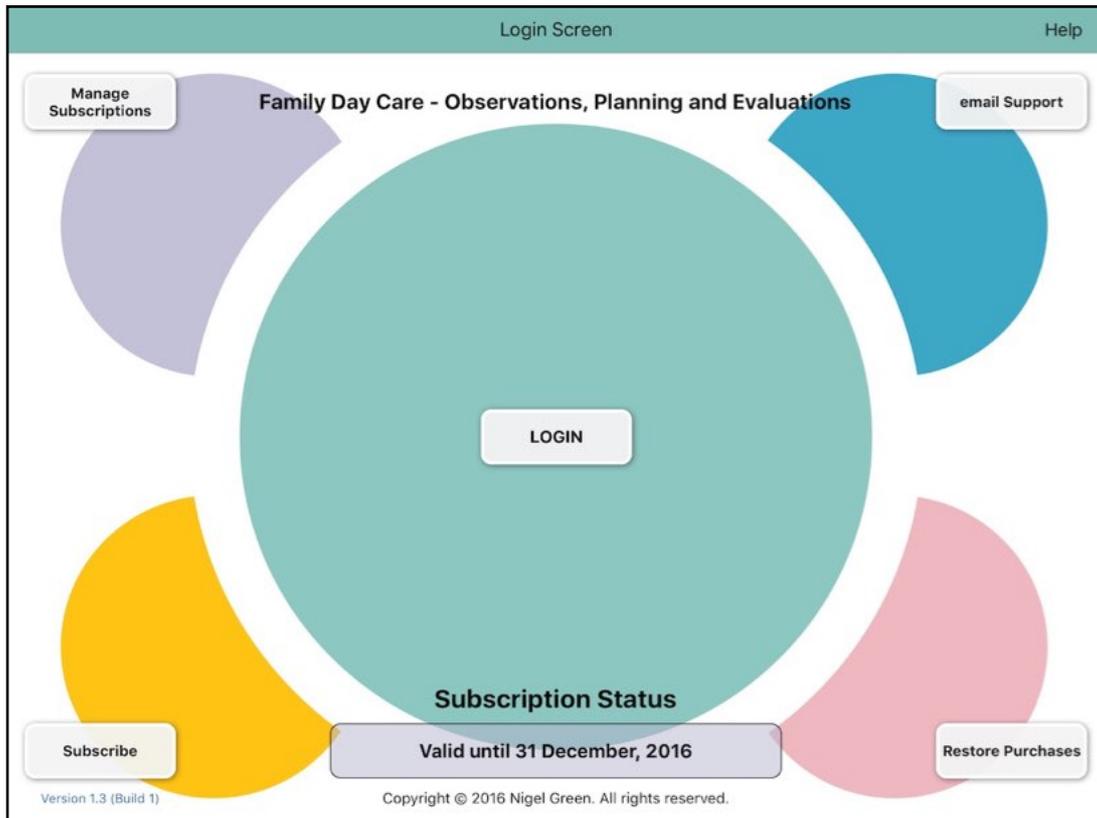
To enable the **LOGIN** button you will need an active subscription.

A 7 day free trial is available to you to see whether the app will meet the needs of your service.

To commence the free trial, you will need to “purchase” a subscription using the **Subscribe** button, but you will not be charged anything until after the free trial period expires. If you choose to continue using FDC-OPE after the trial, you will be charged a monthly fee which you can cancel at any time by turning off auto-renewal using the **Manage Subscriptions** button.

If you upgrade your iPad and/or you restore from a backup, you can use the **Restore Purchases** button to re-activate your current subscription.

Login Screen



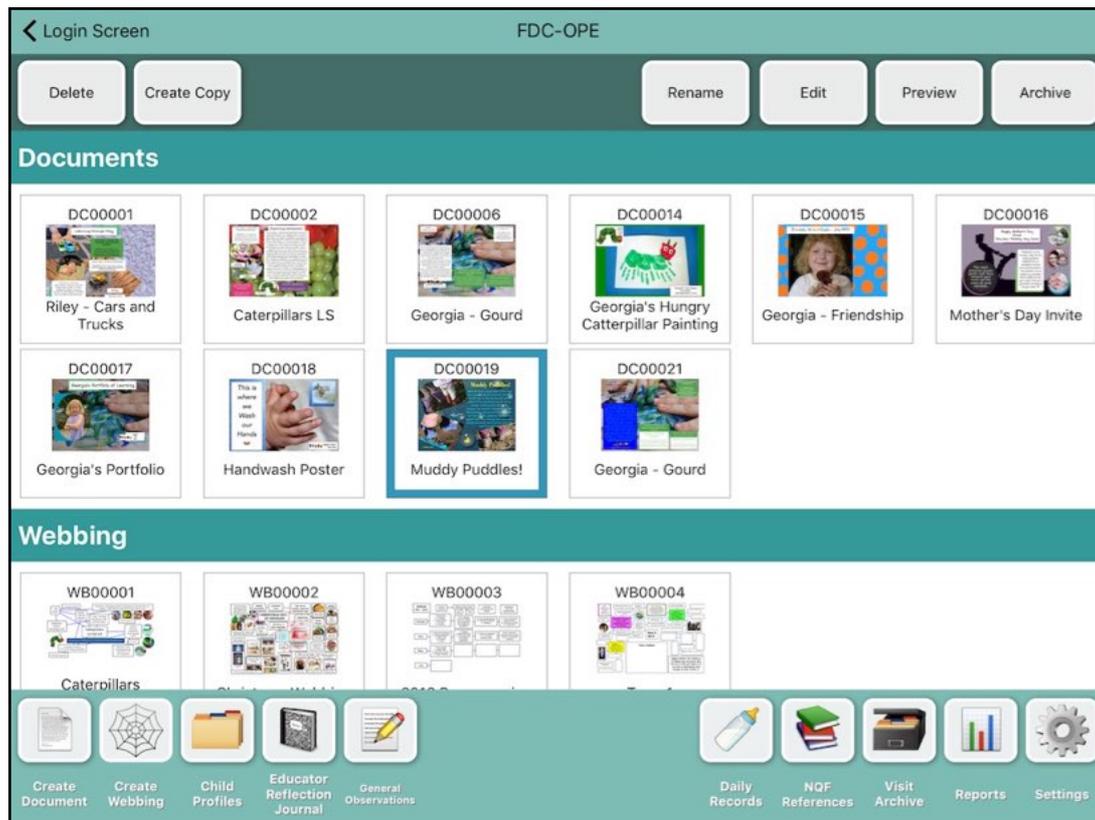
Once you have an active subscription (or trial) the **LOGIN** button will appear and you can proceed to the next screen.

Please Note: A username or password is not required to login, so it is recommended that you protect your iPad with a passcode if you are concerned about children deleting all your hard work...

The **Help** button downloads and displays this document.

If you need technical support, please use the **email Support** button to contact the developer directly for assistance.

Main Screen



The Main Screen is where you access all areas of FDC-OPE and manage your Documents and Webbings.

Here you can create, edit, archive or delete Documents or Webbings.

OPTIONS AVAILABLE WHEN A DOCUMENT OR WEBBING IS SELECTED:

Delete: You may delete any Document or Webbing by selecting it and choosing Delete. You will be prompted before anything is deleted, just to be sure.

Create Copy: Existing Documents can be duplicated if you wish to use a similar design without changing the original. Webbings cannot be copied.

Rename: You may rename a Document or Webbing to anything you like. This is mainly for your own reference but it is also used as the email subject when sharing. To rename a Document or Webbing you must first select it.

Main Screen (cont.)

Edit: Edits an existing Document or Webbing. You must first select a Document or Webbing to edit it.

Preview: This is a READ-ONLY preview of the selected Document or Webbing. You can use this to ensure you do not accidentally change anything before Export.

Archive: Documents and Webbings can be archived once they have been completed, emailed or printed off if you wish.

Archiving removes the Document or Webbing from the Main Screen but they can be restored at any time from within the Archives.

MAIN MENU BUTTONS:

Create Document: Creates a blank Document. Design Learning Stories, Posters, Newsletters, Invitations or Certificates etc.

Create Webbing: Creates a blank Webbing. This is where you can mind-map your Program which is fully editable and can be emailed and printed.

Child Profiles: Child Profiles include heritage, diet and medical needs, likes and restrictions, individual observations, developmental checklists and evaluations against the outcomes.

Educator Reflection Journal: The 'Educator Reflection Journal' is a place where you can reflect/critically reflect on your own practises to record your journey of identifying and addressing any areas you feel need improvement. It can also be a place to record those moments of achievement within yourself and the service. Again this section is able to be added to or edited at any time.

General Observations: 'General Observations' are useful to record the day to day interactions of the group and note any areas of interest etc that you might like to include in your program or extend on. This section is fully editable so you can go back and change or add to it at any time. It is totally up to you how you use it.

Daily Records: Records can be created for any child to record their daily feeds, nappy changes and sleeps.

Main Screen (cont.)

NQF Reference: Contains links* to the MTOP, EYLF Framework reference materials.

More resources are available by touching the **More ACECQA Resources** button which will take you to the 'Educators and Providers Library' on the Australian Children's Education & Care Quality Authority website.

**requires an internet connection.*

Visit Archive: When you archive a **Document, Webbing or Child Profile**, this is where it will go. You can restore them back at any time.

Reports: This contains a list of reports that may be useful in your service. Tap the one you wish to view and hit 'Run Report' in the top right corner. Most reports allow you to choose the reporting period and come with presets and a custom button which allows you to select a specific time period which may not be listed.

Settings: The settings screen allows you to select any combination of NQF elements that can be included in your documented experiences, newsletters, posters or displays. Utilise one or both the frameworks, include or leave out standards and elements.

You can even create your own interpretation of the NQF elements by using **Tags**. Completely editable to meet your needs.

Change the colours of your Outcomes at any time. You can select the same colour for all if you wish, or keep them all white.

Settings

Your Name or Service Name: Your name or the name of your Service

National Quality Framework (NQF):

MTO EYLF MTO & EYLF

Outcome Detail:

Outcomes Only Outcomes and Elements

National Quality Standard (NQS):

NO YES

Quality Area Detail:

Quality Areas Only Quality Areas + Standards Quality Areas + Standards + Elements

[Manage Tags](#)

Outcome Colours: (Select an Outcome then choose a colour)

Outcome 1	<input type="color" value="yellow"/>	<input type="color" value="blue"/>	<input type="color" value="red"/>	<input type="color" value="brown"/>	<input type="color" value="lightblue"/>	<input type="color" value="yellow"/>	<input type="color" value="darkred"/>	<input type="color" value="pink"/>	<input type="color" value="white"/>
Outcome 2	<input type="color" value="green"/>	<input type="color" value="orange"/>	<input type="color" value="yellow"/>	<input type="color" value="brown"/>	<input type="color" value="lightorange"/>	<input type="color" value="green"/>	<input type="color" value="yellowgreen"/>	<input type="color" value="lightorange"/>	<input type="color" value="grey"/>
Outcome 3	<input type="color" value="magenta"/>	<input type="color" value="blue"/>	<input type="color" value="brown"/>	<input type="color" value="pink"/>	<input type="color" value="magenta"/>	<input type="color" value="green"/>	<input type="color" value="lightgreen"/>	<input type="color" value="grey"/>	
Outcome 4	<input type="color" value="purple"/>	<input type="color" value="cyan"/>	<input type="color" value="orange"/>	<input type="color" value="lightgreen"/>	<input type="color" value="purple"/>	<input type="color" value="blue"/>	<input type="color" value="lightgreen"/>	<input type="color" value="grey"/>	
Outcome 5	<input type="color" value="blue"/>	<input type="color" value="purple"/>	<input type="color" value="orange"/>	<input type="color" value="pink"/>	<input type="color" value="blue"/>	<input type="color" value="purple"/>	<input type="color" value="cyan"/>	<input type="color" value="grey"/>	

Your Name or Service Name: Enter your name or service name which will appear on daily records and reports. Leave this blank if you don't require this. You can always come back and change this later.

THESE SETTINGS ONLY APPLY WHEN CREATING DOCUMENTS:

National Quality Framework (NQF): Depending on your service requirements, you can choose to display outcomes from MTO, EYLF or both.

NQF Detail (Learning Outcomes): Choose your desired level of detail - Outcomes Only or Outcomes and Elements.

National Quality Standard (NQS): Depending on your service requirements, choose whether to display choices from the NQS or not.

Quality Area Detail: Choose your desired level of detail - Quality Areas Only, Quality Areas and Standards or Quality Areas, Standards and Elements.

Settings (cont.)

Outcome Colours: To change an Outcome colour tap on the relevant colour box on the left and select the replacement colour on the right. Once you have chosen the colours you would like to represent each outcome they will be reflected for that outcome in **Documents** and **Webbing**.

Manage Tags: Change existing tags and/or create new ones. Tags are commonly used terms, sentences or even children's names that can be inserted into Documents or Webbing without needing to re-type.

Note: If your tag contains the word Outcome or OUTCOME followed by a number from 1 to 5, it will use the corresponding outcome colour from Settings for the tag background colour.

Documents



Add Text: Adds a blank text box, ready for input.

Add Photo: Adds a new photo placeholder, ready to accept an image. Double tap the placeholder to bring up photo import options.

Date: Inserts the current date in DD/MM/YY format.

Add Tag: Displays a list of custom Tags to insert. Tags can be created and edited on the Settings page.

Tag Child: Tagging a child in a Document uses the email address from their profile as a Bcc (Blind carbon copy). This means you can email the Document to all parents whose children are tagged without sharing their email addresses with each other.

MTOP: If chosen in Settings, this will be available. Select to display a list of “My Time, Our Place” outcomes. Different levels of detail are available - see Settings.

EYLF: If chosen in Settings, this will be available. Select to display a list of “The Early Years Learning Framework” outcomes. Different levels of detail are available - see Settings.

NQS: If chosen in Settings, this will be available. Select to display a list of “National Quality Standard” Quality Areas. Different levels of detail are available - see Settings.

Documents (cont.)

BG (Background) Colour: This has two uses. It can be used to change your background colour if you don't want a background image or alternatively it can be used to tint your chosen background image. To change the colours use the red, green, blue and alpha (transparency) sliders or HEX if you are familiar with using web colours.

BG (Background) Image: You can choose any image from your existing Photos or take a new one with the iPad camera to use as your background image.

Action Bar: Actions become available when an object is selected (the selected object has a red border). Some objects share the same actions whereas others have actions that are unique to their type.

ALL OBJECTS SHARE THESE ACTIONS:

Lock:

Use this to temporarily disable the object from being selected or moved. This is particularly useful when layering objects. To unlock an object, long press on the background. NB. This will unlock all locked objects, so you may need to re-lock some objects before continuing.

Down Layer:

This moves the selected object down one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.

Up Layer:

This moves the selected object up one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.

Match Width:

If you would like to add multiple objects and have them be the exact same width, you can use this action. First select the object you wish to change, touch Match Width and then touch the object whose width you want to match.

Match Height:

If you would like to add multiple objects and have them be the exact same height, you can use this action. First select the object you wish to change, touch Match Height and then touch the object whose height you want to match.

Documents (cont.)

Delete:

This deletes the selected object. **WARNING:** No confirmation is given so be sure you have the correct object selected before using this action or you will need to recreate the object. There is no undo button.

TEXT ACTIONS:

Edit On/Edit OFF:

The pen icon next to the lock turns editing on and off. This can be useful when you are trying to resize or move the text box and the keyboard gets in the way (for users without hardware keyboards).

Fonts:

Excluding photos, this action is available to all other text objects. Use this to change the font, font size, colour and background colour for the selected text object. There are hundreds of fonts available for you to choose from.

Text Alignment:

Left, Center, Right and Justified alignments are available for editable text objects.

Match Font:

This is available to all text objects and allows you to match the font and font size of another text object. First select the object you wish to change, touch Match Font and then touch the object whose font you want to match.

Move/Resize:

The default setting is Move so that you can reposition any object anywhere on the screen. When resizing a text object with your finger, the object resizes from its bottom right corner. After you are finished resizing, you should set the object back to the Move setting so you don't accidentally resize it again.

Documents (cont.)

PHOTO ONLY ACTIONS:

Using gestures, photos can be scaled and rotated to any size or angle.

Reset Image:

This resets the image to its full scale and removes any rotations.

Straighten Image:

This rotates the image to the nearest 45 degree angle.

Shape Masks:

- No Mask. This removes any shape masks from the image.
- Star
- Circle
- Oval (NB. square photos will appear to be a circle mask)
- Square

Please note: Imported images are automatically reduced in size in order to preserve memory resources and to allow for many different photos and objects to be added.

TAGS, OUTCOMES AND NQS ACTIONS:

These have the same actions as Text with the exception that they cannot be edited (tags can be edited from the **Manage Tags** button in **Settings**) or have their alignment changed. They are always center aligned within their box.

Note: If your tag contains the word Outcome or OUTCOME followed by a number from 1 to 5, it will use the corresponding outcome colour from Settings for the tag background colour.

Sharing/Exporting



Each **Document**, **Webbing**, **Report** or **Daily Record** can be shared using a variety of options including:

AirDrop, Message, Mail, Notes, Twitter, Facebook, Copy, Print and any other 3rd-party App that supports handling PDF documents and JPEG images. (Documents and Webblings are images but multiple page Reports etc. are PDF)

You can print directly from the iPad if you have an AirPrint enabled printer. Otherwise you can email it to a computer and print it from there or save the emailed PDF document to a USB drive for printing elsewhere.

PLEASE NOTE: Depending on the device or computer your parents use, they may need to download a free PDF reader (Adobe offers one) to display the PDF documents in their emails.

<https://get.adobe.com/reader/>

Webbing



Create Node: Creates an editable node. Nodes can be linked to each other and also to Tags or Dates. Each Node can have a different font and font size and have sharp or rounded edges. They can also be moved and/or resized.

Insert Date: Inserts the current date in DD/MM/YY format.

Insert Tag: Use this option to insert Tags you have created (these are created using **Manage Tags** in **Settings**).

Tag Child: For those children who have an email address in their Child Profile, tagging them in a Webbing will allow you to **Export** a Bcc email to each of their parents.

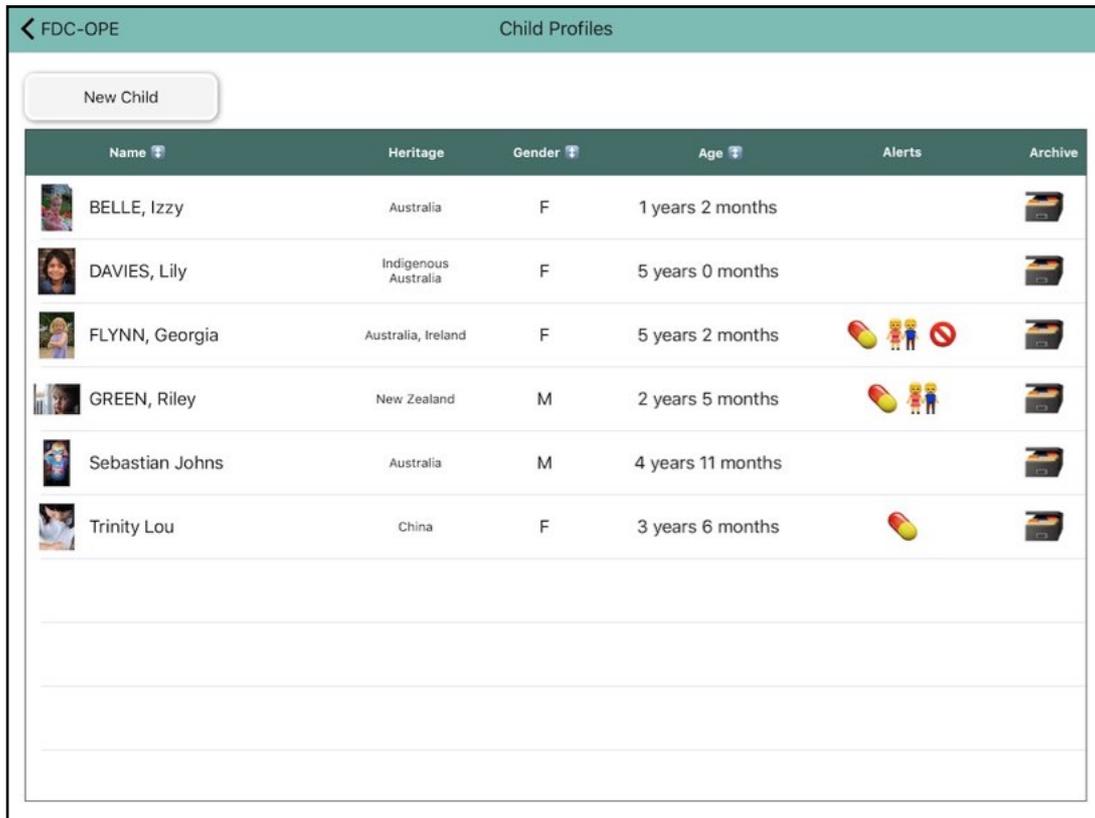
Add Photo: Insert photos direct from the camera or from your existing photos. These can then be enlarged, reduced, rotated or changed to circular, rectangular or oval shapes.

Connector Colour: You can change the colour of the connector lines to any colour you like.

Linking Nodes (or Tags and Dates): To link nodes together, start by selecting the first node. Touch the link icon and then select the second node. Unlinking a node unlinks it from ALL of its connected nodes.

Tip: If the keyboard keeps getting in the way, or you are done editing the node text, you can use the Pen icon to turn off editing for that node.

Child Profiles



The screenshot shows a mobile application interface for 'Child Profiles'. At the top, there is a back arrow and the text 'FDC-OPE' on the left, and 'Child Profiles' on the right. Below this is a 'New Child' button. The main content is a table with the following columns: Name, Heritage, Gender, Age, Alerts, and Archive. Each row represents a child's profile, including a small profile picture, the child's name, their heritage, gender, age, and any alerts (represented by icons like a pill, a person with a red X, or a person with a red circle). An 'Archive' icon is present for each child.

Name	Heritage	Gender	Age	Alerts	Archive
 BELLE, Izzy	Australia	F	1 years 2 months		
 DAVIES, Lily	Indigenous Australia	F	5 years 0 months		
 FLYNN, Georgia	Australia, Ireland	F	5 years 2 months	  	
 GREEN, Riley	New Zealand	M	2 years 5 months	 	
 Sebastian Johns	Australia	M	4 years 11 months		
 Trinity Lou	China	F	3 years 6 months		

Here you can see a list of all of your children.

You can sort them by **Name**, **Gender** or **Age** by touching the arrows on the headings.

Alerts are shown for each child that has a **Medical/Dietary** condition, **Behavioural/Physical** notes or a **Restriction**.

See the next page for icon explanations and examples.

If a child no longer attends your service, you can choose to **Archive** their profile. You can also restore their profile from the **Archive** at any time.

PLEASE NOTE: Within the child profile, Full Name and Abbreviated Name are marked with an asterisk* denoting they are required fields. After these are filled in, the child profile will be saved automatically. (If either of these are blank, the profile will not be saved.)

Child Profiles (cont.)

Family Heritage: Select the heritage of the child from the drop down box and add any details in the box. Eg: 3 countries are selected-Australia, England and NZ. Note in box explains that the child was born in Australia, Dad in the U.K and Mum in NZ. All 3 heritages will then be assigned to the child and will be reflected in the heritage report. You can decide just to choose the child or parents birthplace, it is entirely up to you how you use this feature.

Interests: General interests of the child taken from the Enrollment form, verbal input from child or parent and feedback forms. This helps to feed the program and demonstrates each child's interests are taken into account when planning experiences.

Fears/Phobias: Self explanatory.

Parent Notes: Anything the parent wants us to be aware of such as their preference that the child completes homework or is limited to one movie per day.

Settling Strategies: Suggestions for settling the child when they are upset or are having an issue with a situation or another child at the service.



Medical/Dietary: Health requirements and restrictions. Conditions such as Asthma, Anaphylaxis or Diabetes. Intolerances to dairy or gluten. An icon is added to remind you that a medical note has been entered.



Behavioural/Physical Notes: This could relate to children with anger management issues; A.D.D; anxieties; cognitive disorders etc. Also those with physical impairments which may impact their ability to participate in the program without assistance.



Restrictions: You can use this section to make notes regarding Photography permissions, persons not permitted to collect the child or whatever you wish to record. An icon appears as a warning on the child's profile to remind you that a restriction is in place for this child.

Child Profiles (cont.)

Notes: Ongoing notes can be made indicating changes to the child's initial information and circumstances. IE. Sally's family is expecting a new baby in June. Freddy has started attending tennis lessons twice a week after school. A great way to document positive/negative changes in the child's life to keep Educators up-to-date with each child.

OBSERVATIONS ON THIS CHILD:

An area to write observations to draw on later if needed to inform evaluations. It is relevant to this child only.

< Child Profiles Child Profile Export Checklists

* Full Name and Abbreviated Name are required to save the Profile.

Alerts: 

Birthdate:

3	December	2008
4	January	2009
5	February	2010
6	March	2011
7	April	2012
8	May	2013
9	June	2014

Photo: 

Gender: M F

Autoscroll:

Full Name: *
FLYNN, Georgia

Abbreviated Name: *
GF

email (used as Bcc):
flynnfamily@iinet.com

Framework:
 EYLF MTOP

► Child Profile

▼ Observations on this Child

12/08/2015, 1:33 PM:
Georgia has shown a keen interest in gardening and has asked if we can grow some flowers to put in a vase for our lunch table. She tells me Mummy does this at home and it looks really pretty.

14/08/15, 10:03 AM:
This morning Georgia helped to plant some flowers in our garden and I chatted with her about how they need water and sun to grow. She asked questions about what they eat to grow big so I will look for resources to show the life cycle of a plant and help her learn more about plants.

19/08/15, 2:00 PM:
Georgia came in very tired and grumpy today and didn't want to join in any of the activities. She eventually chose to curl up on the cushions with a few books and her favourite puzzles and I asked the other children to give her some space and let her relax. Mum told me she had had a very busy weekend with family and friends and got overexcited from the extra treats she had been given.

Child Profiles (cont.)

CHILD LEARNING & DEVELOPMENTAL CHECKLISTS:

You can evaluate your children's learning utilising the EYLF developmental checklists if you wish.

The appropriate Developmental Milestone is automatically selected based on the age of the child, however you can also move between each age group and add comments for each one.

This currently selected checklist can be emailed, messaged to parents, printed or saved to a digital portfolio to document the child's ongoing development using the Export Checklists button at the top right.

Developmental Milestones:					
Birth to 4 months	4 to 8 months	8 to 12 months	1 to 2 years	2 to 3 years	3 to 5 years
Physical					
<input checked="" type="checkbox"/>	dresses and undresses with little help			Struggles a little with buttons	i
<input checked="" type="checkbox"/>	hops, jumps and runs with ease				i
<input checked="" type="checkbox"/>	climbs steps with alternating feet				i
<input checked="" type="checkbox"/>	gallops and skips by leading with one foot				i
<input checked="" type="checkbox"/>	transfers weight forward to throw ball				i
<input checked="" type="checkbox"/>	attempts to catch ball with hands			13/04/15: Catches the occasional ball. 15/08/15: Catches most balls thrown now. 😊	i
<input checked="" type="checkbox"/>	climbs playground equipment with increasing agility				i
<input type="checkbox"/>	holds crayon/pencil etc. between thumb and first two fingers			10/02/15: Still clenches with fist. 12/09/15: Able to hold pencil correctly with tri grip on it	i
<input checked="" type="checkbox"/>	exhibits hand preference			Preference left hand but uses right on occasion	i
<input checked="" type="checkbox"/>	imitates variety of shapes in drawing, e.g. circles				i

Child Profiles (cont.)

CHILD EVALUATION AGAINST OUTCOMES:

Each child can be evaluated against the 5 outcomes to show their progress throughout the year over an 8 year period. You can date each entry if you like or put in your own headings. That way a progressive history can be kept to demonstrate the child's progress in that area. Each year you will be presented with a fresh 'screen' so you can start the process again whilst still being able to refer back to the previous year/s.

Annual Evaluation: This section can be completed for an annual assessment of the child against the chosen outcome over the current year. Each entry can begin with the date/time of the entry with the touch of a button. Each year will automatically roll over to the new one.

Summative Assessment: This is for the overall/holistic assessment of the child's progress and development against all outcomes and domains, and incorporating observations. Each entry can begin with the date/time of the entry with the touch of a button.

Daily Records

< Izzy BELLE's Daily Records
16/12/2015
Export

Change Record Date

Today my mood was:

😊 Happy

😐 Quiet

😞 Sad

😓 Unsettled

Comments:

🍴 Meals:

Breakfast	Morning Tea	Lunch	Afternoon Tea	Dinner	Dessert	Snacks
Porridge with stewed apple 60ml formula	Toast fingers - plain 120ml formula					

🍼 Add Bottle Record

🚽 Add Toileting Record

💤 Add Sleep Record

My Bottles:

Time:	Amount:
6:45 AM	60ml
10:00 AM	120ml

Nappy Changes/Toileting

Type:	Time:
Soiled	7:45 AM
Wet	9:45 AM

My Sleep:

Asleep at:	Awake at:
7:15 AM	8:45 AM
10:30 AM	11:30 AM

Records can be created for any child to record their daily feeds, nappy changes and sleeps.

Each record can be completed with as much or as little information as you choose or the parent requests.

If you forget to do your daily record you can still create a daily record for the child and backdate it.

The record is a wonderful way of sharing the child's day and learning with the parent in a clean and easy to read format. You can use the comments section however you like. Pass on information or use this section to request more nappies etc.

Once you have completed your record you can send it to the parent using Message or email. The record can also be printed off for parent's who may not have access to these.

General Observations

< FDC-OPE General Observations Export

Insert Current Date/Time Insert Document Insert Webbing

SEPTEMBER, 2015

11/09/2015, 5:37 PM:
Today the children discovered caterpillars have been chewing the leaves of our beans and capsicum. They wanted to know why this was happening which lead to discussions about what they turn into etc. This will be a great experience to extend on for next week.

14/09/2015, 9:07 AM:
The children enjoyed 'The Very Hungry Caterpillar' book sent in by Izzy's mum during group time this morning. They asked to make their own caterpillars to take home so I put all sorts of card, paper, paint, sticky tape, jiggle eyes and pipe cleaners out for them to use. Luke needed a little help with gluing but Georgia created her own unique caterpillar to take home. Tomorrow I am going to put out clay and mats to see what they come up with.

18/09/2015, 2:34PM:
The children are restless today as it has been raining with lightning all morning preventing them from running around outside. We have been playing shops and making signs and money so this has helped to keep the older ones engaged. Riley was asking to go outside so when the weather calmed we put on our wellies and went outside to splash in some puddles to get rid of the pent up energy! 😊

21/09/15, 6:03 PM:
Great day today! The children all enjoyed the zucchini slice for lunch so I will add this to the menu. Will look for some other veggie based slices and ask families to send in any they have that their children enjoy.

'General Observations' are useful to record the day to day interactions of the group and note any areas of interest etc that you might like to include in your program or extend on. This section is fully editable so you can go back and change or add to it at any time. It is totally up to you how much or how little you use it.

Educator Reflection Journal

The screenshot displays the 'Educator Reflection Journal' interface. At the top, there is a header bar with a back arrow, the text 'FDC-OPE', the title 'Educator Reflection Journal', and an 'Export' button. Below the header are three buttons: 'Insert Current Date/Time', 'Insert Document', and 'Insert Webbing'. The main content area contains three entries, each starting with a date and time:

- 2/09/2015, 7:02 PM:**
Taking all the children to the park was very full on today and I don't feel we were able to take full advantage of the equipment as I was too busy chasing after the younger children. Next time I will ask for another adult to accompany us so the older children can truly explore and extend their nature-based learning.
- 4/09/2015, 12:45PM:**
The children are stir crazy from the last 2 days of rain we have had so I need to find more resources to cope with such days. I think some wellie boots and raincoats would be great to allow them to play in the rain but I will need to speak to the parents about this first.
**Follow up: Parents were happy for me to do this with all the children and most have sent along wet weather gear to keep at the service.
- 7/09/15, 4:50 PM:**
Challenging behaviour from Georgia today. Felt a little ill-equipped to deal with her constant stubbornness so feel I need to find more information to help me work with her in this area. Specifically what tactics to use in dealing with her behaviour and how to ensure it doesn't negatively impact the other children. Will speak to her parents about how they deal with these 'issues'.

The 'Educator Reflection Journal' is a place where you can reflect/critically reflect on your own practises to record your journey of identifying and addressing any areas you feel need improvement. It can also be a place to record those moments of achievement within yourself and the service. Again this section is able to be added to or edited at any time.

Archive

The screenshot shows the 'Archive' screen of the FDC-OPE app. At the top, there is a back arrow and the text 'FDC-OPE'. Below that, the word 'Archive' is centered. A 'Restore' button is located below the title. There are three tabs: 'Documents' (selected), 'Webbing', and 'Child Profiles'. Below the tabs is a table with the following columns: 'ID:', 'Date Created:', 'Document Title:', and 'Tagged Children:'. The table contains 10 rows of data.

ID:	Date Created:	Document Title:	Tagged Children:
DC00005	21 Nov 2015	Georgia - Gourd	
DC00008	6 Dec 2015	Gigglez Christmas Greeting	
DC00009	6 Dec 2015	2015 Gigglez Celebration	
DC00011	6 Dec 2015	Christmas Baking	
DC00013	9 Dec 2015	2015 Carols by Candlelight	
DC00017	24 Apr 2016	Georgia's Portfolio	
DC00018	25 Apr 2016	Handwash Poster	
DC00019	28 May 2016	Muddy Puddles!	FLYNN, Georgia, GREEN, Riley, Trinity Lou, Sebastian Johns, DAVIES, Lily
DC00021	29 May 2016	Georgia - Gourd	

Documents and **Webbings** can be archived on the **Main Screen** once they have been emailed or printed off if you wish. You can also archive **Child Profiles** if a child no longer attends your service.

Archiving a **Document** or **Webbing** removes it from the **Main Screen**, however you can always put it back by selecting it in the **Archive** and using the **Restore** button.

You can sort items in the **Archive** by selecting each heading with a .

Reports

< FDC-OPE Reports Run Report

- Child Report
- Medical/Dietary Report
- Heritage
- Child Evaluations against each Outcome
- Parent Report - Child Evaluations against each Outcome
- Document Report**
- Children without a Document
- Webbing Report
- Children without a Webbing

Reporting Period:

12 Months	3 Months	1 Month	1 Week	Yesterday	Today	Custom
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29	March	2013	29	March	2013
30	April	2014	30	April	2014
31	May	2015	31	May	2015
1	June	2016	1	June	2016
2	July	2017	2	July	2017
3	August	2018	3	August	2018
4	September	2019	4	September	2019

There is a report that shows which of the 5 Learning Outcomes are being met on a regular basis, highlighting any that may be lacking and which may need more experiences planned around them. These reports can help you reflect back on what you are doing and summarise the information which you can then email or print out.

Copyright

MTOP 'My Time, Our Place'

EYLF 'The Early Years Learning Framework for Australia'

NQS 'National Quality Standard'

NQF 'National Quality Framework'

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