CHILD GROUPS AND CLASSES

SuperFox has two handy ways of making collections of children. These collections are used for filtering printed reports and register pages and for room planning.

Groups

A group is a collection of children that typically participate in an activity together. (Children who have lunch, use the mini bus, etc.) Children can belong to more than one group.

Classes (These Are Your Rooms)

These are your rooms. If you want to you can use them more flexibly and combine them at quiet times of day, so we have called them classes, like classes in a school who can and do share rooms on occasions.

A child can only be in one class at a time. For your convenience:

- You can set move dates for a child to move up from one class to another.
- You can set temporary variations where a child joins a different class for a day or two. (Taster sessions, etc.)
- You can combine classes to make better use of staff at quiet times of day.

Classes and groups are managed from:

Go > Home > Family Details > Classes & Groups >

There are 5 tabs on the Classes & Groups form:
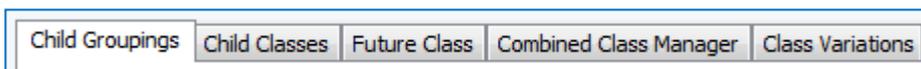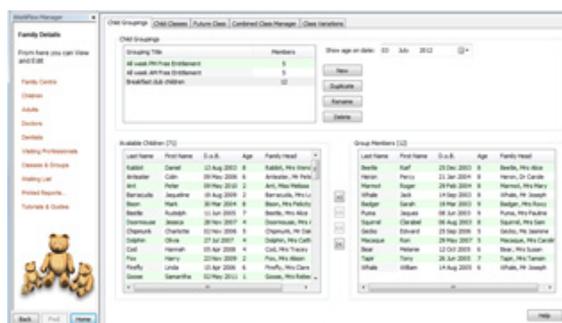
Tab 1 - makes child groupings

Tab 2 - manages child classes (rooms)

Tab 3 - manages the children's move dates to the next class (room)

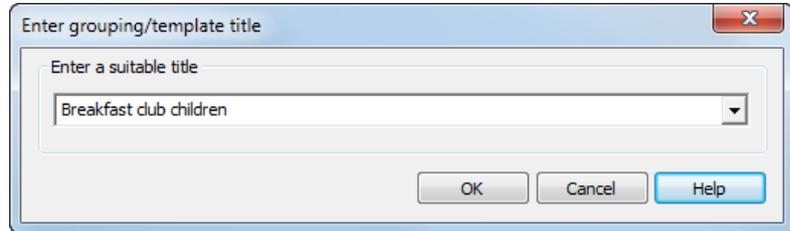Tab 4 - puts together class combinations (e.g. 2 classes sharing a room at quiet times of day)

Tab 5 - manages class variations (taster sessions in the next room up, etc.)

Adding Groups

| Child Groupings | Child Classes | Future Class | Combined Class Manager | Class Variations |
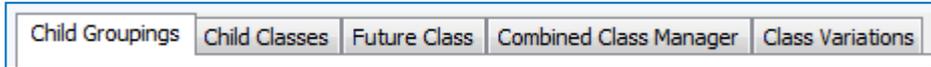
Add a new group, make a copy of a group, rename or delete a group using the buttons at the top of the form. You can delete a group whenever you like, it is not in any way associated with the children's bookings.

To add a group click the **New** button and give the group a name.

Enter grouping/template title

Enter a suitable title

Breakfast club children

OK   Cancel   Help

List of groups

Buttons to add, copy, rename and delete groups

Displayed age calculation date

To move children in and out of the group you just need to select the children appearing in the two lists and use the arrow buttons to move them in and out of the currently selected group.

(Group members are in the group, Available Children are not in the group.)

The arrow buttons work as follows: >| Moves all children.   >>   Moves selected children

Note: Double clicking on a child's name will also move it to the opposite list.

SUPERFOX Software for Childcare Superheroes. © Helios Computing Ltd.

Selecting Children In A List

When you are setting up group and classes you can sort the list columns by clicking on the column titles.

You can select children to move in and out of groups and classes as follows:

1. A single child by clicking on their name
2. A range of children click the first child, hold down the shift key on your keyboard and click the last child.
3. A collection by clicking the first child, hold down the Ctrl key on your keyboard and click the other children.
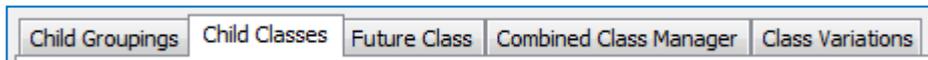
Classes

Classes are your setting rooms. You can optionally combine classes in the same room at quiet times of day so we have called them Classes rather than rooms. The key printed reports can be produced for a given class, this gives you:

- Room-specific registers.
- Room-specific children's reports, medical & dietary notes, emergency contacts, etc.
- Room-specific timelines

SuperFox stores the child's Current Class, and a Future class to be used for the child from a given date.

Adding Classes

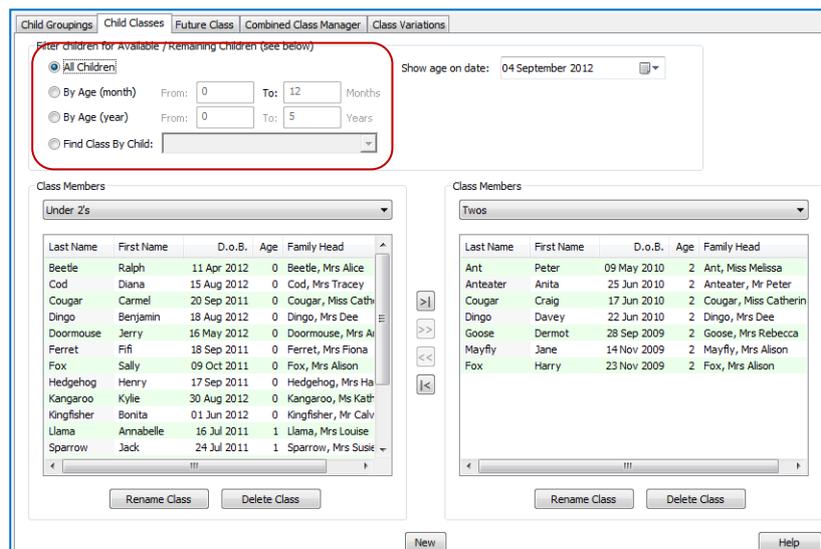| Child Groupings | Child Classes | Future Class | Combined Class Manager | Class Variations |

Classes are added, renamed or deleted from the Child Classes tab.

The upper part of the form is used to filter the children displayed in the lower part of the form.

The form works by selecting children and moving them between the two lists below.

(Like setting up groups.)

You can choose the contents of the lower two lists to be:

- Members of an existing class.
- Children who are not yet assigned to a class (called Available / Unassigned Children)

Software for Childcare Superheroes. © Helios Computing Ltd.

To add a new class click on the **New** button at the bottom of the form and give the class a name (your room name).

The class will be added to the list of available classes you can use.

Use the drop-down lists in the Class Members part of the form to display the current contents of the classes or the Available / Unassigned children.

Select the children in the lists you have displayed and move them between the lists using the arrow buttons in the same way as for the Groups.

You can narrow the number of children displayed in the 'Available / Un-assigned Children' list by using the age filters at the top of the form. This makes it easy to put children into a class, for example, by using their ages at the beginning of term.

You can easily move the children between classes, or the 'Available / Un-assigned Children list by double clicking on their names or selecting and using the arrow buttons as described for groups on the previous page.

Note: there is no 'Duplicate' button for classes as children can not be in more than one class at a time.

The classes that you set up here are the children's current classes. You can also set up 'future class' on the Future Class tab for each child and a date on which they will move into the future class.

Moving Children Between Classes

You might want to move children between classes on given dates, or on their birthdays. There are several ways to move the children.

- Individually from the Child Additional Details tab in the Family Centre or Children form. You can specify their next class and a specific date to make the class move.

- As selections of children from the Classes and Groups function's Future Class tab. Here you can choose to move the children on their next birthdays or on a specific date.

- You can also move the children to new classes temporarily (for taster sessions in the next class up) from the Classes and Groups function's Class Variations tab. This is a simple calendar clicking exercise.
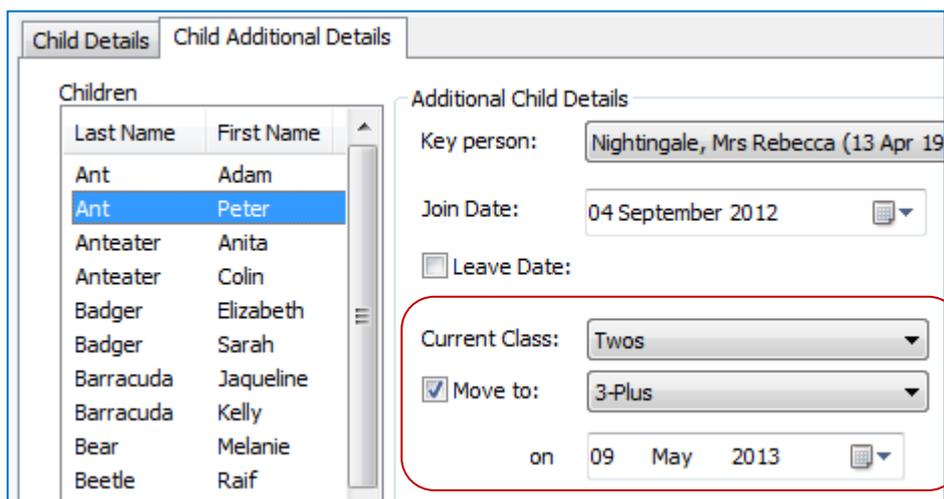
All three options are described in detail below.

Moving Class From The Child Additional Details Tab

You can set up a move date in the Family Centre for individual children. This is a good place to go if you are dealing with just one or two children's details.

> ***Go > Home > Family Details > Family Centre > (choose a family) > Child Additional Details >, or***

> ***Go > Home > Family Details > Children > (choose a child) > Child Additional Details >***

Start by choosing a child. The form will show the child's current class, in this case Twos.

To set up their next class move click on the **'Move to:'** box.

Now choose their destination class and a date to make the move. The chosen date is the date on which they will arrive in the next class. Remember to press 'Save' to save the change.

This child will be handled as being in **Twos** before the move date and in the **3-Plus** class on and after the move date

Moving Class From The Future Class Tab
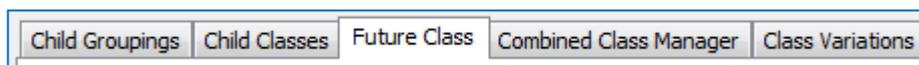
Multiple children can be moved between classes together using the Future Class tab on the Classes & Groups form:

Home > Family Details > Classes & Groups > Future Classes tab >

This is a good choice if you have a common room move date, or if children move on their birthdays.

To use the form, filter and sort the displayed list of children then select the children to change in the usual way.

Click the 'Change Future Class' button to select the children's next class from the displayed list.

You can now choose to use a specific move date or to move the children on their birthdays.

You could also use the 'Remove Future Class' button to remove the Future Classes for the selected children.

Classes And Ratio Planning

SuperFox uses classes to calculate the number of staff required in the setting. It also uses them to perform the calculation the other way around to check on spare capacity. The classes do not need to align with Ofsted age bands, although in many settings they will align in this way.

SuperFox will assume that a class occupies a room of it's own and that it will be staffed accordingly. The classes can contain more than one Ofsted age band. (E.g. many smaller settings operate in a single room.)

If you have a quiet time of day, like early morning or late evening you might choose to combine more than one class into the same room. In this case you can combine the classes using the Combined Class Manager.

Combined Class Manager
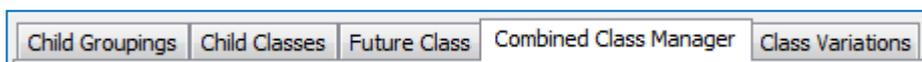
You only need to set up combined classes if you intend for more than one class to share a room during the day. The combined classes can be used to filter register and printed report pages and timelines.

(They will also be used for ratio and capacity calculations if any combined classes are scheduled for use.)

Original classes

The Juniors combined class is made up of original classes Under 2's and Twos
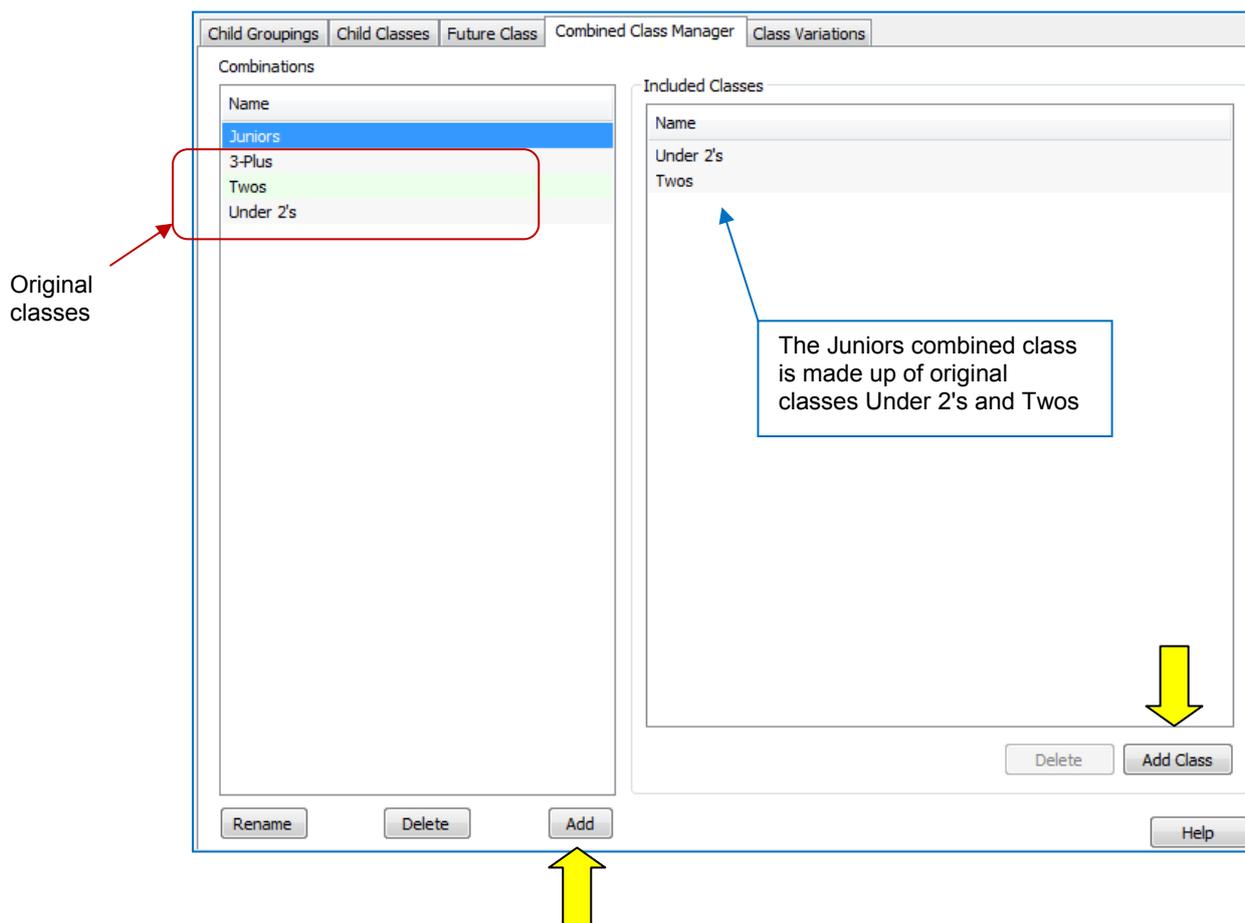
Your original classes will appear in the list of class combinations that you can use. To add a new combined class use the Add button.

Select the entry in the 'Combinations' list and use the 'Add Class' button to add one or more of your original classes to the list of classes making up the combined class. (You cannot add extra classes to your original classes.)

Software for Childcare Superheroes. © Helios Computing Ltd.
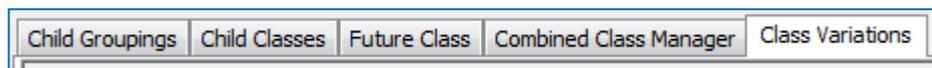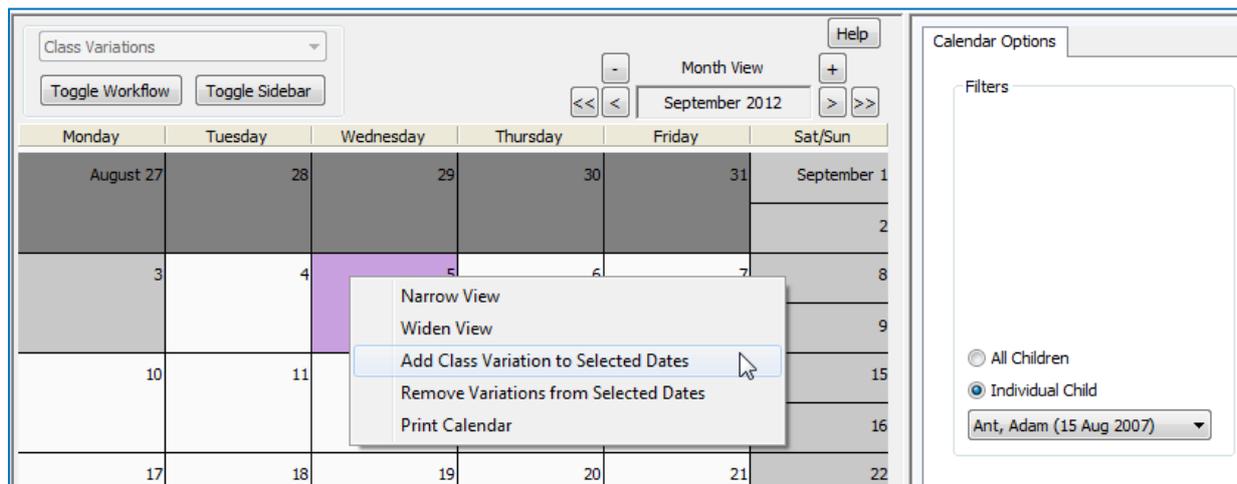
Class Variations

If a child goes to a different room temporarily (e.g. for a taster session) this can be set up from the Class Variations tab.

Scroll the calendar to show the dates in question and select the child you need from the sidebar.

Next click on the calendar to select the days for the variation (they will turn purple). Now right click on one of the selected days and choose:

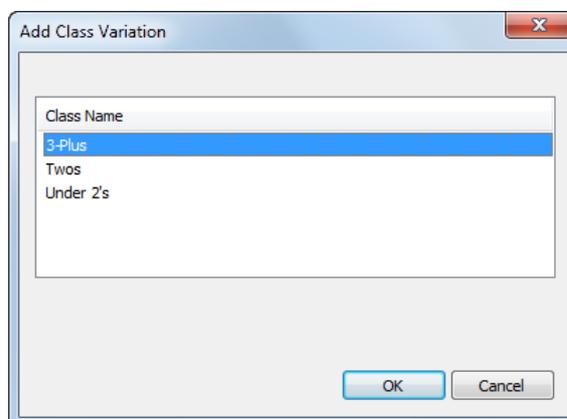**'Add Class Variation to Selected Dates'**

You will be asked to choose the child's class for these days from the list of original classes.
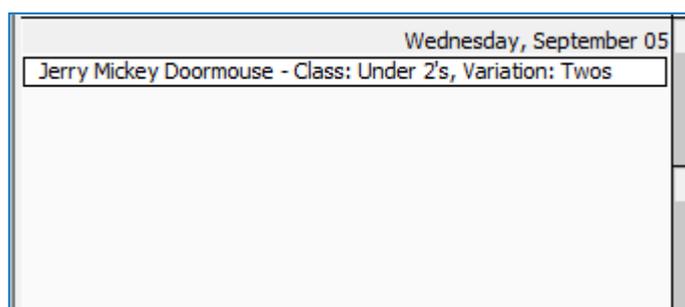
Select the class and click on 'OK'.

In year or month view the calendar day will change colour to green to show the variation has been saved.

In Week view the calendar will list the day's variations. The child will be treated as if they are in the variation class for the day - included in the register page for the variation class for the day, etc.

Here Jerry is visiting the Twos class on 5th September, his normal class is the Under 2's.

End