

CHILDREN'S CALENDAR / TIMELINES

SuperFox has a handy calendar for presenting children's attendances, which shows you graphically when children are booked into the setting. There are two versions. They both work the same way. We will look at the Family Accounts > Booking Centre version here.

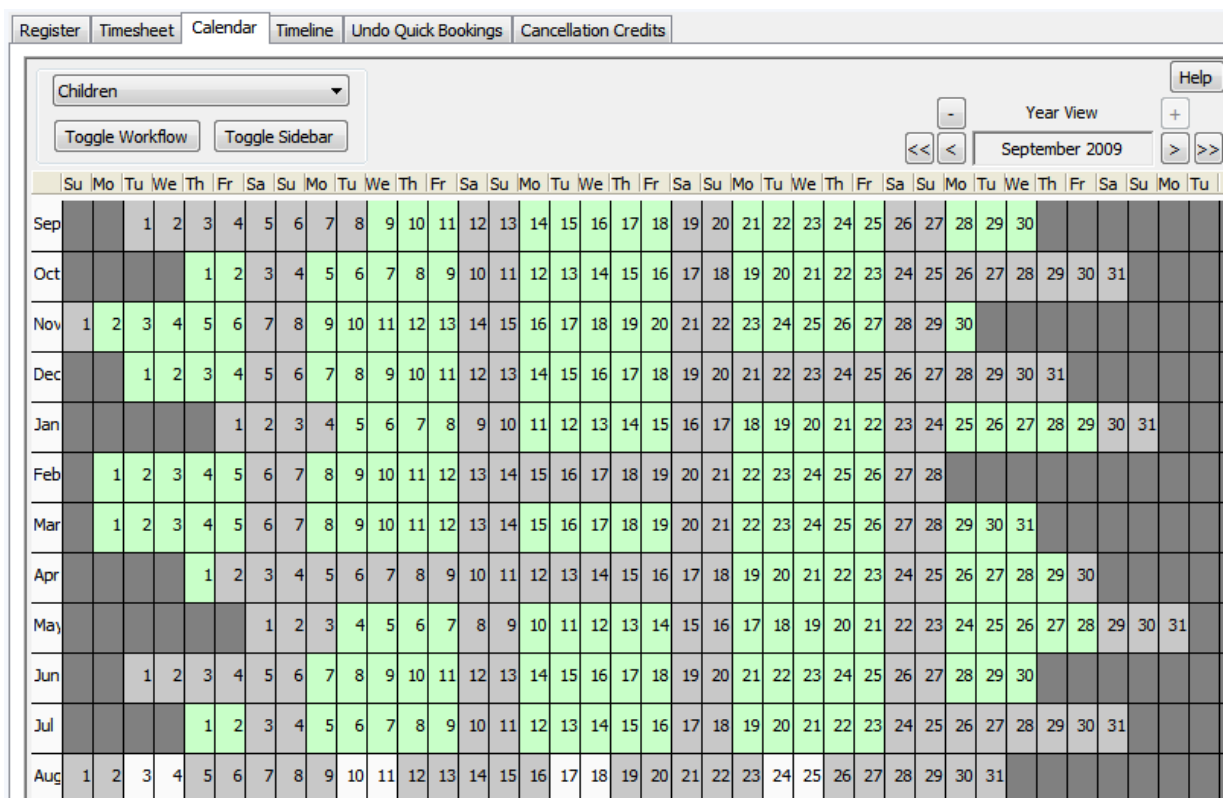
For one family at a time: **Home > Family Details > Family Centre > Calendar tab >**

For all children at the setting: **Home > Family Accounts > Booking Centre > Calendar tab >**

You can also cancel bookings from the children and services calendars. See the Cancellations, Credits & Refunds mini guide for details. The Booking Centre calendar can also display setting capacity information. (See the Room Planning Mini Guide for details.)

Children's Calendar

When you first select these options the children's calendar will usually open showing a year-to-a-view:



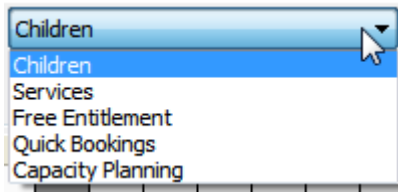
Tip: Maximize! The calendar display is quite large and if you are using a 1024 x 768 resolution monitor you will need to make your on work area as big as possible. Click on the maximise button (the middle control on the picture below). It may make your screen bigger. If not, don't worry, it's already as big as it will go.



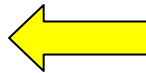
If you would like to follow the following examples load Tutorial Dataset 3:

Home > Backups & Tutorial Data > Tutorial Manager >

Double click on Tutorial Dataset 3 and check that the window title has changed.



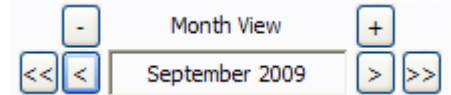
The calendar has five views.



The first view shows children's bookings.
 The second shows the services in use.
 The third shows the children's Free Entitlement hours.
 The fourth view is the Quick Booking calendar.
 The fifth shows setting capacity information.

We will start with the Children view.

Use the navigation buttons to move the calendar to September 2009 as shown on the previous page.



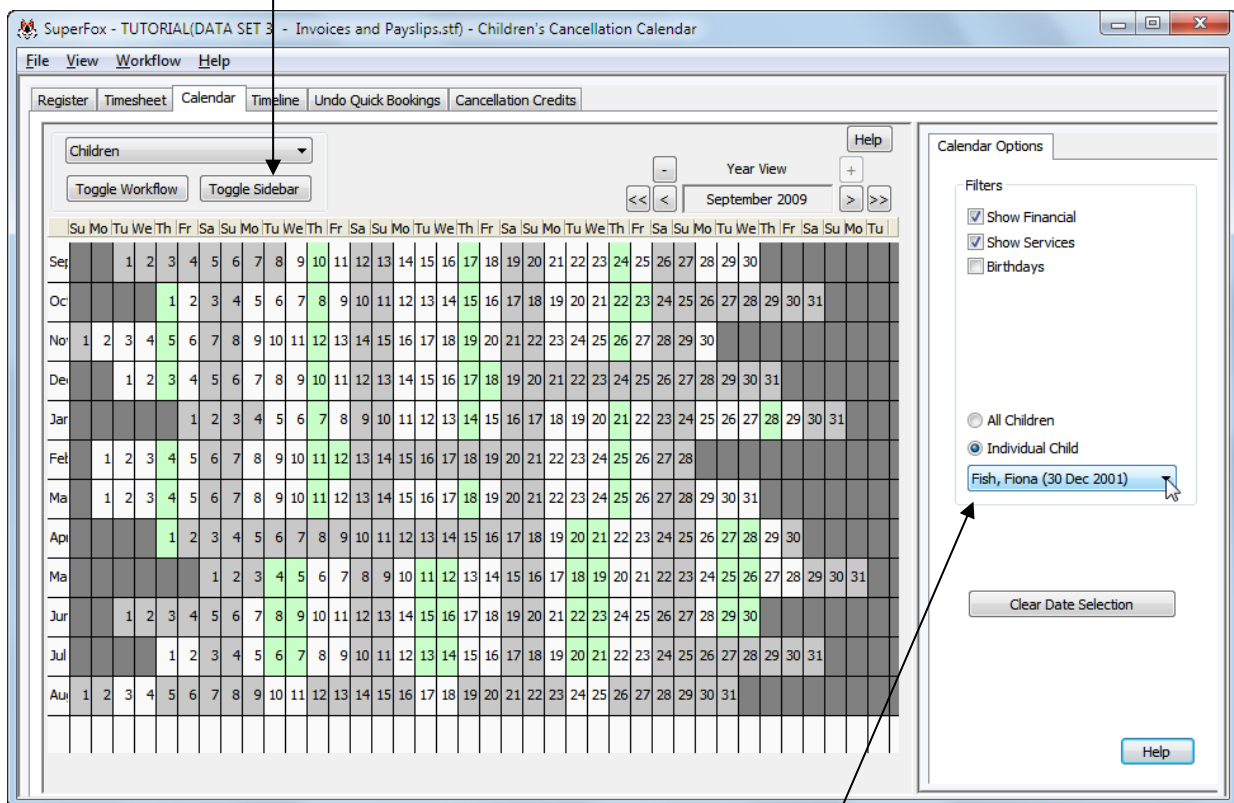
Double arrows make big jumps.

Single arrows make small jumps.

Move between the year, month and week views. + shows more days, - shows fewer days

Now click the Toggle Sidebar option to show the calendar sidebar for the Children view.

(If the calendar is now too small use the Toggle Workflow button to hide the Workflow Manager and free up some screen space.)



Use the sidebar to look at the attendances of the individual child, Fiona Fish:

The day colours on this calendar are:

- **Green** – Fiona is using the setting, or has a financial charge on the day.
- **White** – The setting is open and there is nothing for Fiona.
- **Dark Grey** – Not the current month
- **Light Grey** – The current month and the setting is closed.

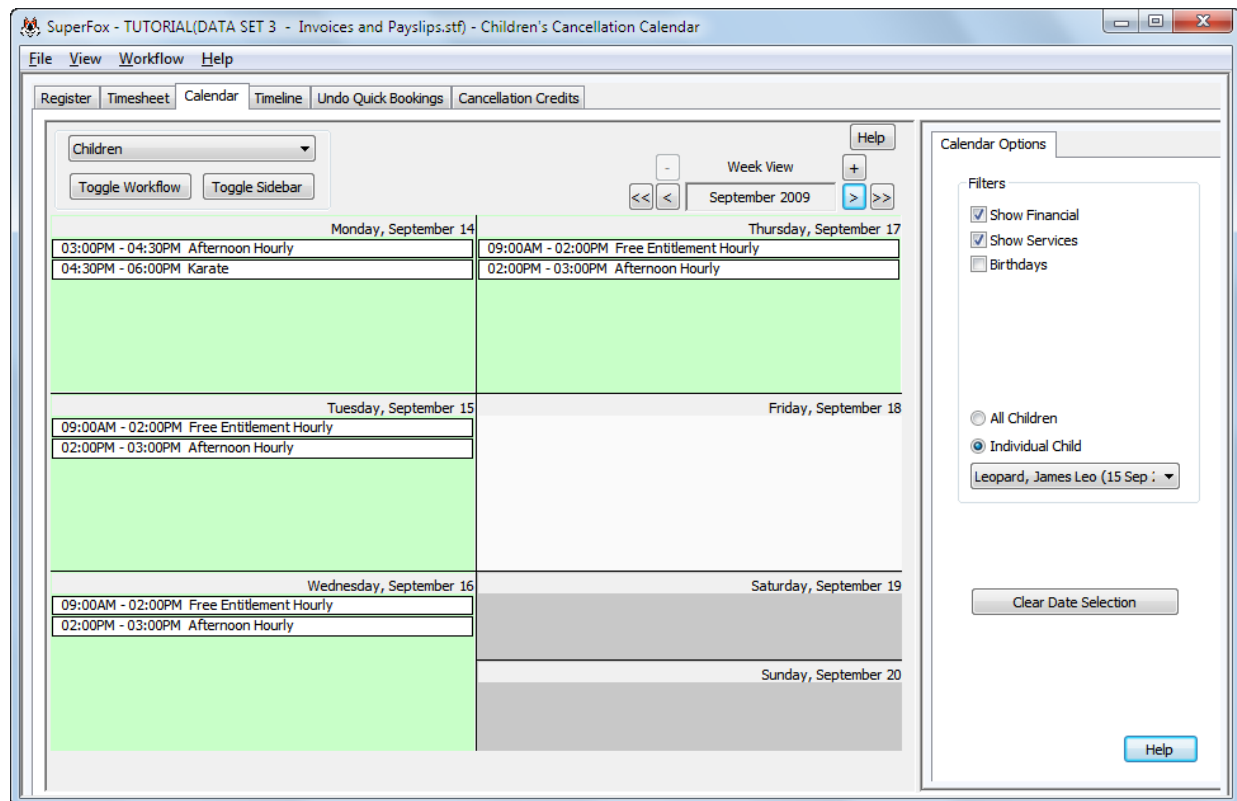
The display options at the top of the sidebar determine what is shown on the calendar:

Show Financial
 Show Services
 Birthdays

- Financial – charges not affecting occupancy (e.g. Sun Hat on 24-Sep-2009)
- Services – children attend the setting (e.g. 15:00->16:30 on 24-Sep-2009)
- Birthdays – the day is outlined in red on a child's birthday

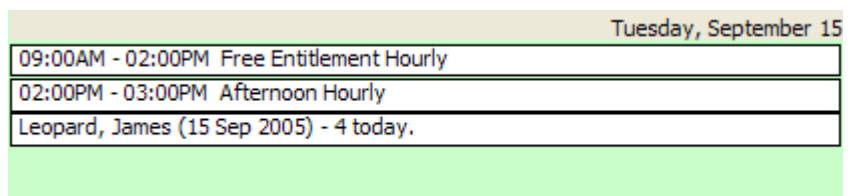
Use the  button twice to change to Week view, ('-' means show me fewer days):

Each time use the navigation buttons to move the calendar to show the week beginning 14th September 2009. Choose the individual child James Leopard as shown below.

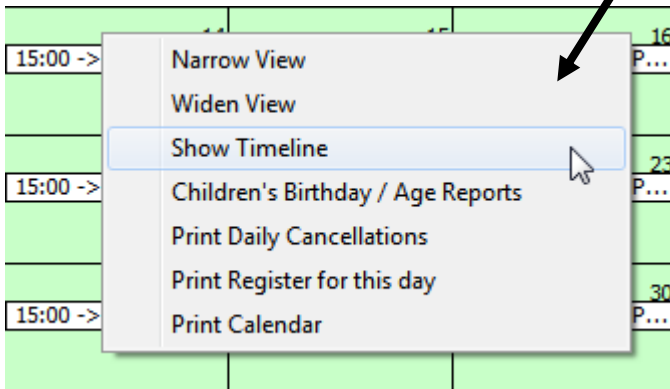


On Tuesday 15th September you can see that James is attending the setting for Free Entitlement from 9am to 2pm and Afternoon Hourly from 2pm to 3pm.

If you have the Birthdays box at the top of the calendar ticked you will see that it is also James' 4th Birthday.



All views of the children's calendar have a handy menu that you can access by right clicking on a day



This menu can jump to the Timeline or the day's Timesheet / Register form, it can print the day's register pages or the children's ages and birthday reports.

You can also print the current view of the calendar from the drop down menu.

TIP: If you **print a Weekly View** calendar the printer can fit more items in each daily cell if you use your printer options to print in **portrait** format, rather than the usual landscape format.

Children's Timeline

You can access the Children's Timeline for any day on the Children's Calendar by using the right-click menu for the day as shown above.

The Timeline looks like this:

Double arrows move one week, single arrows move one day at a time.

The Sort control allows you to very usefully order the timelines by:

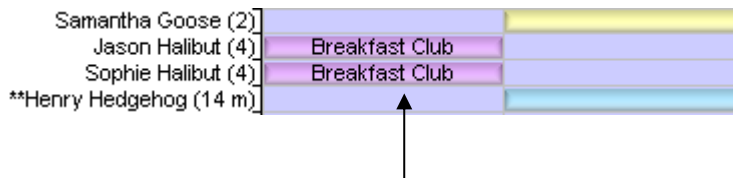
- Children's first or last names
- Children's ages
- Service used
- Start or End times

You can print a whole day on a single sheet of paper

Age Group	07:00	08:00	09:00	10:00	11:00	12:00	13:00
Under Twos							7
Two Year Olds							5
Three to Sevens							8
Eight Plus							0
Total							20

The children have their ages displayed in brackets and they each have one or more coloured timelines (the number of timelines depends on the sort order you have chosen). The colours correspond to the children's Ofsted age bands:

- Blue – children aged under 2 years
- Yellow – children aged 2 years
- Purple – children aged 3 – 7 years
- Green – children aged 8 and over

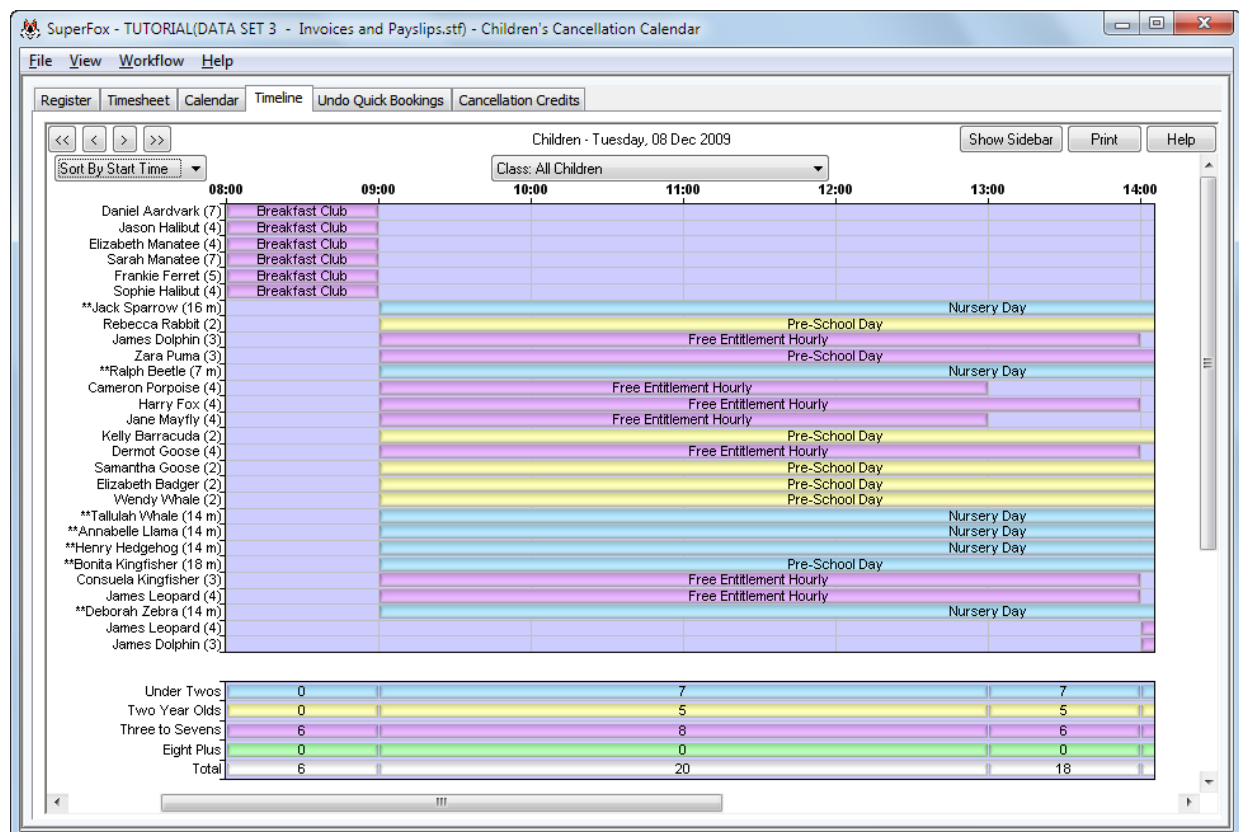


The booked service names are written on the timelines and you can read the exact booking information by hovering with the mouse over the timeline.

The five rows at the bottom of the timeline display show the numbers of children attending the setting in total and in each of the Ofsted age bands:

Under Twos	0	7
Two Year Olds	0	5
Three to Sevens	6	8
Eight Plus	0	0
Total	6	20

The ability to sort the timelines gives a very clear picture of the setting usage through the day and allows you to quickly identify suitable times of day to revise your room plans.



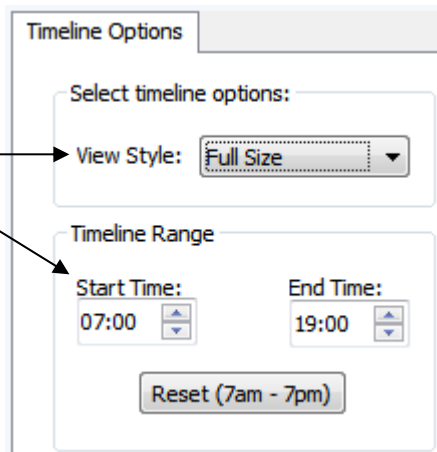
You can see that background of the timeline display is shaded blue between 8 am and 4 pm.

You probably noticed that the timeline has a button to display and hide a sidebar.

This sidebar is used to change the time scale and to set the start and end time used for the timeline.

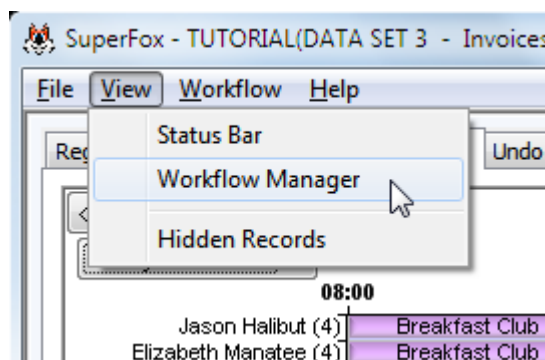
The View Style options are:

- Full Size - the usual time scale.
- Best Fit - shrunk with minimal text loss
- Entire Width - the full day in a single view



Tip! You might wish to hide the workflow manager whilst using the timelines to give you more useful space on the screen.

To hide the Workflow Manager simply un-tick the Workflow Manager option from the View menu at the top of the window, and tick it again when you wish to restore it to view.

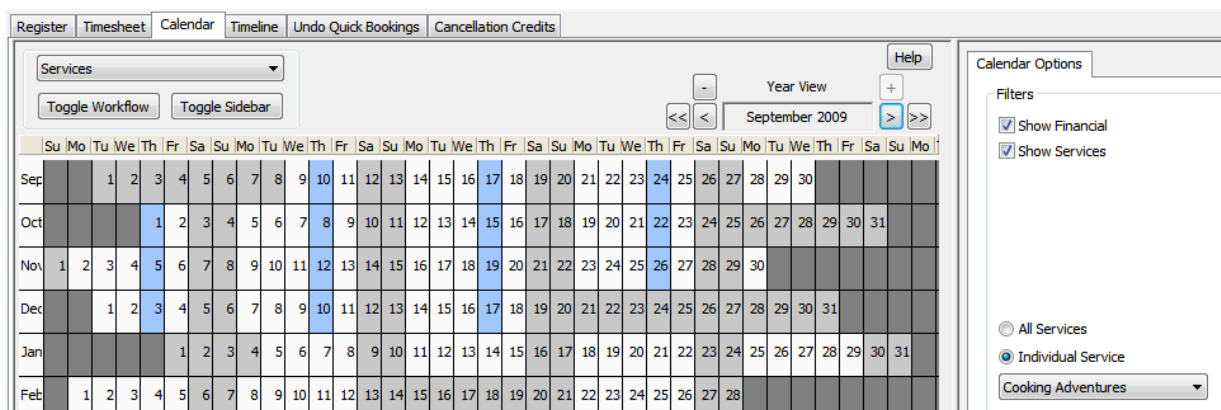


When you have finished exploring the timeline, return to the Calendar tab.

Services Calendar

This drop down option for the calendar shows the services in use on a given day.

It's a great way to see your planned activities and to check that the Quick Bookings went where you think they did.



The calendar has Year, Month and Week Views. The Year and Month views simply show that a service is in use on a given day using blue shading. The weekly view lists the services being provided on the day.

Monday, March 01	
Afternoon Hourly	
Breakfast Club	
Free Entitlement Hourly	
Karate	
Nursery Day	
Pre-School Hourly	

This is the Weekly View for Monday 1st March 2010.

If you see this it means that there are more services than space available to display their names. Remember that you can always see them on the day's Timeline.

Monday	Tuesday
March 1	2
15	16

Narrow View

Widen View

Show Timeline

Timesheet / Register for this day

Print Calendar

The Services Calendar also has a right click menu that you can use to change the view and to jump to the Timeline and the Timesheet / Register for the day.

You can print the current view of the calendar from the drop down menu.

TIP: If you **print a Weekly View** calendar the printer can fit more items in each daily cell if you use your printer options to print in **portrait** format, rather than the usual landscape format.

Free Entitlement Calendar

This drop down option shows the Free Entitlement in use on a given day. It is an instant view that will help ensure that daily and weekly limits are not accidentally exceeded. The Calendars also have a children's birthday overlay that can be helpful for confirming eligibility.

This calendar has a Year View and a Month View, the month view shows the Free Entitlement hours in use on a given day, for an individual child. You can also show their birthday.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
October 26	27	28	29	30	31
					November 1
2	3	4	5	6	7
	5.00	5.00	5.00		8
9	10	11	12	13	14
	5.00	5.00	5.00		15
16	17	18	19	20	21
	5.00	5.00	5.00		22
23	24	25	26	27	28
	5.00	5.00	5.00		29

Calendar Options

Free Entitlement Options

Filters

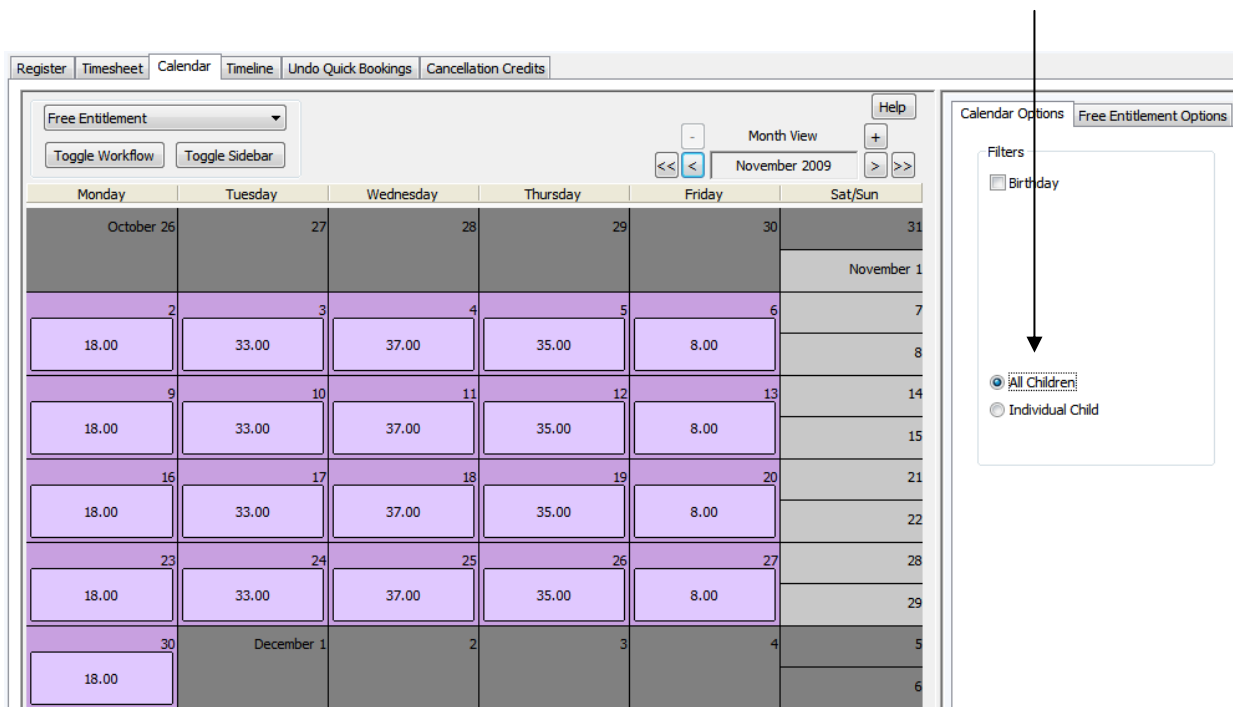
Birthday

All Children

Individual Child

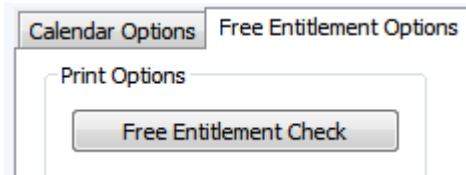
Fox, Harry (23 Nov 2005)

You could also show the Free Entitlement use for all children in the setting for each day of the month.



Free Entitlement Check

You can produce two reports about the Free Entitlement use from the Free Entitlement view by pressing the 'Free Entitlement Check button' on the second sidebar tab.



The form shown here will pop-up. —>
 You will need to specify a date range to use for the report.

The Summary only report will use the exact date range that you specify. The Weekly Totals report will use a date range that has complete weeks that include both your start date and end date.

You can optionally report on all children, an individual child, a group or a class.

There are two report styles that you can choose:

Weekly Totals

This report will report on the funded hours used for each child and the number of days on which they were used for complete weeks encompassing the start and end dates.

This is a useful report for checking the correct weekly usage.

Summary Only

This report provides an exact total of the funded hours used between the start and end dates.

This report is useful for checking annual allowances.

If you would like to try it yourself you can produce the following two examples using Tutorial Dataset 3 and the settings shown in the picture above.

Home > Backups & Tutorial Data > Tutorial Manager >

Double click on Tutorial Dataset 3 and check that the window title has changed.

Here is an example of the Weekly Totals report for 07 September 2009 to 20 December 2009.

Free Entitlement - Weekly Use


Kidspace

All Children Shown

Week commencing 07-Sep-2009 to week ending 20-Dec-2009

This report shows the funded hours used per week and the number of days that the child used funded hours during that week.
Weeks start on Mondays and finish on Sundays.

(Childrens legal names are shown in Italics if different.)



Page 1 of 4
Report Date: 06-Dec-2010

Weekly Details								
Child	Week Ending	Hours	Days	Mon	Tue	Wed	Thu	Fri
James Sid Dolphin Total used: 205.00								
<i>James Sid Dolphin</i>	13-Sep-2009	10.00	2			5.00	5.00	
<i>James Sid Dolphin</i>	20-Sep-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	27-Sep-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	04-Oct-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	11-Oct-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	18-Oct-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	25-Oct-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	08-Nov-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	15-Nov-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	22-Nov-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	29-Nov-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	06-Dec-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	13-Dec-2009	15.00	3		5.00	5.00	5.00	
<i>James Sid Dolphin</i>	20-Dec-2009	15.00	3	0.00	65.00	70.00	70.00	0.00
<hr/>								
Harry Floyd Fox Total used: 205.00								
<i>Harry Floyd Fox</i>	13-Sep-2009	10.00	2			5.00	5.00	
<i>Harry Floyd Fox</i>	20-Sep-2009	15.00	3		5.00	5.00	5.00	

Each child's weekly funded hours and days on which they were used are listed and totalled for the period specified. It is easy to check if the bookings will exceed daily limits.

Annie Selena Squirrel	13-Dec-2009	14.00	3			4.00	6.00	4.00
Annie Selena Squirrel	20-Dec-2009	14.00	3			4.00	6.00	4.00
		<u>198.00</u>	<u>42</u>	<u>0.00</u>	<u>0.00</u>	<u>68.00</u>	<u>84.00</u>	<u>68.00</u>
Total Funded Hours In This Report:		<u><u>1,783.00</u></u>						


The report ends with a grand total of the funded hours used by the children specified in this period.

Here is an example of the Summary Only report for 07 September 2009 to 20 December 2009.

Free Entitlement - Summary

Kidspace

All Children Shown



Page 1 of 1

Report Date: 06-Dec-2010

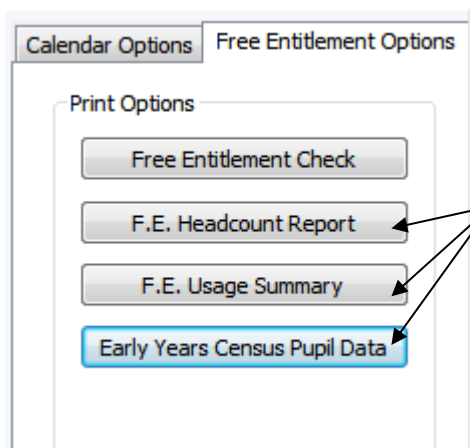
Report uses dates from 07-Sep-2009 to 20-Dec-2009 inclusive.

This report shows the total number of funded hours and the number of days on which they were used during this date range.

(Childrens legal names are shown in italics if different.)

Summary Details								
Child	Hours	Days	Mon	Tue	Wed	Thu	Fri	
James Sid Dolphin	205.00	41	0.00	65.00	65.00	70.00	0.00	
Harry Floyd Fox	205.00	41	0.00	65.00	65.00	70.00	0.00	
Dermot Dexter Goose	205.00	41	0.00	65.00	65.00	70.00	0.00	
Consuela Louisa Kingfisher	205.00	41	0.00	65.00	65.00	70.00	0.00	
James Leo Leopard	205.00	41	0.00	65.00	65.00	70.00	0.00	
Jane Angelina Mayfly	130.00	26	78.00	52.00	52.00	0.00	0.00	
Cameron Cody Porpoise	130.00	26	78.00	52.00	52.00	0.00	0.00	
Buck Ethan Rabbit	134.00	27	78.00	0.00	0.00	0.00	0.00	
Tom Fletcher Sparrow	168.00	42	0.00	0.00	0.00	56.00	56.00	
Annie Selena Squirrel	198.00	42	0.00	0.00	0.00	84.00	56.00	
Total Funded Hours In This Report:		<u><u>1,783.00</u></u>						

These reports can be printed or saved in a variety of formats including PDF. You can find more details about saving reports in the **Using Reports** mini guide.



Immediately below the Free Entitlement Check button you will find three more buttons.

You can use these buttons to produce the printed Free Entitlement Headcount and Usage reports and the Early Years Census return. These reports can also be found in:

Home > Management Reports > Early Years Reports >

These reports are described in detail in the Headcount Returns mini guide.

Tuesday	Wednesday	Thursday
December 1	2	3
5.00	5.00	5.00
		10
5.00		0
		17
5.00	5.00	5.00

The Free Entitlement Calendar also has a right click menu that you can use to change the view and to jump to the Timeline and the Timesheet / Register for the day.

You can also print the current view of the calendar from the drop down menu.

Cancellations

You can select and cancel bookings using the calendar Children and Services views.

Cancellations applied in the Children view are good for cancelling one or all children in the setting or family depending on whether you are using the Booking Centre or Family Centre calendar. Snow days are best cancelled from the Booking Centre Children calendar.

Cancellations made in the Services view are good for cancelled services, for example your gymnastics coach may have cancelled due to a broken leg.

This function is described in detail in the **Cancellations, Credits and Refunds** Mini Guide.

Quick Bookings and Undo Quick Bookings

The next calendar view is the Quick Bookings calendar, which is the main booking entry method for the program. This is described in detail in the **Quick Bookings** mini guide along with the 'Undo Quick Bookings' function.

Capacity Planning Calendar

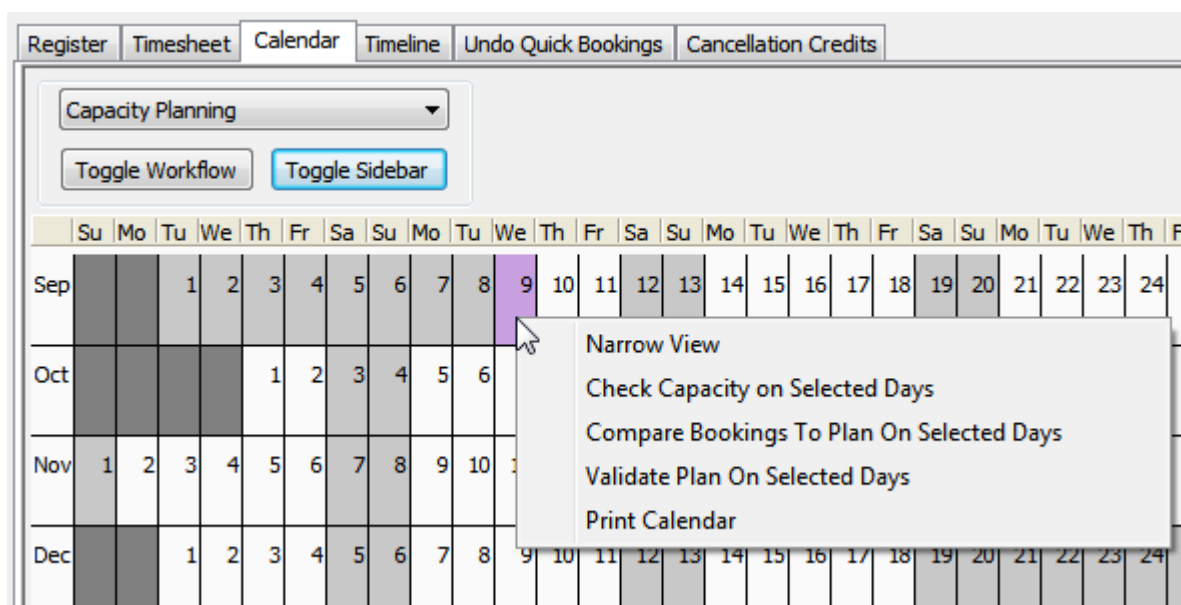
If you need to book in a child and would like to check the capacity remaining in the setting you can always set up and validate a quick booking without pressing the 'Apply Quick Booking' button.

This will work well whether or not you have planned the days concerned.

Alternatively you can use the Booking Centre calendar to select some days and check the capacity.

Booking Centre > Calendar tab > Capacity Planning option >

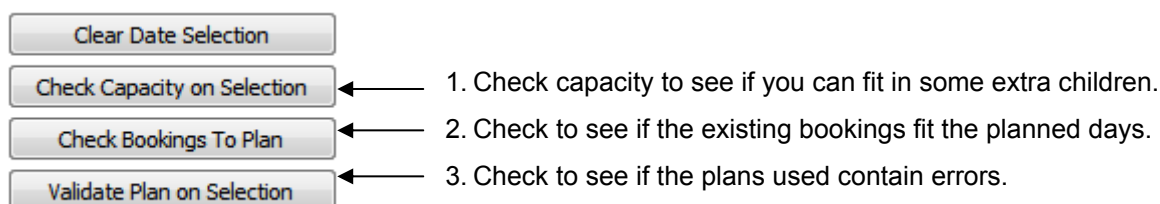
The capacity planning calendar looks like this:



The calendar is simple to use:

- Select the days that you would like to check the capacity. (Days with a room plan are initially displayed in blue.)
- Use the right click menu to choose a check to apply.

There are three checks that you can use for the days that you have selected, and these are also available from buttons on the calendar sidebar:



The Clear Date Selection button will clear your date selection from the calendar so you can start again.

Check Capacity on Selected Days

Check Capacity on Selection

(Check Capacity on Selection button on the sidebar.)

This is the most detailed capacity check. It can check to see if extra children can be booked into the setting. There are two parts to the check:

- 1. Will the extra children fit within the existing room plan?**
- 2. Will the extra children fit in the setting regardless of the planned numbers?**

To make the check select the days of interest on the Capacity Planning calendar and either use the sidebar buttons or the right click menu to choose Check Capacity on Selection. A small form will pop up that looks like this...

Now enter the numbers of children that you are interested in booking in the appropriate age bands.

If you have room planned the days then specify a class for the extra children to join on the selected days.

(If you don't choose a class the program will see if there is room for the extra children across all of the planned rooms.)

Now specify the start and end times that you want to use for their bookings.

If you want to see if the children can be accommodated regardless of the planned numbers tick the 'Full Calculation' box.

Select the extra children to plan		
Under 2's	1	children
2yr olds	2	children
3 to 7's	1	children
8 plus	1	children

Big Class

Start time: 09:00

End time: 17:00

Full calculation (in addition to plan check)

OK Cancel Help

The first check will add the booked children to the extra child numbers and look for:

- Numbers greater than planned in each age band, if there is a plan.
- Setting registration limits being exceeded.

If you choose to apply the Full Calculation check the program will disregard the planned numbers of children but will use the planned number of staff to see if the extra children could fit into the selected class. (Or all classes if no class was selected.)


When you press OK the program will check the capacity on the selected days.

If the check finds any issues they will be displayed in another pop-up list that you can print or save as a PDF document.

Here we tried to book in an extra 100 under 2's...

Capacity Planning Issues

Kidspace



The capacity planning check found the following issues: Printed: 21-Sep-2011, 9:29 am

Page 1 of 2

Setting Limits

09 Sep 2009 - Setting Limit of 26 children, exceeded by 95 between 09:00 and 13:00.

09 Sep 2009 - Setting Limit of 26 children, exceeded by 92 between 13:00 and 14:00.

09 Sep 2009 - Setting Limit of 26 children, exceeded by 92 between 14:00 and 15:00.

09 Sep 2009 - Setting Limit of 26 children, exceeded by 86 between 15:00 and 16:00.

09 Sep 2009 - Setting Limit of 26 children, exceeded by 91 between 16:00 and 17:00.

Registration Limits

09 Sep 2009 - Registration Limit 1 (ages 0 to 1), of 12 children, exceeded by 99 between 09:00 and 13:00.

After you have made the days that you selected on the calendar will be coloured yellow if they have warnings:

8	9	
15	16	

A green triangle on a day with warnings indicates that the room plan could not accommodate the extra children, but they would probably fit into the setting anyway.

8	9	
15	16	

Compare Bookings to Plan on Selected Days

Check Bookings To Plan

(Check Bookings to Plan button on the sidebar.)

This is a simpler test which just compares the number of children already booked into the setting to the numbers planned for the day.

- For planned days the check compares bookings to the planned child numbers and the setting registration limits.
- For unplanned days the check compares bookings to the setting registration limits only.

Validate Plan on Selected Days

Validate Plan on Selection

(Validate Plan on Selection button on the sidebar.)

This is the simplest check which just looks at the room plans applied to any of the selected days and to check for errors in the plan.

IMPORTANT - CHECK THE RESULTS

We do not guarantee that the results of these capacity planning calculations. You should check that the results are acceptable in your setting before use.

Other Mini Guides

You can read more about room planning and classes in the following mini guides:

- Room Planning
- Child Groups & Classes

End