ENTERING FAMILY DETAILS

In SuperFox a family consists of:

1. Family Head / Main Contact

An adult who has parental responsibility for the children. Every family has one Family Head.

Customer-facing forms will always refer to this person as the 'Main Contact / Person with Parental Responsibility'. SuperFox's screens instead use the phrase 'Family Head' as it fits in a very small space.

2. Children

In SuperFox every family must have at least one child.

3. Trusted Friends / Family Members

You can optionally add other trusted adults or family members to the family's details. These are people who you would contact in the event of an emergency or who might be allowed to pick up the children.

4. Relationships

You can define the relationships of the children to the trusted adults or family members. You can also set the order to contact adults in an emergency and note which adults have parental responsibility when you set the relationship.

SuperFox stores quite a few details about the children and the related adults that make up the families. Before going on to add a family we will have a look at the stored adult and child details.

You do not have to collect and store all of these details although as a minimum children's names and dates of birth and adult's contact details are required.

The details stored are used to manage family accounts, produce register pages and other printed reports such as Free Entitlement returns and children's emergency reports. You can find many printed reports with children's details in the Family Details printed reports menu:

> ***Go > Home > Family Details > Printed Reports >***

Reminder - Data Protection Requires ICO Registration

Whether we keep family records on paper or on a computer it is a legal requirement that we must be registered with the Information Commissioner's Office. If you haven't already registered with the ICO, now would be a good time. A web search for 'ICO' gets you straight to the website (www.ico.gov.uk).

The following pages use the Quick Start tutorial data set.

A) Looking At Adult Details

The adult details stored in SuperFox are basic and include contact details and any relationships to children.

Go > Home > Family Details > Adults > Choose Melissa Ant >

Melissa has two children, Adam and Peter.

Although this is not the place that you would come to a add a new family it is the right place to come to update adult details or print out a summary of an adult's details.

You an optionally store a picture of the adult. If you wish to do so use the 'Change' button to browse for the picture on your computer. SuperFox will automatically resize the picture when it is stored.

The 'Duplicate' button is a handy way to make a copy of the adult. it is a very handy way to add a spouse at the same address, all you would need to do is change the spouse's name and probably their phone numbers.

The relationship information that is stored for the related children is as follows:

- FH   - Is this adult a Family Head for the listed child.
- FH Name   - Name of any other families for which this adult is a trusted adult.
- PR   - Does this adult have Parental responsibility for the listed child.
- Relationship - Relationship (if any) to the listed child.
- Lives With   - Does this adult live with the listed child. (Yes, No or Sometimes.)
- Alt Bill   - Is this adult an alternate bill payer for the listed child (more about this later).

B) Looking At Child Details

There is quite a lot of information that we are required to keep about the children.

*Go > Home > Family Details > Children > Choose Adam Ant >*

You can see that we store the child's preferred and legal names and an optional nickname to be agreed with that the child's family to distinguish between children with similar names on the register.

We also store the child's:

- Date and town of birth, gender.

- Some standard consents.

- Their doctor, dentist and any visiting professionals that work with the child, set using these buttons.

- An optional pass phrase for use over the phone.

- An optional photo (useful for at risk children and for children with serious medical conditions).

- The child's ethnicity and any Special Educational Need status.

- Medical & Dietary notes and Cooks notes.

- (Fee Exempt is intended for optional use with staff members children, if ticked the child will not be charged for their bookings. Do not confuse this with the Free Entitlement.)
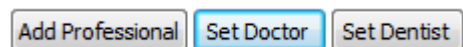
As with the adults, this is not the place that we would come to add a new family's children but it is a good place to come and change their details.

You can also print out a copy of a child's details. This is useful for new starters, children at risk, children with serious medical conditions and children moving to new rooms.

The second **Child Additional Details** tab is used to store information about:

- The child's Key Person staff member if they are in the Foundation Stage.
  (You will need to enter your staff details before selecting a Key person.)

- The child's start and leaving date.

- Optional custom consents that you can define. (Home > Setting Details > Custom Consent Manager >)

- General notes about the child.

- Extra information used in some Free Entitlement returns.

The General Notes field is a good place to keep Foundation Stage evidence. The parents of course have a right to see this information so the notes should confine themselves to the child's preferences and welfare.

If you are using a third party system such as PRAMS to keep the Foundation Stage notes you may be able to transfer the children's basic information to the other system by using the 'Export Children' button on the previous 'Child Details' tab.

Now that we have had a good look at the information that is stored for the adults and children in SuperFox let's go and add a new family.

Adding A New Family To SuperFox

* IMPORTANT * In SuperFox a family is a collection of adults and children:

- A Family Head   -   A trusted adult with parental responsibility, who is our main contact.

- Family Children -   Every family must have at least one child.

- Trusted Adults   -   Trusted friends and family members who might be contacted in an emergency or who might collect the children from the setting.

The Family Heads are always referred to as 'Main Contact / Person with Parental responsibility' on customer facing documents. Family Head is just a concise term that fits easily on computer screens!

The families are entered using the Family Centre option so lets go there now:

Go > Home > Family Details > Family Centre >

The first tab of the Family Centre is laid out with the same structure as our families in SuperFox. You can see a list of Family Heads, and when you click on a Family Head you can see the associated children and the trusted adults for that family.

Click on the Ant family in the list of Family Heads.

Here you can see that Melissa's family has two children, Adam and Peter.

You can also see that they have a trusted family friend, Jessica Haddock.

The relationship information for the Trusted Adults is clearly shown. There is a new item that we have not seen before, which is 'Priority'. if set this indicates which adult to contact first, second and so on, in the event of an emergency.

* IMPORTANT* When we add a new family we will always use the following sequence:

- Step 1 - Add The New Family Head
- Step 2 - Add The Family Children
- Step 3 - Add The Trusted Adults
- Step 4 - Set Up The Relationships

It is a simple process and you will soon become familiar with the steps.
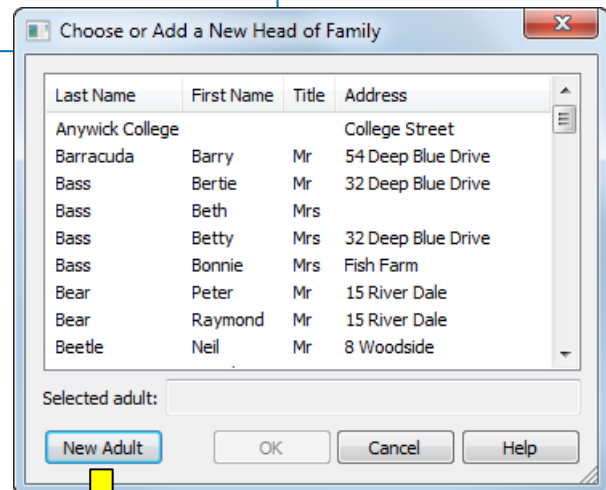
Step 1 - Add The New Family Head

To add a new Family head find the 'New Family' button at the bottom of the Family Centre > Families tab > and click on it.

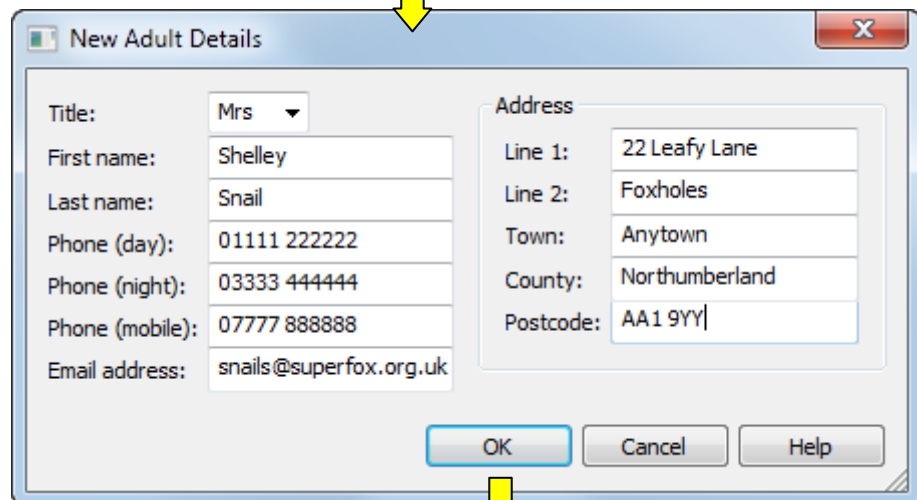|			
Halibut	Phillipa	Mrs	Captain's Lodge
Hammerhead	Julie	Mrs	10 Deep Blue Driv
Hedgehog	Harriet	Mrs	87 Leafy Lane
Heron	Carole	Dr	Keepers Lodge
Kangaroo	Katherine	Ms	Outback Cottage
Kingfisher	Calvin	Mr	4 Riverside
Leopard	Jill	Mrs	7 Prairie Drive

Back   Fwd   Home   New Family

A pop-up will appear with a list of adults who are not currently Family Heads.

Ours is a brand new starter and is not in this list (not imported or enrolled from the waiting list) so click on the 'New Adult' button.

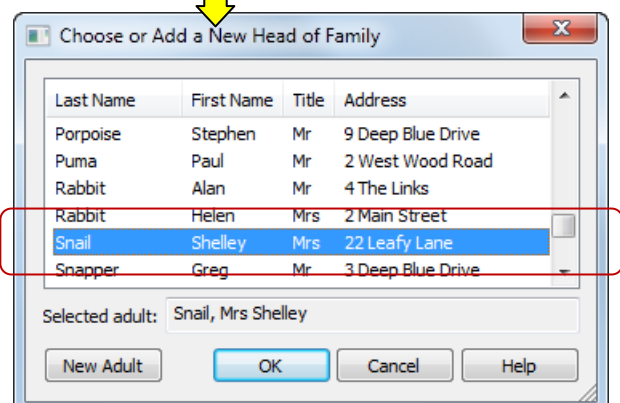Now enter our new Family Head's details as shown here...

Choose or Add a New Head of Family

Last Name	First Name	Title	Address
Anywick College			College Street
Barracuda	Barry	Mr	54 Deep Blue Drive
Bass	Bertie	Mr	32 Deep Blue Drive
Bass	Beth	Mrs	
Bass	Betty	Mrs	32 Deep Blue Drive
Bass	Bonnie	Mrs	Fish Farm
Bear	Peter	Mr	15 River Dale
Bear	Raymond	Mr	15 River Dale
Beetle	Neil	Mr	8 Woodside

Selected adult:

New Adult   OK   Cancel   Help

(There's no need to add the whole lot just for this exercise, one line of the address will do.)

New Adult Details

Title: Mrs

First name: Shelley

Last name: Snail

Phone (day): 01111 222222

Phone (night): 03333 444444

Phone (mobile): 07777 888888

Email address: snails@superfox.org.uk

Address

Line 1: 22 Leafy Lane

Line 2: Foxholes

Town: Anytown

County: Northumberland

Postcode: AA1 9YY

OK   Cancel   Help

When you have added her details click on the 'OK' button and Shelley will be added to the list of adults that we could choose for our new family head.

Click on her name and then click on the 'OK' button.

Choose or Add a New Head of Family

Last Name	First Name	Title	Address
Porpoise	Stephen	Mr	9 Deep Blue Drive
Puma	Paul	Mr	2 West Wood Road
Rabbit	Alan	Mr	4 The Links
Rabbit	Helen	Mrs	2 Main Street
Snail	Shelley	Mrs	22 Leafy Lane
Snapper	Greg	Mr	3 Deep Blue Drive

Selected adult: Snail, Mrs Shelley

New Adult   OK   Cancel   Help

You will now see that Shelley has been added to the list of Family heads.

Without leaving the Family Centre move on to Step 2. (If you leave here without adding the children needed to make a family Shelley will disappear from this list, but her details are saved as a normal adult.)

Step 2 - Add The Children

Shelley doesn't have any children yet, so we are going to add a child to her family

With Shelley selected in the list of Family Heads as shown above click on the Child Details tab at the top of the form.

Now find and click on the 'Edit Children Group' button at the bottom of the Child Details tab.

The Group Family Children form will pop-up as shown below.

This form is simple to use. You just choose a child on the left hand side and use the arrow buttons in the middle to move them right into the family, or left again out of the family.

In our example Shelley's child is a brand new starter and is not yet in the list. To add them to the list click on the 'New Child' button at the bottom of the pop-up form.

A small **'Add Child'** form will appear.

Add Gary's details as shown here.

(Gary does not have a middle name, so leave that blank.)

When you have entered Gary's details click on the 'OK' button and Gary will be added to the list of children who could join our family.

Now click on 'Snail, Gary' in the list and then click on the **>> button** to move him into the Family Children list.

When you click 'OK' Gary will have been successfully added to the children in the family.

All that now remains is to add the rest of Gary's details as shown on the next page.

Tip! Rearranging Families

You will eventually need to rearrange a family or two as parents separate or come together to form new families. SuperFox handles this very well. All you need to do is come here and use the **Edit Children Group** function to move children in and out or the families as required. It is very simple.

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Use the **'Set Doctor'** and **'Set Dentist'** buttons to select the doctor and dentist. Use the **'Add Professional'** to add the dietician.

To add an identification picture just click the **'Change'** button and browse for their picture on your computer.
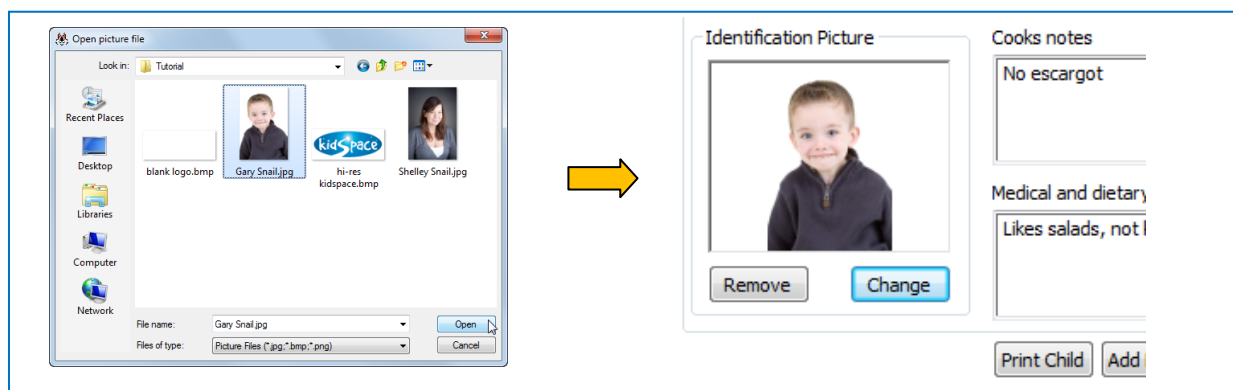
You may also wish to add **General Notes** or **Free Entitlement information** to the 'Child Additional Details tab.

Finally remember to click on the **'Save'** button to save your work.

Step 3 - Add The Trusted Adults

All we now need to do to complete this family is to set up the Trusted Adults. We do this back on the Families tab.

To add an extra trusted adult, click the **'Edit Friend Group'** button under the Trusted Friends / Family Members list.

Adding trusted adults to a family is a very similar process to adding the children.

Trusted Friends / Family Members

FH	Last Name	First Name	Title	PR	Priority	Relationship	Lives With	Address
*	Snail	Shelley	Mrs	N			N	22 Leafy Lane

[Set Relationship] [Edit Friend Group] [Set Head of Family] [Help]

Choose the adults who will be our friends in the left hand list and use the **>> button** to move them to the right list.

Group Family Friends

Head of family: Snail, Mrs Shelley

Choose adult
- Bison, Mrs Felicity (7 Prarie Lane)
- Bison, Mrs Vera (13 Woody Road)
- Chipmunk, Mr Dale (22 Prarie Drive)
- Chipmunk, Mrs Shirley (23 Prarie Drive)
- Coral, Dr Sandra (Rocky Bottom)
- Coral, Miss Jean (Rocky Bottom)
- Coral, Mr George (Rocky Bottom)
- Coral, Mr Michael
- Cougar, Miss Catherine (30 The Links)

Trusted friends / famliy members
- Cod, Mrs Tracey (109 Main Street)

[>>] [<<]

[New Adult] [OK] [Help]

If they are no longer our friends (moved away perhaps) then we can remove them from our friends group by using the **<< button** to move them back to the left hand list.

When you have finished adjusting the trusted adults click on OK and the list of Trusted Adults will be updated to match your choice.

Trusted Friends / Family Members

FH	Last Name	First Name	Title	PR	Priority	Relationship	Lives With	Address
	Cod	Tracey	Mrs	N			N	109 Main Str...
*	Snail	Shelley	Mrs	N			N	22 Leafy Lane

Notice that the family head always appears in the list of trusted adults. Shelley has a husband called Brian, you could add him too if you would like some more practice.

Tip! Adding A Spouse Quickly

The quickest way to add a spouse to the data is to use the **'Duplicate'** button on the *Family Details > Adults >* form. See page 11 for a reminder about how this works.

Many other SuperFox forms that handle people also have Duplicate buttons - children, staff, doctors, dentists, etc.

Step 4 - Set Up Relationships

With a trusted adult selected click on the 'Set Relationship' button to set up the adult's relationship to the children. Here is how we would enter Shelley's relationship to her child Gary.

Shelley is Gary's parent, she is the first person we will contact in the event of an emergency, contact priority 1 (leave as 0 if you do not wish to set a contact priority). She also has parental responsibility and she normally lives with Gary.

Many relationships are not shown in the pre-defined list, for example 'Step Parent'. You can simply type in these extra relationship names into the Relationship field.

You might also choose to do so if you have a very young child who knows an adult by a pet name. For example, if a child knows Grandma as 'Boo Boo' you could type in the relationship

'Grandma (Boo Boo)'

You could then tell the child that Grandma is picking them up in words they will understand.

If no relationship is entered we can assume that the adult is simply a family friend. (There is no need to enter 'Friend' as a relationship.)

Congratulations! That's all there is to adding a new family, and with a very little practice it can be quite quick.

Tip! You Can Import Child And Adult Details

The activity that takes the majority of the time when entering families is typing in the adult details. There are typically more adults than children and they all have addresses and phone numbers! There are other ways to get the adult and child information into a family that require less typing.

If you already have your setting's child and adult information in spreadsheets you can save some time by importing them into SuperFox.

This requires some care but can be well worthwhile as all you would then have to do is assemble the adults and children into families and add any missing details. If you intend to do this please read the '**Data Import**' mini guide carefully before getting started.

Tip! You Can Enrol Families Directly From The Waiting List

If you are using the Waiting List in the Family Details section you can enrol and entire family, or you can add a sibling to an existing family from the waiting list with just a couple of mouse clicks. See the **Waiting List** mini guide for more details.

End

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