



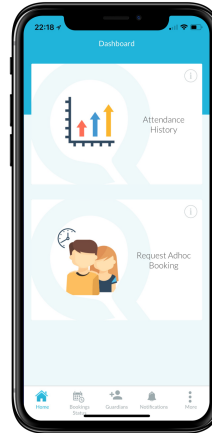
What is Cheqdin?

Cheqdin is a childcare software and mobile app used by Nurseries, Out of School Clubs, Preschools and Childminders across the globe to manage their centres.



Cheqdin helps childcare centres to engage and collaborate more with parents. The software and app are UK based and developed by closely working with early years industry professionals.

The app is completely free of charge to parents and helps you streamline the communication process with your childcare centre. This way you can actively be a part of your child's everyday life whilst in care.



What does Cheqdin do for parents?

With Cheqdin, you are able to receive real-time notifications and other information on your smartphones or tablets, anytime, anywhere.

Cheqdin is a powerful platform packed with lots of features:



- ✓ Get Sign In-Out notifications on a real-time basis
- ✓ View attendance records for your child(ren)
- ✓ Receive Invoices by email and view billing details
- ✓ Submit registration forms online
- ✓ Make online bookings and payments
- ✓ Send and receive messages securely via private chat
- ✓ Get an overview of your child's day at the childcare centre
- ✓ See photos, videos and daily diaries
- ✓ RSVP and add events to your calendar



How does it work?

When a centre registers you as a parent/carer (or after submitting a registration form yourself), you will receive an email confirming your registration. The email will contain your login credentials that you can use to access our mobile apps and online parents portal.

We have two mobile apps which works on most iOS & Android devices:

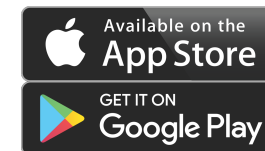


1. Cheqdin
2. Notebook by Cheqdin

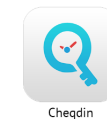
You can use the same login information for both apps and to login to the parents portal.

Where can I download the apps?

Click on the download link below



Or search the App Stores by typing 'Cheqdin' and 'Notebook by Cheqdin'



Need help or have questions? Please contact your childcare centre manager or administrator for more information.

To learn more about Cheqdin, please visit: www.cheqdin.com



Before using the Parents Portal: 🤔

- Before you start, you'll need to have received the login credentials email from Cheqdin with your login details, such as the registered email address and password. You will automatically receive login details when you register for the first time. Please contact your childcare centre manager or administrator to gain access if you haven't registered or received the login credentials.

How can I access the Parents Portal? 🗝️

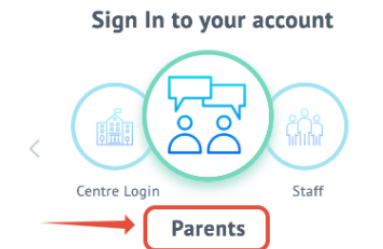
- Once you have received your login credentials by email, simply head to our online parent's portal via any modern web browser:
<https://cheqdin.com/app/portal/public/login?type=parents>
- Ensure that you have selected the 'Parents' login option and not the centre or staff options. Enter your registered email address and password.

What can you do using the Parents Portal? 🌐

- ✓ To submit and manage registration forms
- ✓ To make bookings
- ✓ To view invoices and download receipts
- ✓ To make payments via debit/credit card, direct debit etc., depending on the payment methods accepted by your childcare centre
- ✓ To send and view chat messages
- ✓ The primary parent can update details of the secondary parent

Where can I find more information? 📖

Please visit our parents and carers help centre section for more information:
<https://support.cheqdin.com/support/solutions/folders/48000666422>



Email ID

Password

[Forgot Password?](#)

Login



Parents & Carers: How to sign into the Notebook App?

Before You Start 🤔

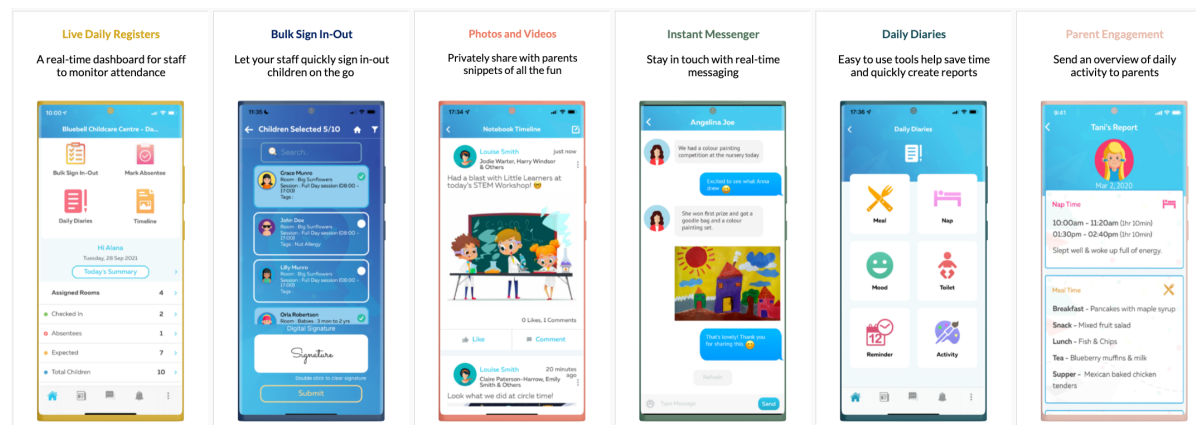
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Using the Notebook App

You can use the same login credentials to access all platforms, such as the online parent's portal, Notebook App and Cheqdin App.

What can you do using the Notebook App? 📱

- ✓ To receive the check-in and check-out notifications for your child(ren)
- ✓ Use Notebook messenger to chat with your centre
- ✓ View photos, videos and posts published to the notebook timeline
- ✓ Like and comment on posts
- ✓ See daily diary reports of your child(ren) posted by the centre
- ✓ Send and receive attachments using the notebook messenger chat





Parents & Carers: How to sign into the Cheqdin App?

Before You Start 🤔

Before you start, you'll need to have received the login credentials email from Cheqdin with your login details, such as the registered email address and password. You will automatically receive login details when you register for the first time. Please contact your childcare centre manager or administrator to gain access if you haven't registered or received the login credentials.

What you can you do using the Cheqdin App? 📱

- ✓ View attendance history
- ✓ Receive check-in and check-out notifications for your child(ren)
- ✓ Receive notifications for any incident/accident reports published (reports are sent by email)
- ✓ RSVP for events and add to calendar option for events

⚠️ **Important Note on Cheqdin App:**

We will be migrating features from the older 'Cheqdin App' to the 'Notebook by Cheqdin' app for optimal user experience. The Cheqdin app will eventually be phased out for parents.

