**Creche System**

**Parent can:**

**Log in** to the parent portal. They can **create an account** if one doesn't already exist. They can request to **reset password** if they have forgotten their password.

They can **register a child** and they can **add the child to the waiting list**. They can also **remove** their child **from waiting list.**

They can **view the status** of their child on the waiting lists.

Once the **child/children are accepted** from the waiting list, they can **pay the fees** associated to the child/children.

They can check a **history of their payments** to the creche.

They can **drop** the child to creche and **collect** the child from creche.

They can **create** **and edit** up to 2 **designated guardians** that are also allowed to drop and collect the child to the creche.

**Minder, Admin and Owner are all staff.**

**All Staff can:**

Can **create and edit account**.

**Log in** to the staff portal. Request a **password reset** in case they forgot password.

**Log their attendance** on the creche management system.

**Admin and Owner can:**

**View** the **Staff Rota.**

**Manage the Staff Rota** for Minders. This means they can **mark** minders **as rostered** or **not rostered** on certain days. They will see any days in which the Minder has requested to be unavailable.

They can view the number of minders that are confirmed as due to work on upcoming days.

They can see a daily, weekly, and monthly view of the number of minders due to attend on certain days.

They can **manage the staff payroll**. This will **create a payment** to minders and admin based on their rate of pay and their attendance.

They can **accept children** from the waiting list.

**Minder can:**

**Check a child in** to mark attendance. They can also **mark a check out time** in case child was collected earlier than finish time.

**Get patent details** to communicate with parents. This includes any **associated designated guardians**.

**Check the rota** to see their upcoming hours to be worked.

**Check** their previous **payroll** to see previous payments.

**Request** certain days **to be marked as unavailable** to work.

**Owner can:**

**Update the rate of pay** for Admin and Minders.

**Adjust the contract end date** for any Staff.

**Adjust** **fee amount** for any child or all children.