



## **IMS ABIDJAN (COMMUNICATION APP)**

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## **Introduction**

The purpose of this “app” is a communication tool between the school (administration and teachers) and the children’s parents.

It is a way to for the school to facilitate the communication with the parents at various levels whether they might be. This will be between teachers and parents.

The main objective is that parents should be able to access their children’s information via phone/tablet about everything to do about their child in a very secured environment.

We take security very seriously and any information about the child must be accessed securely and encrypted.

## **The School**

This is a French and English school consisting of about 87 children between the ages of 15 months to 6 years old. It is imperative that the app is available in French and English and we should be able to communicate in either language.

## **There are 3 sections to the App.**

### **1. Parent/Child profile:**

- Login page – Each parent will be provided with a login ID and password created by the school. (they can’t create tier own login ID’s)
- Message center – Parents can check any messages being sent to them by either the school or specific teachers.
- Picture center – These would be a download area where the school can upload pictures of the child for the specific parent who can download it directly onto their devices.
- Parent profile – Allow parents to change their contact details including emergency details and also be able to specify any food allergies their children might have.
- Daily information – To see what the child ate during the day, and for the small kids what was the bathroom times etc
- School details - Parents should be able to check all the school documents (calendar to show holidays, what’s on the menu etc..)
- Appointment center – Parents should be able to book an available slot for parent teacher meetings (need to know which spots are available according to other parents booking) (a little like doodle) and also be able to inform the school when a child will be absent, inform about any holidays the child will be away for.

## 2. Teacher's profile:

- They need to be able to have all the children's detail relevant to their classrooms.
- Be able to send pictures (securely) to the specific parent with relevant messages
- Inform the parent what the child has eaten using a pre-made selection number (0,1,2,3) without having to type it (with a comment section if needed)
- Be able to write bathroom times (yes or no) without writing it
- Needs to be easy and fast (as they don't have much time)
- Need to have access to the calendar section of the parent teacher meetings
- Have access to the child info from their profile
- The teachers need to receive notification when parents change something (ie: in the parent profile section especially, allergies and pick up authorization).

## 3. Admin section:

- Need to be able to create all the parent's logins ID and passwords
- As well as delete them when they leave the school
- Need to have an overall view of all profile including teachers/parents
  - To see the communication between them just in case
- Need to be able to create the document to send for the parent teacher meetings when it's the time of the year for it.
- Need to be able to create and send notes (pop up) for information evenings (with response attached: present, not present, will answer later: will answer later the pop up comes back two days later automatically until deleted the day after of the event.
- Need to be able to send notifications to specific parents (eg.: payment due, reminders etc...) we have to be able to type in what we want as it changes all the time.
- Be able to modify the download documents (school calendar, menu etc.) change them and add more to each parent profile (need to add them individually but also in group)
- The administration needs to receive notification when parents change something (ie: in the parent profile section especially, allergies and pick up authorization).
- Need to know how much the app is being used by parents

## 4. Functionality required

1. Designed for iPhones and Android operating systems
2. Needs to be esthetically designed (using the school logo)
3. Need to be secure: parent profile as well as children pictures
4. Need to be easy to use and fast on every front

5. Needs to be bilingual (French/English) and be able to choose to work with either for parents and teachers
6. Need to be able to add more features as the app grows
7. We need terms and conditions on the app
8. Privacy and data protection restrictions needs to be mentioned

## **function of the APP in detail.**

### **1. The public section**

When you download the app, you have a small welcome to the app:  
 “Dear parents, welcome to your Ivory Montessori school communication App to login in please enter your id number and password provided by the school”

Login:

Password:

Forgot password (a message will be sent to the admin where we have kept all of them)

### **2. Parent/Child profile:**

- **Login page**: see above
- **Their profile**

They will need to fill it and save it

- Photo of the child (in a nice frame)
- First and last name of the child
- Date of birth
- Gender
- Nationality
- Address
- Name of the class
  - we have four classes, 2 toddlers (bamboo and Iroko), 2 kindergarten (Baobab and Acajou)
- Mother’s first and last name
  - Phone number and e-mail
- Father’s first and last name
  - Phone number and e-mail
- Emergency contact 1
- Emergency contact 2
- Emergency contact 3
- Health :
  - Allergies
    - If yes epipen?
  - Food restrictions
  - Other health issues?
- Pick up authorization person 1: First and last name + photo

- (mandatory)
  - Pick up authorization person 2: First and last name + photo (mandatory)
  - Pick up authorization person 3: First and last name + photo (mandatory)
  - Pick up authorization person 4: First and last name + photo (mandatory)
- ⇒ Can change info anytime

- **Message center:** receive messages only from teachers and administration
  - Cannot reply or send to teacher's profile
  - Can reply (only reply) to administration
- **Picture center:** receive photos from school and can download it directly to their device. Admin will delete them parents can also delete them (how many can be put there? I am not sure.
- **Daily information:** they will receive a notification on that tab
  - How they ate (0, 1, 2, 3) with a comment if a teacher writes one
  - The menu of the day
  - General comment
  - Nap time: receive the number of hours
  - For toddlers: bowel movement: yes or not and how many
  - Minor injuries comment
- **School documents:** download all the PDF or View all the documents added by the administration: school calendar (if possible have it sync to their calendar), routine of the day, school menu, school supplies to buy, rule book etc. documents that we have but changes every year.
- **Appointment center:**
  - Receive the available slots for parent teacher meeting and book the right time for them.
    - Plus receive a reminder the day of (in the am) like a notification
    - They cannot add their name the day of (needs to be closed a day before) and have a message: "the time appointment booking is now closed, please contact the administration to book an appointment"
    - Be able to cancel or change time slot
  - Send a request to book an appointment with teachers with a "what is it regarding" (receive a confirmation by the teacher or a non-confirmation)
    - Time slots: Monday, Tuesday, Thursday, Friday: at 4pm
    - Wednesdays: no appointment available special requests via e-mail.

- **Marketing:**
  - Requirement section: what other tools they need in the app send a comment to this section.
- **Mini club:**
  - Be able to register to afterschool activities
  - Pick dates, and see the prices and times
- **Exchange library:**
  - We have a library at school children can borrow books. They can pick and choose the book they want and see the cover of the book the name, the person who did the donation and if the book is available or not. And a return date.
  - Once the dad has arrived they get a reminder.

### 3. Teacher's profile:

- They need to be able to have all the children's detail relevant to their classrooms:
  - Have their profile as the classroom name (so when the parent chooses the name of the classroom it automatically sync to the classroom profile.
  - They then have the list of all the children (first and last name) with a small picture next to it.
  - They click on the desired child

They can then:

- **Message center:**
  - Be able to send a picture (upload securely) and write a relevant message
- **Daily information:**
  - Inform the parent what the child has eaten using a pre-made selection number (0,1,2,3) without having to type it (with a comment section if needed)
  - The menu of the day (we have a rotation menu: week 1, week 2, week 3... week 6) Monday to Friday (different meals) be able to click on the appropriate week and day without having to type it.
  - General comment: be able to write a comment to parents if needed about above information.
  - Nap time: click the number of hours or minutes
  - For toddlers: bowel movement: be able to click yes or not and how many a day (1,2,3 more)
  - Minor injuries comment: need to write down where on their bodies they got hurt and how. First aid. And a comment section (not to worry parents)
- **Appointment center:**
  - Receive the final parent teacher meeting table when booked.
  - Receive a request for an appointment with a parent

- Send a yes or no confirmation with a comment section for the reason.
  - Also have a cancel appointment button
- Have access to the child info from their profile (all of it) and receive a notification if something has been modified by the parent (safety reasons)

## 5. Admin section:

- Need to be able to create all the parent's logins ID and passwords
  - Needs to be easy (numbers, letters?) the id can be simple as the first name and last name initial
  - The password need to be automatic (so we don't have to think about it) than we keep it in our database.
- Need to have an overall view of all profile including teachers/parents
  - To see the communication between them just in case
  - Have an overview of all the tabs.
- Delete a profile: When a parent is no longer at school we delete a profile they receive a notification: "your profile will be deleted in 24hours" to give time to parents to gather the pictures. We also have an option to give the 24hours or delete it on the spot.
- **Message center:**
  - Send messages to parents (comment)
  - Receive messages from parents when they reply
- **Picture center:** be able to upload pictures to the parent profile
- **School documents:** Upload all the PDF or View all the documents we seem fit
  - Be able to delete and change them when needed
- **Appointment center:**
  - Create the parent teacher meetings.
    - Usually it is for the toddlers: Tuesday and Wednesdays 4pm to 6pm time slots are 20min back to back.
    - for kindergarten: Tuesday: 4pm to 6pm time slots are 20min back to back, Wednesdays: 2pm to 6pm back to back, Thursday: 4pm to 6pm time slots are 20min back to back.
      - We need to be able to modify if needed add another time or another day.
      - Switch parents time slots if needed
      - Have all the control over it.
    - Receive the final table the day before.
    - We can add or remove names the day of.
      - Need to have a print option for that.

- **Mini club:**
  - Be able to enter the different activities, dates, times, price, teacher
  - Be able to change it
- **Exchange library:**
  - We have a library at school children can borrow books. Being able to take a picture of the book, enter title, author and who donated.
- **POP Ups / notifications:**
  - write pop ups when needed: (with response attached: present, not present, will answer later: will answer later the pop up comes back two days later automatically (if we choose that option or another one or none) until deleted the day after the event.
  - The administration needs to receive notification when parents change something (ie: in the parent profile section especially, allergies and pick up authorization.
- **Marketing:**
  - Need to know how much the app is being used by parents.
  - Have a statistics tab diagram also parent by parent (chart)
  - Requirement section: what other tools they need in the app.