



Callejo Inc.

USER MANUAL

Callejo Inc. Childcare Website

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1 Introduction

The Callejo Inc. Childcare website is meant to advertise the Callejo Inc. Childcare business to anyone who stumbles upon the website, as well as allow interested parents to send inquiries to the Childcare owner, act as a parent portal for admitted parents to keep track of their children, and give the owner an easier time managing the business. It is also built to be mobile-friendly and accommodate all browsers (Chrome, Microsoft Edge, etc).

2 Quick Guide

1. Users can look at the landing pages and submit an inquiry request to the admin
2. Parents can sign into the parent portal page, view scheduling, holidays, notifications, and their children's information, as well as view and edit their profile information and directly message the admin
3. The admin can keep track of expenses and edit the data displayed on the scheduling, holiday, and notifications page, as well as process requested inquiries

3 Authentication

As per the request of the client, the users will not be able to create accounts. Instead, they will be able to send inquiries via the “Get Started” page of the website, where they will be able to contact the product owner. Once the product owner and user have tentatively agreed to the service, the owner will create an account and share the login information to the user.

4 Anonymous Users

This section will detail the pages available to Anonymous users, users who are not signed into an account. Prospective parents will be able to view basic information about the childcare business and its operator, as well be able to contact the operator.

4.1 Navigation

Upon entering the site, users will be greeted by the home page. Anonymous users will be able to navigate the site through several placed links as well as the navigation bar.



The Navigation Bar consists of several links which send the anonymous user to the pages available.

4.2 Explaining Each Landing Page

The following pages are the currently available pages to all anonymous users.

- The Home Page - The first page anonymous users should see upon entering the site and the welcoming page. This page can also be navigated to at any point by using the HOME button at the top navigation bar. The page contains a welcoming message for those interested, a button for Learn More, and a button for Get More Details. The bottom of the page contains basic contact information for the business admin.

WELCOME TO CALLEJO INC.!
WHERE PLAY, LEARNING,
AND GROWTH COME
TOGETHER FOR YOUR
CHILD'S HAPPINESS.

[Learn more](#)

The Right Choice For Your Family

The Right Choice For Your Family

Ignite your child's development to new heights!

We firmly believe that a play-based childcare is a source for a safe, stress-free, no-fear, or no-punishment environment. Our approach centers around building positive relationships and meeting our clients exactly where they are in their unique journeys. By creating a welcoming environment where a play-based environment is fun and exciting, we open up the space for meaningful growth to occur. We understand that when a play-based environment is enjoyable, it becomes a catalyst for progress. This allows each child to thrive and reach their full potential.



Connect



Play



Grow

[Get more details](#)[Get more details](#)

- What You Need page - This page describes to prospective parents the steps needed in order to register, as well as provides links to the required documentation

What You Need

Ready for a new approach?

For admitting your child into our childcare, there are two steps:

Step 1

Fill out & sign the California Department of Social Services Community Care licensing forms.
Navigate to the page below to see the necessary documents:

[View Documents Page](#)

Step 2

Sign a contract & acknowledge receipt of policies and procedures.

- Documents for Prospective Parents page - This page contains a table that allows anonymous users to view and/or download any of the necessary documents at any time. The documents are uploaded by the admin.

File Name	Document Type	Actions	
Identification Info Testing Document 1.pdf	IdentificationInfo	Preview	Download
Consent EMT Testing Document 2.jpg	ConsentEMT	Preview	Download
Additional Children Notification Testing Document 2.docx	AdditionalChildren	Preview	Download
Acknowledgement of Notification of Parent's Rights Test Document 2.pdf	ParentRights	Preview	Download
ImmunizationCard 1.jpg	ImmunizationCard	Preview	Download

- Testimonials page - This page describes the activities of the business and contains images for prospective parents to view.

Testimonials

Activities are developmentally appropriate and will enhance your child's growth and abilities. Activities include outside and inside play, arts and crafts, circle time, story time, reading books, singing, music, and movement, as well as educational learning such as letters, letter sounds, numbers, colors, and shapes. A wide variety of toys are also offered for playtime.



- Mission Statement page - This page describes the primary goal of the business with details regarding different areas.

Mission Statement

At Callejo inc. Childcare, Our mission is to provide a safe, nurturing, and stimulating environment where children can learn and grow through play and exploration. We focus on building meaningful relationships and addressing individual needs, our childcare brings together a range of services like never before, offering families a unique and transformative approach to help their child achieve their fullest potential.



Home Based

Providing play-based services in the home allows us to work with your child in their natural environment.



School Based

We have extensive experience providing basic school curriculum that aligns with your child's age group.



Parent Support

We provide continual parental support for the families of admitted children by caring for their children during the day while they work to make a living.

- About Us page - This introduces the childcare operator and her husband, who will be maintaining the website after they receive the product

MEET OUR TEAM

At Callejo Inc. Childcare, our passionate and experienced team is dedicated to providing a nurturing and enriching environment for your child.

Jane Callejo

Founder & CEO



Jane Callejo has been working with children of infant, toddler, and preschool ages since 1991. At California State University, Sacramento, Jane worked at the childcare center as a student assistant for 3 years, assisting in providing care for admitted children at the center while pursuing a BA Degree in Art Education. After graduating, Jane continued to work in the childcare field until becoming a stay-at-home mom after

Samuel Callejo

Co-CEO



Sam Callejo has been co-founder of Callejo inc. and married to Jane for over 20 years, supporting her since her Sac State years. He graduated from the Virginia Military Institute (VMI) in 1989 and served as a second lieutenant in the Air Force up

- Get Started page - This page is for anonymous users who have shown an interest in the business and would like to send their contact information to the business in order to establish contact.

Get in Touch with Us Today!

We're here to answer any questions about our childcare services. Fill out the form below, and our staff will get back to you shortly.

Get Started Today!

Name

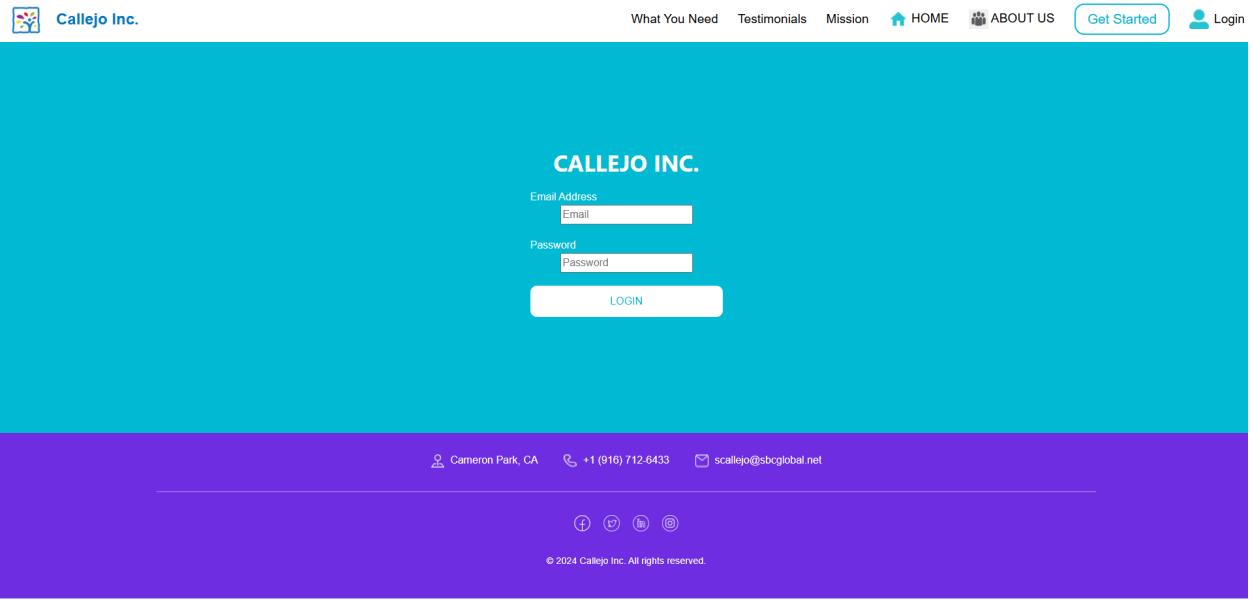
Phone Number

Email

Reason for Inquiry

Submit

- Login page - This page is for users who have been authorized to access their account. The page allows for a simple email and password entry for logging in.



5 Account Creation

This section will detail the account creation process for the product owner. The admin account credentials will be provided to the product owner upon delivery.

5.1 Admin Side User Account Creation

To create a new account, the admin must navigate to the “Accounts” page on the navigation bar.

First Name	Last Name
Alice	J
Chris	L
David	M
Emily	D

At the top of the Accounts page, the admin will find the “Add User”, which they can use to open the account creation menu. The admin must fill out all the fields, and can attach children to the user through the “Add Child” button on the account creation menu. The owner is free to create any random password for the user, the user will be able to change it themselves once they have access to the account- as outlined in **Section 6.9**. Once the admin has filled out all the fields, they must press the “Create Profile” button at the bottom of the account creation menu. Upon successful account creation, the Admin can email the user their account credentials, so that they may access their new account.

First Name	Last Name	Address	City	ZIP	Registration	Actions
Alice	Johnson	910 Pine Blvd	Los Angeles	90001	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
David	Martinez	654 Walnut Ln	Stockton	95207	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Create Profile X

First Name:

Middle Name:

Last Name:

Address:

City:

State:

Zip Code:

Email:

Password:

Phone Number:

Role:

Children

+ Add Child

Create Profile

5.2 Add Children

To add a child to an account, go to the “Accounts” page, outlined in **Section 5.1**, and press the “Edit” button of the account you wish to add a child to. This button is also available during the account

creation process. This will open the child creation menu. Once the Admin has filled out all the required fields, they can press the “Save Changes” button, to confirm the child creation

Davis	456 Birch Rd	CA	<input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Doe	5678 Oak Ave	Zip Code:	<input type="text" value="90001"/>	No file chosen	<input type="button" value="Upload"/>
Smith	123 Elm St	Email:	<input type="text" value="alice.johnson@example.com"/>	No file chosen	<input type="button" value="Upload"/>
Wilson	789 Maple Dr	Password:	<input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Brown	123 Cedar Way	Phone Number:	<input type="text"/>	No file chosen	<input type="button" value="Upload"/>
Taylor	321 Spruce Ct	Role:	<input type="text" value="3"/>	No file chosen	<input type="button" value="Upload"/>
Children				No file chosen	<input type="button" value="Upload"/>
<input type="button" value="+ Add Child"/>				<input type="button" value="Save Changes"/>	
<input type="button" value="Close"/>					

5.3 Multiple Parents

If there are multiple parents associated with an account, it is advised to store both parents but have a single parent associated with the child. Finances are calculated based on the number of children in our database. If there are duplicate children, that will affect the calculations needed to determine total revenue.

6 Logged-in Parent Features

This section outlines the key features available to parents after logging into the childcare system. These tools help parents stay informed and engaged with their child's daily activities, manage personal and emergency information, communicate with administrators, and access important documents and media.

6.1 View Daily Schedule

To view the daily schedule occurring on each day, navigate to the calendar icon in the top navigation bar and click on the “Child’s Schedule” button. You will then see a calendar displayed, and will be able to click on each day to see what is planned. Past dates are hidden.

Clicking on a date that has no schedule will display as follows:

Daily Schedule

April 2025

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Nothing planned on 4/28/2025

Special Events

No special events planned

Selected Day : 4/30/2025

Today

Clicking on a date that has an admin-inputted schedule will display the schedule as follows:

Daily Schedule

May 2025

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

8:00 AM: Kids arrive
9:00 AM: Breakfast
10:00 AM: Circle Time
11:00 AM: Outside playtime
12:00 PM: Lunch, nap time
2:30 PM: Circle Time
3:30 PM: Special event
5:00 PM: Kids leave

Special Events

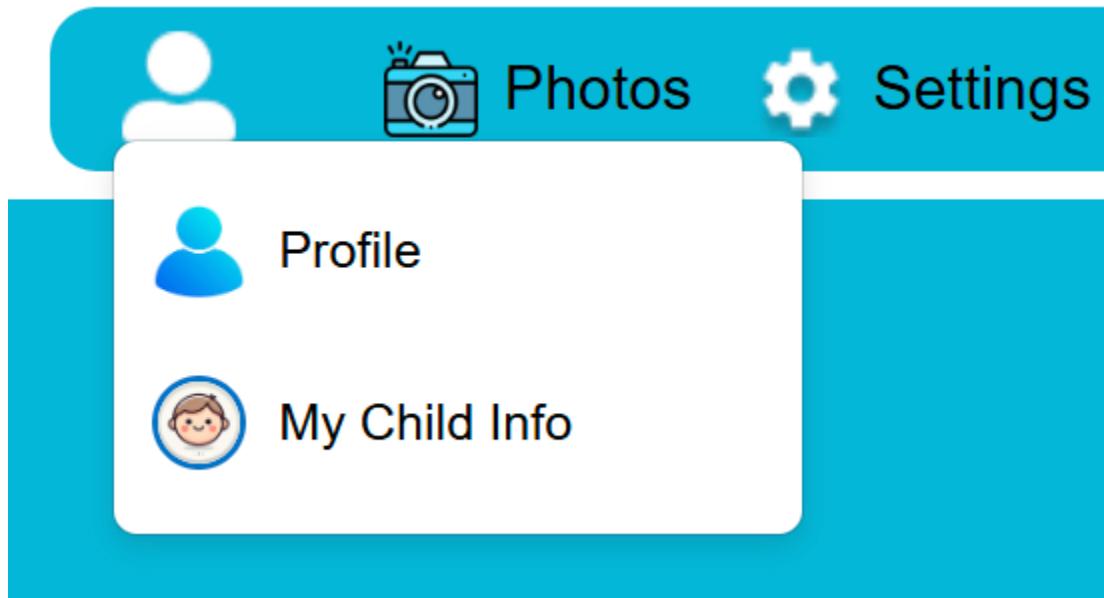
Bring your parents day!

Selected Day : 5/13/2025

Today

6.2 View and Edit Child Information

To view your child information, simply navigate to the profile icon (pictured below) which will bring up a drop down menu. From there, the parents must simply navigate to the “My Child Info” tab.



Once on the page, the parents will be able to see a collection of cards that will display the enrolled children and their basic information (First/Middle/Last name, age). Since some children do not have middle names, we have made it so that the “Middle Name” property of a child can be empty. If a child in the roster does not have a middle name, “N/A” will appear in the child’s “Middle Name” field. If the parent wishes to edit their child’s information, it is as simple as clicking on the edit button on the bottom left of the card, which will open an edit menu

Child Information Overview



First Name: Bill

Middle Name:N/A

Last Name: Hardy

Age: 12

Edit

Child Information Overview



First Name: Bill

Middle Name:N/A

Last Name: Clinton

Age: 9

Edit

Child Information Overview



First Name: Bill
Middle Name: N/A
Last Name: Hardy
Age: 12

Edit

Edit Child Information

First Name:	<input type="text" value="Bill"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Hardy"/>
Age:	<input type="text" value="12"/>

Once the edit menu has been opened, the Parents can change their child's information as they see fit, and save the changes by pressing the "Save" button; however, we have implemented basic input validation. First/Last Name and Age are required fields- if the parents attempt to hit "Save" while these fields are empty, the information will not be saved and instead an error will appear explaining that these are required fields. Age can also be a number, parents are not able to type characters into the "Age" textbox. Since the middle name is not a required field, parents are able to leave this field blank

Edit Child Information

First Name:

Middle Name:

 ! Please fill out this field.

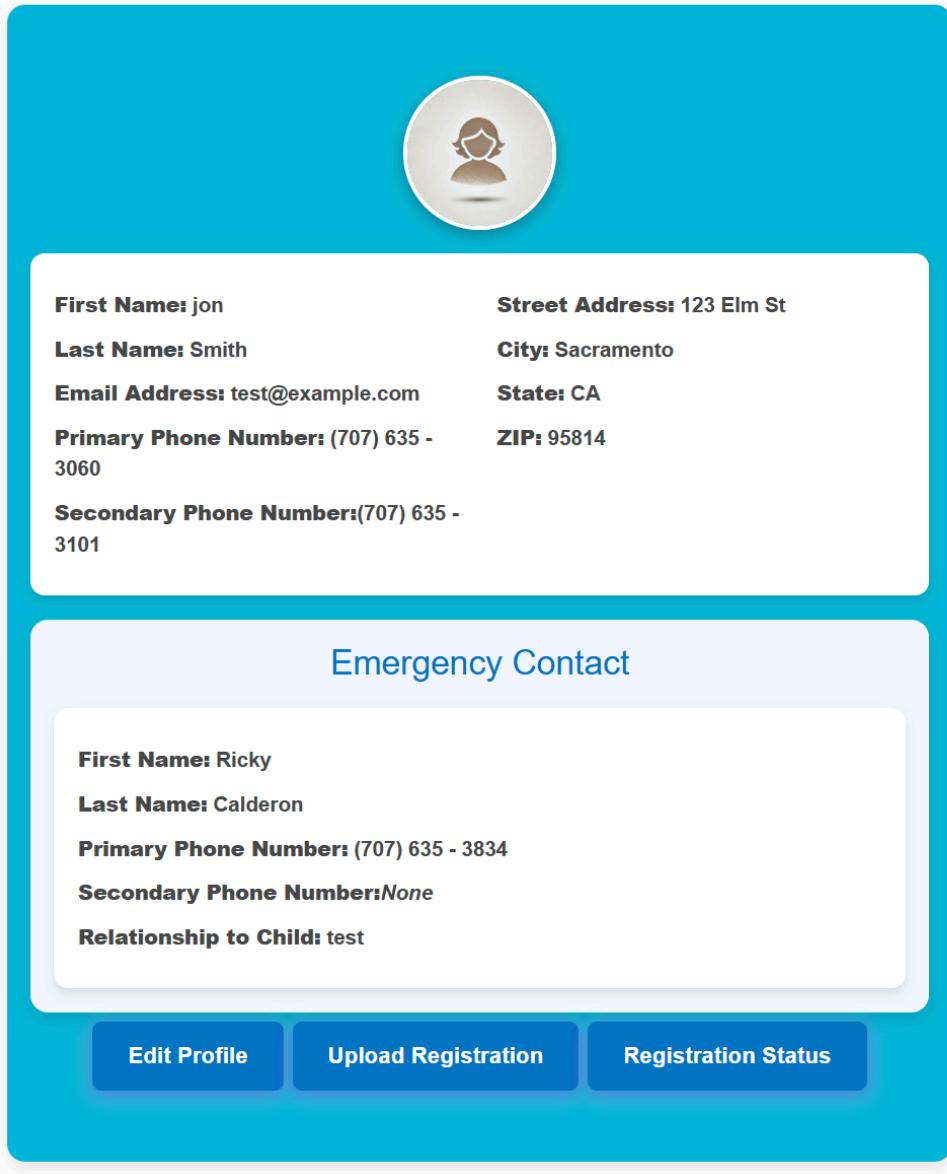
Last Name:

Age:

SaveCancel

6.3 View and Update Profile/Emergency Contact

To navigate to a parents profile page, which will also contain the emergency contact information, simply hover over the profile icon on the navigation bar to bring down the drop down menu. From the drop down menu, simply press on the “Profile” button to navigate to the profile page. From here, parents will be able to view all their basic information, contact information, and emergency contact information.



If the parent wishes to edit either their information or their emergency contact information, they must click on the “Edit Profile” button on the bottom left of the profile card, which will open the edit menu. The edit menu has two pages: the first page contains all the fields for the Parents information; the second page contains all the fields for the emergency contact information. There are arrow buttons at the bottom of the edit menu for the user to navigate between the two pages. Below the arrow buttons are the “Save” and “Cancel” buttons.

Edit Profile

First Name:
jon

Middle Name:
David

Last Name:
Smith

Email:
test@example.com

Primary Phone Number:
(707) 635 3060

Secondary Phone Number:
(707) 635 3101

Street Address:
123 Elm St

City:
Sacramento

State:
CA

ZIP:
95814

Communication ▾

s: 123 Elm St

to

Numb

on

mber: (707) 635 3060

Emergency Contact

First Name:
Ricky

Last Name:
Calderon

Primary Phone Number:
(707) 635 3834

Secondary Phone Number:

Relation To Child:
test

←
→

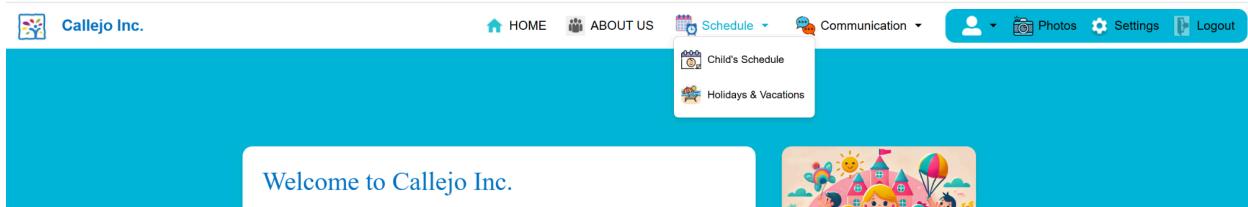
Save
Cancel

This page also contains input validation. The required fields for both the profile and emergency contact are: First/Last Name, Email, Primary Phone Number, Street Address, City, State, Zip. If the user attempts to save their changes with these fields empty, an error will appear and the changes will not be saved. The Middle Name, and Secondary Phone Number fields are not required for either the parent or the emergency contact, they can be left empty with no errors. The Phone number fields contain further input validation.

For the phone numbers, we check two things: that the inputted phone number contains only valid characters, and if the phone number contains at least 10 digits. The valid characters for phone numbers are as listed: all numbers 0-9; the dash “ - “ character; open and close parentheses “ (“) “; spaces “ “. There are various ways to format a phone number, this allows the user to input them in any of these common formats: “123456890”; “123-456-7890”; “ (123) 456-7890”; or any format that is any combination of the allowed characters. The inputted phone number must also contain at least 10 digits, so “123-456” is not a valid phone number, despite having legal characters. If the user attempts to save with an invalid phone number, an error will appear and the users changes will not be saved

6.4 View Holidays & Vacations

To navigate to the Holidays and Vacations page, click on the "Schedule" tab in the top navigation bar:



From the dropdown, select "Holidays & Vacations":



A list of upcoming observed holidays and childcare vacation dates will be displayed in a clean, card-style format:

The screenshot shows the Callejo Inc. homepage with a navigation bar at the top. Below the navigation, there is a section titled "Observed Holidays & Childcare Vacations" which lists three items: "MLK Day", "Spring Break", and "Memorial Day". Each item has a "View Details" button.

- MLK Day**
Type: Holiday
Start Date: January 20, 2025
End Date: January 20, 2025
- Spring Break**
Type: Vacation
Start Date: April 07, 2025
End Date: April 11, 2025
- Memorial Day**

Click "Show Details" on any event to view a short description and the creation date of the holiday entry:

Observed Holidays & Childcare Vacations

This screenshot shows a detailed view of the "MLK Day" entry. It includes the event name, type, start and end dates, and a "Hide Details" button. Below this, a description and creation date are provided.

MLK Day
Type: Holiday
Start Date: January 20, 2025
End Date: January 20, 2025

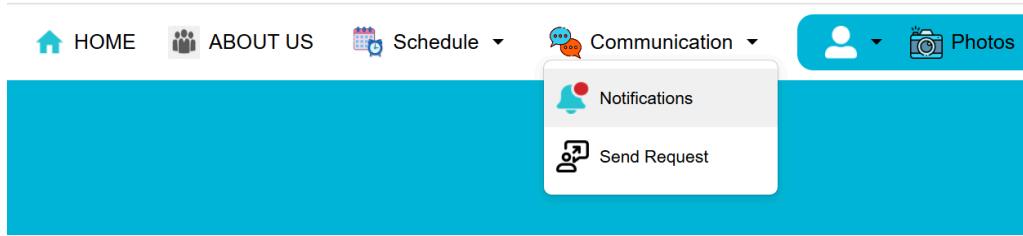
Description: Martin Luther King Jr. Day observed.
Created At: March 27, 2025 10:45

6.5 View Notifications

From the homepage, locate the "Communication" tab in the top navigation bar:

The screenshot shows the Callejo Inc. homepage with the "Communication" tab selected. A sidebar on the right displays "Notifications" and "Send Request" options. A welcome message "Welcome to Callejo Inc." is visible at the bottom left, and a decorative footer graphic is at the bottom right.

Click on "**Notifications**" in the dropdown menu:



You'll see a list of current notifications organized by date:

The image shows a 'Notifications' page with the title 'Notifications' at the top. Below it is a list of three notifications, each in its own box:

- New Activity Alert
Sent on: March 05, 2025 11:00 AM
[Click to Read](#)
- Volunteer Signup
Sent on: March 04, 2025 12:15 PM
[Click to Read](#)
- Picture Day Reminder

Click "Click to Read" on any message to expand and view the full details:

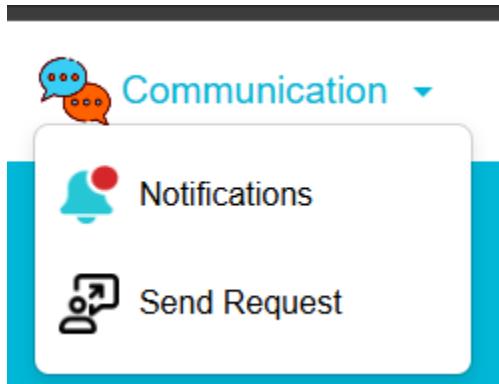
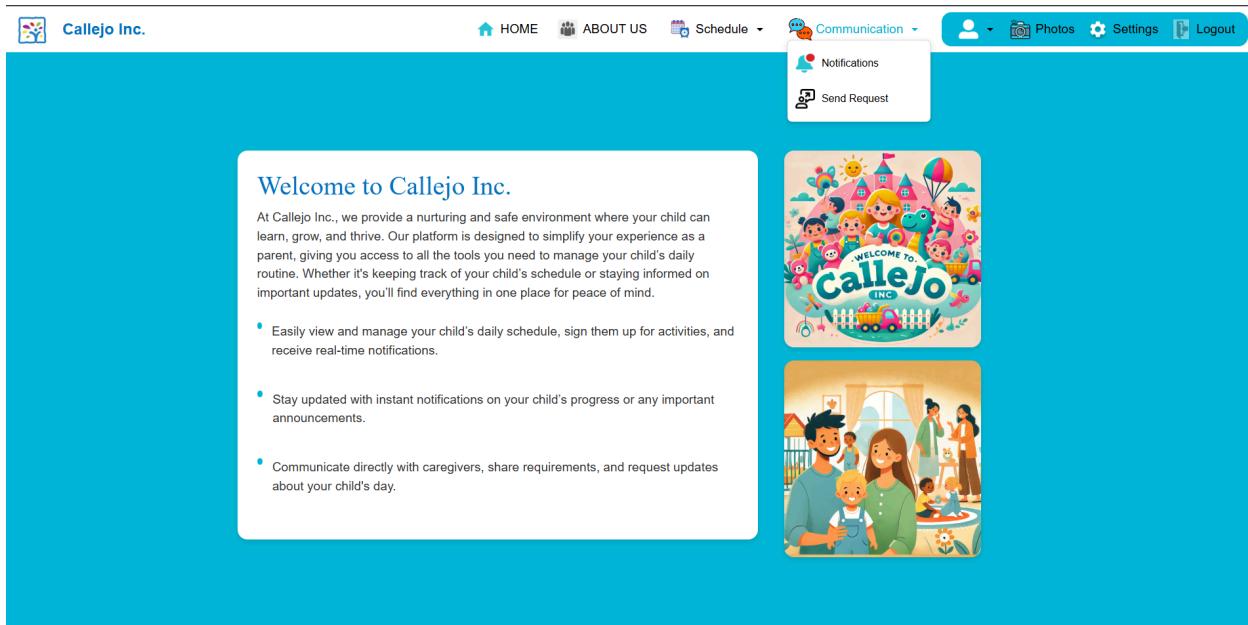
The image shows the same 'Notifications' page as above, but the first notification ('New Activity Alert') is expanded. It contains the following information:

New Activity Alert
Sent on: March 05, 2025 11:00 AM
We've added a new creative play activity on Fridays.
 [Read](#)

The other two notifications ('Volunteer Signup' and 'Picture Day Reminder') are collapsed.

6.6 Send Requests (Messages to Admin)

Parents are able to send notifications to the administrator in special cases. From the parent's profile page, navigate to the Communications tab in the navigation bar and hover to drop down the menu to find the Send Request button.



After clicking the Send Request button, the user will be redirected to the Send Request page where they can enter a title for their notification and a notification. They can then click the submit button at the bottom to submit the notification to the admin.

Send Notification

Request Title:
asdas

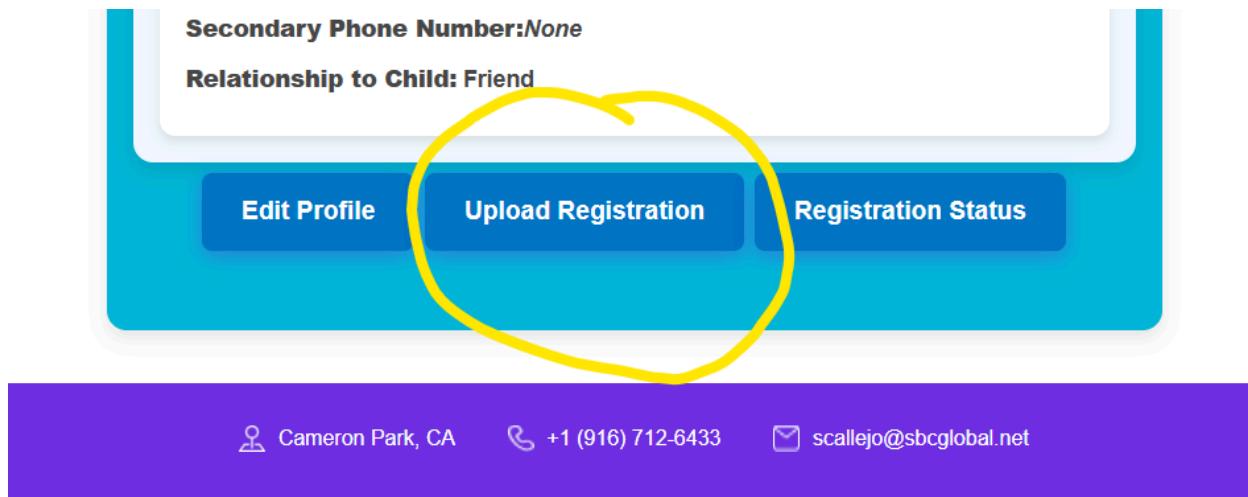
Request:
asd

[Submit](#) [Cancel](#)

These notifications can then be viewed by the admin on their account.

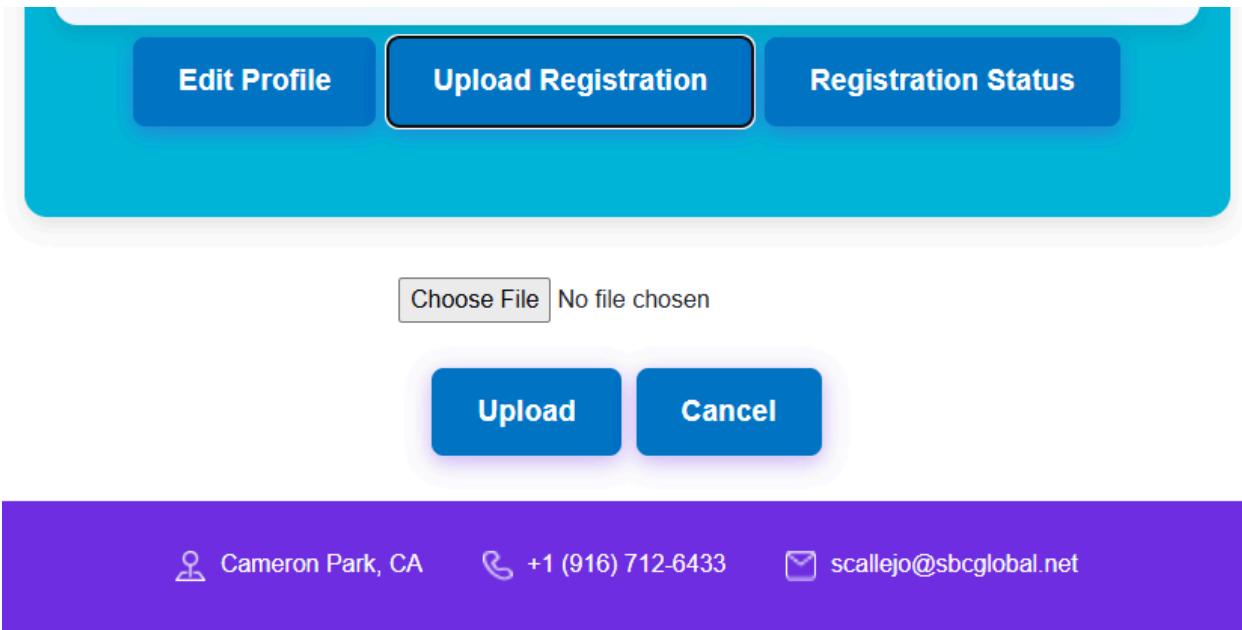
6.7 Upload Registration Documents

Parents can upload the registration documents needed for their children to enroll with the daycare. From the parent's profile page, navigate to the bottom of the page to find the Upload Registration button.



Clicking on this button will bring up the Choose File button, the Upload button, and the Cancel button. The Choose File button will pop up a file explorer window where the parent will be able to select the registration document they want to upload. The Upload button will save the document on their

account in the database. The Cancel button will make the registration buttons disappear, bringing you back to the original look of the page.



Please note:

- There is a 5 MB limit on any registration documents uploaded, and it will only accept PDF files.
- Only one document will be saved at any time. Parents will need to combine documents if they are split into multiple files.
- Only the Upload Registration button will make the registration buttons appear. This button will not make the registration buttons disappear.
- Upon clicking Upload, the registration buttons will disappear whether a file was selected or not, or whether an acceptable file was selected or not.

6.8 View Uploaded Photos

To view the photo gallery, uploaded by the Admin, the user must navigate to the “Photos” page on the navigation bar. From this page, the user will be able to view every picture uploaded by the admin

Welcome to Our Photo Gallery

Enjoy the latest snapshots of our daily activities at Callejo Inc.



6.9 Account Settings – Update Email, Password, Authenticator

To view the account settings, a user must click on the “Settings” button on the top right of the navigation bar, which will take them to the setting page.



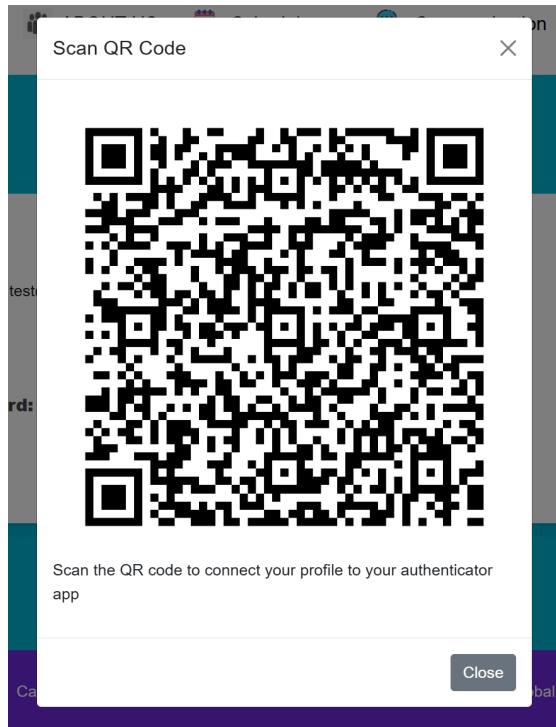
Settings

Email: test@example.com [Change Email](#)

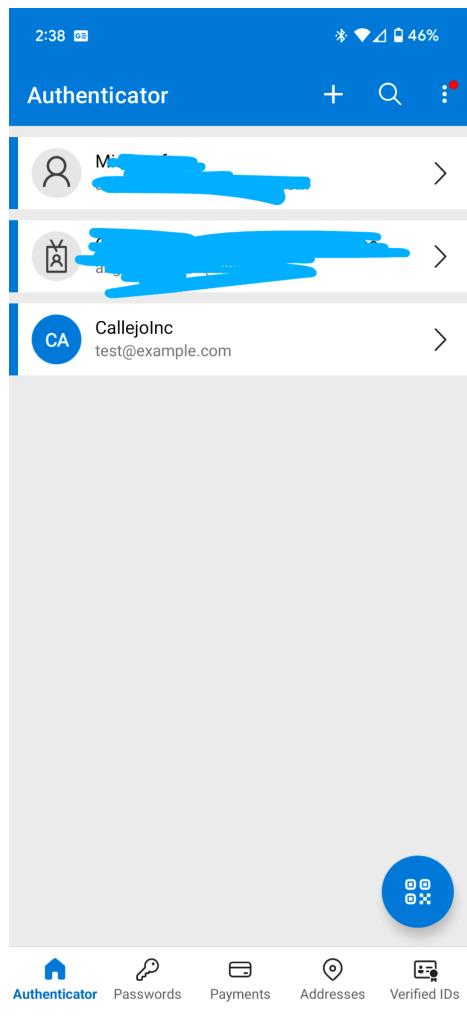
Password: ***** [Change Password](#)

[Connect With Authenticator](#)

This page is where a user can edit their email/password, and it is also where the user can connect their account with an authenticator app. To connect their account to an authenticator app the user must press the “Connect With Authenticator” button, which will bring up a QR code that the user can scan with their phone.



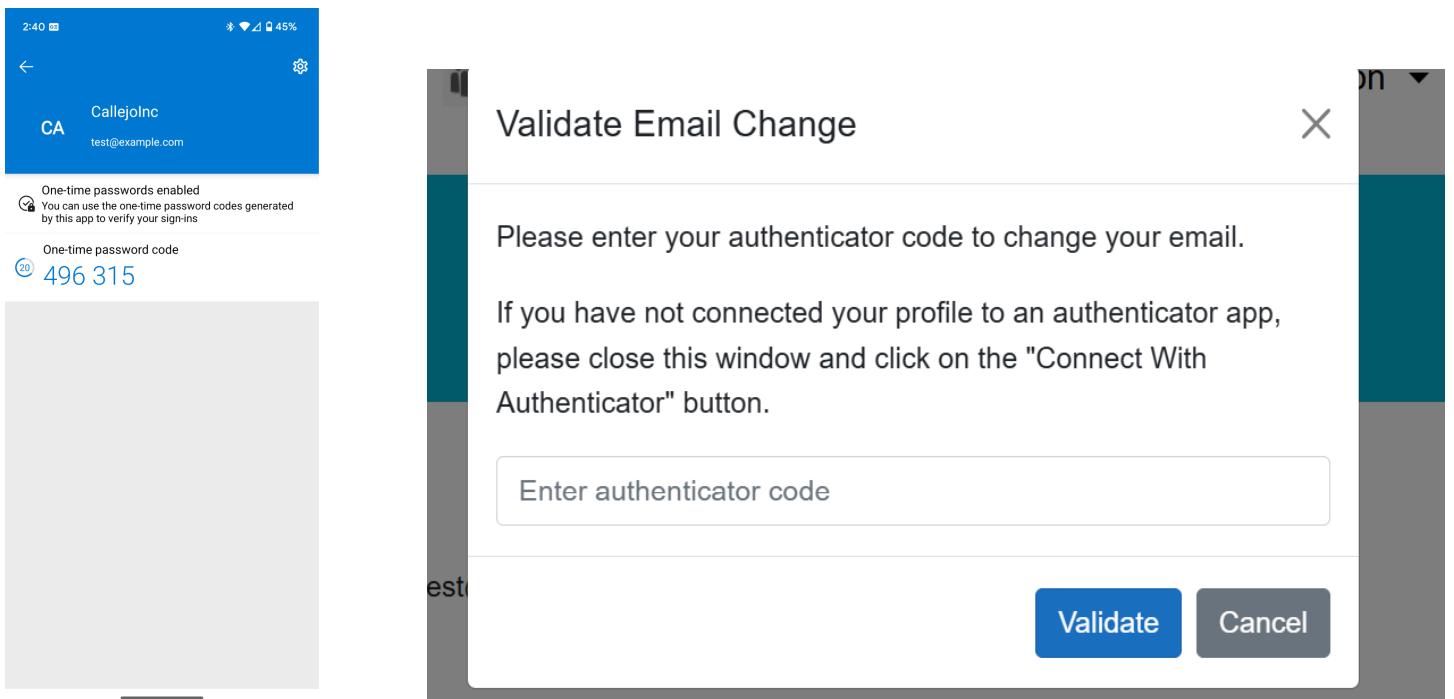
Once the user scans the QR code with their authenticator app, the account will be connected. The account will then appear inside the authenticator app on the lists of connected accounts. The figure below illustrates how it appears in the user's authenticator app



The user will need to connect their account to an authenticator app before they can change their email/password, as those actions require verification.

To change their email or passwords, the user must click on the respective “Change Email” or “Change Password” buttons. When either button is pressed, a verification prompt appears asking users to input the code from their authenticator app into the input box. The user can get the code from their authenticator app by opening the app and pressing on the account, from there the user will see a

screen that constantly displays a code which refreshes every 30 seconds. The verification prompt along with the screen from the authenticator app are both pictured below



The user will be asked to authenticate themselves every time they wish to change their email or password. Once a user successfully authenticates themselves, input boxes appear where they can change their email or password, respectively. Here too, we have implemented input validation. For the email field, we simply check if there's an “@” character in the input. We do not check for specific email domains, because we did not want to limit what emails a user can use for an account. For the password field, we implemented these requirements for the password: must be at least 6 characters; must contain at least one uppercase character; must contain one number; must contain one symbol. If a user attempts to save an invalid change, an error will appear and the changes will not be saved

Settings

Email:

Submit

Cancel

Password:

Submit

Cancel

Connect With
Authenticator

7 Logged-in Admin Features

This section outlines the tools and functionalities available to administrators after logging in. Admins have full access to manage the childcare center's operations—including tracking revenue and attendance, managing users and schedules, handling inquiries and notifications, and uploading important documents. Each feature is designed to simplify daily tasks and improve center-wide communication and organization.

7.1 Dashboard Overview

After logging in, admins are welcomed with a dashboard summary showing key information about the childcare center's performance. This includes:

- Total Revenue – Displays the total income recorded so far.
- Total Active Children – Shows the current number of enrolled children, including infants, toddlers, and preschoolers.
- Upcoming Breaks – Lists scheduled holidays or vacations so admins can plan ahead.

The screenshot shows the Callejo Inc. dashboard. On the left, there is a sidebar with a logo, the company name "Callejo Inc.", and a user name "Jane C.". Below the user name are five navigation links: "Overview" (highlighted in blue), "Accounts", "Expenses", "Inquiries", and "Admin Photos". The main area is titled "Overview" and contains a welcome message: "Welcome back, Admin! Here's a summary of your childcare center's performance." It features three main sections: "Total Revenue" (\$25,000.00, last updated April 01, 2025), "Total Active Children" (25, includes infants, toddlers, and preschoolers), and "Upcoming Breaks" (listing Spring Break (Apr 07 - Apr 11), Memorial Day (May 26 - May 26), and Staff Retreat (Jun 05 - Jun 06)).

This dashboard helps admins quickly assess the center's overall status at a glance:

This is a zoomed-in view of the same dashboard sections as the previous screenshot. It highlights the "Total Revenue" (\$25,000.00, last updated April 01, 2025), "Total Active Children" (25, includes infants, toddlers, and preschoolers), and "Upcoming Breaks" (listing Spring Break (Apr 07 - Apr 11), Memorial Day (May 26 - May 26), and Staff Retreat (Jun 05 - Jun 06)).

7.2 Manage User Accounts

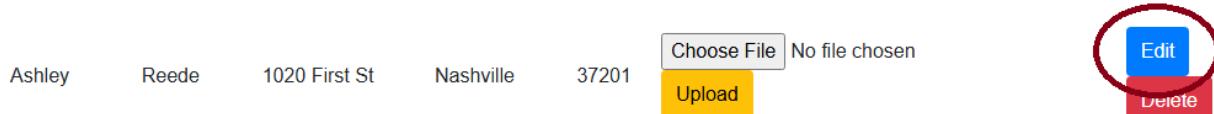
The “Accounts” page is where the Admin can manage all user accounts. From here, the Admin may edit, delete, or even create new accounts by pressing on the corresponding buttons. The “Add User” functionality is detailed in section 5.1. The “edit” and “Delete” functionality will be detailed in the following sections.

Accounts

Users						Add User
First Name	Last Name	Address	City	ZIP	Registration	Actions
Ashley	Reede	1020 First St	Nashville	37201	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Brian	Hughes	350 Hilltop Dr	Columbus	43215	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chris	Lee	456 Redwood Pkwy	Irvine	92612	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Christopher	Ramirez	777 Broadway	New York	10001	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Daniel	Gray	789 Elm St	Seattle	98101	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
David	Martinez	654 Walnut Ln	Stockton	95207	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

7.2.1 Edit User Information

To edit a user's information, simply click on the blue "Edit" button next to the user you would like to make changes to, and an interface will pop up allowing you to make any changes to the user's information. Click "Save" at the bottom to ensure any changes made are saved in the system.



Edit Profile X

First Name:
Ashley

Middle Name:
Elizabeth

Last Name:
Reede

Address:
1020 First St

City:
Nashville

State:
TN

Zip Code:
37201

Email:
ashley.reed@example.com

Password:

Phone Number:

Role:
3

Children

First Name:
Reede

Middle Name:

Last Name:
Mag

Age:
10

[+ Add Child](#)

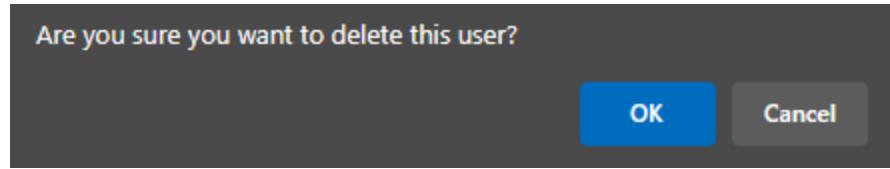
Save Changes

Close

7.2.2 Delete Users

To delete/remove a user from the system, simply click on the red “Delete” button next to the user and click “ok” to confirm the deletion.





Children

First Name:

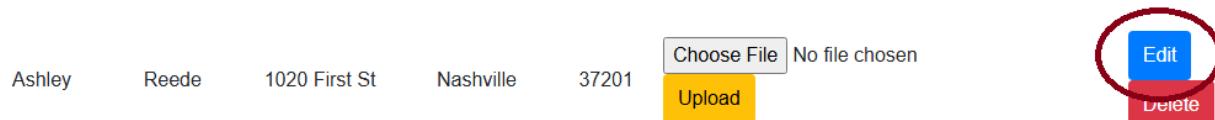
Middle Name:

Last Name:

Age: -

7.2.3 Remove Children from a User

To remove a child to an existing user, simply click on the blue “Edit” button next to the user you wish to remove a child from, and then click on the red “-” button next to the child’s information. Click “Save” at the bottom to ensure any changes made are saved in the system.



Children

First Name:
Reede

Middle Name:

Last Name:
Mag

Age:
10
 

+ Add Child

Save Changes

7.3 Track Expenses

The financial section of the system is designed to give you a clear overview of your business's revenue, expenses, and profit. Total revenue is automatically calculated based on the number of enrolled students multiplied by a fixed rate, which is set within the system. This ensures that revenue updates in real time as student enrollment changes. On the other side, expenses are entered manually by the admin. These can include payroll, supplies, rent, or any other operating costs. As each expense is added, the system adds it to the total expenses sum. Finally, the system calculates total profit by subtracting the total expenses from the total revenue. This provides a simple yet effective way to monitor the financial health of your business at a glance.

Total Profit \$14,690.00	Total Revenue \$25,000.00	Total Expenses \$10,310.00															
Expenses		Create Expense															
Groceries																	
<table border="1"> <thead> <tr> <th>Date</th><th>Amount</th><th>Note</th><th>Receipt</th><th>Actions</th></tr> </thead> <tbody> <tr> <td>04/13/2025</td><td>\$50.00</td><td>table column test</td><td>Download</td><td>Edit Delete</td></tr> <tr> <td>03/27/2025</td><td>\$10,000.00</td><td>Edit Test</td><td>Download</td><td>Edit Delete</td></tr> </tbody> </table>			Date	Amount	Note	Receipt	Actions	04/13/2025	\$50.00	table column test	Download	Edit Delete	03/27/2025	\$10,000.00	Edit Test	Download	Edit Delete
Date	Amount	Note	Receipt	Actions													
04/13/2025	\$50.00	table column test	Download	Edit Delete													
03/27/2025	\$10,000.00	Edit Test	Download	Edit Delete													
Supplies																	
<table border="1"> <thead> <tr> <th>Date</th><th>Amount</th><th>Note</th><th>Receipt</th><th>Actions</th></tr> </thead> <tbody> <tr> <td>04/12/2025</td><td>\$10.00</td><td>toast test</td><td>Download</td><td>Edit Delete</td></tr> </tbody> </table>			Date	Amount	Note	Receipt	Actions	04/12/2025	\$10.00	toast test	Download	Edit Delete					
Date	Amount	Note	Receipt	Actions													
04/12/2025	\$10.00	toast test	Download	Edit Delete													

7.3.1 Add Expenses

To add expenses, simply click on the button in the top right portion of the screen. Enter in the amount, date, type of expense, and attach a PDF receipt of the receipt. This information will then be used to calculate other finance information. A confirmation message will appear in the bottom-right corner when the expense is created successfully.

New Expense Entry

Amount:

Date:

Category

Notes

Receipt

 No file chosen

7.3.2 Edit Expenses

To edit expenses, click the edit button for the expense you wish to edit. A new receipt PDF may be uploaded if needed, but otherwise this field can be left alone. A confirmation message will appear in the bottom-right corner when the expense is edited successfully.

7.3.3 Delete Expenses

To delete expenses, click the delete button next to the expense you need to delete. This will remove the value from the sum and recalculate the expenses. A confirmation message will appear in the bottom-right corner when the expense is deleted successfully.

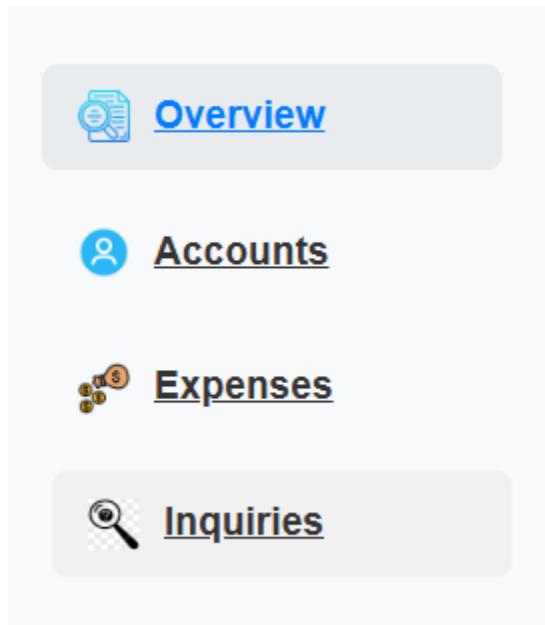
7.3.4 Download Receipt

To download the receipt associated with an expense entry, click the Download button. This will save the receipt onto your computer as 'receipt.pdf'.

7.4 View and Respond to Inquiries

Admins are able to view *inquiries* that have been submitted by prospective customers.

Once logged into the admin side profile, admins will then have access to an *Inquiries* page.



Click the *Inquiries* button to navigate to the admin side inquiry viewer.

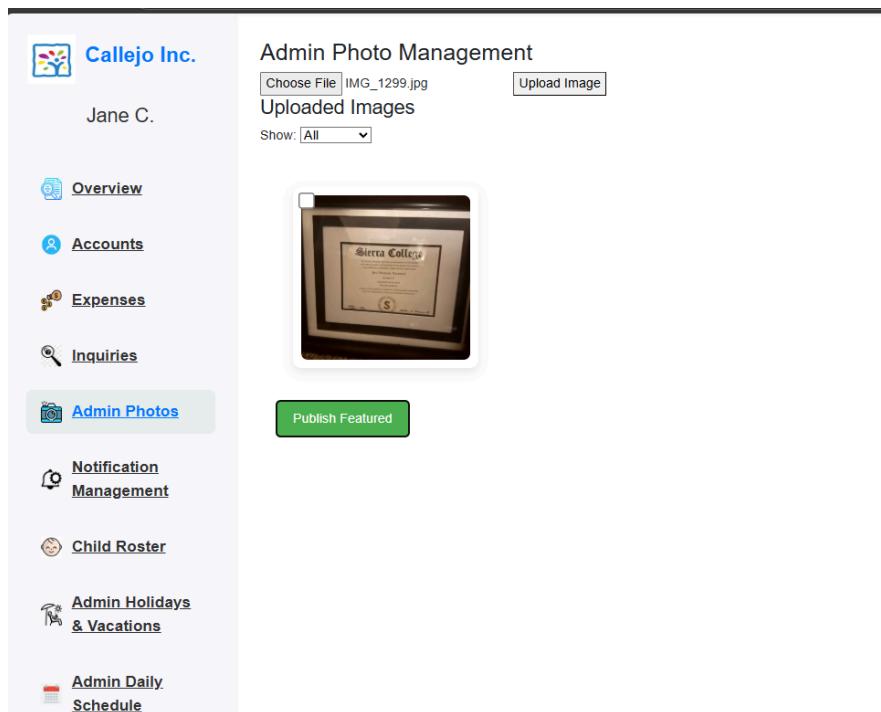
Inquiries

On the admin side *Inquiries* page, the admin will be able to view an ordered list of all inquiries based on the most recent submission. From there, admins can decide to contact these customers via cell or email.

Admins will also be able to delete inquiries once contact satisfaction has been met.

7.5 Upload and View Admin Photos

To upload photos to the photo gallery, the Admin must navigate to the “Admin Photos” section of the navigation bar, which will take them to the photo management page. From here, the admin can submit new photos from their local machine by first pressing on the “choose file” button. Once the file has been selected, they can press the “upload image” button, which will upload the photo onto the admin preview. The admin preview is simply a collection of every photo uploaded onto the website by the admin. In order to choose which photos to publish, the admin must click on the photos they want published and press the “Publish Featured” button. This will officially publish the photo onto the photo gallery for all users to see. In order to unpublish the photo, the Admin must unselect the photo and once again press the “Publish Featured” button, which will update the photo gallery to no longer include the unchecked photo. The photos which are currently published are denoted by the check mark on the top left of the photo, where an empty box denotes an unpublished photo and a checked off box signifies a published photo



7.6 Manage Notifications

The Admin has full control over managing notifications sent to parents. From the notifications dashboard, Admins can view all sent messages, along with parent IDs, message titles, timestamps, and available actions. Each notification can be created, updated, or deleted to ensure parents stay informed.

The screenshot shows the 'Admin Notifications Management' page. On the left, a sidebar lists various administrative tasks: Overview, Accounts, Expenses, Inquiries, Admin Photos, Notification Management (which is selected), Child Roster, Admin Holidays & Vacations, Admin Daily Schedule, and New Parent. The main area displays a table of notifications:

Parent ID	Title	Message	Sent On	Actions
0453e93a-3c15-420f-9087-64bb21f70fdf	Reminder: Bring Water Bottles	Children must bring reusable water bottles.	2025-03-15 10:10	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	New Drop-off Procedure	We are updating our drop-off area for better safety.	2025-03-14 07:30	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	Art Gallery Opening	Student artwork will be on display next week.	2025-03-13 16:00	<button>Edit</button> <button>Delete</button>
dd1c577f-1dc2-4067-b0f4-5b8048194614	Teacher Appreciation	Thank you to our amazing teachers!	2025-03-12 14:20	<button>Edit</button> <button>Delete</button>
b9e5e385-12bc-4c1f-b9cd-48adde546686	Field Trip Reminder	Don't forget to pack a lunch for the zoo trip.	2025-03-11 09:15	<button>Edit</button> <button>Delete</button>
b9e5e385-12bc-4c1f-b9cd-48adde546686	New Policy Update	Please review our updated drop-off policy.	2025-03-10 08:45	<button>Edit</button> <button>Delete</button>
4ba6f484-c5ed-4a23-afc9-371e1a0fac3c	Parent Conference Reminder	Your conference is scheduled for March 12.	2025-03-09 10:00	<button>Edit</button> <button>Delete</button>
4ba6f484-c5ed-4a23-afc9-371e1a0fac3c	Spring Celebration!	Join us for the spring party on March 15.	2025-03-08 09:30	<button>Edit</button> <button>Delete</button>
4ba6f484-c5ed-4a23-afc9-371e1a0fac3c	Lunch Menu Update	This month's menu includes vegetarian options.	2025-03-07 15:00	<button>Edit</button> <button>Delete</button>
4ba6f484-c5ed-4a23-afc9-371e1a0fac3c	Newn	new	2025-03-06 19:11	<button>Edit</button> <button>Delete</button>

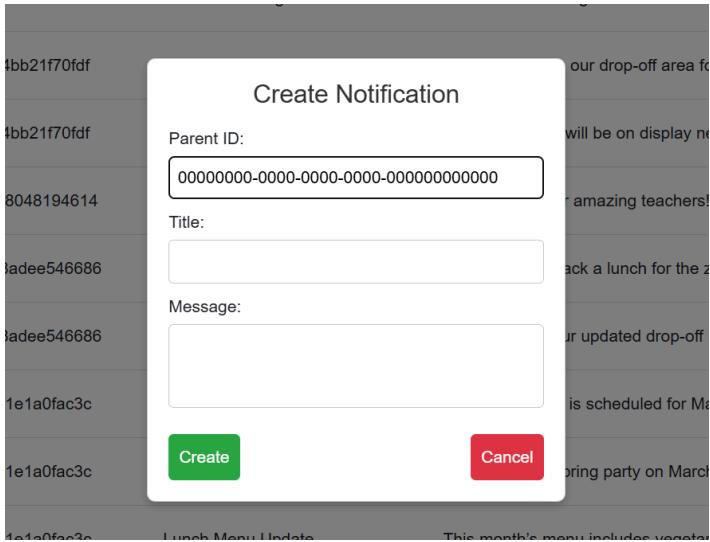
At the bottom, it says 'Page 1 of 3' and 'Next'.

7.6.1 Create Notifications

To create a new notification:

- Click on "Create Notification".
- Enter the Parent ID, a Title, and the Message content.
- Click Create to send the notification.

[Create Notification](#)

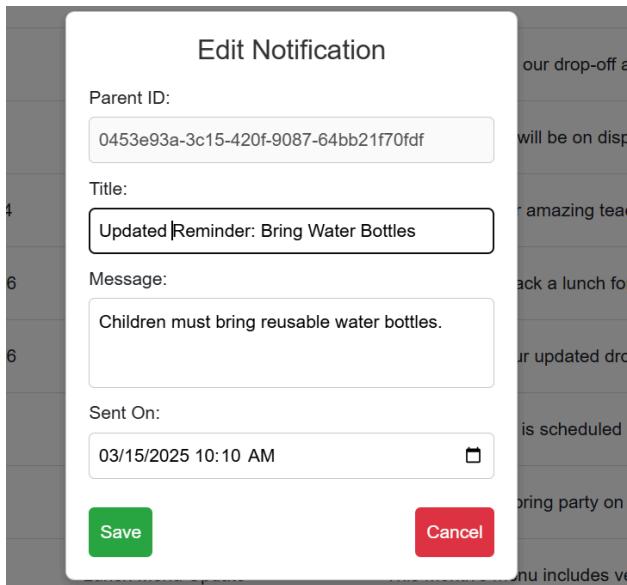


7.6.2 Update Notifications

To update an existing notification:

- Click the Edit button next to a notification.
- Modify the title, message, or scheduled time.
- Click Save to confirm changes.

Parent ID	Title	Message	Sent On	Actions
0453e93a-3c15-420f-9087-64bb21f70fdf	Reminder: Bring Water Bottles	Children must bring reusable water bottles.	2025-03-15 10:10	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	New Drop-off Procedure	We are updating our drop-off area for better safety.	2025-03-14 07:30	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	Art Gallery Opening	Student artwork will be on display next week.	2025-03-13 16:00	<button>Edit</button> <button>Delete</button>



7.6.3 Delete Notifications

To delete a notification:

- Click the Delete button next to the relevant notification.
- The entry will be immediately removed from the list.

Parent ID	Title	Message	Sent On	Actions
0453e93a-3c15-420f-9087-64bb21f70fdf	Reminder: Bring Water Bottles	Children must bring reusable water bottles.	2025-03-15 10:10	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	New Drop-off Procedure	We are updating our drop-off area for better safety.	2025-03-14 07:30	<button>Edit</button> <button>Delete</button>
0453e93a-3c15-420f-9087-64bb21f70fdf	Art Gallery Opening	Student artwork will be on display next week.	2025-03-13 16:00	<button>Edit</button> <button>Delete</button>

7.7 View Child Roster

To view a list of all enrolled children, the Admin must navigate to the “Child Roster” page from the navigation bar on the left. From this page, the Admin will be able to view basic information from all children currently enrolled in the daycare

Child Roster

First Name: Aria Middle Name: N/A Last Name: Hughes Age: 3	First Name: Ava Middle Name: N/A Last Name: Gray Age: 2
First Name: Bill Middle Name: N/A Last Name: Clinton Age: 9	First Name: Chloe Middle Name: N/A Last Name: Ramirez Age: 4
First Name: Dav Middle Name: N/A Last Name: Pak Age: 4	First Name: Ella Middle Name: N/A Last Name: Martinez Age: 3
First Name: Emma Middle Name: N/A Last Name: Brown Age: 4	First Name: Ethan Middle Name: N/A Last Name: Morris Age: 3

7.8 Manage Holidays & Vacations

Admins can view, add, edit, and delete holiday and vacation dates that impact the childcare schedule.

Admin Holidays & Vacations Management

Title	Type	Start Date	End Date	Description	Created At	Actions
MLK Day	Holiday	2025-01-20	2025-01-20	Martin Luther King Jr. Day observed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Spring Break	Vacation	2025-04-07	2025-04-11	Spring break for students and staff.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Memorial Day	Holiday	2025-05-26	2025-05-26	Memorial Day observed - center closed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Staff Retreat	Vacation	2025-06-05	2025-06-06	Annual retreat for staff and administrators.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Summer Break	Vacation	2025-07-01	2025-07-10	Childcare center closed for summer vacation.	2025-02-14 09:01	<button>Edit</button> <button>Delete</button>
Independence Day	Holiday	2025-07-04	2025-07-04	Independence Day holiday.	2025-02-27 12:33	<button>Edit</button> <button>Delete</button>
Labor Day	Holiday	2025-09-01	2025-09-01	Labor Day holiday for employees.	2025-02-27 12:32	<button>Edit</button> <button>Delete</button>
Teacher In-Service Day	Holiday	2025-10-11	2025-10-11	Professional development day for staff.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Fall Break	Vacation	2025-10-14	2025-10-16	Short fall break for students and teachers.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Veterans Day	Holiday	2025-11-11	2025-11-11	Veterans Day - school closed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>

7.8.1 Add Breaks

To add a new holiday or vacation, click "Create Holiday/Vacation", fill in the title, type (Holiday or Vacation), start date, end date, and description, then click Create:

The image displays two side-by-side screenshots of a 'Create Holiday/Vacation' form. Both screenshots show the same interface with the following fields:

- Title: An empty input field.
- Type: A dropdown menu with three options: 'Holiday', 'Vacation', and 'Other'. In the right screenshot, 'Holiday' is selected and highlighted in blue.
- Start Date: A date input field showing '04/01/2025' with a calendar icon.
- End Date: A date input field showing '04/02/2025' with a calendar icon.
- Description: An empty input field.
- Create: A blue button.
- Cancel: A grey button.

In the right screenshot, the 'Type' dropdown is open, and 'Holiday' is the selected option.

7.8.2 Edit Breaks

To modify an existing break, click Edit,

Title	Type	Start Date	End Date	Description	Created At	Actions
MLK Day	Holiday	2025-01-20	2025-01-20	Martin Luther King Jr. Day observed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Spring Break	Vacation	2025-04-07	2025-04-11	Spring break for students and staff.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Memorial Day	Holiday	2025-05-26	2025-05-26	Memorial Day observed - center closed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>

update the information in the form (title, type, dates, or description), and click Update to save changes:

The image displays two screenshots of a 'Edit Holiday/Vacation' form. Both screenshots show the same fields: Title, Type, Start Date, End Date, and Description. In the first screenshot, the 'Type' field contains 'Holiday'. In the second screenshot, the 'Type' field is open, showing three options: 'Holiday', 'Holiday', and 'Vacation'. The 'Vacation' option is highlighted with a blue background. The 'Update' and 'Cancel' buttons are at the bottom of each form.

7.8.3 Delete Breaks

To remove a holiday or vacation, simply click Delete next to the entry you want to remove:

Title	Type	Start Date	End Date	Description	Created At	Actions
MLK Day	Holiday	2025-01-20	2025-01-20	Martin Luther King Jr. Day observed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Spring Break	Vacation	2025-04-07	2025-04-11	Spring break for students and staff.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>
Memorial Day	Holiday	2025-05-26	2025-05-26	Memorial Day observed - center closed.	2025-03-27 10:45	<button>Edit</button> <button>Delete</button>

7.9 Manage Daily Schedules

To add a schedule, click on a date on the calendar and then enter a schedule into the top text box.

The recommended formats are as follows:

8:00 AM: Kids arrive 9:00 AM: Breakfast 4:00 PM: Circle time 5:00 PM: Kids leave	8:00 AM - 8:30 AM: Kids arrive 9:00 AM - 9:30 AM: Breakfast 3:30 PM - 4:00 PM: Circle Time 4:30 PM - 5:00 PM: Kids leave
---	---

Special events can be added to the bottom text box, but can be left blank

April 2025						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Today

Selected Day : 4/21/2025

Daily schedule on 4/21/2025

Special Events

Submit

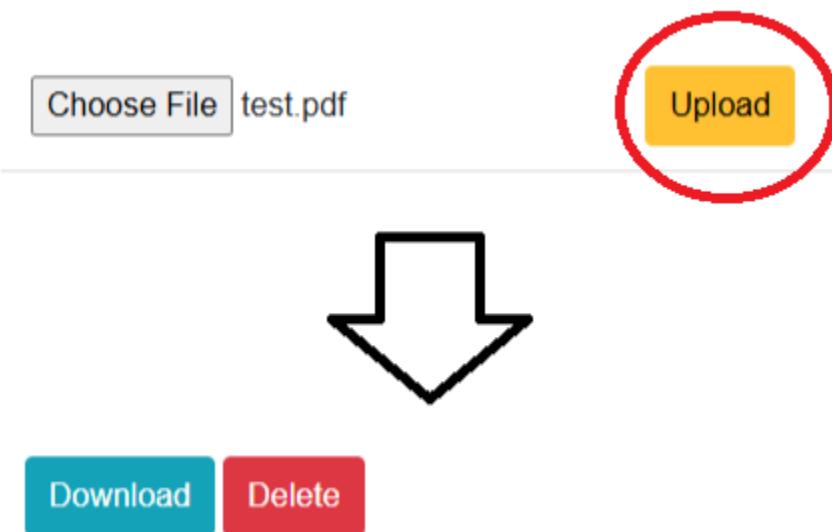
7.10 Upload and View Submitted Parent Documents

From the Accounts tab, the admin can upload and download the registration documents for any parent/child as needed

Accounts

Users							Add User
First Name	Last Name	Address	City	ZIP	Registration	Actions	
John	Smith	123 Elm St	Sacramento	95814	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Jonathan	Bennett	250 Lakeview Rd	Austin	78701	<input type="button" value="Download"/> <input type="button" value="Delete"/>		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Kevin	Cooper	210 River Rd	Atlanta	30303	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Laura	Foster	89 Cedar Ave	Phoenix	85001	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Michael	Wilson	789 Maple Dr	Fresno	93721	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Michael	Mitchell	567 Oak Ave	Houston	77001	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Rachel	West	33 Bridge St	Philadelphia	19102	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Robert	Brown	123 Cedar Way	San Diego	92101	<input type="button" value="Download"/> <input type="button" value="Delete"/>		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Sam	Callejo	435 Coach rd	Folsom	93242	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

To upload the registration document, click on the Choose File button for the account you wish to associate the file with. This will pop up a file explorer window where you will select the file you want to upload. Once the file is selected, its name will be displayed next to the button. Click Upload to save the file to the database under that parent's account. The Choose File and Upload buttons will then be replaced with Download and Delete buttons.



To download any registration document, simply click the Download button. The file will be saved as 'firstname_lastname_registration.pdf'.

A screenshot of a web page showing a registration document for 'Jonathan Bennett'. The document details are: Name: Jonathan Bennett, Address: 250 Lakeview Rd, City: Austin, Zip: 78701. Below the details is a 'Download' button (blue with white text) and a 'Delete' button (red with white text). A large black arrow points downwards from the 'Download' button. Below the buttons is a file preview: a small PDF icon followed by the filename 'Jonathan_Bennett_registration.pdf', its size '90.2 KB', and the upload timestamp '5 minutes ago'.

To delete any registration document, simply click the Delete button. This will remove the file from the parent's account, allowing you or them to upload a new file.

A screenshot of a web page showing a registration document for 'Jonathan Bennett'. The document details are: Name: Jonathan Bennett, Address: 250 Lakeview Rd, City: Austin, Zip: 78701. Below the details is a 'Download' button (blue with white text) and a 'Delete' button (red with white text). A large black arrow points downwards from the 'Delete' button. Below the buttons is a file upload section: 'Choose File' with the placeholder 'No file chosen' and a yellow 'Upload' button.

Please note:

- There is a 5 MB limit on any registration documents uploaded, and it will only accept PDF files.
- Only one document per parent can be saved at any time. You will need to combine documents if they are split into multiple files.