



The Early Years Log

Documentation for Parents

April 2014

Early Years Foundation Stage (EYFS)

Introduction

The Early Years Foundation Stage (EYFS) is the time in your child's life between birth and age 5. This is a very important stage as it helps your child get ready for school as well as preparing them for their future learning and successes. Your child's early years' experience should be happy, active, exciting, fun and secure; and support their development, care and learning needs.

Nurseries, pre-schools, reception classes and childminders registered to deliver the EYFS must follow a legal document called the Early Years Foundation Stage Framework.

EYFS Framework

The EYFS Framework exists to support all professionals working in the EYFS to help your child, and has been developed with a number of early years' experts and parents. In 2012 the framework was revised to make it clearer and easier to use, with more focus on the things that matter most and has a greater emphasis on the role of parents in helping your child develop. It sets out:

- The legal welfare requirements that everyone registered to look after children must follow to keep your child safe and promote their welfare
- The 7 areas of learning and development which guide professionals' engagement with your child's play and activities as they learn new skills and knowledge
- Assessments that will tell you about your child's progress through the EYFS
- Expected levels that your child should reach at age 5, usually the end of the reception year; these expectations are called the "Early Learning Goals (ELGs)"

There is also guidance for the professionals supporting your child on planning the learning activities, and observing and assessing what and how your child is learning and developing.

What does it mean for me as a parent?

Ensuring my child's safety

Much thought has been given to making sure that your child is as safe as possible. Within the EYFS there is a set of welfare standards that everyone must follow. These include the numbers of staff required in a nursery, how many children a childminder can look after, and things like administering medicines and carrying out risk assessments.

Quality

You can find out about the quality of your child's nursery or childminder in relation to the EYFS Framework by checking what the Government's official inspection body for early years, Ofsted, has to say about it. You can find this information at www.ofsted.gov.uk/inspection-reports/find-inspection-report.

Understanding the child's learning

The EYFS Framework explains how and what a child will be learning to support their healthy development. A child will learn skills, acquire new knowledge and demonstrate their understanding through 7 areas of learning and development.

The **prime** areas begin to develop quickly in response to relationships and experiences, and run through and support learning in all other areas. The prime areas continue to be fundamental throughout the EYFS.

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

The **specific** areas include essential skills and knowledge. They grow out of the prime areas, and provide important contexts for learning.

- **Literacy**
- **Mathematics**
- **Understanding the World**
- **Expressive Arts and Design**

These 7 areas are used to plan your child's learning and activities. The key person will make sure that the activities are suited to the child's unique needs.

The ways in which the child engages with other people and their environment – playing and exploring, active learning, and creating and thinking critically – underpin learning and development across all areas and support the child to remain an effective and motivated learner.

How can I help with my child's learning?

All the fun activities that you do with your child at home are important in supporting their learning and development, and have a really long lasting effect on your child's learning as they progress through school. Your child's Nursery will be able to give you ideas specifically to support your child's development, for example:

- Sing and tell nursery rhymes
- Cook / bake together
- Explore the park at different times of the year – go off the beaten track
- Share a book
- Talk to your child about what they are doing
- Follow your child's interests and join in with their play

How can I find out how my child is getting on?

It is important that you and the professionals caring for your child **work together**. You need to feel comfortable about exchanging information and discussing things that will benefit your child. These conversations will be with your child's **"key person"**. This is the person who:

- Is your main point of contact within the setting
- Helps your child to become settled, happy and safe
- Is responsible for your child's care, development and learning
- Takes a careful note of your child's progress, sharing this with you and giving you ideas as to how to help your child at home

You should be able to get information about your child's development at any time and The EYFS requires early years' practitioners to review children's progress and share a summary with parents at two points:

- In the prime areas between the ages of 24 and 36 months (The Progress Check at age 2)
- At the end of the EYFS when your child is 5 years (EYFS Profile).

Learning Journeys

The learning journey (sometimes referred to as learning journals) is a collection of different documents collected by early years' practitioners that provide a picture of a child's development under the 7 areas of learning. They consist of photos, art-work, mark-making, etc., and are interspersed with observations made by practitioners including notes of relevant conversations or comments made by the child. Practitioners link any observations to the EYFS learning areas, aspects and statements. The aim is to build a unique picture of what each child knows, feels and can do as well as his / her particular interests and learning style. This picture is then used to pinpoint learning priorities and plan relevant and motivating learning experiences i.e. identify next steps and activities.

The learning journey should not be the sole preserve of the child's key person. It should involve contributions from a variety of adults who have contact with the child, including their family.

Where can I go for further information?

The most important place to find out more is **your child's nursery** – do ask as many questions as you need to. Providers really do welcome speaking with you.

You can find the **Early Years Foundation Stage** at www.foundationyears.org.uk. The foundation years website also includes a range of resources and contacts.

Introduction to eyLog

eyLog - **early years Log** - is the most comprehensive tablet PC and web-based solution for nurseries and childcare providers to transform the process of recording observations, assessing a child's progress and planning activities for the child.

eyLog significantly reduces the time spent on capturing, maintaining observations and managing the learning journey of a child manually; enabling practitioners to focus more on providing the best early years education to children - an ultimate aim of both nurseries and parents.

Benefits for your child and the nursery

eyLog enables you to understand your child's development on a more regular and real-time basis. Nurseries can share a child's learning journey with you, increasing your involvement in the activities at the nursery. You receive a unique login on the system and are notified automatically by e-mail as soon as a new observation is published to your child's learning journey or when any reports are shared with you by the nursery.

eyLog helps move away from the restrictions of a paper based learning journey by incorporating rich media (photos, videos and audios!). It helps you as a parent to have an immersive experience of what the child is doing in the nursery and the context in which your child is engaging in various activities encouraging its overall growth and development.

eyLog makes it possible for you to contribute observations from home too! Be it something your child does for the first time or during a holiday/vacation, making the learning journey even more comprehensive and enabling '*parents as partners in learning and development*' of a child in their early years.

The child's online learning journey can be obtained on request from the nursery in the same rich HTML format on a DVD/USB for you to keep as a lifelong memory when the child moves on to another nursery or school.

Security in eyLog

Security is of key concern in a nursery environment and eyLog takes its security measures very seriously. eyLog offers fully locked-down secure tablet devices to ensure they are not misused in any manner - FaceBook, e-mails, etc., are all disabled on these specially configured high-security tablets. Each user has a separate user-ID and password and using a role-based access mechanism, a user is permitted to see only the information that is relevant for them.

eyLog uses the Secure Sockets Layer (SSL) to encrypt all communication between the server and the tablets. All data is stored on secure Cloud-based Servers in data centres located here in UK. All data is regularly backed-up onto redundant systems.

Please also refer to our FAQ section below for more details related to security.

Using eyLog

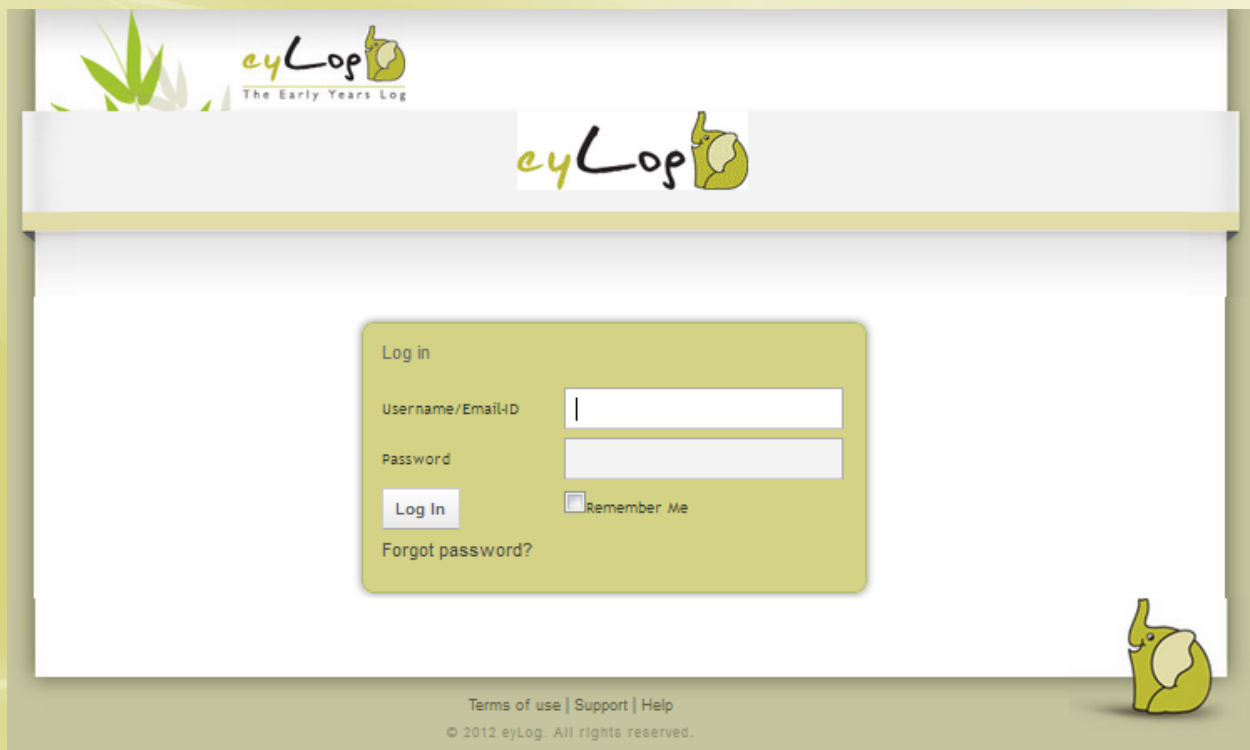
Logging-in to eyLog

eyLog provides a web-based environment through which you can view the learning journey from wherever you are located. It does not require any installation on your PC/Mac and all that is needed is just a web browser (e.g., Google Chrome, Firefox, Internet Explorer). We recommend using Google Chrome (www.google.co.uk/chrome) as it is a fast browser and works well with most web applications.

The web-site URL to log-in to eyLog would be present in the e-mail that you would have received along with your user-name and password credentials.

NOTE: You DO NOT need to register yourself on our Forums website located at <https://eylog.co.uk/support/forum/>. To log-in to eyLog, you MUST use the URL that has been provided to you along with your log-in credentials only.

To login to eyLog, enter your username and password.



Log in

Username/EmailID

Password

☐ Remember Me

[Forgot password?](#)

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Note: You will be asked to reset your password on first login. Once you reset, you will need to re-login with the new password.

List of Children

Once logged in, you can see the list of children that you have been provided access to by the nursery. The picture below is a sample screenshot of the list of children. In case you have more than one child in the same nursery, then all your children should be shown on the screen below (subject to access being provided by the nursery)

You can click on the respective child to view the child's **Learning Journey**.



Online Learning Journey

The **Learning Journey** is the electronic journal created by the nursery capturing the various activities performed by the child at the nursery. It shows the observations added by the nursery in reverse chronological order.

The title of each observation recorded by the nursery indicates the date, time and the person who recorded it. An observation may also have photos, video clips and audio clips associated with it – all of which are accessible through the learning journey by clicking on the image/media icon on the left of the observation.

The assessment section shows the details of the EYFS (Early Years Foundation Stage) assessment added to the observation, while the *Assessment Level* indicates how the child is exhibiting a particular learning goal. These are added by the key person associated with your child at the nursery.

The screenshot shows the 'eyLop The Early Years Log' website. At the top, there are links for 'Children', 'Saved Observations', and 'Logout'. A user profile for 'Daddy' is shown. The main section is titled 'Learning Journey' and displays a child's profile: NAME: Adele Murphy, AGE: 15 Months, GROUP: Butterflies. There are buttons for 'Add Observation' and 'Saved Observations'. A filter section allows users to select a date range (From: Calendar, To: Calendar) and a category (- Select -), with a 'Search' button and 'View'/'View Pdf' buttons. A red arrow points to the 'View Pdf' button with the text 'Click View PDF button to download the Learning Journey in PDF format'. Below the filter section, an observation is displayed for 'July 8, 2013 at 15:12:17 by Jenny Barber'. The observation details include: AREA: Mathematics, ASPECT: Shape, space and measure, STATEMENT: Understands some talk about immediate past and future, e.g. 'before', 'later' or 'soon'. Anticipates specific time-based events such as mealtimes or home time. The ASSESSMENT LEVEL is 'Achieved'. To the left of the observation is a photo of a group of children, with a red arrow pointing to it and the text 'Click here to view media of an observation'. Below the observation details are tabs for 'Observation1', 'Analysis', 'Next-Steps', and 'Comments'. A red arrow points to the 'Comments' tab with the text 'You can click on respective tabs to view details'. At the bottom, there is a 'Comments(0)' section with a red arrow pointing to it and the text 'Click here to add a comment to an observation'.

Adding Comments

As a parent, you can also comment on an observation which will be visible to the staff at the nursery. You will receive an email notification on your registered email id as soon as another comment (or a response to your comment) is added to the observation.

Adding Observations

A learning journey can be holistic if you could also contribute to it through observations at home. Using eyLog, you can add your own observations of the child from home using the *Add Observation* button on the learning journey.

The *Add Observation* screen allows you to upload an image and to provide a description of any activity of the child you have observed at home. Upload an image from your computer and write details of the observation – click on *Save* to save the observation.

Saving an observation does not automatically make it part of the learning journey. The nursery staff will review your observation, and will update the same with additional details (analysis, comments, assessment – Learning Area/Aspect/Statement). This observation will be available on the learning journey of the child, *only after the staff member has reviewed and submitted the observation* to the learning journey.



The screenshot shows the 'Add Observation' form in the eyLog interface. At the top, there is a navigation bar with the eyLog logo, 'The Early Years Log', and buttons for 'Children', 'Saved Observations', and 'Logout'. A user profile icon labeled 'Daddy' is also present. The form itself has a header with an eye icon and the title 'Add Observation'. Below this, a child's profile is shown with a photo of a baby, name 'Adele Murphy', age '15 Months', and group 'Butterflies'. To the right, it says 'Observed By : Daddy Adele' and 'Date and Time : July 9, 2013 12:15 am'. The main section is labeled 'Media' and 'Photos', featuring a 'CHOOSE PHOTOS' button. A red arrow points to this button with the text 'Click here to select and upload an image from your computer'. Below the photo section is a large text area labeled 'Observation! *'. A red arrow points to this area with the text 'Type the observation text/details here'. At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button with the text 'Click Save to save the observation'. The footer contains 'Terms of use | Support | Help' and '© 2012 eyLog. All rights reserved.'.

Viewing saved observations

Click on the *Saved Observations* menu to see all the observations you have added as a parent. The list shows those observations that you have added but which haven't yet been reviewed/submitted by the nursery staff. Once your observation has been submitted by the nursery staff, it will disappear from this list and will be accessible through the learning journey. If you want to modify an observation before it is reviewed by the nursery staff, simply click on the *Edit* link to view and update the observation.



The screenshot shows the 'eyLog The Early Years Log' interface. At the top, there are navigation buttons: 'Children', 'Saved Observations', and 'Logout'. A user profile icon labeled 'Daddy' is also visible. The main heading is 'Saved Observations', accompanied by a 'Draft' icon. Below this is an 'Add New' button. A table lists the saved observations:

Child Name	Age	Group	Date	
Adele Murphy	15 Months	Butterflies	July 9 2013, 00:16	Edit
Adele Murphy	15 Months	Butterflies	July 4 2013, 21:50	Edit

A red arrow points to the 'Edit' link in the first row, with a text box stating: 'Use the Edit links to open and edit the respective observations'. At the bottom of the page, there is a small elephant icon and footer text: 'Terms of use | Support | Help' and '© 2012 eyLog. All rights reserved.'

Messaging

eyLog's messaging features enables Nurseries and parents to communicate with each other using eyLog's online web interface.

The nursery might use this to send out periodic mails to parents or any specific communication regarding your child.

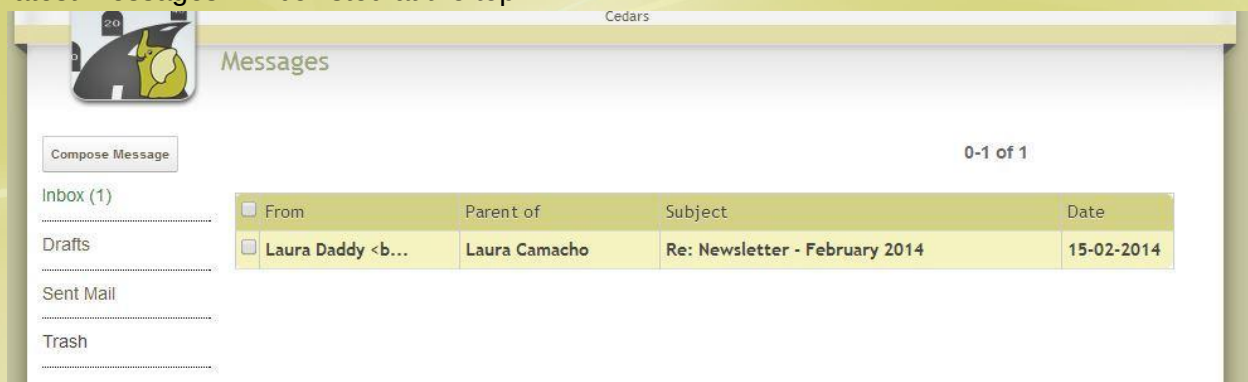
Parents can also use the same to respond and/or send messages to the nursery manager. The manager will receive a notification about the message and can acknowledge or reply to your message.

Receiving messages

When a new message arrives, the Messages menu will also have a marker indicating that there are new unread messages.

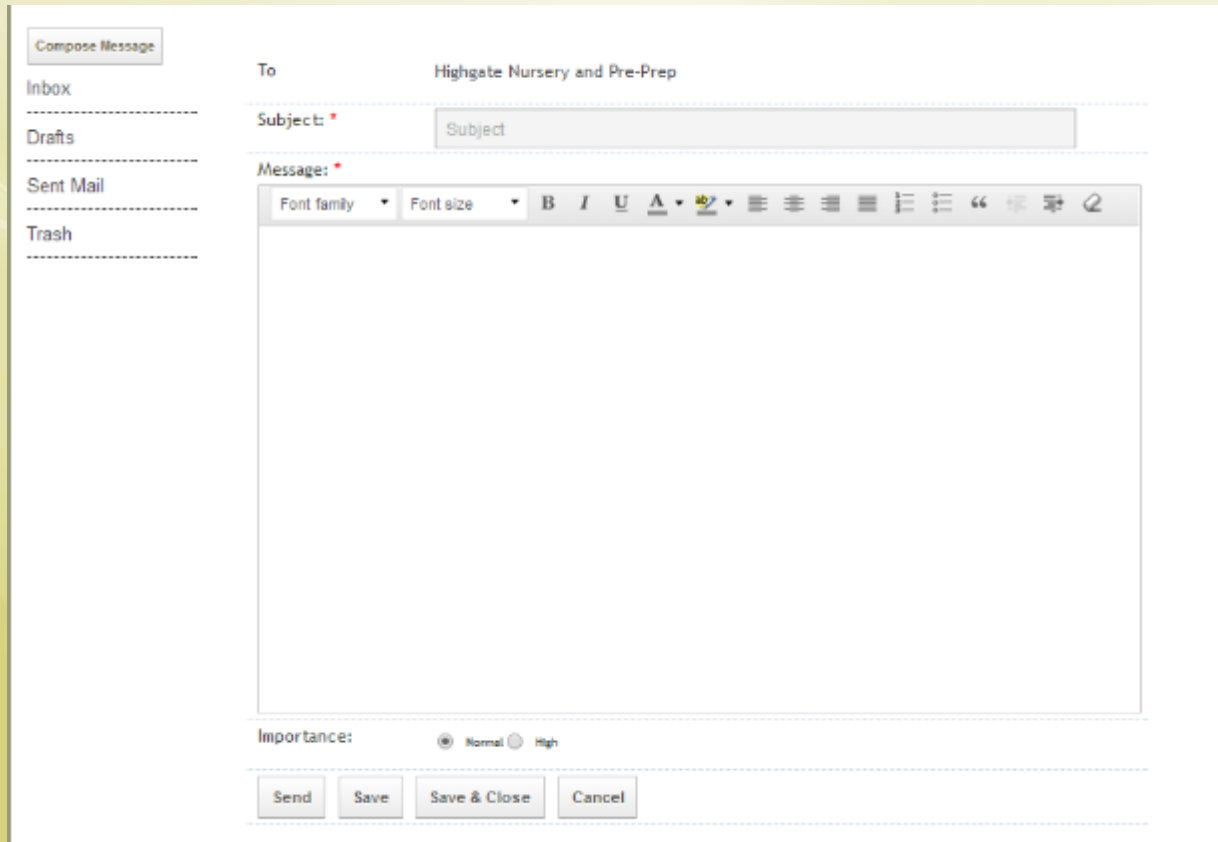


Clicking on the Messages menu will take the parent directly to their eyLog inbox in which the latest messages will be listed at the top.



Composing a message

The messaging functionality provides a “rich text” message editing facility to compose messages. Basic features such as choosing font sizes, font types, bold/italics/underlining/highlighting, colored text, bulleted items and numbered items are available. A sample screenshot highlighting the message composing capabilities is presented below.



The screenshot displays a 'Compose Message' window. On the left is a sidebar with a 'Compose Message' button and a list of folders: 'Inbox', 'Drafts', 'Sent Mail', and 'Trash'. The main area is titled 'To: Highgate Nursery and Pre-Prep'. Below this is a 'Subject:' field with the placeholder text 'Subject'. The 'Message:' section features a rich text editor with a toolbar containing options for font family, font size, bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, indent, outdent, quote, and link. Below the editor is an 'Importance:' section with radio buttons for 'Normal' (selected) and 'High'. At the bottom are four buttons: 'Send', 'Save', 'Save & Close', and 'Cancel'.

Sending the message

Once you are ready with the message, click on the “Send” button to send the message to the nursery. A notification is sent by mail to the nursery and the messages will be available on-line when the manager log-in to the system.

Daily Diary

eyLog's daily diary feature enables nurseries to record key information about your child's day at the nursery - what the child ate, when the child slept, nappy changes and toilets. This can be shared with the parents on a daily basis along with the child's register (Came in/Left Nursery), summary of the day's observations and any additional notes.

Viewing the Daily Diary

To view your child's daily diary, click on the main menu option 'Daily Diary' which will take you to the monthly view of the daily diary tracker. This tracker shows all the entries that the nursery has shared with you as below. Respective daily diary entry can be opened by clicking on the '✓'.

The screenshot shows the eyLog 'Daily Diary' interface. At the top, there's a navigation bar with 'Children', 'Saved Observations', 'Daily Diary' (highlighted with a red circle), 'Messages', and 'Logout'. Below this, the nursery name 'East Valley, Stoke' is displayed. The main section is titled 'Daily Diary' and shows a calendar for 'Month: Apr-14'. A red arrow points to the 11th of April, with the text 'Click here to open respective entry' above it. Below the calendar, there's a 'Legend' section with a green checkmark icon labeled 'Submitted'. The footer includes 'Terms of use | Support | Help' and a cartoon elephant logo.

Each daily diary entry will open up as shown below with respective tabs for information about what your child ate, sleep times, bottle/milk details, nappies and toileting.

The screenshot shows the detailed view of a daily diary entry for 'April 11, 2014' by Janet Webb. At the top, it says 'Registry: Came in at : 07:30 Left at: 16:45' with a red arrow pointing to 'Daily Register'. Below this are five tabs: 'What I ate today' (selected), 'Sleep Times', 'I had my bottle', 'Nappies', and 'Toileting - Today 1'. A red arrow points to the first three tabs with the text 'Click here to view respective tabs'. The 'What I ate today' tab shows a table with columns 'None', 'Some', 'Most', 'All', and 'N/A'. The rows are: Breakfast (✓ under 'None'), Snack AM (✓ under 'Some'), Lunch (✓ under 'Most'), Pudding (✓ under 'All'), Snack PM (✓ under 'Most'), Tea (✓ under 'Some'), and Pudding (✓ under 'All'). At the bottom, there's a 'Notes' section.

Frequently Asked Questions (FAQs)

My child's nursery is using eyLog. How can I as a parent log-in to eyLog to view my child's learning journey?

Check with your child's nursery to see if they are sharing the learning journey with the parents. Most nurseries do! The nursery should register you as the child's parent on the system. Once that is done, you will automatically receive the log-in details by e-mail. In case you haven't received this mail with the account details, please also check your Spam folder as some mail servers may accidentally mark our system mails as spam.

Please do make sure that you log-in using the URL that would have been provided in the e-mail. It will be something like: [**https://eylog.co.uk/<nursery-name>**](https://eylog.co.uk/<nursery-name>) or [**https://eylog.co.uk/<number>**](https://eylog.co.uk/<number>)

I have forgotten my password. How do I re-set it?

On the log-in screen, there is a link labelled "Forgot Password?" Click on this link and enter your e-mail ID. If you are already registered on the system, the system will send you a mail with a link to reset the password. Click on the link and follow the instructions to reset the password.

Can both I and my partner get access to eyLog as parents?

Yes. More than one person can be registered as parents/carers of a child and all of them would then get separate access to the child's learning journey through their own user-ID and password. Whenever observations are added to the learning journey, notifications would be sent to all the registered parents.

I have two kids who are going to the same nursery. Will I need two log-in IDs?

No. If you are registered as a parent for both the children, then once you log-in to eyLog, you will be able to view both the children, look at their learning journeys and add observations/comments through the same log-in.

Why are the observations that I have added as a parent not immediately visible in my child's learning journey?

Observations added by parents need to be reviewed by the nursery staff before they become part of the child's learning journey. Check with your child's key person at the nursery in case your observations haven't been reviewed even after a few days.

Where is my child's data stored?

The data captured through the eyLog tablets at the nursery as well as the data provided through the web-interfaces are all stored on secure "cloud" servers located in UK. Very minimal information is stored on the tablets.

How is the data transferred from the tablet to your servers and to the parents? How is this protected?

All communication between the tablets/servers/browsers is through HTTPS and encrypted using SSL (Secure Sockets Layer). You will see the green bar in the browser indicating HTTPS (encrypted) communication.

Will the details of the children (name/photo) appear on Google's search results?

No. The names of children/practitioner, etc., are all stored in secure databases which are not accessible to any search engine. All access to nursery data is protected by user-IDs and passwords preventing any search engine from crawling them.

Who is your cloud server service provider? Who has access to these servers?

We use Rackspace which is UK's leading cloud provider. Please refer to Rackspace's Security and Compliance policies for more details. Only the core eyLog team have access to the individual production cloud instances.

How long is the data of the children stored on your servers and by what measures do you safely remove this when the times comes

When a child exits the nursery, the nursery has the option to remove the child from the system. They or you as the parents (depending on the nursery's policy) can request the entire learning journey including photos/videos/etc., on a DVD/USB. Once the child is removed from the system, the nursery/parent have 30 days to request for this DVD/USB after which all data of the child will be permanently removed from the system.

What happens to backups when they are no longer required?

There are a fixed number of previous backups saved at any given point in time and the older ones are over-written as new back-ups are created. Access to these back-ups is available only to the core eyLog team.

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