MinGnist

MinGnist is a parental portal where we daily exchange messages and information regarding the children. It allows us to keep better track of our children, making life easier for everyone.

Letters and «post its» have a tendency to disappear. Keeping up-to-date on what happens at the kindergarten, and how your child is developing is a demanding task. At Gnist Barnehager we have made this easier for you by giving our parents MinGnist Parental portal where parents log on with their private username and password, to receive and send information regarding their child.

The portal gives you detailed information on your child’s daily activity, upcoming events and other information. We share messages and information directly with you, so that you are sure not to miss any information regarding your child or upcoming activities/events.
LogIn

You log in at www.gnistbarnehager.no or via MinGnist-App on your mobile/iPad
User name and Password

Your username is the mobile number or email address you have registered with us. You may choose to use either email or mobile number when logging in. Your password will be the same regardless of your chosen login method.

When you log in for the first time, enter your mobile number or email address in the field for Brukernavn, and press Få tilsendt passord. Verify your date of birth and a password will be sent to your phone or email address.

Please note that ONLY parents or guardians registered in our system will be able to log in.

If you experience problems, please contact your department.

Every 6th month of logging in, you will see a pop-up window asking you to verify all contact details.

Obtaining consent

Please note that in order to use Min-Gnist, you must agree that Gnist Barnehager may process the personal information stored in the service. Usually, the main parent/guardian enters this agreement upon acceptance of the kindergarten contract.

Only the main parent/guardian can give consent on behalf of the child. Other caretakes only give consent on behalf of their own information.
Home

An overall view of all services in MinGnist.
How to navigate the icons:

Click on the logo for the menu to appear.

Photos (details on page 14)
All photos taken of your child will be saved under the photo icon. Scroll through or download to your computer, as you please. You will be notified when new photos have been added.

Plans (details on page 15)
Here you will find the monthly and weekly plans for your child’s department.
Log (details on page 16)
The Log shows nap times and nappy changes for the youngest children.

Messages (details on page 17)
By using this icon you can communicate directly with the kindergarten. This is also where you will find messages intended for you.

Absence (details on page 18)
Here you can register any absence for your child, sickness, days-off, etc.

Daily reports (details on page 19)
The kindergarten posts details of today’s activities for each group.

Parental consultations (details on page 20)
Here you choose appointments for parental consultations.

Annual plan (details on page 21)
Here you can read about what the kindergarten will focus on this year.

Invoice (details on page 22)
Overview of kindergarten invoice
Rights

Only the main caretaker/guardian can make changes under «My child», «Permissions», and «Parental consultations». More than one parent/guardian can be given rights, however when parents are divorced only one parent can be main provider/guardian.
My profile

You can update your MinGnist profile here:

You can update details on yourself and administer your password and how you wish to be notified of new events (SMS, email or push). To avoid us spamming you with notifications, we recommend ticking off only one of the alternatives. (This can only be altered by the main parent/guardian).
My child

Enter your child’s details here.

Can only be altered by the main parent/guardian

1. Child’s details
2. Agreements
3. Permissions
2. Agreements

*Here you can arrange agreements with the kindergarten*

You may:

- arrange your nappy agreement (price is stated)
- consent to using the observation tool «everyone’s included» for your child.
- register persons permitted to pick your child up from kindergarten
- register important contacts
3. Permissions

Gives you an overview of which permissions you have given the kindergarten.

Tick off the box: Yes, No or Ask, to all the questions. This will give us information on whether your child can go on a bus, swim, go in a taxi etc.

In practice: If you answer YES to allow your child to take the bus, it will always apply to activities that include using the bus, without you being involved. If you have answered NO, your child will not go on activities that includes using a bus. If you have answered ASK, we will ask your permission every time we are planning to use a bus. This requires more administration for you, and we recommend that you give your permission on a general basis (Yes, or No) if you are comfortable with doing so. The main parent/guardian may change these settings at any time. New activities are marked with «new» until you have checked Yes, No or Ask.
Feedback

*MinGnist is designed to make your life easier.*

Please give us your feedback on what we can do better, and any errors that occur.
Photos

Photos featuring your child

All photos taken of your child is available to the main parent/guardian. You can filter by activity or date. Mark your selection and browse through the photos or download the photos to your own device as you please.

1. Select display alternative for page: thumbnails or title
2. Filter photos by date
3. Filter photos by activity
4.* Mark all photos to see them as slideshow or download to your own device
5.* Mark photos manually to see your selection as a slideshow or download.

*On Mobile download photos by clicking the icon.
Plans

Monthly and weekly plans for your child

Go to «Plans» to see the monthly and weekly plans for your child’s department. You can download a monthly plan as a PDF.

If the monthly plan contains an activity that requires permission from you, you can provide it here, unless you have already done so.
Log

*Shows nap times and nappy changes for the youngest children*

You can see whether your child has had a nap during the day (from-to) and when nappies were changed, and whether your child’s bowel movement was solid or liquid.

The log icon will not be available to parents with children that do not take naps or have nappy changes.
Messages

Handles all digital communication with the kindergarten.

Messages and documents are found here. You can also send messages to your department and see previous messages.

1. Shows total new messages
2. New messages are clearly marked with a yellow text
3. Check off for “Read” once you have read the messages
4. Write a message to the kindergarten
5. Download large documents such as the monthly newsletter
Absence

Let the kindergarten know if your child is not coming.

Using just two keystrokes, you can tell us if your child is ill or not coming. This saves you calling us, but still gives the kindergarten a complete overview of the children who are not coming. Holidays can also be registered here.
# Daily reports

*See what your child’s group has been up to today*

Keep track of what your child and his or her group has been up to today.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.01.2016</td>
<td>Dagrapport 1.1 6 &amp; 13 (Barn)</td>
</tr>
<tr>
<td>14.01.2016</td>
<td>Dagrapport 2.1 Barn</td>
</tr>
<tr>
<td>13.01.2016</td>
<td>Dagrapport tol-gruppe (60cm)</td>
</tr>
</tbody>
</table>
Parental consultations

You can choose a time for parental consultation here

You can choose another vacant slot at any time. Remember to make changes at least 24 hours before your appointment. Can only be revised by the prime parent/guardian.

1. Selected time   2. Other vacant slots
The annual plan

An overview of the kindergarten’s main focus areas

The annual plan reveals the focus topics the kindergarten will have throughout the year.
You can download selected chapters or the complete plan.
Invoice

Overview of kindergarten invoices

Invoices will be shown in three categories; “paid”, “debit” and “credit”. All the necessary payment details are also available in this section.

1. See detailed information regarding each invoice by clicking on them.