Storypark feature use and customisation considerations.

The following feature use table shows key areas of Storypark, and what to consider when customising the set-up to suit your philosophies and practices.

Feature	Description	Considerations	Agreed procedures and guidelines
Stories (and story types)	Capture children's learning and development through photos, videos, and written observations. Connect each child's experiences to your curriculum using learning tags, and share these stories with families to strengthen the connection between learning at home and in your service. Parents can build on the activities their child experiences by extending their learning at home and documenting their child's development in the home learning environment. Create a portfolio of learning for children, which travels with them and supports important transitions. Include the child's voice in the documentation. Children can revisit any time, even after they leave your service.	What kind(s) of documentation do you want to encourage across your services? Do you have any existing standards/guidelines or exemplars, e.g., limiting the number and types of images per story, posting and responding to stories only during work hours What guidance will you give your team about expectations of frequency and documentation type? How will you support educators to learn how to create documentation in the story editor (consider both web and educator app)? **Story types:** Which story types would be the most beneficial to improve the documentation process? If educators are using the educators app consider adding the prompts as images to	-Children's stories -Educator's reflections -Build capacity and deepen learning stories -Range of writing skills -Pedagogical professionalism, perhaps 1 individual story every 4-6 weeks -1x weekly classroom updates -AI tools potentially -Francophone families

	Story types: Story types are pre-populated stories with reflective prompts that educators can use as a starting point. These prompts include key elements of high-quality documentation and offer ideas or scaffolding for meaningful reflection. Create your own story types with provocations and prompts to encourage reflective, intentional documentation practices, or customise those available in the Storypark library. Measure all time usage of each story type in your MSM.	make the removal of these in the educators app much easier. How often will you review these story types and measure the success and frequency of use? *Story types* help centre article	-Choosing options
Story approval	Review educators' stories before they are published to support their development of confidence in documentation or communication with families. Provide constructive feedback to help educators strengthen their documentation and communication skills. Support new educators and educators with diverse needs (ie Educators with	If everyone has approval turned on, this can be a time consuming admin task and stories may not be published in a timely manner. Who requires their stories to be read/checked before publishing to families? More than one person can approve stories, who is best suited to do this? If story approval is turned on, what is the expected timeframe for stories to be approved?	-Story approval for everyone to start

	English as an additional language or needing support with spelling and grammar)	*Story approval* help centre article	
Conversations	Create private conversations between individuals or small groups. For example your teaching team, parent committee, or peer-to-peer. Share documents or other files.	Will you allow educators to have private conversations with parents? The admin can turn this feature off. You may consider a guideline that all educator-to-family conversations must include the centre director or room leader or team. This makes every conversation transparent and shared with all those who need to be informed. What would be the guidelines for what is appropriate and professional conversations that can occur here? *Conversations* help centre article	-No private conversations with families
Community space	Keep your parents/guardian (family admins) informed of important announcements, events, news and updates in the Community area for your whole service, or a particular room. Discuss topics in a collaborative space. Add photos, files and videos. See who has viewed your posts	What is the purpose of this area for the centre and each room? What content is appropriate and what is not? Who should be posting here? What are your guidelines for admins using the urgent feature on posts? For the following, the admin can turn these	-Parents not commenting communication around administration

	Use the AI function (added feature) in the community to: ● Choose or change tone of your post, ● Translation ● Spelling and grammar	features off. ● Will you allow parents to post in the community area? ● Will you allow parents to leave comments on a post? *Community space* help centre article	
Learning sets	Link stories/observations to your local curriculum in a way that's meaningful for your families and community. Choose from an extensive learning sets library, which can be viewed all at once using the *All regions* tab, or split into sets specific to your location and local regulations using the *My region* tab. These learning sets are editable. Enable families to better understand their child's learning and development and the value of your work. Enable educators to link to accreditation, appraisal or other standards/criteria (set by you or local regulations) when creating educator portfolio stories.	What learning sets do you want your network/services(s) to have? Once a centre has these, who will be responsible for updating and adding further sets (needs to be a centre admin)? What guidelines do you need to put in place for using learning tags on a story? ● Minimum and maximum number of tags ● Ensuring the chosen tag is clearly evident in the story Consider creating a bespoke learning set of your organisational philosophy or encourage centres to do this based on centre philosophy. These can be used as supporting evidence of philosophy in practice. *Learning sets* help centre article *Regional learning sets* help centre article	-HDLH -CECE Code of Ethics -Creating DELC Core Values & Philosophy -Thinking Lens (CELC) -Indigenous ELF + Mother Nature -Environmental Kinship Guide -Truth & Reconciliation -Ontario Kindergarten Curriculum
Daily Routines	Record and share children's feeding, sleeping, toileting, incidents, and	Would you like to use these tools?	-consider options to implement

	sunscreen routines. Individual summaries ensure each family's privacy is respected and provide digital records of daily routines for the centre and individual rooms to support compliance. Family admins can see the routine once it is added however, they don't receive any notifications as you may wish to load this info at a particular time rather than when it occurred. PDF and CSV reports of routines can be saved if needed. Record attendance from the Educators app. You can sign children in and out of a service, record absences and send notifications to parents, as well as view, edit and delete attendance records **(Canada only).**	What expectations do you have for when routines are recorded? (i.e. within 15 minutes of the routine taking place, or by the end of the educator's shift) *Routines* help centre article *Attendance* help centre article	
Child notes	Child notes are private between an individual child's parents/guardians (family admins) and all educators. Notes are a great way to share snippets of learning and communicate with parents/guardians (family admins), making all communications transparent. For example quick reminders, settling updates, parent aspiration questions. In addition to traditional assessment methods using stories, child notes can	What guidelines would you like to provide educators about using Child notes? How many images are educators sharing through child notes? What categories should educators be using (only one per note can be used)? *Child notes* help centre article	

	offer educators another way for recording learning moments that support and add to the overall picture of the child's ongoing learning and development Each note can have one category assigned, which can be filtered for each child. Notes can be linked to plans and stories.		
Planning	Planning is a flexible tool to help you with curriculum planning, creating plans for: ● individual children's learning ● educators appraisals and growth, ● Meetings ● Administration ● QIPs Plans can be shared with: ● All of the educators ● Specific educators ● parents/guardians (family admins) Select from our region-specific planning templates, available in our Storypark library, and copy to your own templates. Collaborate on planning cycles	As a network/centre what plans do you require for your centre(s) to be using, if any? *Planning templates* help centre article *Region-specific planning templates* help articles	-B&A + School Age Planning Tool

Educator portfolios	Encourage reflective, intentional teaching, personalise learning, and work with mentors or specialists. Record and gather evidence of your own progress for registration, accreditation and appraisals. Use learning tags to link to relevant teaching standards and show continuous professional learning. Run educator specific reports on relevant teaching standards used over a period of time. By default, educators' portfolio stories are private to themselves but they can choose to share their stories with others in their centre/network. Educators have access to their portfolio	Do you want educators using this tool for reflection? What guidelines need to be in place for the duplication of stories with images of children? What access should admins have to individual educator portfolios? *Educator portfolio privacy settings* help centre article	

	space even after they have left your service (with a valid email address).		
Cycles and focus area (optional add on)	Establish goal cycles with clear review points and help educators link evidence of practice to show completion or progress. Goal cycles are fully customisable to your practice and aspirations. They can include induction processes, leadership development, appraisal, annual review, monthly mentoring or other regular reflective processes.	Would you like to use these tools? (They're optional) What cycles would you like to create? What stage of using Storypark would be most appropriate in terms of adopting this tool - perhaps in year 2?	
Reports	Easily see each child's or group's use of curriculum learning tags. Notice emerging trends and compare curriculum use over time. Review child activity and family engagement over time Review educator activity in Storypark and teaching trends. Utilise real-time analytics to see evidence of practice as part of team meetings or professional development.	Only centre admins can see the educator's data of activity. *Activity reports* help centre article	
About area	An overview page for each of your centres where they can include helpful documents and information for families.	What documents do you want permanently available for families via the About area? What centre information will you add to the	

		About area? (i.e. relevant policies and procedures, contact details) What logo/photo do you want for each service?. What customisation of the About area would you like for each of your centres (if any)? *About area* help centre article	
Multi-site Management (MSM)	Via **reports**, view aggregate and individual analytics of your centres and family activity. Create **groups** amongst your centres for easy regional reporting. Customise your **network set-up** (network logo, planning templates, curriculum etc via learning sets, story types) across your groups. Keep your community up-to-date using **network messaging** with notices, events, newsletters or policy updates, etc. sent easily from your head office account. Send internal group messages to **educators only** through network messaging.	Who in your organization will be 'network admins' with access to MSM? Who would use the messaging tool and what guidelines are needed? *Multi-site management set up* help centre articles *Creating groups* help centre article What logo/photo do you want for your network/service?. *Network messaging* help centre article *Internal messaging* help centre article	
Community of Practice (CoP)	Enable your centres to engage with each other in your own private and secure	Would you like to use these tools? (They are an added feature)	

(added feature)	Community of Practice. Support implementation and strengthen connections across your centres. Educators and your head office team can share innovation, resources and communication between centres.	What is your purpose? Who is going to be responsible for it? Who is going to add regular content? What communication is being shared about the community of practice? How do you manage the content that has been added by educators, considering image use, permissions, exemplars being shared? When and how are educators going to be invited to the CoP?	
Professional Services (Pedagogical Team)	World-class training for you and your teams. Friendly support, here when you need it. ● Analysing data to support practice ● Data driven decision making ● Bespoke training that suits your organisations needs ● Deepen your partnership over time with one trusted pedagogical specialist who gets to know you and your goals.	What kind of professional development would you like moving forward, both on the use of Storypark, and in support of quality practice? To find out what we offer click here	

Other Considerations	**Procedures and guidelines**

Procedure for removing children & educators - who and when? Children's portfolios can be exported BEFORE removing/archiving them. (Help centre article)	
What are your recommendations for the use of abbreviations, text language and emojis by Educators?	
How often should parents expect a story and community post and how will you communicate this?	
How will you provide parents with info on how to invite their family to Storypark and how to make their partner/child's parent admin? (Help centre article)	
Notifications: what notifications do you want to receive? Each educator and family member can change this in their profile area. (Help centre article)	
Who will be the administrator at each centre? Who will be the network administrators? Who should have access to multiple centres? It is advisable to have two admins for each centre's account. In case one person is away, and things need changing/adding. Or in case the admin leaves without handing admin rights to another. (Help centre article)	
What is an appropriate and professional profile photo for educators and children? What is the expected time frame for this to be completed? (Help centre article)	
Free Storypark Educators app can be downloaded for: iOS: free for iPhone, iPod Touch, and iPad. Android: You can use the app on Android 8.0 and newer.	