

## TEACHER QUICK-START

# Your day with Little Steps, step by step.

One page is enough for day one — print it or forward it to your colleagues on WhatsApp.

### 1 Log in

Open [app.uselittlesteps.com](http://app.uselittlesteps.com) and log in with the account your nursery admin created for you.

### 2 First thing: attendance

The Attendance tab shows today's roster for your room. Check each child in with one tap, and mark absences for families who called ahead.

### 3 Busy drop-off? Open the kiosk

The "Open kiosk / QR" button shows a code parents scan to check their own child in — safely, without a clipboard.

### 4 During the day: log as you go

Meals, naps, mood, activities, and photos — record them in the moment, for one child or the whole room. Everything flows into each child's report.

### 5 Before pickup: review and publish the daily report

In the Reports tab, review each child's report and publish it so parents get the full day. Published reports reach families; drafts do not.

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### **Messages: reply from the school inbox**

Parent replies land in the shared inbox. Answer from there with the nursery's identity — no personal number or WhatsApp groups needed.

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### **End of day: check out**

As each child is picked up, check them out from the same roster so the day's record is complete and parents are reassured.

A confusing screen or step? Ask your director first, or reach us at [support@uselittlesteps.com](mailto:support@uselittlesteps.com) or on **WhatsApp** — we answer fast.