



# EARLYWORKS™ Families Guide

1. Log into [www.earlyworks.net.au](http://www.earlyworks.net.au) or click on the EarlyWorks icon on your smartphone or tablet.
2. Click “I accept” on the terms and conditions of entry
3. You will then be taken to your child’s summary page.
4. Your child’s most recent Journal entries, observations, daily information such as meals and rest along with any communications from your child’s educators are available on the first page.
5. To view a complete journal entry click on the chosen journal to expand the view and provide feedback. The journal is an insight into the experiences and events of the day.
6. To view a complete observation, click on the chosen observation to expand the view and provide feedback. An observation is a way for educators to capture your child’s learning as they are working towards the nationally recognised learning outcomes of children 0-5.
7. Recent images and files are visible on the summary page also.
8. Comments from educators are available to convey important reminders, current learning and other important communication regarding your child. You are also able to add comments by clicking on the “add new comment” option.
9. Your child’s room programme is available at all times by clicking on the Program Tab along the top task bar. This provides you with an insight into the current and future learning and experiences that are planned—also showing you how these plans relate to the Early Years Learning Framework. As the programme is always evolving this will be added to regularly.
10. From time to time, you may see a red circle appear next to Tasks. This indicates that there is a request from the service for an item such as a copy of your child’s birth certificate. Once this has been provided, please click on complete to remove this from your task list.

