FamilySpace

MOBILE USER GUIDE

One shared view of childcare.

A role-by-role overview of the screens and everyday actions available to owners, parents, and caretakers.

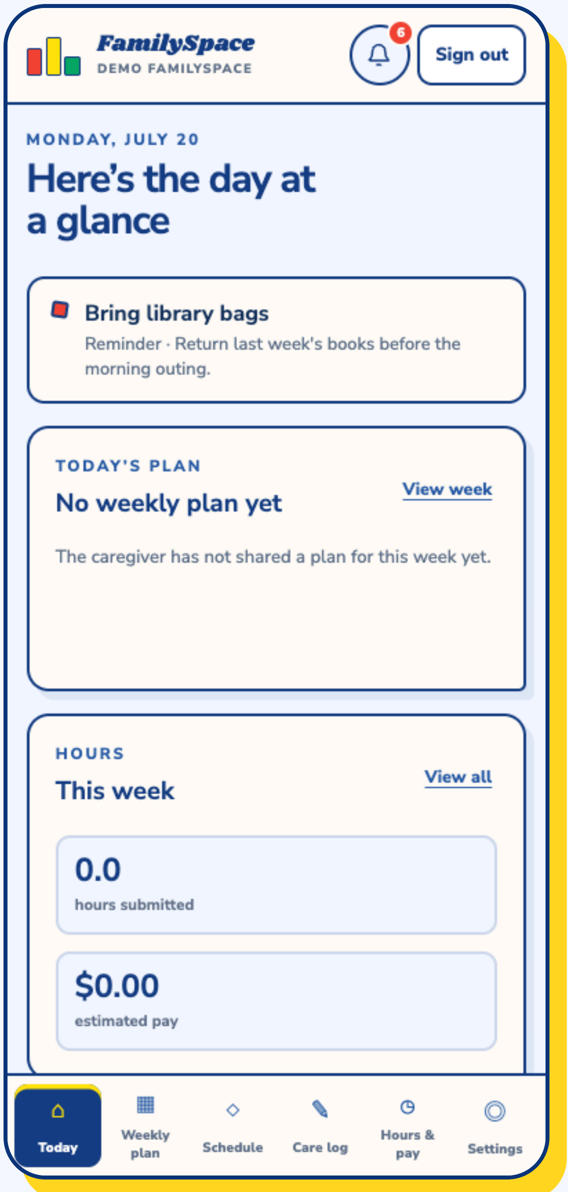
Owner Parent Caretaker

Screenshots use local demonstration data. Actual family names, child records, notifications, hours, and payment details will reflect the signed-in user's access.

SHARED MOBILE EXPERIENCE

The same navigation, matched to each role

Everyone can find the day's plan, schedule, care notes, time records, and account tools from the bottom navigation. Controls appear only when the signed-in role is allowed to use them.



Today is the default landing view after sign-in.

Today
Plan, notices, care roster, recent notes, and weekly time totals.

Weekly plan
Goals, routines, outings, and activities for the selected week.

Schedule
Usual care days, weekly overrides, vacations, sick days, and reminders.

Care log
Food, bottles, bathroom, naps, and other care notes.

Hours & records
Timesheets plus payments or expenses, depending on role.

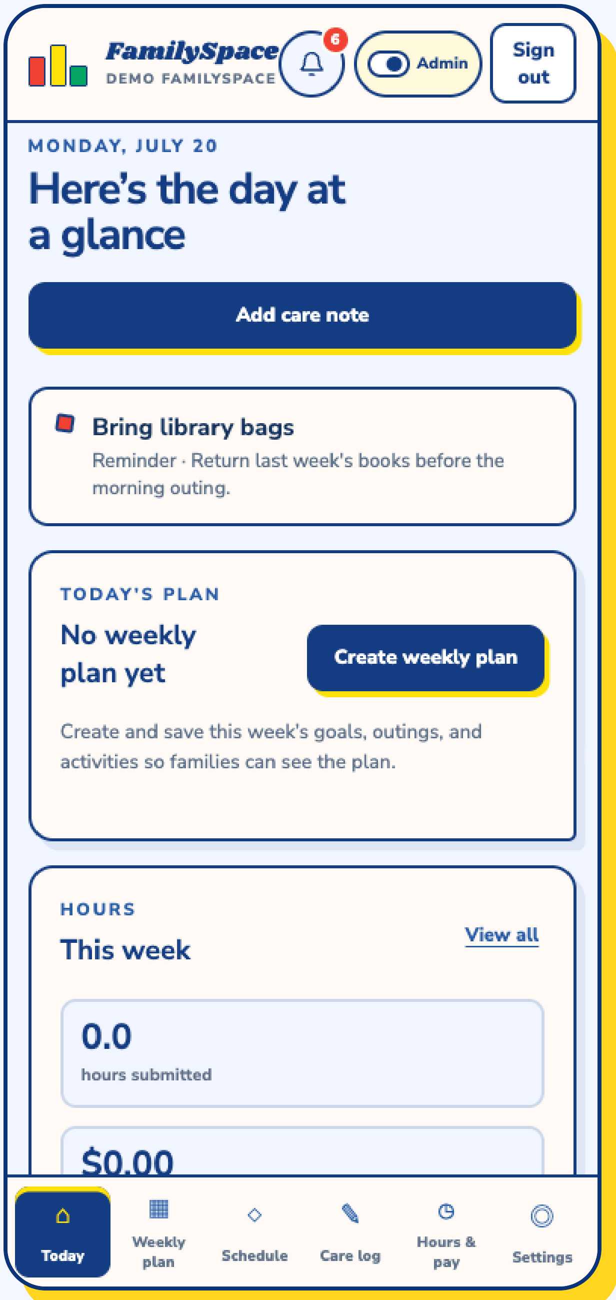
Settings
Children, families, contacts, members, app install, and account options.

Privacy follows the account

Hiding a button is not the security boundary. FamilySpace also enforces access in the database: private child details, care logs, hours, rates, payments, and reimbursements remain scoped to the appropriate family or caretaker.

WORKSPACE OWNER

Coordinate access and step in when needed



The owner can temporarily turn on Admin mode from the header.

Owner at a glance

- Invite parents into a specific family and invite the caretaker to the workspace.
- Manage families plus the owner's own family records and care-day defaults.
- Review family hours, record payments, and manage reimbursement status.
- Use Admin mode for temporary coverage of caretaker-owned work.

Admin mode is deliberate

Turn it on when you need to edit weekly plans, the workspace-wide daily roster, shared schedule items, or care logs. Turn it off when the coverage task is finished.

Start here

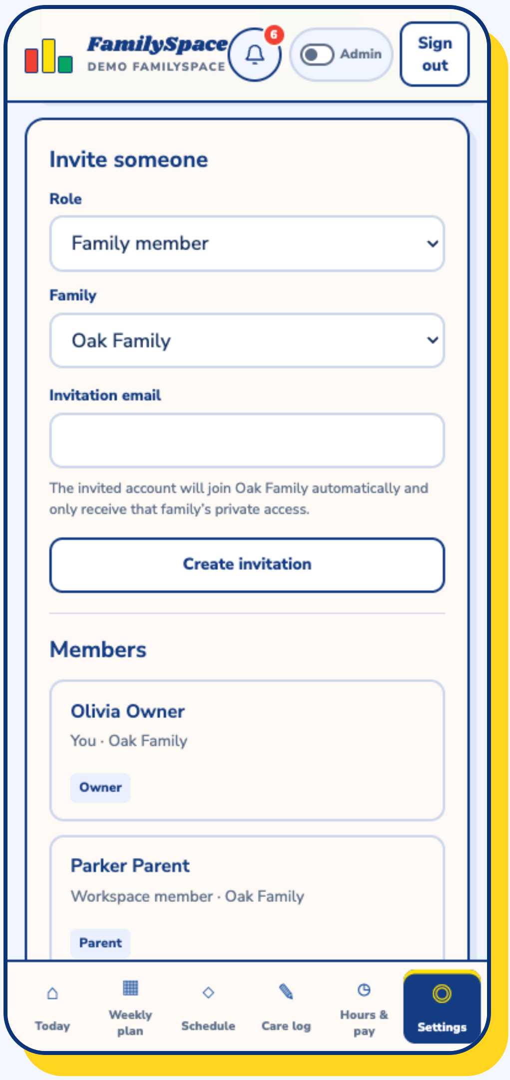
1. Confirm the correct family exists in **Settings**.
2. Create an email-bound invitation for the new member.
3. Review the Today view for notices or gaps in the weekly plan.
4. Use Hours & pay to verify the family's records.

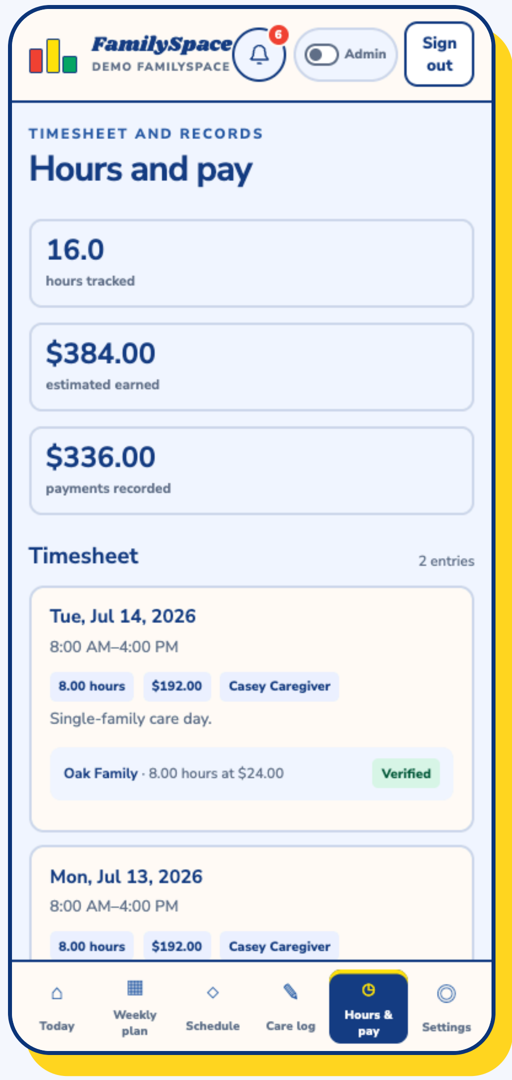
What the owner does not do by default

The caretaker remains the normal owner of weekly planning and care logging. Admin mode is a visible, temporary handoff—not the everyday operating state.

OWNER WORKFLOWS

Invite carefully, then keep records aligned





Invite a family member

Choose **Family member**, select the correct family, and enter the exact email address they will use. The account joins that family automatically.

Invitation rule: every code is one-time, email-bound, and expires after seven days. Create a new invitation if the email or family is wrong.

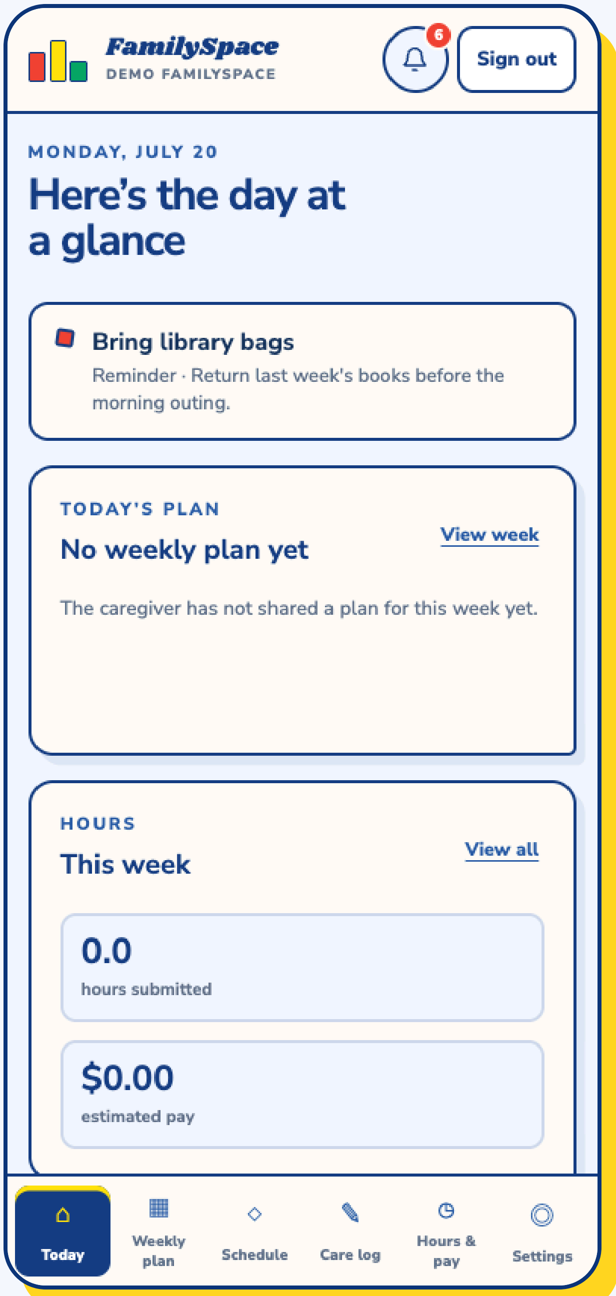
Review hours and pay

Use the summary to compare hours tracked, estimated earnings, and payments recorded. Verify submitted allocations before recording a payment.

Keep the ledger complete: record the payment method and pay period, and update reimbursement requests after review or repayment.

PARENT OR FAMILY MEMBER

Keep your family’s care details current



The parent sees shared plans plus only the private details their family may access.

Parent at a glance

- Read the weekly plan and care notes for your children.
- Manage children, usual care days, daily attendance, and emergency contacts.
- Report family vacations, sick days, reminders, and schedule changes.
- Review and verify family hours, payments, and reimbursement requests.

A useful daily check

1. Open **Today** for reminders and the day’s plan.
2. Confirm the children shown under Care today.
3. Open **Care log** for recent updates.
4. Check the bell for changes since the last visit.

Family-scoped by design

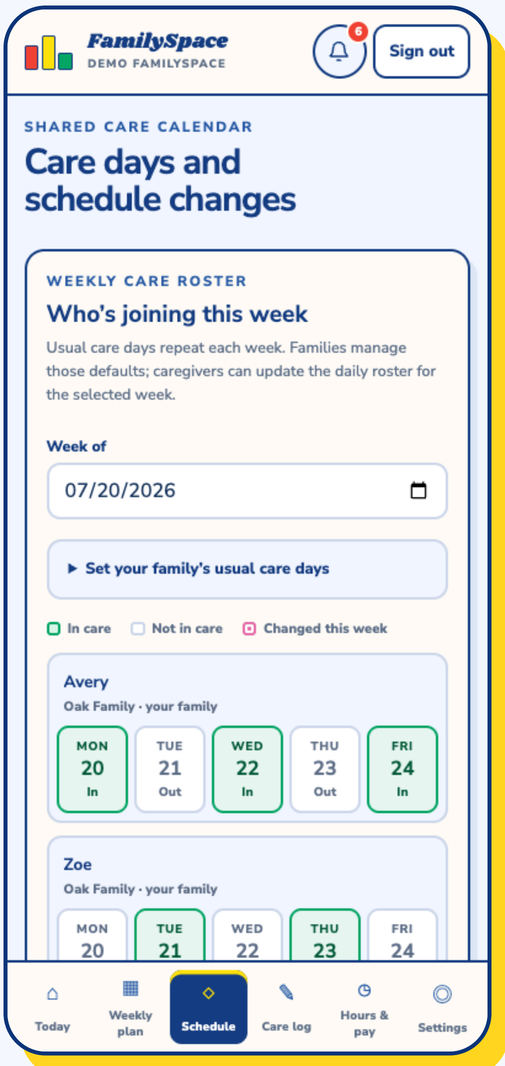
A parent cannot browse another family’s private care notes, hours, payment details, or unlinked child records.

One-time care record

If the caretaker already created a private one-time child record, adding the exact same name can offer a confirmation step to link that history to your family.

PARENT WORKFLOWS

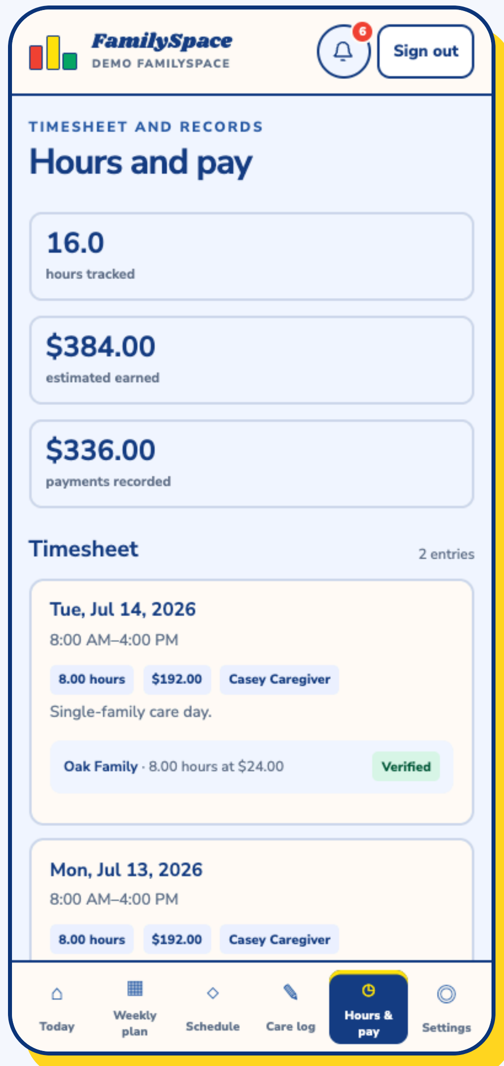
Keep attendance and financial records trustworthy



Manage care days

Set the weekdays your child usually attends, then use the weekly roster for a one-off change. Add a schedule item for vacations, sick days, holidays, or reminders.

Two layers: usual care days repeat; weekly overrides apply only to the selected week.



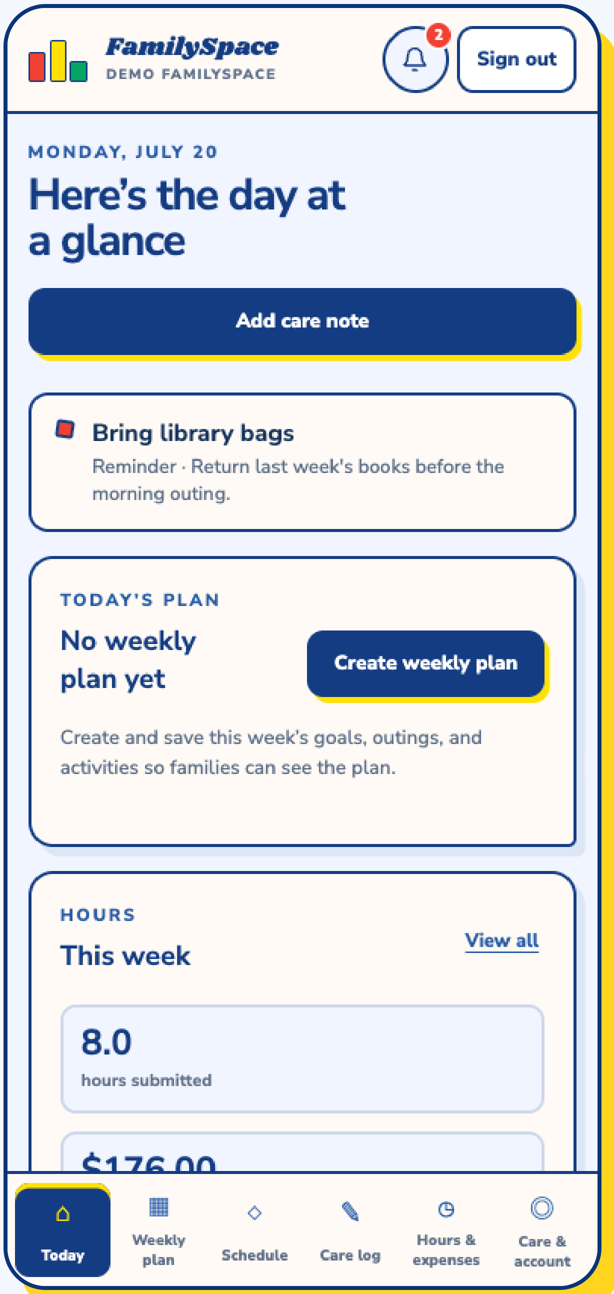
Verify hours and payments

Review the date, shift time, family allocation, and status. Verify correct hours, then compare estimated earnings with payments recorded for the family.

Rates stay clear: the base rate covers one child, each additional sibling adds the family's hourly increment, and shared-care discounts apply when multiple families are in care.

CARETAKER · SHOWN AS "CAREGIVER" IN THE APP

Run the daily care workflow across families



Action buttons surface immediately when the weekly plan or care log needs attention.

Caretaker at a glance

- Create the weekly plan and write care notes across participating families.
- Update the daily care roster and moderate shared schedule items.
- Add a private child record for one-time care before a family account exists.
- Submit hours across families, request reimbursements, and view payment status.

A practical care-day rhythm

1. Confirm the day's roster from **Schedule**.
2. Use **Today** to follow the plan and notices.
3. Add concise care notes as events happen.
4. Submit hours and expenses before wrapping up.

Keep notes care-focused

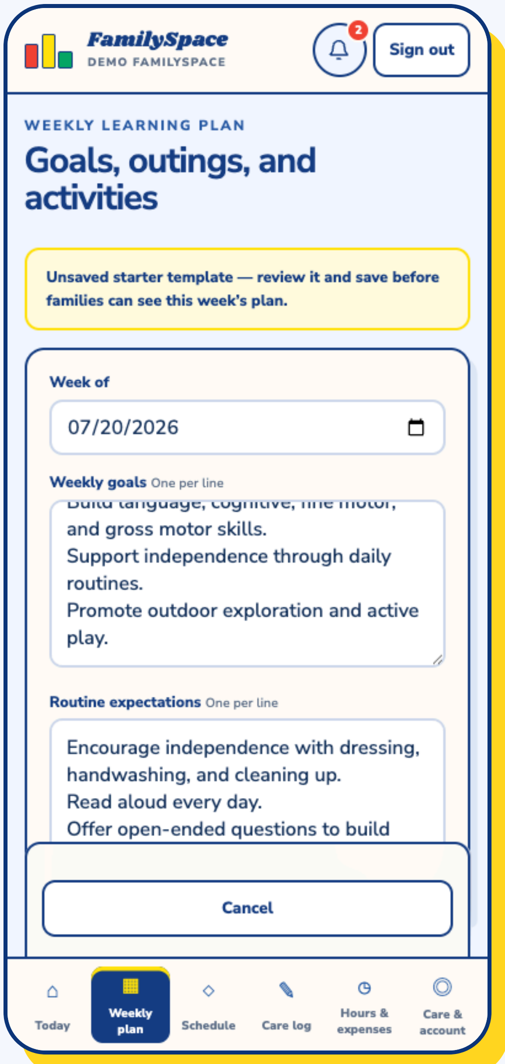
Record only what is useful for day-to-day care. Do not store medical records, payment-card information, or unnecessary sensitive details.

Workspace-wide does not mean public

The caretaker can coordinate care across families, but private family-unlinked children are not browseable by parents. Linking requires an exact-name confirmation.

CARETAKER WORKFLOWS

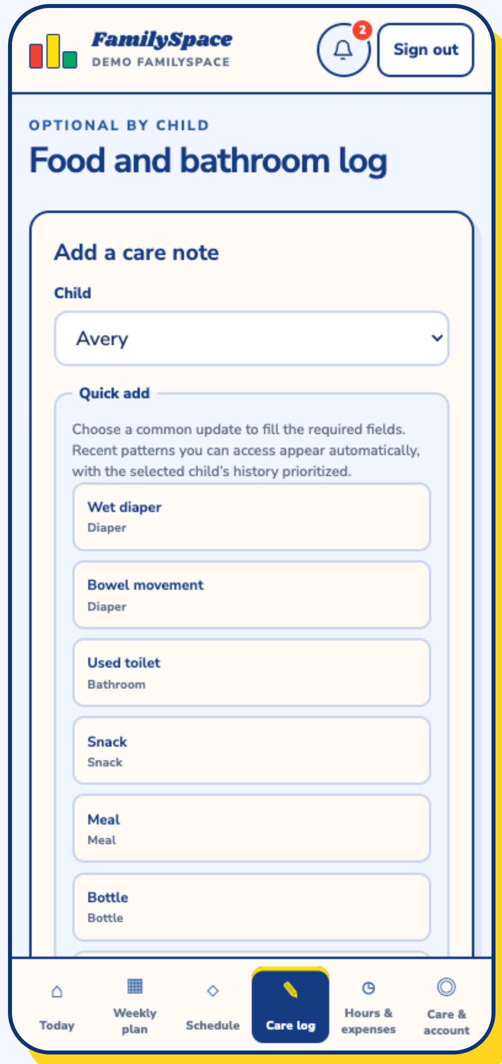
Plan the week, then log the moments that matter



Create the weekly plan

Review the starter template, then tailor goals, routines, and each day's activities. Families see the plan only after it is saved.

Before saving: check the selected week and make sure outing details or special notes are current.



Add a care note

Select the child, use Quick add for a common event, confirm the time and details, then save. Recent visible patterns are prioritized to reduce repeated typing.

Good care notes: short, factual, timely, and useful to the family. Add context only when it helps explain the care event.

RESPONSIBILITY MATRIX

Who normally handles what?

“Scoped” means the action is available only for the user’s family, their own submissions, or through temporary owner Admin mode.

Area	Owner	Parent	Caretaker
Read weekly plan	**Yes**	**Yes**	**Yes**
Edit weekly plan	**Admin mode**	No	**Yes**
Manage usual care days	**Own family**	**Own family**	Daily roster only
Update daily roster	**Own family or Admin**	**Own family**	**All visible children**
Add care notes	**Admin mode**	Read only	**Yes**
Submit hours	No	No	**Own hours**
Verify family hours	**Own family**	**Own family**	No
Record family payments	**Own family**	**Own family**	View status
Invite members	**Yes**	No	No
Manage emergency contacts	**Own family**	**Own family**	View safety roster
Request reimbursement	Review/manage	Review/manage	**Own requests**

1 · Check Today

Start with notices, plan status, hours, children in care, and recent notes.

2 · Update the source

Use Schedule, Care log, Hours, or Settings rather than relying on chat or memory.

3 · Confirm the scope

Before saving, verify the family, child, week, pay period, or recipient.

Need help?

Return to the relevant bottom-navigation section and look for the short explanation above the form. If a control is missing, confirm that you are signed into the intended account and role.