**Dear Parent/Carer,**

We’re excited to announce that [Name of Centre] is now partnering with [Cheqdin Childcare Software](https://www.cheqdin.com/) to bring you a great new platform to keep in touch with us and get a glimpse of your child’s day at our centre.

**What is Cheqdin?**

Cheqdin is a childcare software and app used by nurseries, out of school clubs, preschools and childminders worldwide to manage their day-to-day administrative functions, implement digital sign in-out and collaborate with parents.

**How can you benefit from Cheqdin as a parent?**

With Cheqdin, you can:

* View your child’s attendance records on your mobile app
* Submit registration forms online
* Make bookings and payments online
* Get real-time check in-out notifications on your phone when your child has been picked up or dropped off
* Receive invoices by email and view billing details
* Get photos, videos and updates about your child’s day
* Contact centre staff via the instant messenger

**How to get started?**

**Step 1:** You will receive a welcome email from Cheqdin with your secure login details, once we add you to the system or when you submit a registration form to our centre. For more information on how to register your child with us, please contact your centre manager.

**Step 2:** Download the Free apps - ‘**Cheqdin**’ and ‘**Notebook by Cheqdin**’ from the app store.

**Step 3:** Sign into the mobile apps or online parents web portal using the login details in your welcome email. (You can use the same login for the apps and [parents portal](https://cheqdin.com/login/parent)).

You are now ready to start receiving updates and alerts about your child from [Name of Childcare Centre].

More detailed instructions will be provided in your welcome email from Cheqdin. And, do keep an eye out for an email from us regarding the start-date for using the app.

**Download Links:**

[](https://itunes.apple.com/gb/developer/databotix-limited/id1237599145?mt=8) [](https://play.google.com/store/apps/developer?id=Databotix+Limited)

To learn more about Cheqdin, please visit [www.cheqdin.com/parents](http://www.cheqdin.com/parents) or visit the [parents help centre](https://support.cheqdin.com/support/solutions/folders/48000666422).

Should you have any other questions, please feel free to contact [Insert Centre’s Email Address, telephone number & Contact Name].

Kind regards,

Centre Manager / Administrator

[Name of Childcare Centre]