Dear Parent/Guardian,

More and more, our teachers are using digital resources to deliver curriculum, document learning and better meet the needs of our learners. To facilitate communication and sharing in [name of early childhood setting/afterschool] between parents and teachers we will be using TeachKloud. [www.teachkloud.com](http://www.teachkloud.com) is an online system that allows you to communicate with your child’s teacher. You can access information on your child’s learning, give and receive feedback. It is free for parents!

**Create Your Personal and Private TeachKloud Account**

1. Please visit [www.teachkloud.com](http://www.teachkloud.com) using the Chrome or Firefox web browser

2. Select “free trial” in the top right-hand corner of your screen

3. Register as a parent

4. An email will be sent to you to confirm your account, please confirm your account.

5. Please inform us once you have made an account and also give us the email you used to register with TeachKloud.

**Support**

TeachKloud has live support if you ever need any assistance via their website. You can also ask any questions on using your account and even request demos to help you get started.

**Security and Privacy**

Of course, security and privacy are very important to us. TeachKloud never sells your data to third parties. TeachKloud is hosted using DigitalOcean which has first class 24/7 security. To access TeachKloud a user must be invited and confirmed by the owner or manager of the early years setting. When information is shared with parents or caregivers, only the parent it was shared with has access to that information.

TeachKloud also has an SSL Certificate. SSL keeps sensitive information sent online encrypted, so that only the intended recipient can understand it. In addition to encryption, an SSL Certificate also provides authentication. This means you can be sure that you are sending information to the right person!

For more information on privacy, data storage, security and tutorials please visit: [www.teachkloud.kayako.com](http://www.teachkloud.kayako.com)

We’re excited about making new connections which facilitate the growth and development of all our children. We hope that you will join us on our journey.

Sincerely,

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