



Nursery User Guide

A simple way to check potential bookings week by week, without hiding the raw occupancy position or the evidence behind a planning adjustment.

For nursery managers and everyday nursery users
Updated 9 September 2026
Screenshots use clearly marked TEST data.

Why Smart Spaces Helps

- Follows the proposed child through every room and requested AM/PM session.
- Uses the latest accepted Family Occupancy CSV and shows its exact coverage and age.
- Shows the raw spare-place number even when selected real-life factors adjust the managed view.
- Excludes uncovered dates from the RAG score instead of treating missing information as empty space.
- Makes tight slots actionable by showing the factor, evidence and follow-up required.

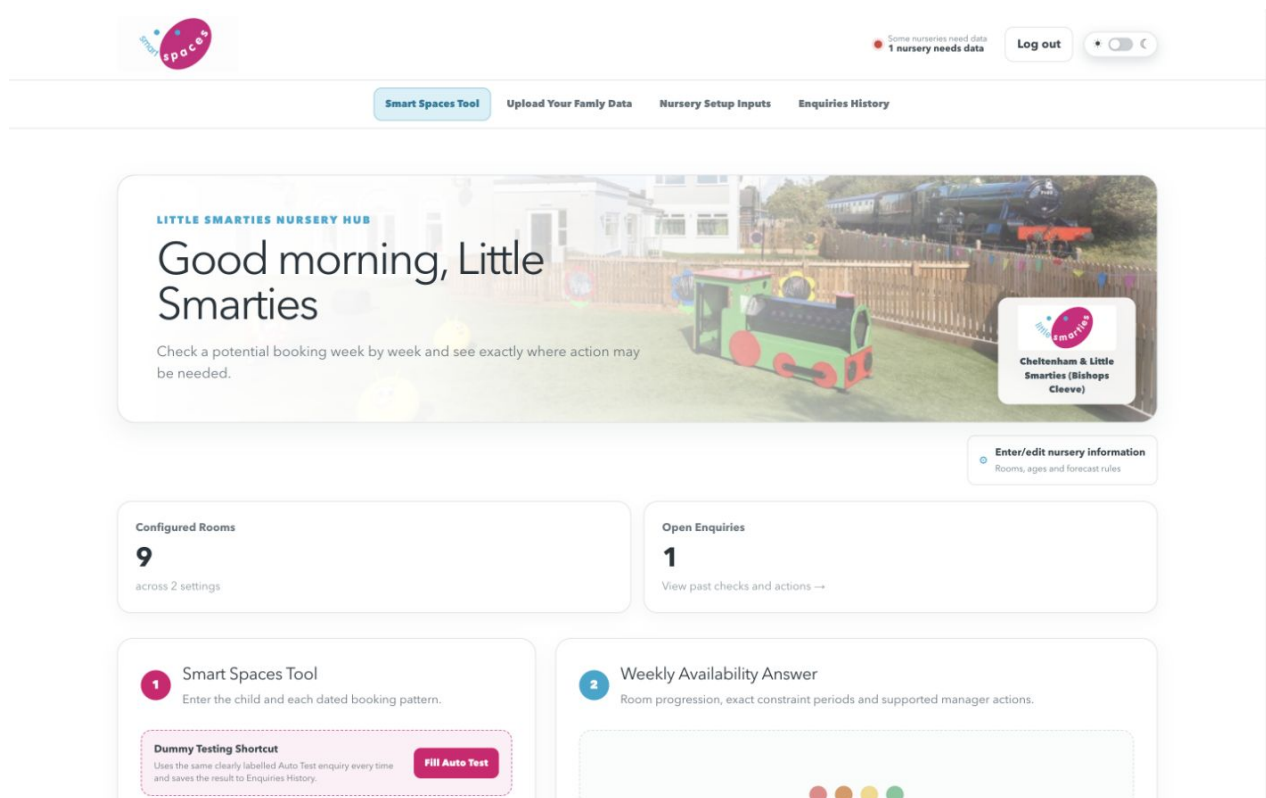
Default data route

Manual Family Occupancy CSV upload is the primary method. A future GraphQL connection can use the same source-neutral forecast rules after separate testing.

Demonstration account

A separate fictional three-room nursery is available for testing and screenshots. Its saved occupancy resembles Bishops Cleeve at a smaller scale, with slight variations. Existing dates stay fixed; newly covered dates are added automatically. Enquiry edits reset on reload. It never accepts uploads or enters live totals.

1 · Check The Data Status



TEST orientation screenshot. The current dashboard shows the nursery, data age, coverage and colour key.

- Green: the latest accepted upload is less than 21 days old.
- Amber: 21 days to one calendar month old; visible but no warning.
- Red: more than one calendar month old; upload newer data for the best result.
- No data: requested dates are not scored; upload an accepted export to include them.

Age is not coverage

A recently uploaded file can still end too early. Smart Spaces checks the requested dates against the exact accepted range as a separate safeguard.

2 · Upload A Family Occupancy CSV

Step	What to do	What Smart Spaces checks
1	Family: Reports → Occupancy. Days, 5 splits, Occupied, Room. Child absence OFF; Ad hoc purchases ON. Export Booking, not FTE summary.	The next required start date is shown on the upload page.
2	Export up to two years from this month's first day, then the next consecutive two years. Remove the child-name column, save CSV, choose the matching nursery and record the export creation date.	Date, Start, End, Room, Age and ChildId; current room names and saved former-name aliases; exact first/final date.
3	Read the preview before uploading.	Recognised rows, AM/PM records, room matches and warnings.
4	Upload only when the preview is correct.	No missing date between accepted files. A gap saves nothing and names the first missing date.
5	Read the confirmation.	The full coverage now held. On overlapping dates, the newest accepted upload replaces the older totals.

AM/PM rule verified against Gerard's exports

08:00–17:00 is AM and PM; 08:00–13:00 is AM only; 13:00–18:00 is PM only. Any booking starting before 13:00 contributes to AM, and any booking ending after 13:00 contributes to PM.

Privacy

The original file, child names and ChildId values are not retained. The database stores anonymous totals by date, room and session plus anonymous age/new-starter distributions.

3 · Use The Smart Spaces Tool

Input	Effect
Name or temporary label	Labels this enquiry while checking it. Only initials are retained in follow-up history.
Date of birth	Builds the child's room journey and leaving date. Expected birth dates are accepted up to two years ahead, but never after the preferred start date.
Nursery	Chooses that nursery's rooms, imports, enquiries and planning assumptions.
Preferred start	Starts the proposed booking and weekly forecast.
AM/PM pattern	Adds one child only to the selected sessions.
Later phase	Replaces the pattern from its effective date.
Delayed school year	Keeps the child in the final room for one additional academic year.
Planning factor switches	Includes only the selected evidence-based adjustments in the managed view.

Demo Auto Populate And Real Calculations

Auto Populate Demo Enquiry fills one realistic fake request. The same inputs and data give the same calculated RAG. Change the dates, sessions or available factors to test their effects. The reviewed factor rules are identical to live accounts. Results describe fictional data, not a real booking decision.

4 · Understand The Result

The weekly room and session table continues across the page. Use the scroll instruction above it or the blue 'More dates & rooms' button to move to later weeks and rooms; the button disappears at the end. Every W/B heading includes its year, and a fixed Viewing Year marker updates while the table moves.

Smart Spaces Tool | Upload Your Family Data | Nursery Setup Inputs | Enquiries History

GREEN RESULT | Available

Demo Child - Meadow Lane Nursery (Demo) · 2 booking phases · 2026-11-02: Mon AM, Wed AM, Fri AM · 2026-12-02: Mon AM & PM, Wed AM & PM, Fri AM & PM

Baby Room at the proposed start · leaves 31 Aug 2029 under the end-of-August rule

The requested booking fits

All requested sessions remain within planned capacity across the child's weekly room journey, after any selected planning factors shown in the result.

Weekly Room And Session Forecast 148 weeks

Every week is calculated from occupancy data. Select a requested cell for its calculation and context.

[Scroll across for later dates and rooms](#)
Drag the table, use a trackpad or mouse wheel, or select the blue button.

Room	Baby Room	Baby Room	Baby Room	Baby Room	Baby Room	Toddler	More dates & rooms
W/B	2 Nov	9 Nov	16 Nov	23 Nov	30 Nov	7 Dec	14 Dec
Mon AM	+2	+2	+2	+2	+2	+2	+2
Mon PM	-	-	-	-	-	+2	+2
Tue AM	-	-	-	-	-	-	-
Tue PM	-	-	-	-	-	-	-
Wed AM	+2	+2	+2	+2	+2	+2	+2
Wed PM	-	-	-	-	+2	+2	+2
Thu AM	-	-	-	-	-	-	-
Thu PM	-	-	-	-	-	-	-
Fri AM	+2	+2	+2	+2	+2	+2	+2

TEST orientation screenshot. Numbers and RAG exclude the enquiry child. +1 means one place available; 0 means full.

Raw number	Colour	Meaning
+1 or more	Green	This many places remain before adding the enquiry child.
0 to +0.9	Light amber	The child fits with less than one expected spare place.
-0.1 to -1	Amber	Up to one expected place over before supported context.
-1.1 to -2	Dark amber	Up to two expected places over; careful review is needed.
-2.1 or worse	Red	Not currently feasible without a fully supported change.

5 · Real-Life Planning Factors

Only factors backed by reviewed, usable evidence can be selected. A factor with no held evidence is greyed out and marked Coming Soon. The raw occupancy number remains visible, and opening a result cell shows every non-zero adjustment and its supporting observation count.

Nursery Tick-Box Title	Reviewed Evidence	Forecast Effect When Selected
Typical sickness absence	Monthly rate by age; BC 2025	Reduces expected attendance for the cell's age mix
Typical family holidays	Monthly rate by age; BC 2025	Reduces expected attendance in that month
Baby bookings that later reduce	31 starters; requested-session conversion bands	Future starters only: retain 100%, 95%, 85%, 90% or 41.67% by requested sessions; fallback 73.86%
Session reduction	Monthly weekday-drop rate by age; 3,256 child-months	Compounds the exact weekday rate after turnover, from that import range or a later child start
Unexpected child turnover	Monthly age-band survival rate; 3,256 child-months	Reduces the expected whole pattern from that import range or a later child start until school departure
Early school leavers	BC June-active school-leavers; 61 children, 4 departures	Only when ticked: cumulative weekday loss in final 49 days before 31 August; June evidence required

Expected-value decimals

A selected evidence factor can produce one decimal place, such as +1.2 or -2.9. This is an expected place equivalent across similar children, not part of a child. Fractions combine before the final rounding; a very small valid effect can leave the displayed number unchanged. The raw whole-number occupancy remains visible.

Use judgement openly

Select only available factors you want considered for this check. Coming Soon factors cannot be selected and make no change. Management sees an automatic impact check that flags barely detectable effects and unusually large one-factor RAG jumps. Do not treat an adjusted result as a promise: read the raw number and listed reasons together.

6 · Record The Outcome And Maintain Data

At the bottom of each result, two RAG-only comparisons show the same enquiry with no real-life factors and with all available factors ticked. The nursery, dates, phases and uploaded occupancy stay the same. Unavailable factors stay off; uncovered dates stay unscored. These comparisons do not change your chosen result or create extra enquiries.

- Use Enquiries History, or the follow-up panel shown above the tool after two weeks, to record whether Smart Spaces helped make a booking possible, did not affect the decision, the family did not book or is still deciding.
- Only a confirmed booking marked 'Booked — Smart Spaces helped make this possible' enters recovered-value reporting. Unconfirmed bookings reserve capacity but remain outside finance totals until confirmed.
- Select every AM or PM half-day actually accepted. Smart Spaces counts them, uses five value-reporting hours per half-day and feeds the same sessions into future availability.
- Each saved enquiry keeps its raw and adjusted worst covered session, selected factors, visible factor effects and excluded future weeks for later checking.
- Keep unconfirmed and five-day provisional statuses accurate so tight slots show who to chase.
- Upload fresh Family data weekly, fortnightly or whenever bookings change materially.
- Changes saved in Nursery Setup Inputs flow to the tool, Family uploads, enquiries and management views. Former nursery and room names remain as matching aliases so accepted history is not orphaned.
- A nursery or room with accepted Family history cannot be deleted; rename or update it instead.
- If Family is unavailable, the last accepted anonymous snapshot remains usable inside its date range and clearly shows its age.

Dates outside coverage

Question marks are deliberate. Those dates do not count towards the headline RAG in any way. The result states the latest included date and suggests a later upload if the nursery wants the remaining weeks assessed.