

## KinderSign - Checking Children In and Out

A

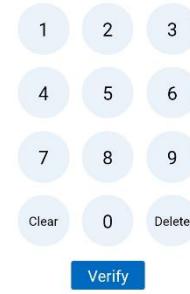
Parents/Sponsors uses the keypad to enter the 10-digit telephone number. Tap **Next**.



NOTE: If more than one Parent/Sponsor shares the same telephone number, KinderSign displays a list of their names. The Parent/Sponsor needs to select his/her name from the list in order to continue.

B

Enter the **PIN** and tap **Verify**. If the Parent/Sponsor is signing a child **In** or **Out** for the first time, the system prompts the Parent/ Sponsor to create his/her own **PIN**. The **PIN** consists of four digits (contact the Support Desk if you forgot your **PIN**).



C

When the Activities screen appears, tap **Attendance**.

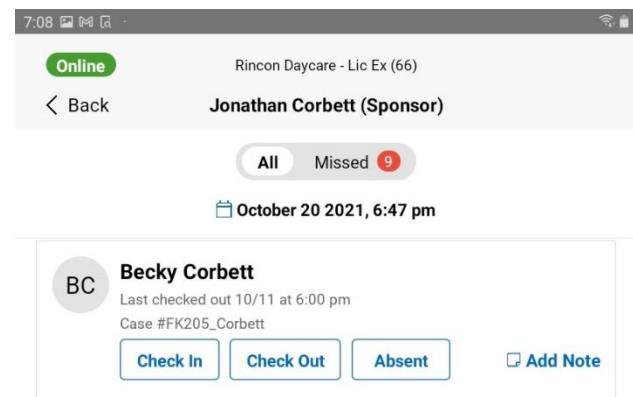


D

The tablet will take a picture of the Parent/Sponsor who is checking the children **In** or **Out** of care. Position your face in the center of the camera and tap **Authenticate** to capture the snapshot and continue.

E

When the child list appears, select **Check In** or **Check Out** by tapping the corresponding box(es) for one or more children. The system will highlight your selections.



Note that KinderSign lets you know whether you have missed registering attendance. You can tap to select whether you would like to register **All** Attendance or only **Missed** Attendance.

F

If desired, tap **Add Note** to enter a note relevant to the attendance being submitted.

G

Tap **Submit** to automatically transmit the Attendance to KinderConnect. The tablet needs to be online.

H

A message displays confirming the Attendance was saved successfully.

KinderSign returns to the telephone keypad and is ready for the next Parent/Sponsor to sign in.