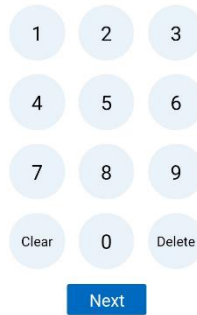


KinderSign - Checking Children In and Out

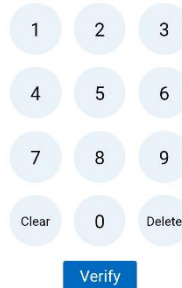
- A** Parents/Sponsors uses the keypad to enter the 10-digit telephone number. Tap **Next**.



A numeric keypad with buttons for digits 1 through 9, 0, a 'Clear' button, and a 'Delete' button. A blue 'Next' button is located below the keypad.

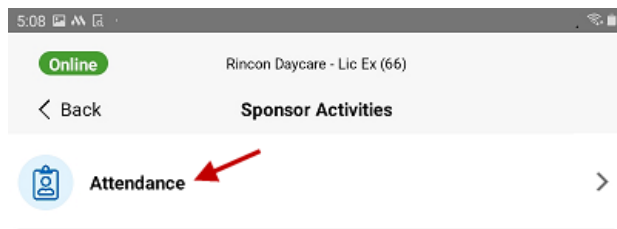
NOTE: If more than one Parent/Sponsor shares the same telephone number, KinderSign displays a list of their names. The Parent/Sponsor needs to select his/her name from the list in order to continue.

- 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 forget your **PIN**).



A numeric keypad with buttons for digits 1 through 9, 0, a 'Clear' button, and a 'Delete' button. A blue 'Verify' button is located below the keypad.

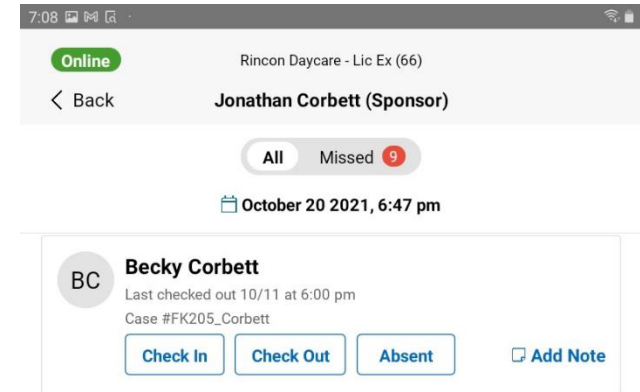
- C** When the Activities screen appears, tap **Attendance**.



A screenshot of the 'Sponsor Activities' screen. At the top, it says 'Online' and 'Rincon Daycare - Lic Ex (66)'. Below that is a 'Back' button. The main section is titled 'Sponsor Activities'. At the bottom, there is a button labeled 'Attendance' with a red arrow pointing to it.

- 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.



A screenshot of the child list screen. At the top, it says 'Online' and 'Rincon Daycare - Lic Ex (66)'. Below that is a 'Back' button. The main section is titled 'Jonathan Corbett (Sponsor)'. Below that are buttons for 'All' and 'Missed 9'. A date and time stamp 'October 20 2021, 6:47 pm' is shown. Below that is a card for 'Becky Corbett' with a 'BC' icon. The card shows 'Last checked out 10/11 at 6:00 pm' and 'Case #FK205_Corbett'. At the bottom of the card are buttons for 'Check In', 'Check Out', 'Absent', and 'Add Note'.

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.



Buttons for selecting attendance type: 'All' and 'Missed 9'.

- 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.