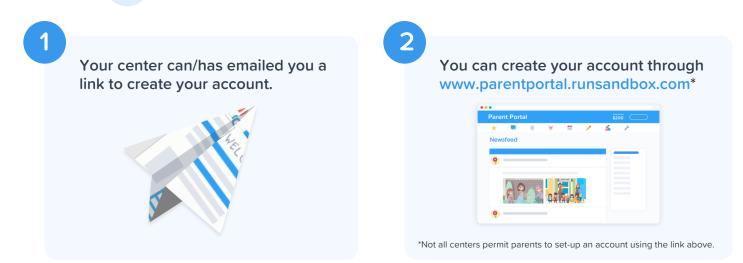
Parent APP



The Sandbox Parent app was designed to provide you with a better understanding of what your child is up to each day. Below are instructions on how to get your Parent App set-up and how to navigate through each of the tabs.

There are 2 ways that you can register for a Parent Portal account:





Create your account using the link emailed to you:

- 1. Click on the link in the email that the center has sent to set-up your account.
- 2. Your email address is automatically set as the email address that you have given to.
- 3.Create password. Your password must be at least 6 charcters long.
- 4. Confirm your paassword.
- 5. Click Create Account!



Create your account using the Sandbox Parent Portal website:

- 1. Go to www.parentportal.runsandbox.com
- 2. Use your email address as the username
- 3. Create a password. Your password must be at least 6 characters long
- 4. Confirm your password
- 5. Click Create Account!

The Sandbox Parent App is available on iOS and Android devices.

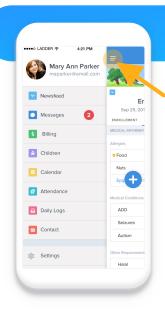


If you are using an iOS device, you can find the app in the App Store by searching for **Sandbox Parent App**.



If you are using an Android device, you can find the app in the Google Play store by searching for **Sandbox Parent App**.

Once you have created an account, you can now login to the app!



Parent App Navigation

Click on the menu icon (**top left-hand corner**) to navigate from one section to another. It is possible that not all tabs will be available to you since they are based on how your center chooses to use the Parent Portal.

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Newsfeed

When you login to the Parent App, you will be brought to the Newsfeed. This is where you will see information that is shared by your center such as messages, pictures, attachments, and announcements.





The Messages section enables you to communicate with the center privately. Currently, you are not able to select a specific teacher or staff member. (This feature is coming soon!) If you wish to speak with a specific staff member, please contact the center directly.





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The Billing section is where you can view your account balance make payments (if your center offers online payments). If you click the "Pay Balance" button, you also have the ability to partially pay your account balance.

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	Invoice DateMar 10,	2018
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Tuition - Eriann	Davis	\$290.0
Early/late Fees		\$10.0
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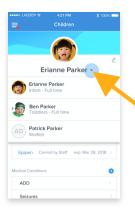
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Dec 1, 2017 - Dec 31, 201 \$2300.00 This section also allows you to view invoices and any payments that you have made. You can also access statements and tax receipts by clicking the '**Statements**' and '**Tax Receipt**s' button at the bottom of the screen.

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Children

In the Children tab, you can view information for your child(ren). You can add or edit information by clicking the + icon on the right next to each item.



- You can only edit information if the + icon is present
- You can add a picture by clicking the child photo icon
- The Attachments tab is where you can upload documents (if enabled by the center)
- If you have more than one child at the same location, you can toggle between children by simply clicking their names

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		ATTACHMENTS
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ADD		
ADD		
Seizures		



In the Attendance tab, you are able to view time in and out times as well as any absences for your child(ren). If you have more than one child at the same location, you can toggle between them by clicking on their names.

۲	Erianne Parker Infant - Full time
	Ben Parker Toddlers - Full time
AD	Patrick Parker Waitlist

	Atter	ndance	
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Thu - Jan 11		Abs	ent 🔅
Fri - Jan 12		Abs	ent 🔅



In the Daily Logs tab, you are able to view the information filled out by teachers throughout the day. To view the log, click on the green inbox icon.

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	nne Parker it - Full time	Tuesday Jan 8, 2018
Daily Log Repo	rt	
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BREAKFAST Cereal & T	oast - finished	
LUNCH Pasta - Ate	some	
SNACK Cookies &	milk - ate all	
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NAP HOURS 12:30-2:45		
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E	RIANNE PARKER	¥
4	January 2018	×
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Thu - Jan 4		
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Settings

In the Settings tab, you can reset your login password and Timeclock PIN. You can also manage your push and email notifications for check in/out, messages, newsfeed items, and daily logs.

	Locations	# 100%
Your Locations		
ABC Learning C	enter	ń
XYZ Learning C	ienter	

h Locations

In the Locations tab, you can switch locations if you have a child(ren) enrolled in more than 1 location. To switch locations, simply click on the location you wish to view and go back to your menu icon to select which tab you wish to view.



If you have any questions or require any assistance with the Sandbox Parent App, please contact the center directly.