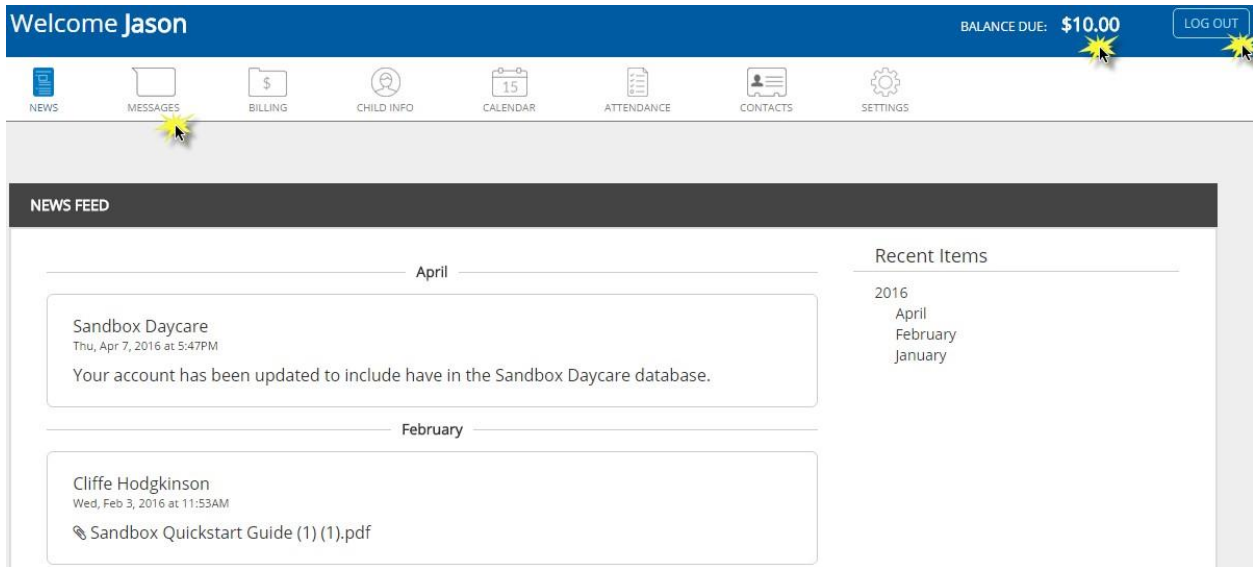


# Sandbox Parent Portal Quick Start Guide

## Parent Portal Instructions



1. Click the icons to navigate from one section to another. It is possible that not all icons will be available to you since they appear based on how your provider chooses to use the Parent Portal.
2. When you're finished using the Parent Portal, make sure to click the Log Out button on the top right-hand side to prevent anyone else from accessing your account.

## 1. News Feed

When login to the Parent Portal you will be brought to the News Feed section. The News Feed is where you will see information that is shared by your provider. (i.e. pictures and announcements)

The screenshot shows the Parent Portal interface. At the top, a blue header bar displays "Welcome Jason" on the left, "BALANCE DUE: \$10.00" in the center, and a "LOG OUT" button on the right. Below the header is a navigation bar with icons for NEWS, MESSAGES, BILLING, CHILD INFO, CALENDAR, ATTENDANCE, CONTACTS, and SETTINGS. The main content area is titled "NEWS FEED" and is divided into two columns. The left column shows a date separator "Thu, Apr 7, 2016" followed by a message from "Sandbox Daycare" dated "Thu, Apr 7, 2016 at 5:47PM" with the text "Your account has been updated to include have in the Sandbox Daycare database." Below this is another date separator "February" followed by a message from "Cliffe Hodgkinson" dated "Wed, Feb 3, 2016 at 11:53AM" with a PDF attachment titled "Sandbox Quickstart Guide (1) (1).pdf". The right column is titled "Recent Items" and lists the year "2016" with sub-items "April", "February", and "January". At the bottom of the news feed is a photograph of a colorful playground with green slides and red and blue structures.

## 2. Messages

The Messages section enables you to communicate with your provider privately. Currently you are not able to select a specific teacher to message, so the messages will be viewed by any authorized staff. You will need to contact your provider directly if you wish to communicate with a specific teacher.

- NEWS
- MESSAGES
- BILLING
- CHILD INFO
- CALENDAR
- ATTENDANCE
- CONTACTS
- SETTINGS

MESSAGES

Type your message Send

---

Apr 14, 2016

Hi Jason. Todd is having a great day.

Cliffe Hodgkinson  
Thursday Apr 14, 2016 at 11:16 AM

---

Apr 8, 2016

Hi, how is Todd today?

Jason Muygabi  
Friday Apr 8, 2016 at 9:52 AM

---

Mar 30, 2016

### 3. Billing

The billing section lets you view your account balance, as well as any invoices on your account or payments that you've made. You can print monthly statements as well as any available tax receipts by clicking Print Statement on the top right-hand side. You can also view/print invoice and payment details by clicking on them in the list.

Welcome Jason BALANCE DUE: \$10.00 LOG OUT

- NEWS
- MESSAGES
- BILLING**
- CHILD INFO
- CALENDAR
- ATTENDANCE
- CONTACTS
- SETTINGS

Pay Balance Account Balance: \$10.00 
 Print Statement Print Tax Receipt

DATE	BILLING PERIOD	DESCRIPTION	TOTAL	AMOUNT DUE	STATUS
19-Apr-2016		Invoice #238	\$10.00	\$10.00	Unpaid
14-Oct-2015		Payment - Direct Debit	\$417.39		
1-Oct-2015	1-Dec-2015 - 31-Dec-2015	Invoice #454	\$417.39	\$0.00	Paid

## 4. Child Info

In the Child Info section, you can view information for your child. You can add or edit information for your child by clicking the pencil icon on the far right.

- You can only edit information if the pencil icon is present.
- The attachments section enables you to upload documentation if required by your center.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.



The screenshot displays a user interface for a child information system. At the top, a blue navigation bar shows 'Welcome Jason' on the left, 'BALANCE DUE: \$10.00' in the center, and a 'LOG OUT' button on the right. Below this is a menu with icons for NEWS, MESSAGES, BILLING, CHILD INFO (highlighted), CALENDAR, ATTENDANCE, CONTACTS, and SETTINGS. The main content area is divided into sections: 'General Information' (with a child's photo and details like Full Name: Jessica Anders, Date of Birth: December 25, 2009, Age: 6 y 3 m, Gender: Female), 'Enrollment' (listing active enrollments for Grade 1 - Infant), and 'Medical and Other Requirements' (listing Asthma, Food allergies, and Epi pen). Red circles highlight the pencil icons for editing in the General Information, Enrollment, and Medical Conditions sections, and the '+ Add' button in the Medical and Other Requirements section.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING **CHILD INFO** CALENDAR ATTENDANCE CONTACTS SETTINGS

Jessica John

General Information

 Full Name: Jessica Anders Age: 6 y 3 m   
Date of Birth: December 25, 2009 Gender: Female



Enrollment

Active Enrollments



Grade 1 - Infant	Start: August 1, 2015	Tuition: \$60.00 Daily
Grade 1 - Infant	Start: March 3, 2016	Tuition: \$100.00 Up Front

Medical and Other Requirements [+ Add](#)


Medical Conditions

Asthma - Mild - Puffer in schoolbag	 
-------------------------------------	---

Allergies

Food - Severe - Epi Pen	 
-------------------------	---

Epi pen

Carried By: Child	Expiry: Oct 1, 2013	
-------------------	---------------------	---

Other Requirements

## 5. Calendar

The Calendar section shows you the days that your child is scheduled to attend. Use the arrows at the top of the calendar (left and right) to navigate between months.

- If enabled by your provider, you can add/edit vacation days by clicking the Add Vacation button.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

The screenshot shows a user interface for a calendar. At the top, there is a blue header with "Welcome Jason" on the left, "BALANCE DUE: \$10.00" in the middle, and a "LOG OUT" button on the right. Below the header is a navigation bar with icons for NEWS, MESSAGES, BILLING, CHILD INFO, CALENDAR (highlighted with a blue square and the number 15), ATTENDANCE, CONTACTS, and SETTINGS. The main content area shows a calendar for April 2016. The calendar is titled "April 2016" and has navigation arrows on the left and right. The calendar grid shows days from Sunday to Saturday. The days 28, 29, 30, 31, 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 25, 26, 27, 28, and 29 are marked with green bars, indicating they are scheduled. The days 3, 10, 17, and 24 are not marked. At the bottom of the calendar, there is a legend with three items: "SCHEDULED" with a green dot, "VACATION" with a red dot, and "UNSCHEDULED" with a white dot. To the right of the legend is a button labeled "Add Vacation".

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## 6. Attendance

In the attendance section you are able to view the details for when your child attended as well as when they were marked as absent.

- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS

Jessica John

Mon, Dec 14 2015

November 2015 Total Absent: 2 Total Attendance: 5

Week of Nov 29, 2015 - Dec 05, 2015

Fri, Dec 4 2015  
Thu, Dec 3 2015  
Wed, Dec 2 2015  
Tue, Dec 1 2015  
Mon, Nov 30 2015 ATTENDED 11:37 am 5:34 pm

Week of Nov 08, 2015 - Nov 14, 2015

Fri, Nov 13 2015  
Thu, Nov 12 2015  
Wed, Nov 11 2015  
Tue, Nov 10 2015 ABSENT Vacation  
Mon, Nov 9 2015

Week of Nov 01, 2015 - Nov 07, 2015

Fri, Nov 6 2015  
Thu, Nov 5 2015  
Wed, Nov 4 2015  
Tue, Nov 3 2015 ATTENDED 7:00 am 3:00 pm  
Mon, Nov 2 2015 ATTENDED 7:00 am 6:00 pm

## 7. Contacts

In the Contacts section you can view information for the guardians, emergency contacts and the family doctor on your account. You can add new guardians/contacts by clicking the Add Guardian/Add Contact buttons, and you can edit this information by clicking the pencil icon on the far right-hand side.






- You can only edit information if the pencil icon is present.
- You add pictures for the guardians/contacts by clicking the Upload icon.
- You can change pictures for the guardians/contacts by clicking on the existing picture.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS







### Guardians

[+ Add Guardian](#)

 <b>Jason Muygabi</b> Father Primary Contact	Work (800) 589-9985 x225 Cell (333) 444-5555 Home (333) 333-3333 Email rwieske@runsandbox.com Home Address 45 East 4th Road West Markham, ON K9G 4J9	Allowed to pickup	
 <b>Jona Gashi</b> Family Friend	Cell 5199901871 Home 5199901871 Other 5199901871 Email ludwigharry@gmail.com Home Address 3568 Binbrook Ontario, AB L0R1C0	Not allowed to pickup	 

### Emergency Contacts

[+ Add Emergency Contact](#)

 <b>Amy Cross</b> Aunt	Work (987) 993-9998	Emergency Contact Allowed to pickup	 
 <b>Janet Hemsy</b> Aunt	Cell (905) 685-9985 Email hemirsy.janet@gmail.com Home Address 142 Garden Lane Burlington, ON K9G 3D9	Emergency Contact Allowed to pickup	 

## 8. Settings

The Settings section enables you to change your Parent Portal password and Timeclock Passcode as well as set your email notification preferences.


- Select the pencil to edit the password for your Parent Portal account or to reset your Timeclock passcode.
- Select the pencil icon to make modifications to your notifications.
  - You can choose to receive an automated email when your child is checked in/out.
  - You can choose to receive an automated email each time something is posted to the News Feed.
  - You can choose to receive an automated email each time you receive a new message.
  - If your provider enables you to pay your invoices online, the Payment Details section will let you add new payment information or edit/delete your existing payment information. If applicable, you can also choose to set up your account for Automatic Withdrawal here.


Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS


### Account Info

User Name: rwieske@runsandbox.com

Password: XXXX 

Timeclock Pin: XXXX 

### Notifications





Email on Child Check In: No 

Email on Child Check Out: No

Newsfeed Items: No Notification

New Messages: No Notification

### Payment Details

Visa	XXXX-XXXX-XXXX-4242	Expires 2/2019	 
Visa	XXXX-XXXX-XXXX-0077	Expires 2/2019	 

[+ Add Payment Method](#)

[Disable Automatic Withdrawal](#)