

KinderSign - Checking Children In and Out

- A** Caretakers/Sponsors will use the keypad to enter the 10-digit telephone number. Tap **Next**.



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

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



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



- D** The tablet will take a picture of the Caretaker/Sponsor who is signing the children **In** or **Out** of care. Tap **Authenticate** to capture the picture.



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



- F** Tap **Submit** to automatically transmit the Attendance to KinderConnect. The tablet needs to be online.
- G** A message will appear confirming the Attendance was saved successfully.

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