

Read Me First

Child Care Time, Attendance and Payment

Ohio Department of Children & Youth (DCY) TAP System

Dear Program,

Welcome to the Child Care Time, Attendance and Payment System (TAP). Enclosed is your tablet for collecting attendance. Please follow the enclosed instructions that will walk you through unpacking your tablet and explain how to get started.

These are **important steps that must be completed prior to using the TAP System**. If you do not complete these steps before you start using TAP, caretakers will not be able to enter attendance and you will not be paid.

We also included instructions that will be useful when parents begin checking children in and out of care at your program. There are helpful videos and more Quick Reference Cards available online on the Ohio TAP Information Website: www.ohiocctap.info

If you have questions or need help, contact the KinderSystems Ohio TAP Support Center. Call toll-free 833-866-1708 and select the appropriate option or email SupportOH@kindersystems.com.

Instructions

Unpacking Your Tablet & Tablet Stand

1. Remove all items from the box.
 - a. Instructions and a set of Quick Reference Cards (QRCs) in a manila envelope
 - b. A blue box containing a Samsung Tablet
 - c. A large white box containing a tablet stand
2. Remove the tablet stand from its packaging and place on a flat surface.
3. Read the cardboard insert that explains how to insert the tablet into the stand. The tablet will need to be up and down (vertical), not horizontal. Remove this insert.
4. Adjust the rotating circle so that one of the metal holders is located on the top left.
5. Lift the metal switch on the back of the stand to the 'release' position. You will now be able to adjust the holders to the size of your tablet.
6. Open the blue box containing the Samsung Tablet and remove the tablet from the packaging.
7. Carefully place the tablet into the stand and secure the holders to the tablet.
8. Secure the tablet stand by pushing the switch on the back of the stand in to the secure position.
9. **Optional, but highly recommended:** Use the key to lock the tablet into the stand. This will prevent anyone without a key from removing the tablet from the tablet stand. Keep the key in a safe, secure location for future use.
10. **Optional, but highly recommended:** Use the two screws to secure the tablet stand to a counter or table. This will prevent anyone from picking up the tablet and tablet stand.

Turning on Your Tablet for the First Time

*****This process requires WiFi (wireless) internet access. Please do not continue until you are at your provider location.*****

1. Push and hold the power button until the device begins to turn on. The power button is located on the top right side of the tablet.
2. Once the tablet powers on, you must swipe UP to reveal all applications. Please access the settings menu the connections tab to select your WIFI and to enter your WI-FI password.

Next Steps

Open the enclosed manila envelope. This envelope includes several Quick Reference Cards (QRCs). Follow these QRCs in order to complete the registration and setup process:

1. KinderConnect – Provider Registration
2. KinderConnect – Logon
3. KinderConnect – Operator Search / Adding Operators
4. KinderConnect – Add or Edit Telephone Number to Caretaker-Sponsor
5. KinderConnect – Adding Caretakers/Sponsors to a Child
6. KinderSign – Initial Registration of Provider’s Tablet

The other enclosed QRCs will be used for other tasks, such as checking children in and out of care or submitting attendance at the end of each week.

Product Knowledge

KinderConnect is the provider portal accessed through a browser.

KinderSign is the application caretakers & sponsors use to check children in and out of care with tablets.

KinderSmart is the application caretakers & sponsors use to check children in and out of care with smartphones.

Sponsor is a TAP term that means anyone authorized to sign a child in and out of care. This can be the caretakers or anyone a caretaker authorizes to sign their child in and out of care (relative, friend, etc.).

- Primary Caretakers are already identified in the system. You must add or update the phone number for each caretaker in KinderConnect accordingly, as they will not be able to access the system without it.
- Any other sponsor who will be dropping off, or picking up a child must also be added to KinderConnect. You must include their name, phone number, and relationship.

Training Videos

There are training videos available on the Ohio TAP Information Website for both caretakers and programs. We highly recommend watching these videos before using your tablet. Navigate to www.ohiocctap.info.

For Program Training Videos, click on the Program page, then click on the Support Videos link.

- [TAP Overview Webinar](#) – Overview of all TAP tools and how they work together
- [KinderConnect Webinar](#) – Overview of the program portal
- [KinderSign Webinar](#) – Overview of the tablet application used to track attendance
- [KinderSmart Webinar](#) – Overview of the smartphone application used to track attendance

For Caretaker Training Videos, click on the Caretakers page, then click on the Support Videos link.

- [KinderConnect Webinar](#) – Overview of the caretaker portal
- [KinderSign Webinar](#) – Overview of the tablet application used to track attendance
- [KinderSmart Webinar](#) – Overview of the smartphone application used to track attendance

Note: If your program has more than 50 enrolled children who receive publicly funded child care services, you are entitled to receive additional tablets and stands. For more information, contact the Ohio TAP Support Center at 833-866-1708 or SupportOH@kindersystems.com