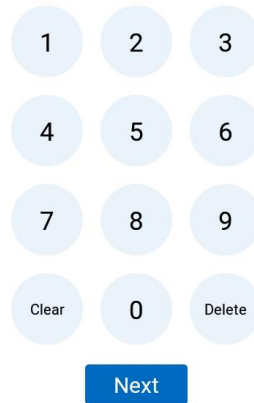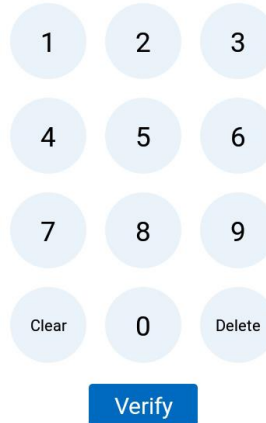# KinderSign - Checking Children In and Out

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

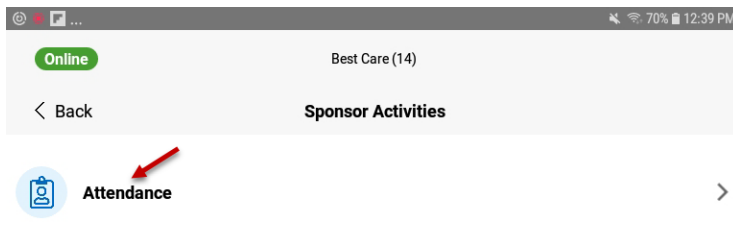|		
1	2	3
4	5	6
7	8	9
Clear	0	Delete

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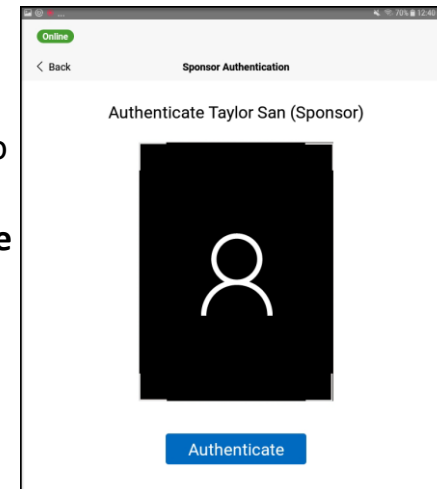
B Enter the *PIN* and tap **Verify**. If the Caretaker/Sponsor is signing a child *In* or *Out* for the first time, the system prompts the Caretaker/Sponsor to create his/her own *PIN*. The *PIN* consists of four digits (contact the Support Desk if you forget your *PIN*).

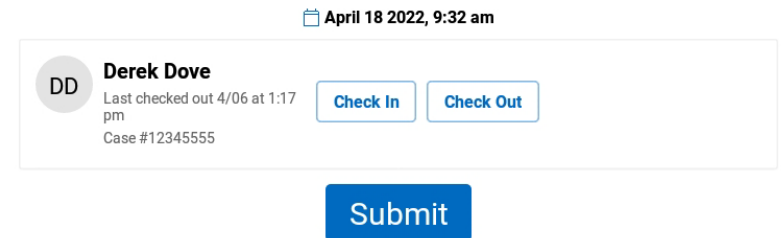|		
1	2	3
4	5	6
7	8	9
Clear	0	Delete

Verify

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 *Check In* or *Check Out* by tapping the corresponding box(es) for one or more children. The system will highlight your selections.

📅 April 18 2022, 9:32 am

DD **Derek Dove**
Last checked out 4/06 at 1:17 pm
Case #12345555
Check In **Check Out**

Submit

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.