

Check-In / Check-Out Procedures for Lambs Students

During our 2008 summer session, we put to the test a new check-in / check-out procedure for the children. We did away with the paper / pens and wheeled in some computers! The Attendance Computers are located in the lobby. Time has shown us that having two computers up and running adequately covers us during the heaviest drop-off and pick-up times. The following steps need to be taken to ensure that your children are recorded in our system properly.

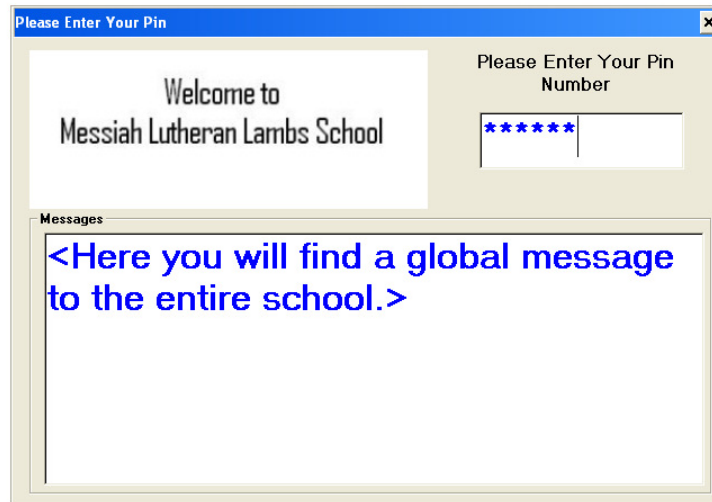
1) **Before Your First Day of School.** Before your first day of school, you will need to have the PIN section of the Enrollment Application completed. There is no need to give us new PINs every year. Your PIN must be six characters long, all numbers. We suggest having one PIN for the parents of the child and additional PINs for additional caregivers who regularly drop off or pick up your children.

2) **Arrival.** Upon entering the building, find one of the Attendance Computers. If the screen saver is active, press any key to see the Timeclock Screen (shown below).



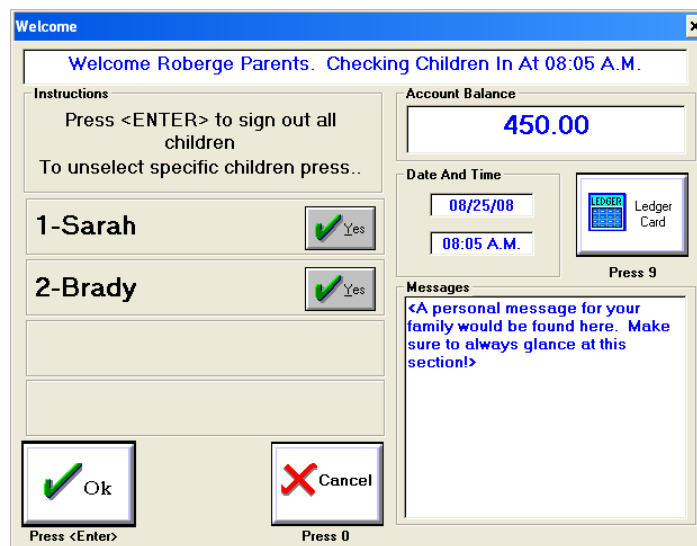
Press Any Key To Begin

At the Timeclock Screen, press any key as directed. You will then see the PIN screen (see below). The message displayed is a general message to the entire school. Enter your six digit number and press Enter.



NOTE: If at this point the screen returns to the beginning Timeclock screen, you have entered your PIN incorrectly. Try and enter it again or come see us in the office.

On the main screen below, there is a lot of good information. First of all, make sure you see “Welcome” (and not “Goodbye”).



On this screen, you can also see your Account Balance and the Date / Time that the computer has logged for you. The Message section shows a personal message just for your family. If there is no one else waiting to use the computer, you can quickly look at your Ledger Card (charges to your account). You also see the name(s) of your child(ren).

If you have only one child at our school or if you have more than one child and all of them will be in attendance, just hit the Enter key when you are done viewing the screen. If you have more than one child at our school and not all of them will be in attendance, you will need to type the numbers of the children NOT in attendance, then hit Enter. The Enter key completes the transaction and the Timeclock screen should reappear.

Then proceed to your children's rooms and drop them off as usual.

3) **Departure.** Before using the computer to check your children out for the day, you must have your children with you. **Do not use the computer to check out until you have picked up your children.** After checking out your children you should see a screen that says "Goodbye." Again, note any change in Account Balance or personal message we may have left for your family. Also note your log out time always making sure you log out before your scheduled pick up time (i.e. 12:00pm, 2:00pm, or 3:00pm). Then press Enter when you are done viewing the screen.

The screenshot shows a window titled "Goodbye" with the following content:

- Title Bar:** Goodbye
- Header:** Goodbye Roberge Parents. Checking Children Out At 02:53 P.M.
- Instructions:** Press <ENTER> to sign out all children. To unselect specific children press..
- Children List:**
 - 1-Sarah [Yes]
 - 2-Brady [Yes]
- Account Balance:** 450.00
- Date And Time:** 08/25/08, 02:53 P.M.
- Messages:** Linda please come to the office before you leave today. We need your signature on a form. Thanks!
- Buttons:** Ok (Press <Enter>), Cancel (Press 0)

Questions?

Will someone be able to help me?

YES! Especially at the beginning of a new school year we have someone from the office stationed at the computer during check-in / check-out times until we feel our families are comfortable with the process. After that, we are always available to come out to the computer to help you.

What if I forget my PIN?

In the office we have a printed list of PINs. Just ask!

I have two children, do I need one PIN per child in my family?

NO. We prefer the parents to have one PIN for all the children. See the next question for multiple PINs.

Can I have more than one PIN per family?

YES. If children are going to consistently come to / leave school with someone other than their parents we recommend that a second PIN be added. Ex. A family could assign one PIN for mom / dad and a second PIN for a nanny. Mom could drop off and use her PIN then nanny could pick up and use her separate PIN to check-out.

What if I have someone else pick-up my children?

You have a couple options if people other than mom /dad come to school. First, you could give them your PIN (not recommended), second you could call and have us set up a separate PIN for them, or third you could have them come to the office and we will manually take care of the checking process. (NOTE: We still need to see ID for anyone entering the building who we do not know – even if they have a working PIN.)

I did not see the “Welcome” or “Goodbye” screen, what do I do?

If you are sure you did not see the “Welcome” or “Goodbye” screen, retype your PIN. If you still do not see the screen, come see us in the office.

I typed in my PIN, but I am not sure if my children are logged in/out, what do I do?

You can ask us in the office and we will verify for you.

My child will need to leave school for a couple hours and then return. Do I need to log them out and then back in?

YES.

What if I have two children in the program and one of them is not attending class?

On the “Welcome” screen, before you hit Enter, type the number next to the name of your child who is not attending. You will see the green checkmark and “Yes” next to his/her name change to a red circle with slash and “No.” Then press Enter to complete the transaction.

Welcome Roberge Parents. Checking Children In At 08:06 A.M.

Instructions
Press <ENTER> to sign out all children
To unselect specific children press...

1-Sarah Yes

2-Brady No

Ok Press <Enter>

Cancel Press 0

Account Balance
450.00

Date And Time
08/25/08
08:06 A.M.

Ledger Card
Press 9

Messages
<A personal message for your family would be found here. Make sure to always glance at this section!>

What if I have two children in the program, both were logged into the system together in the morning, but they will be picked up at different times?

When you come to pick-up your first child, enter your PIN as normal. On the “Goodbye” screen, before you hit Enter, type the number next to the name of your child who is not being picked up. You will see the green checkmark and “Yes” next to his/her name change to a red circle with slash and “No.” You want the checkmark next to the name of the child to whom we are saying “Goodbye.” When you come to pick up the second child, again enter the PIN as normal. The “Goodbye” screen should reappear and it will automatically have “No” next to the child who is already logged out.

Will my account automatically be charged if I check-in / check-out my children outside of the time frame for which I have paid?

YES. Because of this, it is very important that everyone communicate all schedule changes (including absences) to the office. The Out-of-Schedule program is run once per week and looks at time for the previous week. We try and run the program on Monday morning. Therefore, most times you will see the charges on Monday morning for any overages the previous week. You will also receive a print out in your child’s bag with all of the check-in / check-out times for the week in question.

What if I forget to check-in or check-out?

If you know you have forgotten to use the computer, please call the office and we will take care of it for you. We run an attendance program around 10am and again after school is out to check and make sure everyone is checking-in and out correctly. Notes will be sent home if the procedure is not being followed.

I arrived early enough before the check-out time, but I (for various reasons) still checked-out late. Will I still be charged?

If this is the case, please tell someone in the office after checking-out and we will make note. We then will manually go into the system on Monday when we run our check and tell the computer not to charge your account. We do ask though that if you need to talk to the teachers for a moment concerning your child's day, please retrieve your child, check them out, then come back to the teacher and have your discussion.