



## InSite Parent Application

*Parent User Guide*

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## INSITE PARENT APP OVERVIEW

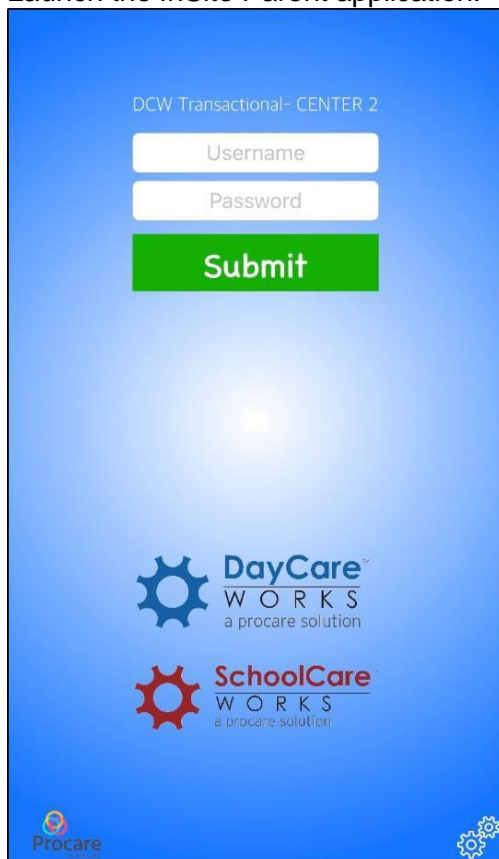
InSite Parent is a parent portal application that allows parents access to center and student information, along with the options to use location-based or QR code check in.

## BEFORE YOU BEGIN

To download the InSite Parent application, navigate to the App Store or Google Play store on your mobile device. Search and download the InSite Parent application.

## Logging In

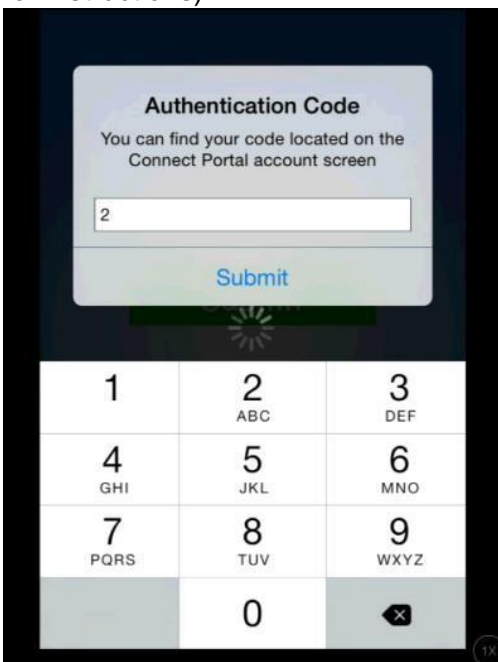
1. Launch the InSite Parent application.



2. Click the Settings icon on the bottom right corner of the screen.



3. Enter the authentication code obtained from the Parent Portal website (see steps below for instructions).



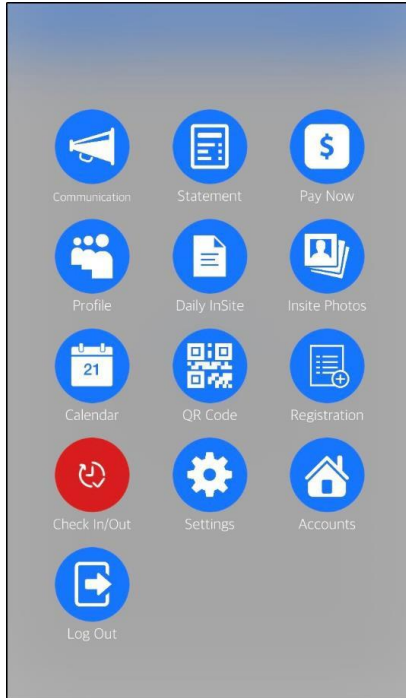
- a. Navigate to <https://family.daycareworks.com/login.jsp>.
- b. Enter your username and password provided by your center/school.
- c. Click Account on the top right corner of the screen.
- d. The Authentication code will be displayed on this screen.

User Name:	larry@123
Authentication Code:	2
First Name:	Gordon
Last Name:	Brown

4. At the log in screen, enter the username and password and click Submit.

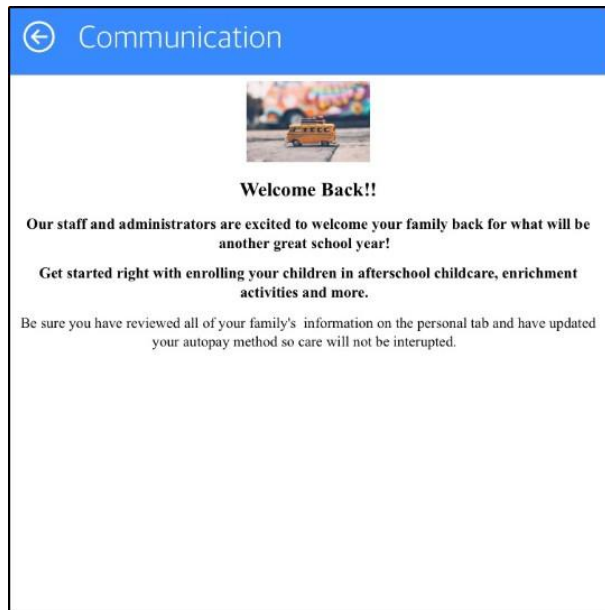
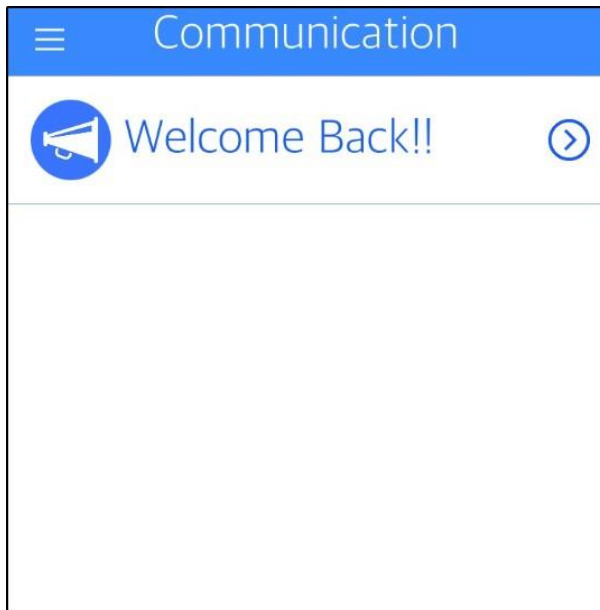
# INSITE PARENT OPTIONS

Once logged in, you have several options available on the home screen, such as Communication, Profile, and Settings. **Please note:** Centers/schools have the ability to turn any of these icons on/off, so you may not see all these options.



## Communication

The Communication screen displays announcements posted from the school. When the school adds information to their admin site, it will be immediately available for you to view here. When clicking on the Communication icon, the next screen will look like an inbox. Click a message to open and view the full message.



## Statement & Pay Now

This screen allows you to view your current balance, any charges associated with the account, and make a payment.

Charge Description	Amount
Previous Balance Owed January 01, 2021	\$3,654.00
Activity Fee - Field Trip Fee February 19, 2021	\$10.00
Late Fee - February 18, 2021	\$25.00

Payment Amount

\$ 100.00

Fee: \$ 0.00, Total: \$100.00

Mastercard - \*\*\*\*\*1111 exp: 01/26

Make a One Time Payment

You can make a payment from the Statement icon or the Pay Now icon. Follow the steps below to make a payment:

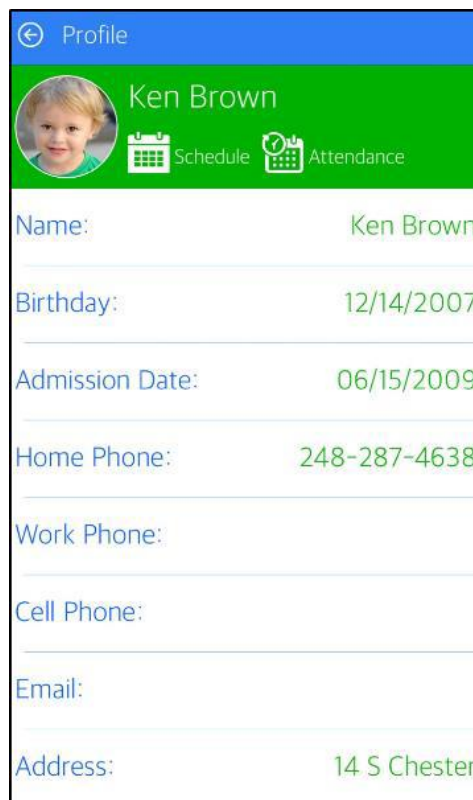
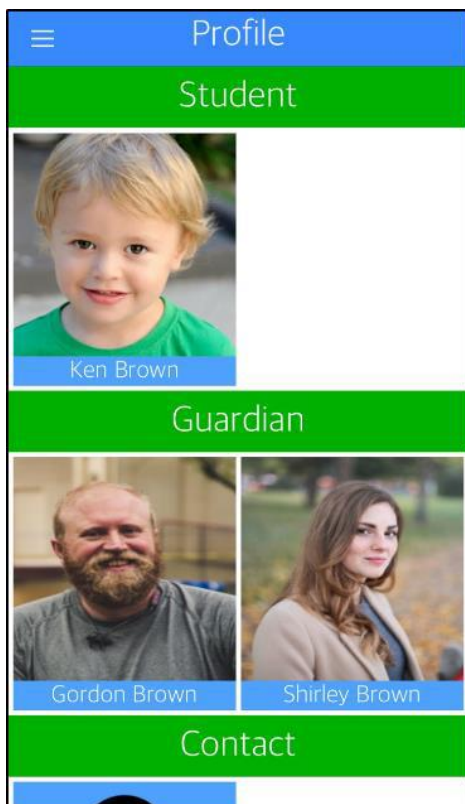
1. Enter the amount you wish to pay.
2. Select your saved payment information (from the blue drop-down) or click Make a One Time Payment.
  - a. If using One Time Payment, enter your name, contact information, and payment information.
3. Then click Submit Payment.

# Profile

View the child, guardian and contact profiles associated to your account. Each person will have their own profile. To view a profile, click on the person's name/photo.

The following information is included in each profile:

- Name
- Birthday
- Admission Date (for students)
- Phone Numbers (home, work, cell)
- Email Address
- Home Address
- PIN – this is used to check the child in/out



## Schedule & Attendance

Under the Student profiles, you can also access the Schedule and Attendance features (if enabled by the center).

The Schedule screen contains the child's program name, start/end dates, and scheduled days of the week.

The Attendance screen allows you to see what date and time the student was checked in and checked out of a specific room.

Schedule	
ABC Kindergarten Room - Central Falls	
Effective Date:	08/06/2018
End Date:	12/31/2018
Sunday	✘
Monday	✘
Tuesday	✘
Wednesday	✘
Thursday	✘
Friday	✘
Saturday	✘

Attendance	
Monday October 08, 2018	
ABC Kindergarten Room	
01:35 PM - 04:23 PM	



## Calendar

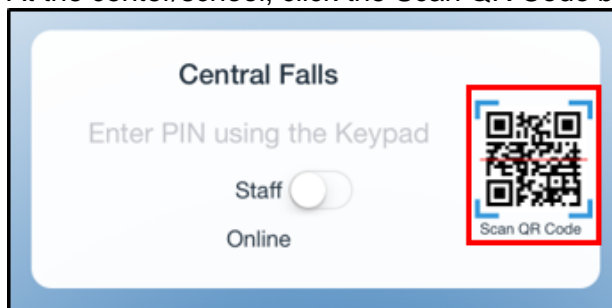
Click the Calendar icon to view a list of events added by your school.



## QR Code

If enabled by the center, the QR Code option allows you to check your students in and out. Follow the instructions below to use the QR Code check in/out feature:

1. Click the QR Code icon from the home screen.
2. At the center/school, click the Scan QR Code button on their check-in device/tablet.



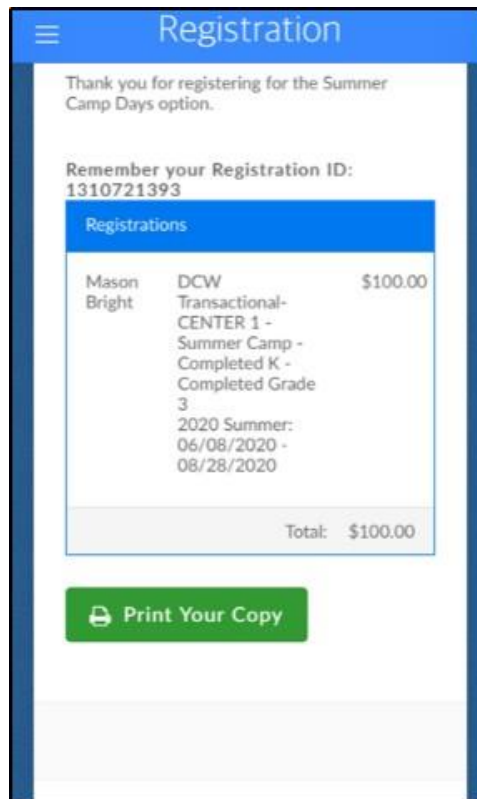
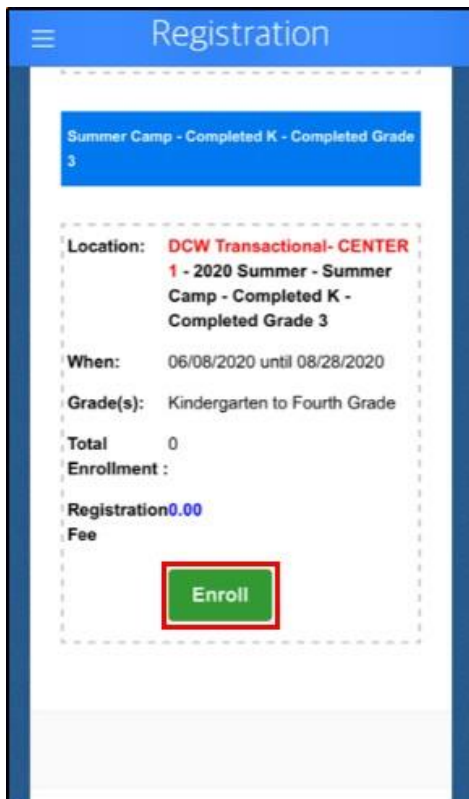
- The camera will open on the center's device. You will place your mobile device, with your QR code displaying, under the camera to scan.



- Once the QR code is scanned, you will be directed to the home screen of the InSite Check-In app to continue checking in your child.

## Registration

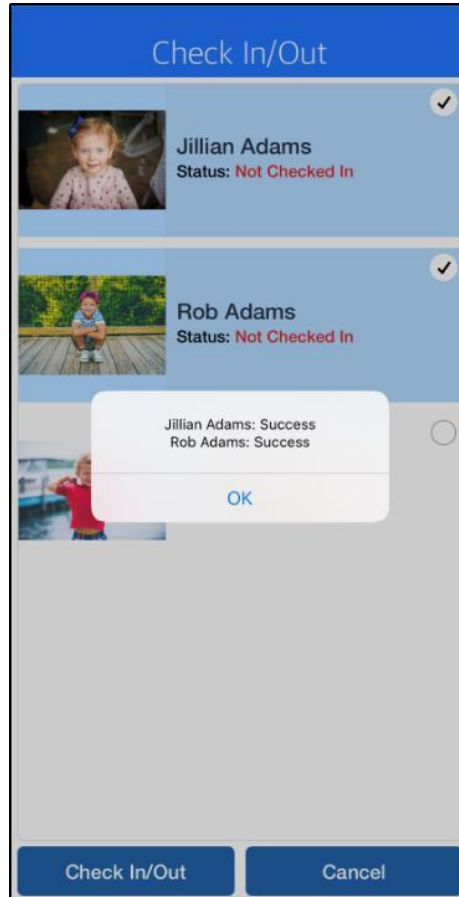
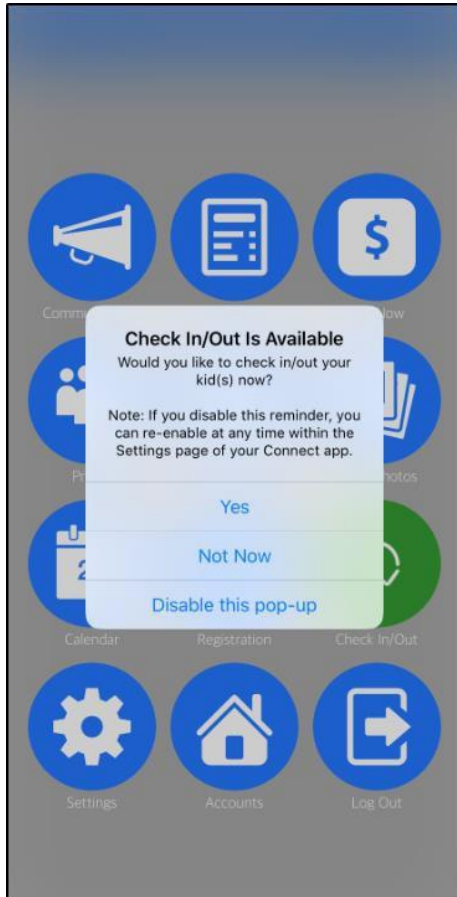
Register your child for upcoming programs using your mobile app! Simply click the Registration icon and walk through the registration process.



## Check In/Out

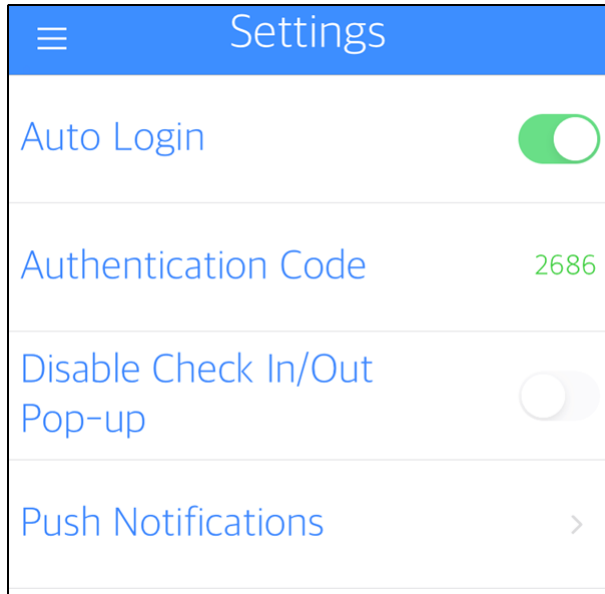
If enabled, the Check In/Out icon on the InSite Parent application is used to check children in and out of the center using a location-based check in process. Before you can utilize this process, you must have notifications (see Settings section below) and location (within the device settings) turned on for the InSite Parent application.

Once the settings above are correct, when you are within the specified radius of the center (this is set by the center, please contact them for details), you will receive a notification on your mobile device. Select your child(ren) to check in and then click Check In/Out to complete the check-in process.



# Settings

Under the Settings menu, there are several options:



- When **Auto Login** is turned on (green), you will be automatically logged into your account upon launching the application.
- The **Authentication Code** is only needed when first setting up the application (this is read-only).
- **Disable Check In/Out Pop-up** – if your center is using GPS check in/out and you wish to be notified when you are within the specified radius, keep this setting turned off. This pop-up is disabled when the toggle is green.
- **Push Notifications** – if your center has push notifications enabled, you can decide which you wish to receive on your device by clicking the Push Notifications option. You can toggle each notification type to on/off.

