

## **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).

	hentication C	
	nd your code loca	
2		
	Submit	
1	2 ABC	3
<b>4</b> бні	5 JKL	6 MN
7 PORS	8 TUV	9 wxy
	0	

- 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:	in correct 20
Authentication Code:	2
First Name:	Gerden
Last Name:	Srown

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.

≡ Communication		€ Communication
Welcome Back!!	$\odot$	Welcome Back!!
		Our staff and administrators are excited to welcome your family back for what will be another great school year!
		Get started right with enrolling your children in afterschool childcare, enrichment activities and more.
		Be sure you have reviewed all of your family's information on the personal tab and have updated your autopay method so care will not be interupted.

# Statement & Pay Now

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

≡ Statement	■ Pay Now
\$3,689.00 Amount Due miller Family 01/01/2021 - 12/31/2021	\$3,689.00 Amount Due miller Family
Previous Balance Owed \$3,654.00	2021-01-01 - 2021-12-31
Activity Fee - Field Trip Fee \$10.00	Payment Amount
Late Fee - \$25.00	\$ 100.00
	Fee: \$ 0.00, Total: \$100.00
	Mastercard - *********1111 exp: 01/26 🚫
	Make a One Time Payment
Pay Now	Submit 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



Profile	
Ken Brov	V <b>N</b> Attendance
Name:	Ken Brown
Birthday:	12/14/2007
Admission Date:	06/15/2009
Home Phone:	248-287-4638
Work Phone:	
Cell Phone:	
Email:	
Address:	14 S Chester

#### 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.

	lule	
ABC Kindergarten Room - Central Falls		Monday October 08, 20
Effective Date: End Date:	08/06/2018 12/31/2018	ABC Kindergarten Room 01:35 PM - 04:23 PM
Sunday	×	
Monday	×	
Tuesday	×	
Wednesday	×	
Thursday	×	
Friday	×	
Saturday	×	





# Calendar

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

≡ Calendar				
February 2021				
19 Friday				
Field Trip to the Aquarium!				
Be sure to pack your child a lunch!				
March 2021				
26 Friday				
Spring Break!				
Last day before break is March 26. We will return April 5.				

## 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.

Central Falls	-
Enter PIN using the Ke	ypad
Staff	
Online	Scan QR Cod

3. 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.



4. 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.

	Registration		Registratior	1
Summer Can	np - Completed K - Completed Grade	Camp Days (		
		Remember 13107213	your Registration I 93	D:
Location:	DCW Transactional- CENTER	Registrati	ons	
When: Grade(s): Total Enrollment	1 - 2020 Summer - Summer Camp - Completed K - Completed Grade 3 06/08/2020 until 08/28/2020 Kindergarten to Fourth Grade	Mason Bright	DCW Transactional- CENTER 1 - Summer Camp - Completed K - Completed Grade 3 2020 Summer: 06/08/2020 - 08/28/2020	\$100.00
Registratio Fee	on0.00		Total:	\$100.00
	Enroll	🔒 Prin	It Your Copy	

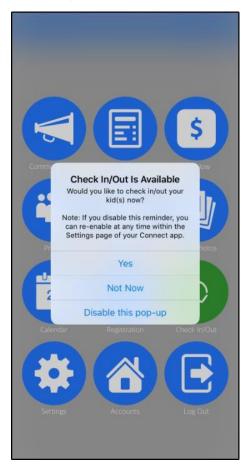


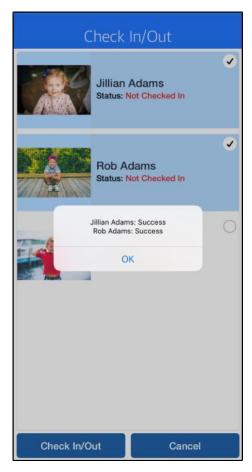


# Check In/Out

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:

	Settings	
Auto Login		
Authenticat	ion Code	2686
Disable Che Pop-up	ck In/Out	
Push Notific	cations	>

- 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.





