



Procure

FCS Ex-Day Reference Guide

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Quick Summary

Initial Notes:

FCS Summer Camp uses the Pickup feature of the Procure Connect app, which includes verifying primary caregivers and any authorized pickup persons.

There are features in the Procure app that are unable to be disabled from view. This includes the messaging, calendar event, photo, and billing available on the app. We do not use these features.

Please focus only on the GPS pickup function and Carpool/Authorized pickup tools for FCS Ex-Day

All financial transactions, messaging, and account updates remain on the Ultracamp System and via direct email.

In short, please plan to have the primary caregivers (parents) download the app with location permissions enabled.

If you have additional people besides parents picking up your children, please see the Authorized Pickup Person Options portion of this guide.

INTRODUCTION

General Schedules

Mondays-Fridays

Time	Regular Schedule for Lower School
3:00	Lower School Ex-Day begins - Snack is offered - Freeplay (until carline is over)
3:30	Outdoor locations (playground, field, and Peace Circle) open for Lower School to use
3:30-6:00	Ex-Day pickup occurs in the parking lot (Deck)
6:00	Ex-Day program closes and late fees will apply

Time	Regular Schedule for Middle School
3:15	Middle School Ex-Day begins - Snack is offered - Homework Club in Library
4:15	Outdoor locations (playground, field, and Peace Circle) open for Middle School to use
3:30-6:00	Ex-Day pickup occurs in the parking lot (Deck)
6:00	Ex-Day program closes and late fees will apply

Wednesdays

Time	Regular Schedule for Lower School (Wednesdays)
2:15	Middle School Ex-Day begins - Snack is offered - Homework Club within the MPR
3:15	Outdoor locations (backyard, playground, field, and Peace Circle) open for Middle School to use
2:30-6:00	Ex-Day pickup occurs in the parking lot (Deck)
6:00	Ex-Day program closes and late fees will apply

Time	Regular Schedule for Lower School (Wednesdays)
2:00	Lower School Ex-Day begins - Snack is offered - Freeplay within the MPR (until carline is over)
2:30	Outdoor locations (playground, field, and Peace Circle) open for Lower School use
2:30-6:00	Ex-Day pickup occurs in the parking lot (Deck)
6:00	Ex-Day program closes and late fees will apply

INTRODUCTION

In this parent guide, you will learn how to sign your child(ren) in/out using the GPS Location tool and navigate the Procure parent mobile application.

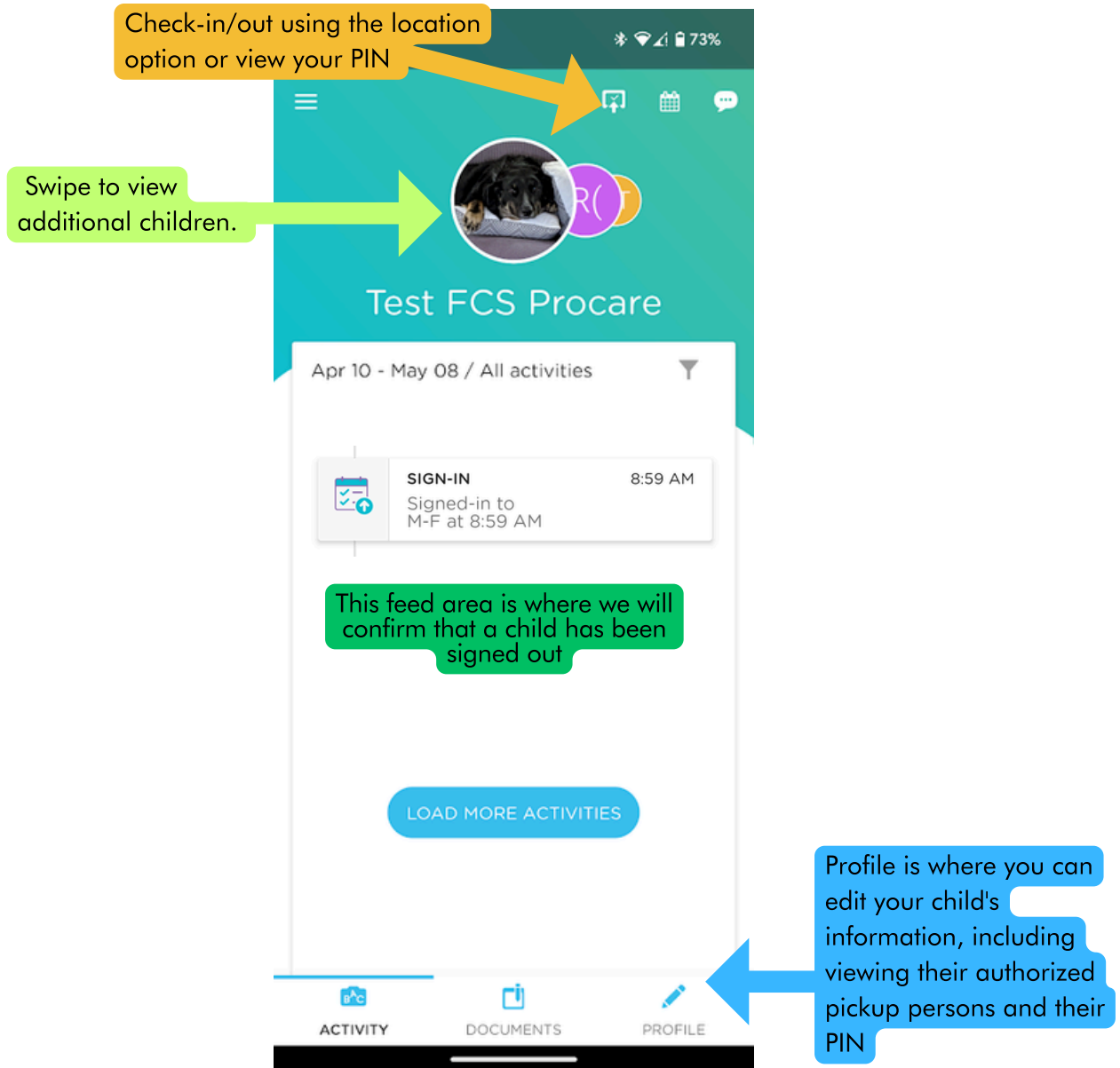
BEFORE YOU BEGIN

To begin, new parents will receive an email from the school with your registration code and a link to download the Procure Parent mobile app. Download the app and enter the registration code from your email to connect to your child's (or children's) account. If you already use Procure at another facility, you can simply switch schools in the menu.

APP OVERVIEW

Here is an overview of your Procure parent app home screen:

This is the only portion parents/primary caregivers need to focus on in the app



PM Extended Day

PM Ex-Day begins at 3:00 PM for Lower School and 3:15 for Middle School Monday through Friday with the exception of Wednesday when Ex-Day begins at 2:00 PM. PM Ex-Day closes at 6:00 PM.

Parents should pull into the parking lot and head to the deck where a staff member will be available to assist with picking up your child. At around 5:30 PM, parents may pull into the circle for pick up.

If any issues arise with pick up or if you are running late, please call Gillian, Senior Auxiliary Program Manager, at (301) 441 - 2100 ext. 152. If she is unable to be reached, you may contact Van, Director of Operations, at ext. 113.

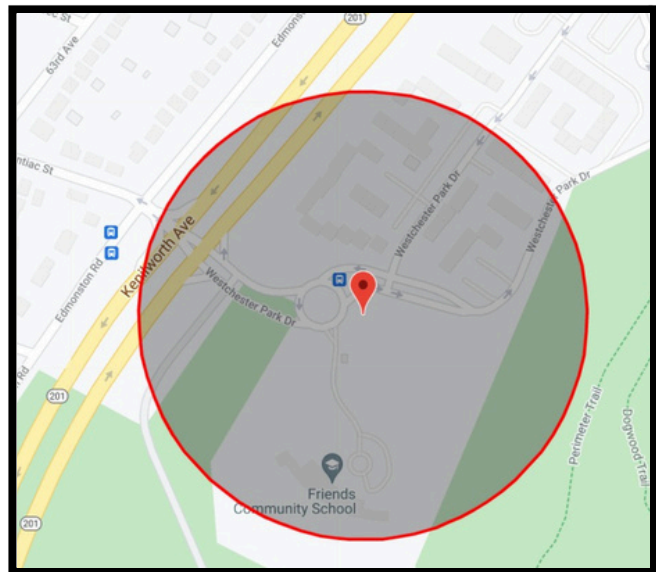
GPS PICK UP

Campus GPS Map for Pickup

The GPS activation area includes the entrance area from Kenilworth to the front of the school.

When you arrive within this circle, the GPS sign in function of the app will be activated.

Please follow the directions on the next page to sign out your children while waiting in line (Blue area).

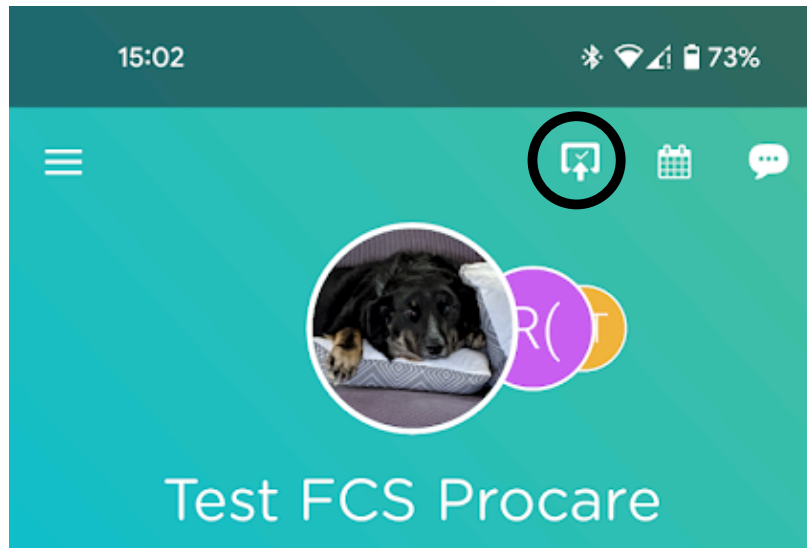


If you have connectivity issues, you can also share your PIN (found on the app) with the staff to manually sign out your child.

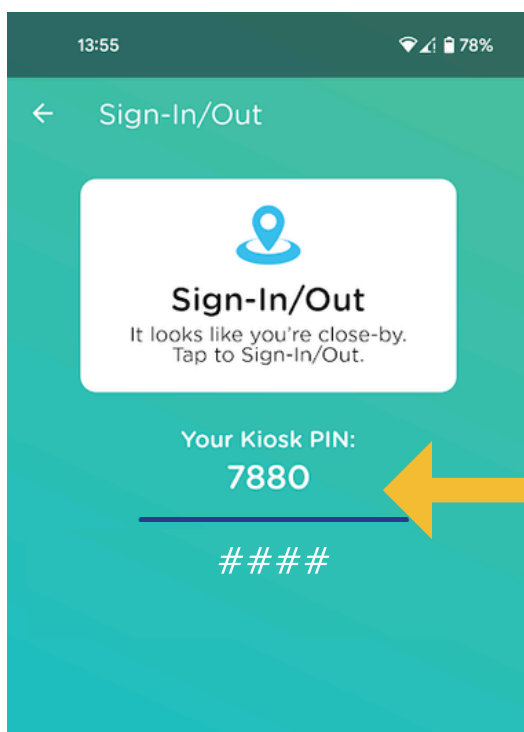
Curbside (GPS) Sign Out

This location-based option works by allowing you to sign your child in or out when your mobile device is at school. You must enable Location permissions for the app to function. To use curbside contactless (GPS) sign in/out, follow the steps below:

1. Click the sign out icon in the top right corner of your Parent app.



2. The next screen will open and there will be an icon at the top that will display "It looks like you're close-by. Tap the button to Sign-In/Out" if you are within the defined distance of the school. Click the SIGN IN-OUT button to continue with check-in.

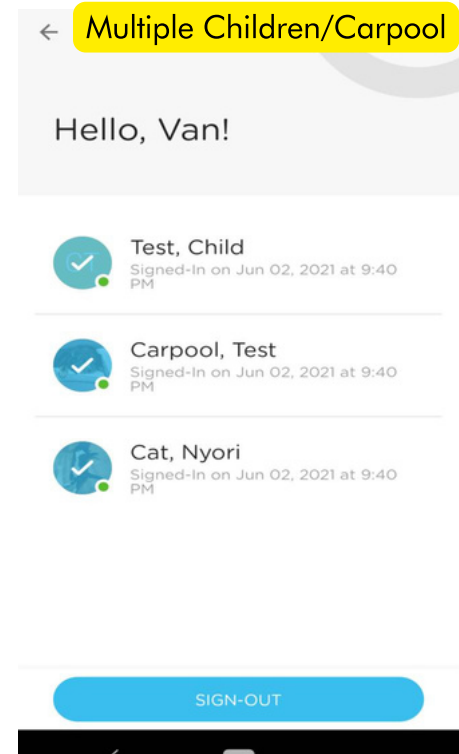


This is where you can find your PIN in case you have connection issues on campus.

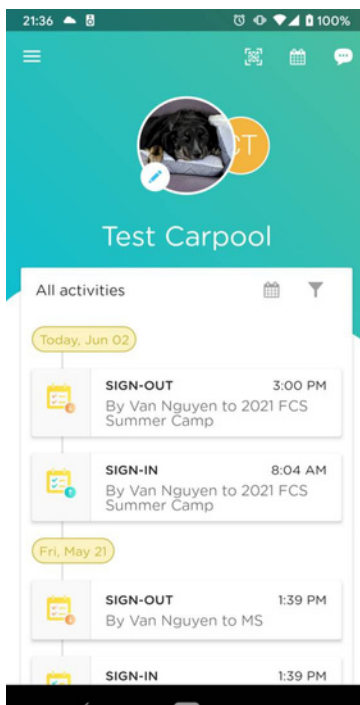
DO NOT share this PIN with anyone else.

Students are signed out with an adult's unique code, which is recorded in our system.

3. Click SIGN-OUT to continue or if you have more than one child, select the child(ren), then click SIGN-OUT.



4. A message will appear when the SIGN-OUT is successful and the SIGN-OUT time will display the child's name below.



5. Present this screen to the FCS Extended Day Staff for verification at the deck

AUTHORIZED PICKUP PERSON OPTIONS

How to add additional authorized pickups/carpool

Modified from Procure Parent Help Center

Authorized pickups are people who are not parents/guardians that pick up students (grandparents, nannies, etc). You can add them as authorized pickups and they will have their own pin for pick up/drop off but will not have access to the student's account.

They WILL NOT have access to the Procure Connect App. Authorized pickups will share their PIN given to them by parents with the camp staff to manually sign out a child.

The Carpool feature is an extension of the authorized pickup system which allows other parents to use their existing PIN/App to pick up your child at the same camp. When authorizing another caregiver as a carpool pickup for a child, the authorization will only occur for that individual child -- not other siblings in the same family.

For any questions, please contact gillianrs@friendscommunityschool.org

Key Differences:

<u>Authorized Caregiver</u>	<u>Carpool</u>
<ul style="list-style-type: none">• Does not have access to the Procure Connect App• Can only sign out via a PIN with a staff member• Can be anybody that the family authorizes• Can pick up all of the children within the account the Authorized Pickup person was created in	<ul style="list-style-type: none">• Parents must search for existing caregivers in the system via their name<ul style="list-style-type: none">◦ The other parent accounts can use their app to sign out other children◦ Authorized Caregivers from another account can sign out other children via a PIN with a staff member• Can only pick up the specific child in a family that the carpool option was created for

Only create Authorized Pickups that you have a direct connection to. Use the Carpool search tool to find any currently existing Authorized Pickups/Parents at the school. If you have any questions about how to use this system, please contact the Ex-Day Director (gillianrs@friendscommunityschool.org) for more information.

Below are the directions to set up both authorized pickups and carpool pickups:

On the Website:

1. Go to Family List --> Child.
2. Click on the name of the student
3. Scroll down to the "Additional Authorized Pickup" section and select "Add Pickup"
 - a. Choose Caregiver (direct contacts of your family such as family members and babysitters)
 - i. Enter their name and information when prompted
 - ii. Parents must be the one to give Caregivers their PIN
 - b. Choose Carpool (existing caregivers and parents at FCS)
 - i. Use the search function with a minimum of 3 letters to find them in the system
 - ii. In the event of duplicates, please contact the Ex-Day Director to find which identity is the correct one
 - iii. Carpool additions will use their already existing PIN/Procure App to sign out your child

The screenshot shows the Procure website interface for Friends Community School. The left sidebar contains navigation links: Dashboard, Payments, Family List (highlighted), and Documents. The main content area is titled "Family List" and shows "Nyori Cat's Family Info". Below this, there is a "PARENT / GUARDIANS" section with a form for "Parent Cat" who is "Signed up". The form includes fields for EMAIL, PHONE, RELATION, SIGN IN PIN, and an EMERGENCY toggle. A note states: "NOTE: Parents/Guardians can access Student dashboard online, do Sign In-Out and make online payments." Below this is the "ADDITIONAL AUTHORIZED PICKUP" section, which contains a table with columns: PERSON NAME, RELATIONSHIP, PHONE, and SIGN-IN PIN. The table has one entry for "Van Nguyen" with relationship "Carpool" and phone "-". The SIGN-IN PIN is "Only Visible to Pickup". To the right of the table is a red-bordered box containing the "ADD PICKUP" button and two options: "Caregiver" and "Carpool". At the bottom, there is a "PHYSICIANS" section stating "There are no physicians." and an "ADD PHYSICIAN" button.

Procure Friends Community School

Family List

Nyori Cat's Family Info

PARENT / GUARDIANS

Parent Cat
Signed up

EMAIL
PHONE
RELATION
SIGN IN PIN
EMERGENCY

NOTE: Parents/Guardians can access Student dashboard online, do Sign In-Out and make online payments.

ADDITIONAL AUTHORIZED PICKUP

PERSON NAME	RELATIONSHIP	PHONE	SIGN-IN PIN
Van Nguyen	Carpool	-	Only Visible to Pickup

NOTE: Additional Authorized Pickups only can do Sign In-Out. No access to Student Dashboard or payments

PHYSICIANS
There are no physicians.

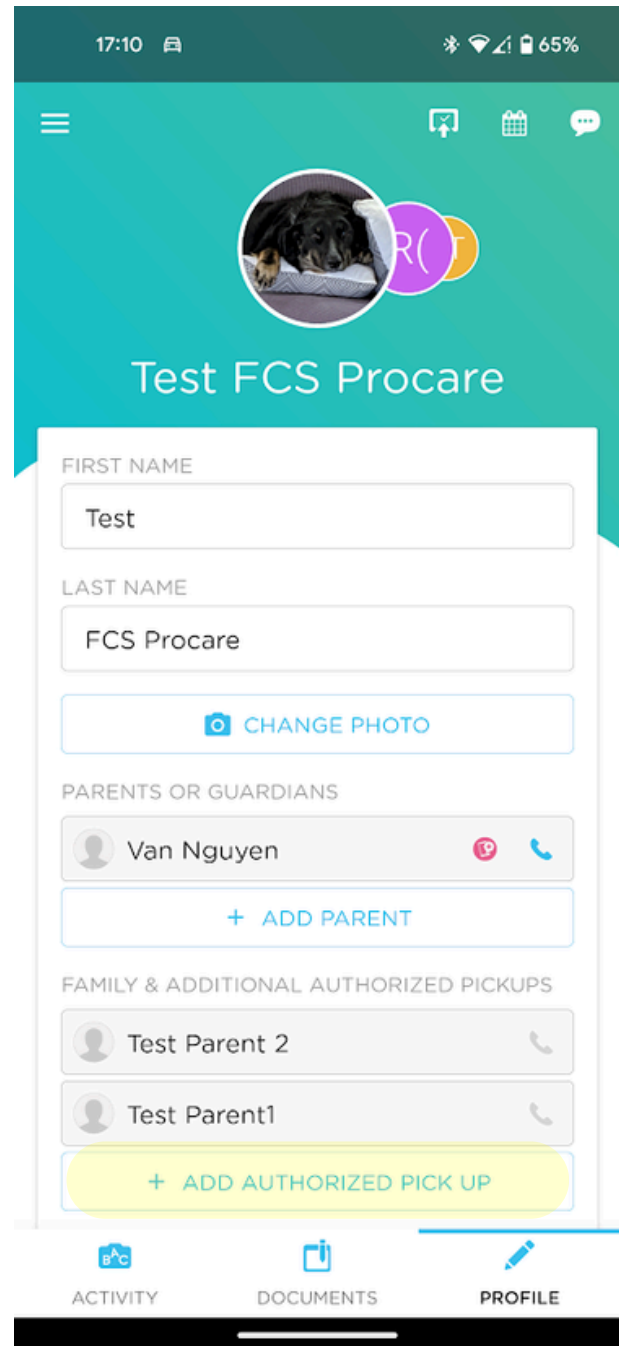
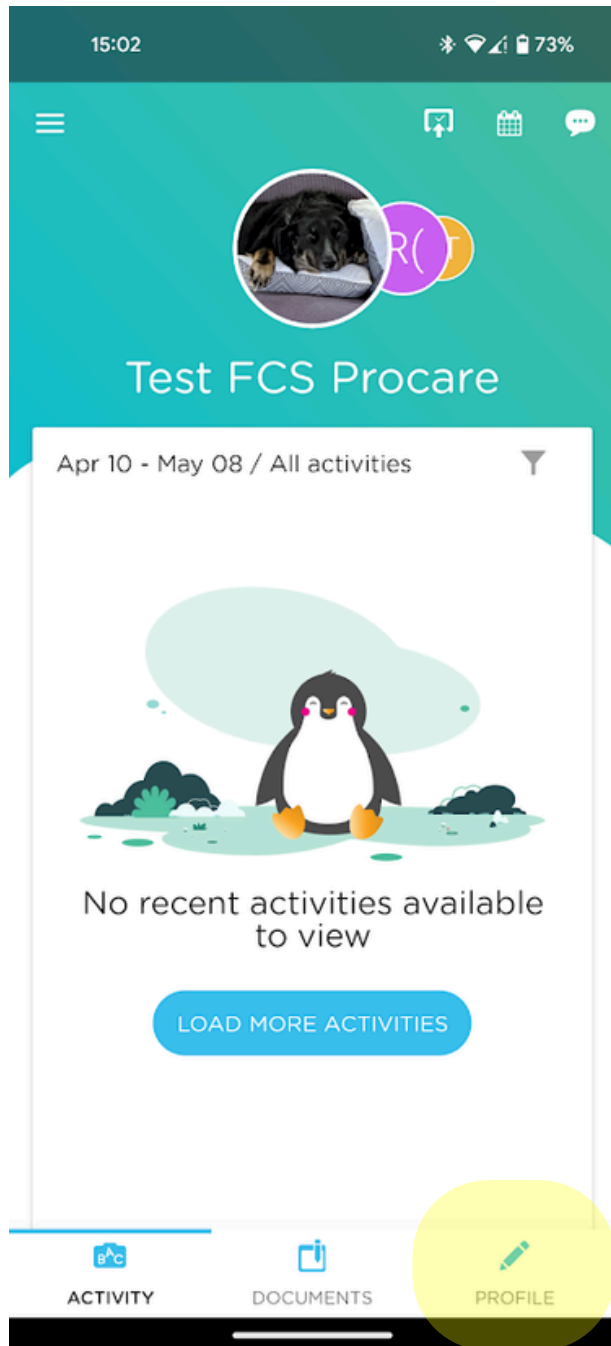
ADD PICKUP
Caregiver
Carpool

ADD PHYSICIAN

In the Procure App:

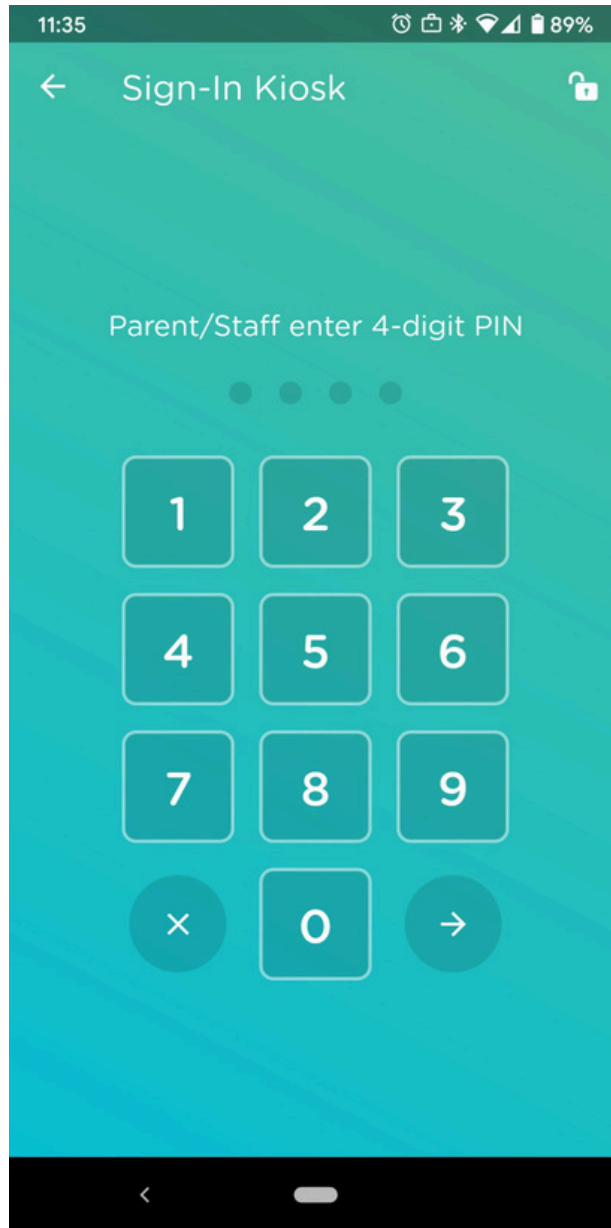
On the app, you can add authorized pickups only. The carpool tool is only available on the website.

1. From the Home screen, select the icon of a child
2. Scroll down and use the + Add Authorized Pickup button.
 - a. Add the required information when prompted
 - b. Give the authorized pickup their PIN for use at Ex-Day



Caregiver PIN Required

During Ex-Day, Authorized Pickup Persons will park in the lower lot and share their PIN with the staff member in charge to verify their identity. The staff member will radio for the child/children to be sent to the parking lot for pickup.



Staff will verify Authorized Pickups using the staff version of the app that will ask for a person's PIN.

Setup

- Families will be sent a Procure Invitation email within the week prior to the Ex-Day registration month.
- Parents will use the app to sign out their children and designate additional authorized pickups or carpools via the [Procure website](#) with the same login.

Questions?

Contact gillianrs@friendscommunityschool.org