Procare Online: How to Sign In/Out

Parent User Guide

Edited for use by
2021 Friends Community School Summer Camp
Arrivals, Dismissal, and Ex-Day Information included

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Please Note:

FCS Summer Camp will only be using the **Pickup feature** of the Procare Connect app, which includes verifying primary caregivers and any authorized pickup persons.

We've previously noted in our May Information Session that we would also utilize the daily health screening to aid with drop-off, but upon further testing, it was deemed to not fit with our standards of data collection. We will instead use Google Forms to coordinate daily health screening via daily emails through the Ultracamp system.

There are features that we will not be using that are unable to be disabled from view. This includes the daily activities feed, events, photos, billing, and message features available on the app.

Please focus only on the GPS pickup function and Carpool/Authorized pickups (via the website), if necessary.

All financial transactions and account updates remain on the Ultracamp System.

To keep it simple, please only plan to have the primary caregivers (parents) download the app. If you have additional people besides parents dropping off/picking up your children, please see the *Authorized Pickup Person Options* portion of this guide.

Note for currently enrolled FCS Families:
The Procare Connect App is the same software that has been used for Ex-Day Pickup from 2018-2020. The biggest change is that parents now have direct access to their currently existing accounts instead of making changes via the administrator in charge of maintaining the system as well as access to the app for contactless pickup.

In this parent guide, you will learn how to sign your child(ren) in/out using the Procare parent mobile application.

BEFORE YOU BEGIN

To begin, you will receive an email from the school with your registration code and a link to download the Procare Parent mobile app. Download the app and enter the registration code from your email to connect to your child's (or children's) account.

APP OVERVIEW

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

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

Check-in/out using GPS Pickup or view your PIN

View events added by the school
Not in use

Click here to view transactions, edit family information, add additional children, and more!

Edit your child's profile information or swipe to view additional children.

The chat bubble displays messages to and from teachers. A red dot indicates a new message.
Not in use

Your current balance is $14.50   PAY NOW

View your balance due and pay online (if enabled by the school).
Not in use

Georgia Jones

This allows you to filter daily activities such as, photos, videos, meals, notes, sign in/outs, incidents, and more!
Not in use

Notifications will be received when your child is signed in/out, and an activity is added.

All Activities

NOV 25

MEALS   8:23 AM

Georgia ate all of the Breakfast. Pancakes and bananas

This feed area is where we will confirm that a child has been signed out

Procare
SOLUTIONS

Drop-off tasks during Arrival

Daily Health Screening

- At 7:00 AM daily, Ultracamp will send an automated email containing the link to the Daily Health Screening Form for the day.
  - Please fill out this form before your arrival to campus at your designated arrival times.
  - If you have additional children, please fill out a separate form for each child.
- Upon arrival, please present the confirmation email that is sent immediately after completing the form as seen here for verification.
- You **do not need** to use the Procare App for Drop-off
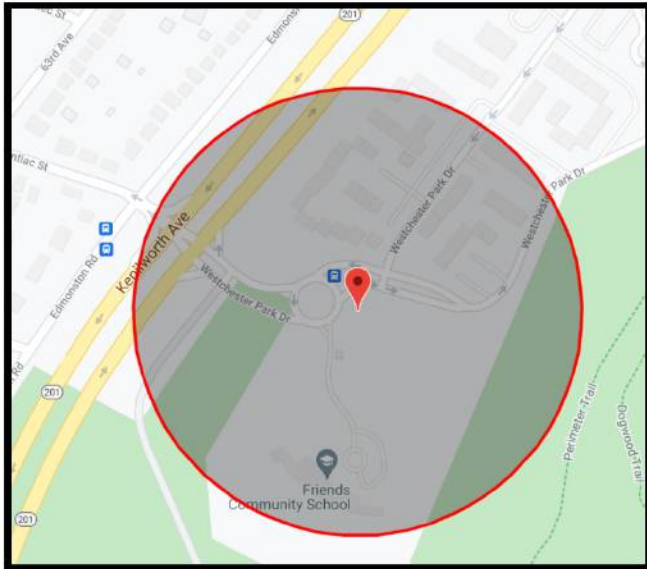 - We will take attendance in the camp classrooms.

Example image of a completed Daily Health Screening

Pickup Options at Dismissal

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. 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 to the staff to sign out via their app.

Use the car hang tags we provide (mailed within the week before a session starts) for the staff in the pickup area to be able to quickly identify your vehicle.

Waiting Area
Dropoff
- Present Health Screening Email receipt

Pickup
- Present Sign Out Screen on Procare Connect App

Little Explorers Parking
Must wait in line first at Dropoff/Pickup

Noon Dismissal
- Wait in the vehicle and present Sign Out Screen to staff

STOP

Dropoff/Pickup Area
Campers will be directed by staff to their vehicles

Ex-Day: Park and come to the front door for verification

Imagery ©2021 CNES / Airbus, Commonwealth of Virginia, District of Columbia (DC GIS), Maxar Technologies, Sanborn, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2021   50 ft
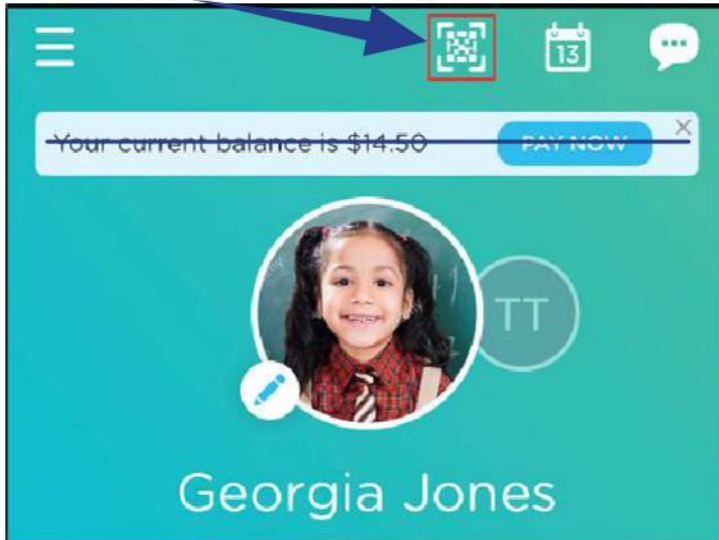
CURBSIDE CONTACTLESS (GPS) SIGN IN/SIGN OUT

If enabled by your school, this location-based option works by allowing you to sign your child in or out when your mobile device is at school. To use curbside contactless (GPS) sign in/out, follow the steps below:

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

2. The camera will open and there will be a banner at the bottom that will display "Looks like you are in school! Tap the button to sign-in" if you are within the defined distance of the school. Click the SIGN IN-OUT button to continue with check-in.
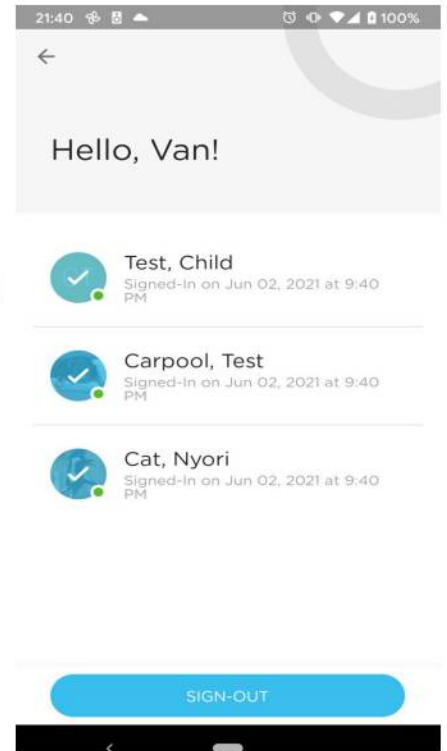
3. Click SIGN-OUT to continue or if you have more than one child, select the child(ren), then click SIGN-OUT
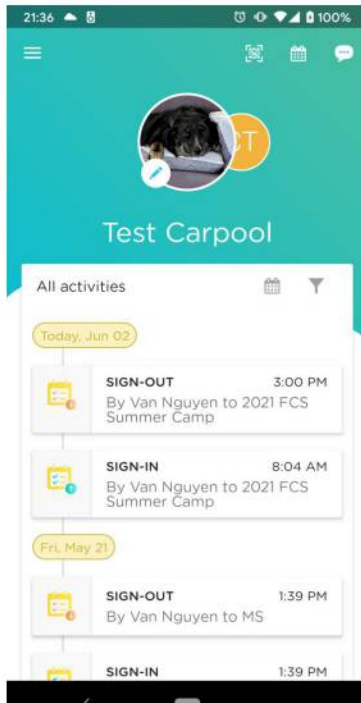
Single Child

Multiple Children/Carpool

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

5. Present this screen to the FCS Summer Camp Staff for verification at Pickup/Ex-Day

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Authorized Pickup Person Options

How to add additional authorized pickups/carpool
Modified from Procare 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 Procare Connect App.** Authorized pickups will share their PIN to the staff to sign out a child via the Staff Procare App.

The Carpool feature allows parents to use their existing PIN/App to pick up other children 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.

Key Differences:

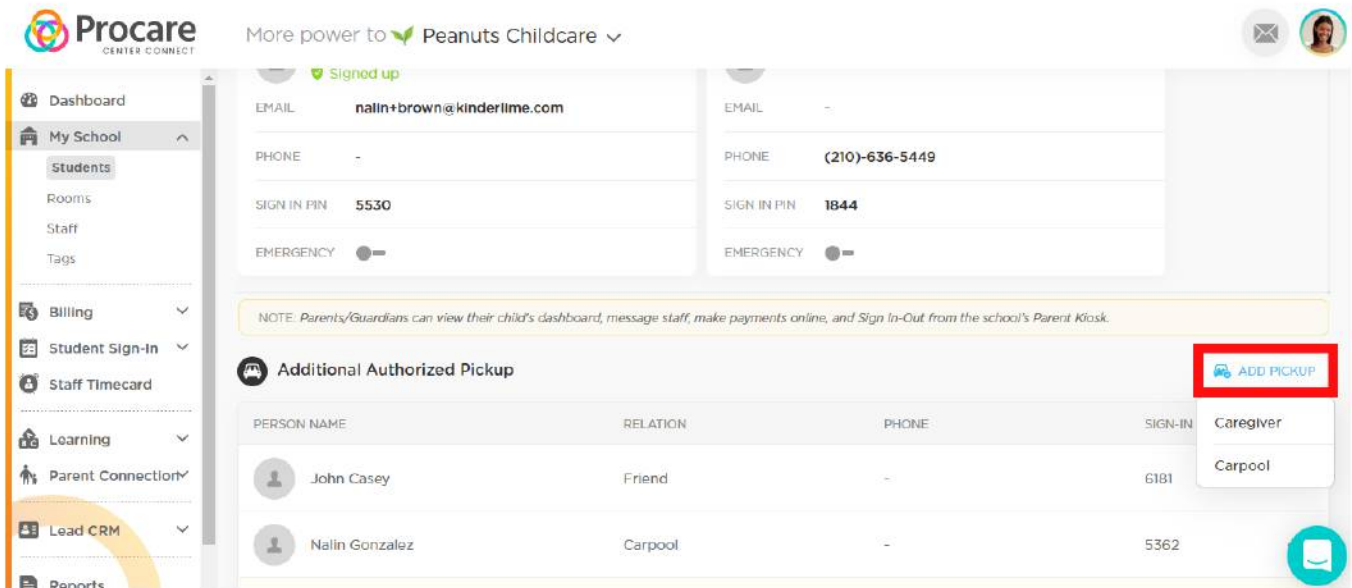| Authorized Caregiver	Carpool
- Does not have access to the Procare Connect App - Can only sign out via a PIN with a staff member - Can be anybody that the family authorizes - Can pick up all of the children within the account the Authorized Pickup person was created in	- Search through existing caregivers in the system - Parent accounts can use their app to sign out other children - Authorized Caregivers from another account can only sign out via a PIN with a staff member - Can only pick up the specific child the carpool option was created for

Only create Authorized Pickups that you have a direct connection to. Use the Carpool lookout 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 Camp Director (camp@friendscommunityschool.org) for more information.

NOTE: Current FCS families may have Authorized Caregivers/Carpool from previous years. You are now free to add/edit/remove them as you see fit. You no longer need to contact the school to make these changes as we automatically receive notice of any changes.

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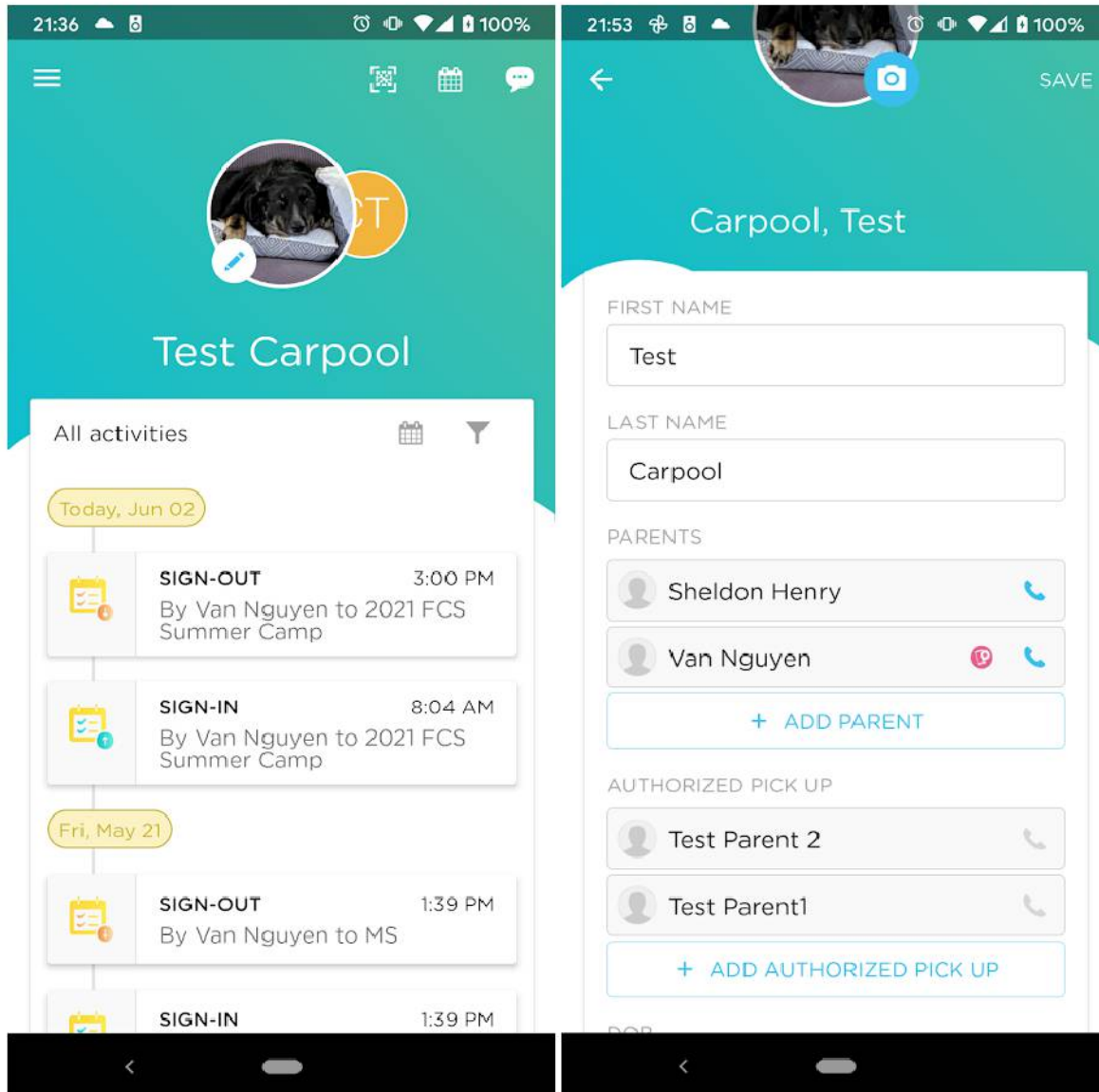
On the Website:

1. Go to My School --> Students.
2. Click on the name of the student.
3. Scroll down to the "*Additional Authorized Pickup*" section and select "*Add Pickup.*"
4. Choose **Caregiver** (and enter their name and information) or **Carpool** (search through existing caregivers).
   a. Families must be the one to contact Caregivers about their PIN
   b. Carpool additions will use their already existing PIN/Procare App

In the Procare App:

Here you can add authorized pickups only -- **no carpool**. Here's how:

1. From the Home screen, select the icon of a child.
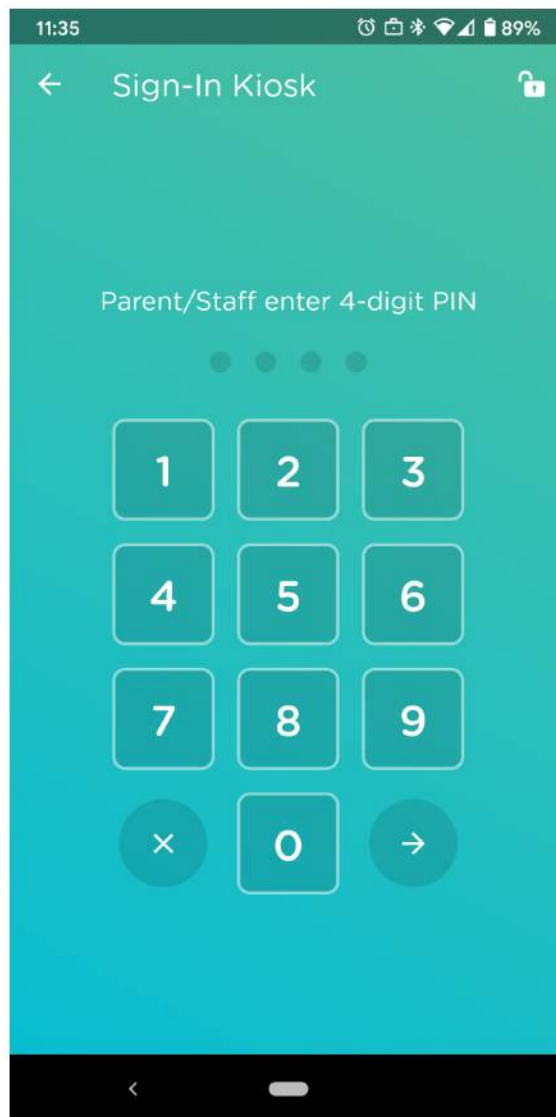2. Scroll down and use the +Add Authorized Pickup button.

At pickup, Authorized Pickup Persons will share their PIN with the staff member verifying phones in the waiting area for verification.

The staff member will enter the PIN and sign out the appropriate child/children.

During Ex-Day, Authorized Pickup Persons will buzz the front door and share their PIN with staff to verify their identity. Staff will send the child/children being picked up to the door.

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

Quick Summary of Dropoff/Pickup/Ex-Day

Dropoff	- Fill out Daily Health Screening Form sent daily via Ultracamp. - Arrive at the designated time slot. - Show the staff member the email receipt of the Daily Health Screening Form for each child being dropped off. **No Procare App is needed for the morning dropoff.** ○ Attendance will be taken during camp.
Pickup	- Sign out via the Procare App while waiting in line. ○ If there are connectivity issues, staff can sign out children with PIN verification. - Use hang tags for quick identification by staff. It is not a substitute for proper verification via the app. - Authorized Pickup Persons who do not have access to the app can sign out children with PIN verification with staff. - Families planning to carpool can set up ahead of time the connection with other existing parents/caregivers via the website.
Ex-Day	- All pickup persons can park in the circle. - Must sign out either with the Procare App or via their PIN. - Buzz the front door and verify by showing the screen to the camera.

Questions?
Contact camp@friendscommunityschool.org