



# Procare

FCS Summer Camp Arrivals,  
Dismissals, and Ex-Day





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## Quick Summary

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### Initial Notes:

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

Starting in 2023, we no longer require daily health screenings, so dropoff is simplified with basic traffic control for entering the dropoff area.

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 at FCS Summer Camp.**

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

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.

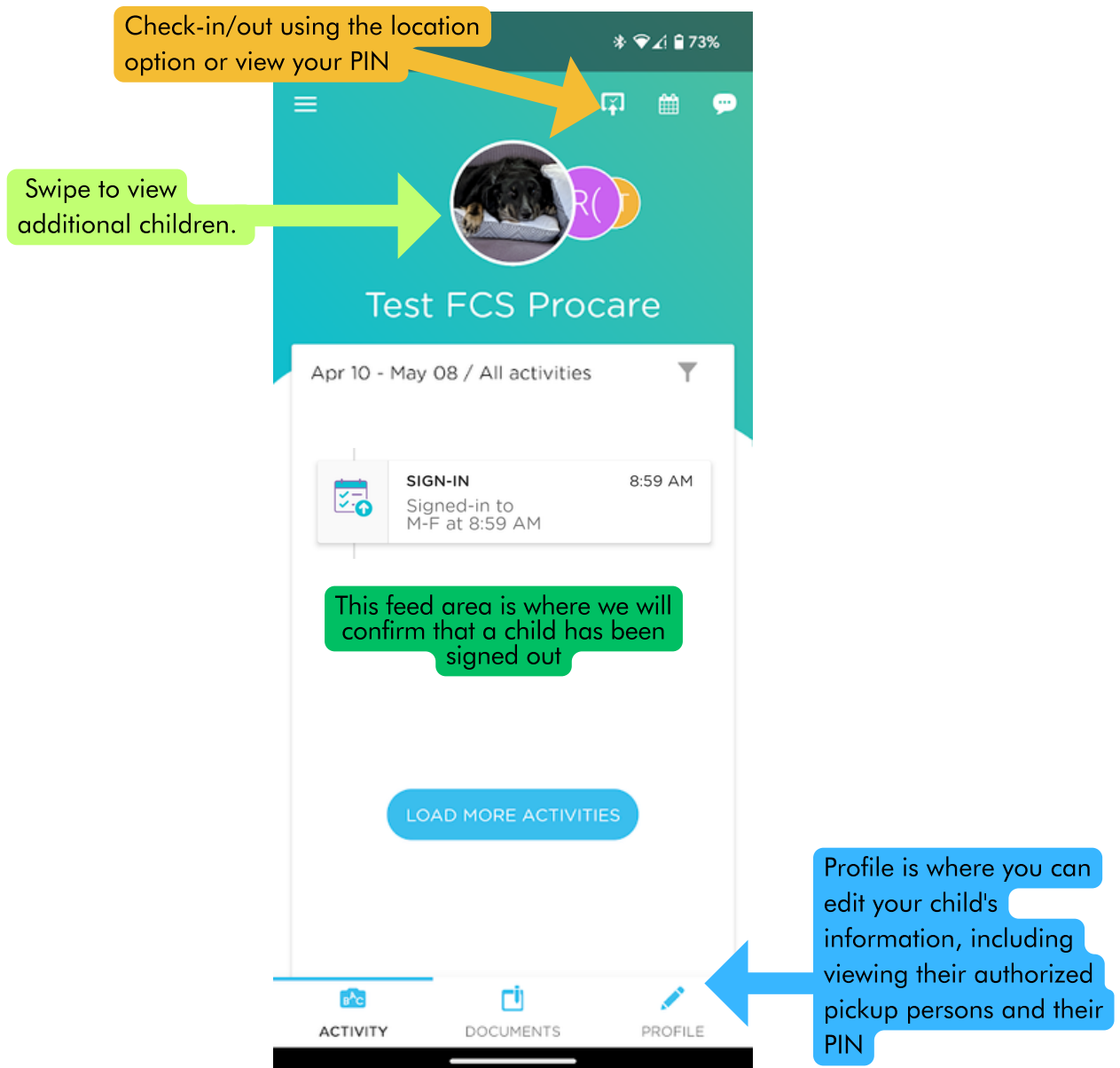
## BEFORE YOU BEGIN

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.

## 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



## Drop Off

FCS Summer Camp 2023 regular camp arrival begins at 8:30 AM - 9:00 AM.

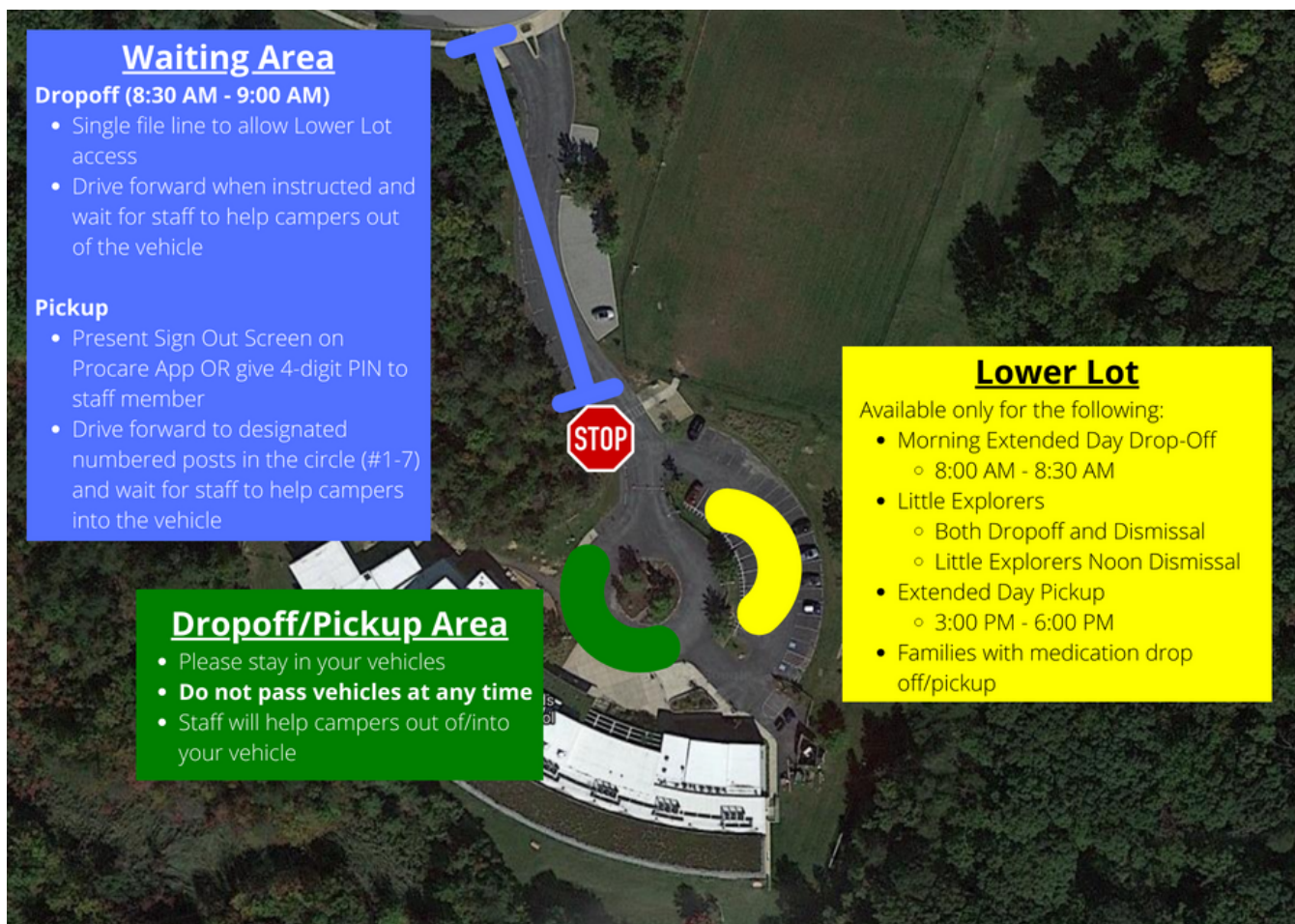
Vehicles must wait along the rail ties in a single file line in order to allow Lower Lot assigned groups to pass, which includes staff, AM Ex-Day registered campers, and Little Explorer (Preschool) campers.

When in the circle, please stay in line until the vehicle in front of you moves. Many families have children exiting from both sides of the vehicle, and it is unsafe for vehicles to pass at any time.

## AM Extended Day

FCS Summer Camp 2023 includes an option for families to add AM Extended Day (8:00 AM - 8:30 AM) to their child's reservation on a weekly basis.

If a child is dropped off before 8:30 AM and are not pre-registered for AM Ex-Day will be charged the early drop off fee of \$20.

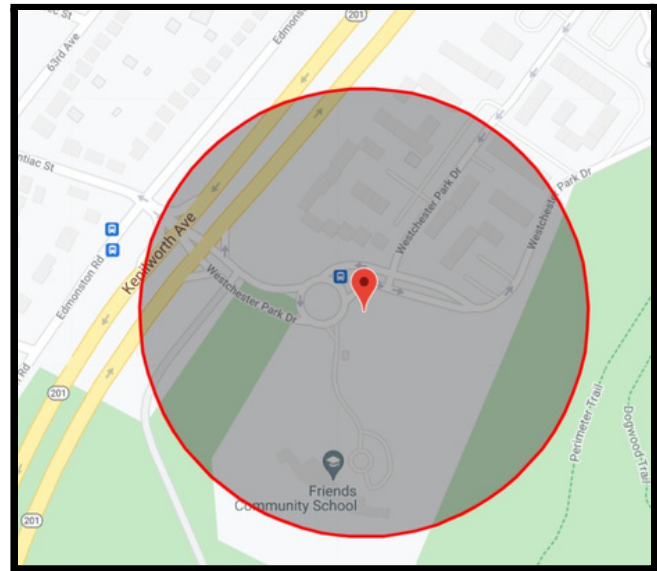


## Campus GPS Map for Pickup

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

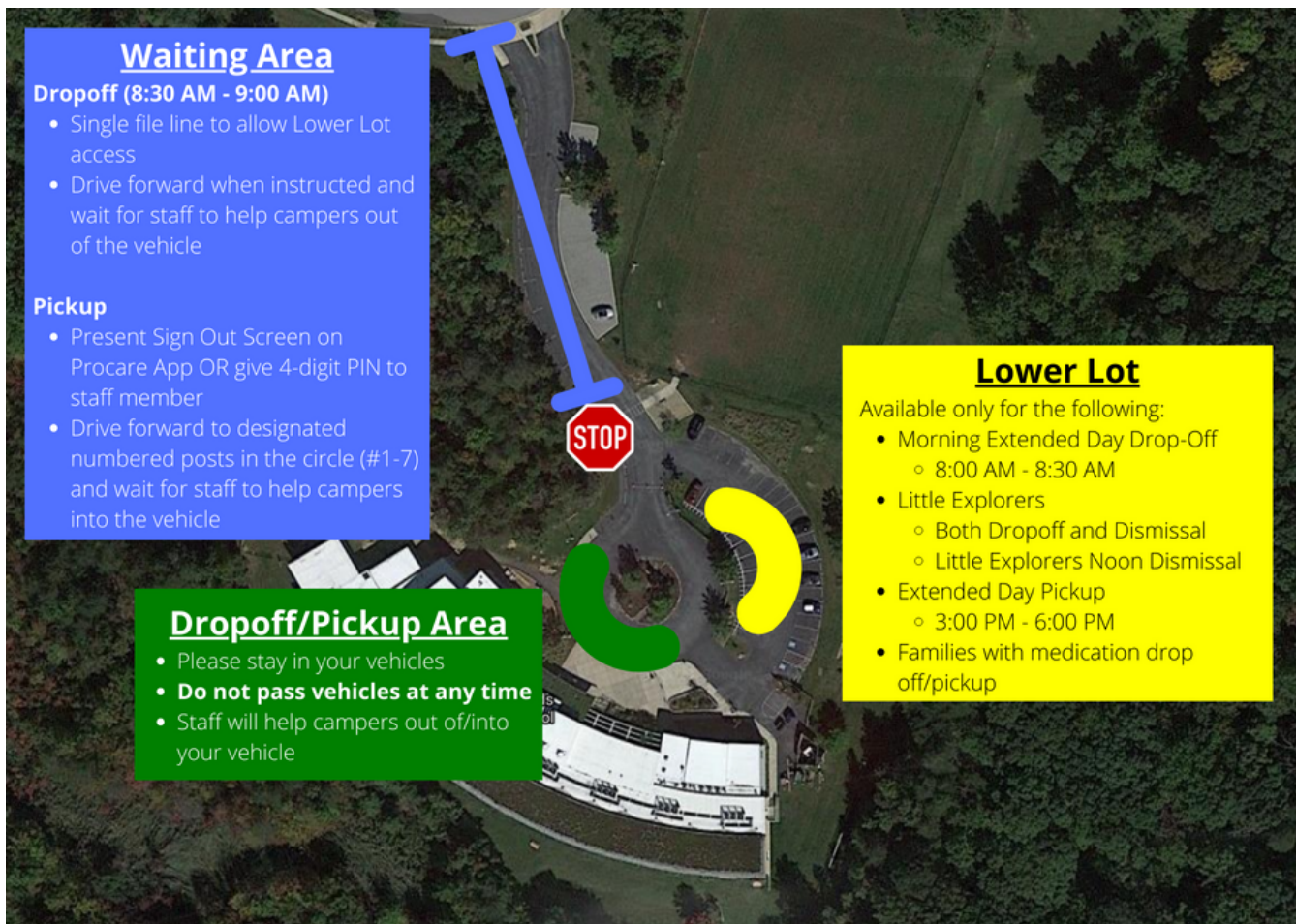
When you arrive within this circle, the GPS sign in function of the app will be activated.

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.

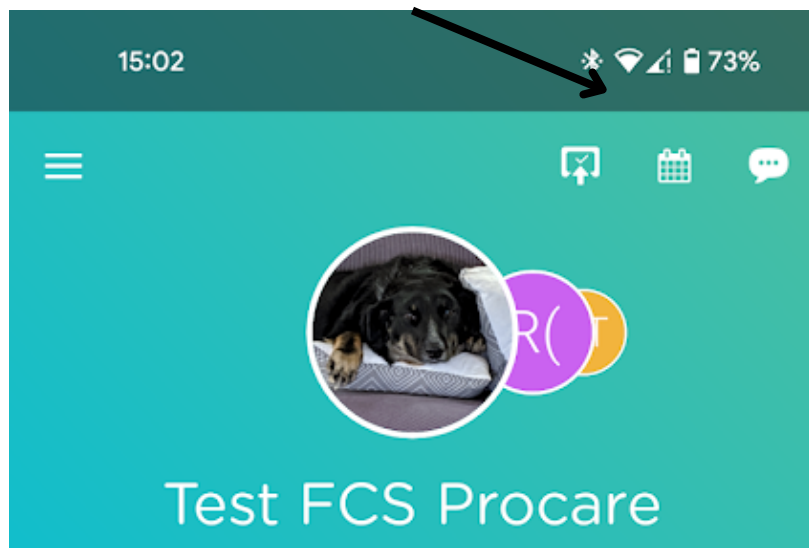
Please use the hang tags we provide (found in each camper's gift bag after their first day of camp) for the staff in the pickup area to be able to quickly identify your vehicle during dismissal.



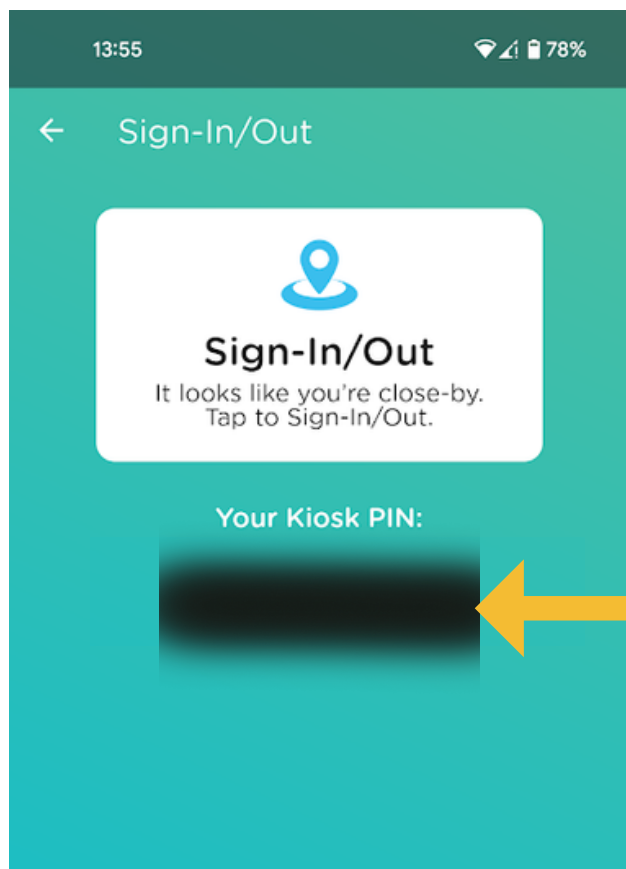
## Curbside (GPS) Sign Out

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.

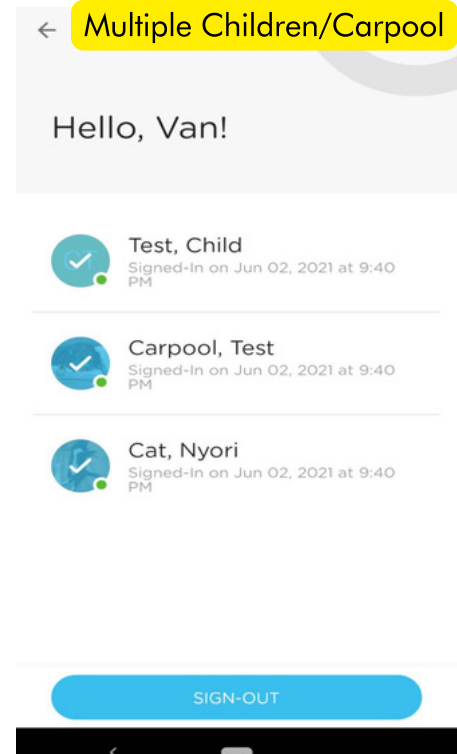


This is where you can find your PIN in case you have connection issues on campus.

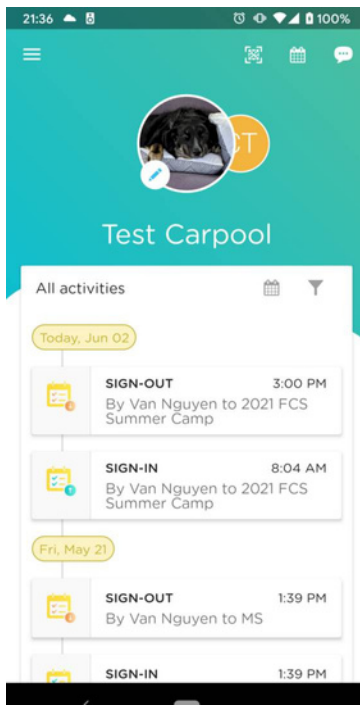
DO NOT share this PIN with anyone else.

Campers 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 Summer Camp Staff for verification at Dismissal/Ex-Day



# AUTHORIZED PICKUP PERSON OPTIONS

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## 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 [camp@friendscommunityschool.org](mailto:camp@friendscommunityschool.org)

### Key Differences:

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

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 Camp Director ([camp@friendscommunityschool.org](mailto:camp@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 Camp 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



Friends Community School



Dashboard

Payments

Family List

Documents

Family List

Nyori Cat's ▼ Family Info

ADD PARENT

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

ADD PICKUP

Caregiver

Carpool

PHYSICIANS

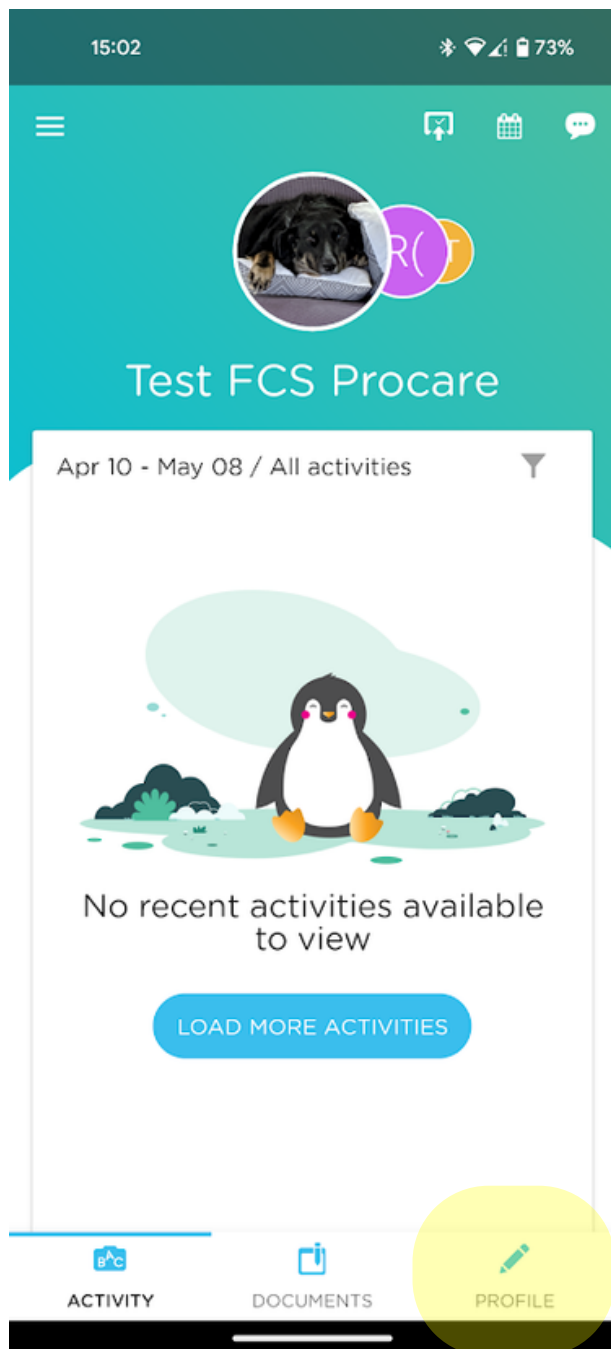
There are no physicians.

ADD PHYSICIAN

## In the Procare 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 FCS Summer Camp

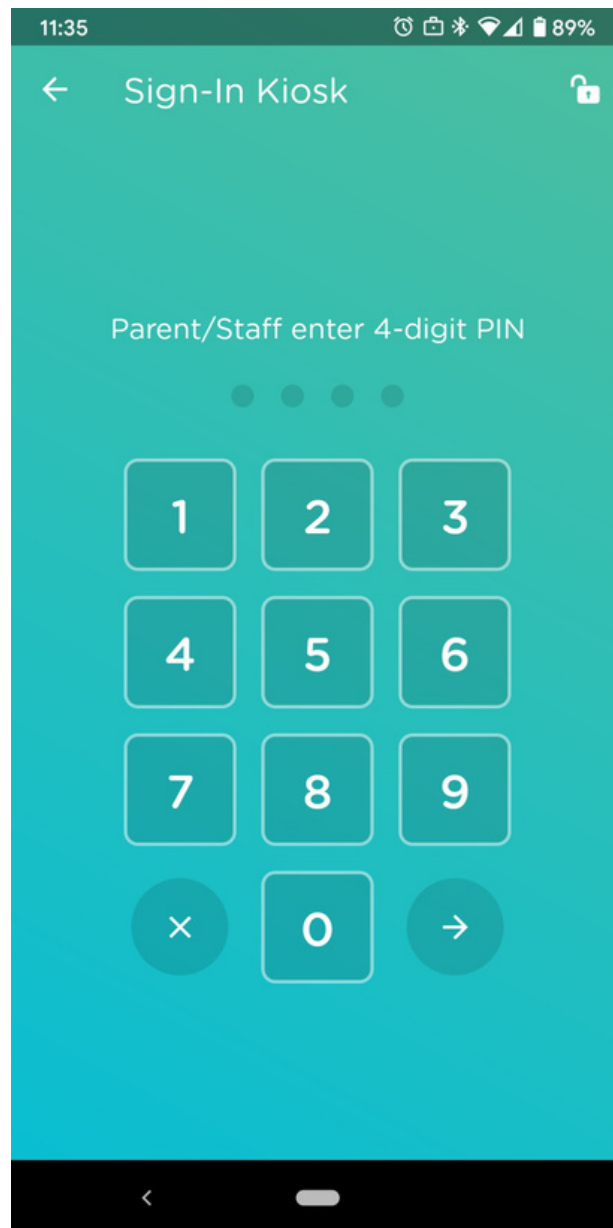


## Caregiver PIN Required

At dismissal, Authorized Pickup Persons will share their PIN with the staff member 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 park in the lower lot and share their PIN with the staff member in charge to verify their identity. They will radio for the child/children to be sent to the lower 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 at the beginning of the summer and the Friday prior to their child's attendance as a reminder.
- 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.

## Dropoff

- No Procure App is needed for the morning dropoff.
  - Attendance will be taken during camp.
- AM Ex-Day can be dropped off between 8:00 AM and 8:30 AM
- Regular arrivals wait in line along the rail ties in a SINGLE FILE to allow Lower Lot groups to pass (camp staff, AM Ex-Day, preschoolers, and medication drop off/pickup).

## Pickup

- Sign out via the Procure 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 helping children enter their cars.
  - It is not a substitute for proper verification via the app.
- Authorized Pickup Persons do not have access to the app and will 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.

## PM Ex-Day

- After 3:30 PM, the circle will close and all pickups will be processed in the Lower Lot.
- Parents/Authorized Pickups must sign out either with the Procure App or via their PIN.
- The staff member on duty will call the child for pickup.

Questions?

Contact [camp@friendscommunityschool.org](mailto:camp@friendscommunityschool.org)