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| 1399 Almond Ave, Livermore, CA 94550 | (925) 424-0507 |

Dear Parents,

The LLESA Chidlren’s Center uses a contactless system to check children in and out of the program. This system will helps avoid any wait when signing your child(ren) in and out and will also help our directors and staff see attendance updates for all classrooms in real time.

**How will I use the App?**

Though the app offers several features for parents and staff, **we ONLY use the sign in and out feature for attendance purposes.**

The Children’s Center uses a **QR code** method. Each classroom will have a QR code posted. Parents w

ill use their personal cell phones to open the Procare app, scan the code and check their child(ren) in or out.

*\*Please note: School Age Children are allowed to be checked in/out by the School Age Teacher. Parents will still need to use this QR method upon pick-up.*

**How do I get the app?**

Before your start date, you will receive an email invitation from Procare with a unique 10-digit code and instructions on how to download and log into the app. **Please be sure to sign up before your child’s first day so that you can easily drop-off / pick-up on that day.**

**Please see below instructions on use of the check in system for parents & authorized pick-up persons:**

**Parents:**

* Download the Procare Parent Engagement App
* Once at the center, open the app and click the “QR code symbol” in the upper right, which will open the camera
* Point the camera at the QR code posted in the classroom
* The code will scan and you will be prompted to sign in/out your child(ren)
* Click “Sign in” or “Sign out” as appropriate

**Authorized Pick Up Persons:**

*(Authorized Pick-Up Persons: refers only to contacts that are on your child’s emergency pick-up list, filled out at enrollment.)\**

* Open the camera on your phone
* Point the camera at the QR code posted in the classroom
* The code will scan and you will be prompted to visit a URL
* Once at the website, you will be prompted to enter your personal PIN # (provided by the front office)
* After entering the PIN #, you will be prompted to sign-in/out the child(ren)
* Click “Sign in” or “Sign out” as appropriate

*\*Authorized Pick-Up Persons will have to check in with the office prior to dropping off/picking up a child for the first time. They will receive their personal PIN number to complete the sign-in/out process. Once they have checked in with the office, their PIN # will remain the same each time they come to the Children’s Center.*

If you need any assistance with this process, please feel free to contact Rachael Yamaoka (Office Manager) at 925-424-0507 or ryamaoka@llesacc.org. We appreciate your cooperation!