



Dear Parents,

We know how important it is to stay up to date on your child's learning journey, which is why we are excited to offer you access to Procure Solutions' best-in-class parent app. If you are new to SCBC Preschool, you should have received an email invitation from Procure with your 10-digit code and instructions on how to download and log into the app.

### **What Can I See on the App?**

Once you download the Procure mobile app, you can stay up to date on your child's daily activities, classroom communication, and more! We can send you photos and videos of your child, as well as keep you in the loop on upcoming events and time-sensitive information.

Most importantly, the app offers an improved way to check your child in and out. This helps us ensure a secure method of signing children in and out of school each day.

### **Why do I need the App?**

Our school utilizes the Procure mobile app as our sole method of signing children in and out of their classes each day. All authorized pick-up people are assigned a unique 4-digit PIN needed for a child to be released to them. These PINs are found on the app.

Teachers will also use the app for important classroom communication and pictures you won't want to miss!

### **Can grandparents have access to the app?**

No. Only the payers on the account will have access to the app and the information it contains. Grandparents or other authorized pick-up people will have their own unique PIN and will use that to sign children in and out each day. Anyone having trouble learning this process is welcome to ask for help!

We appreciate everyone's participation and dedication to using this technology for our school as we have found it a great way for us to stay organized and connected.

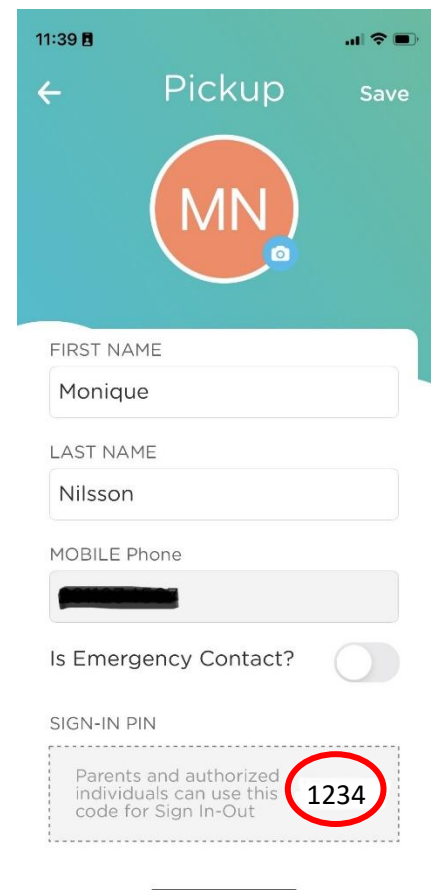
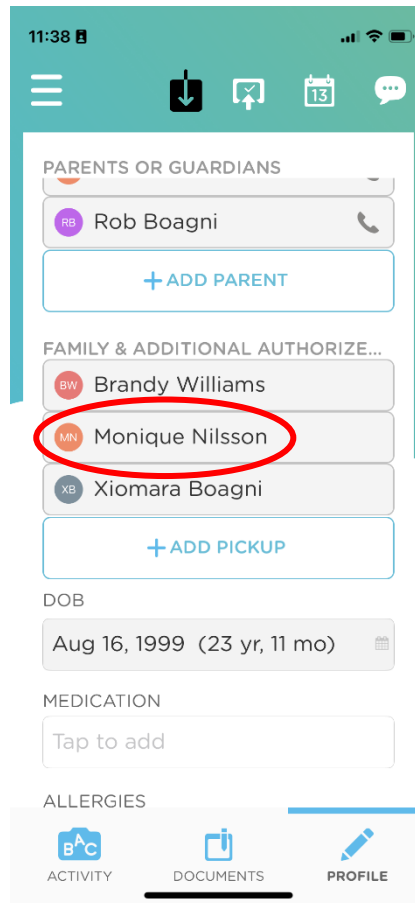
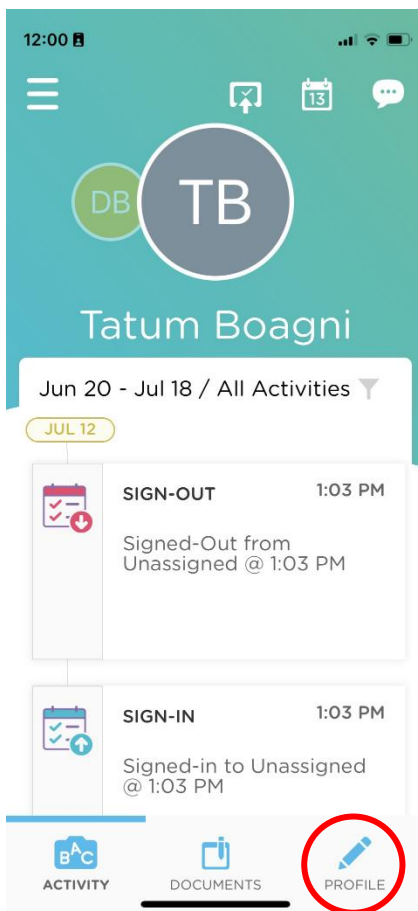
Thank you for your participation.



# How to access Authorized Pick-up Individuals' 4-digit sign-in PIN

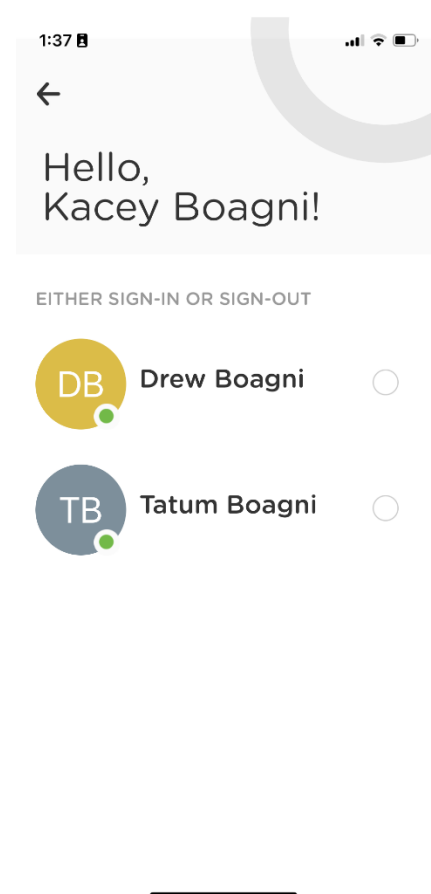
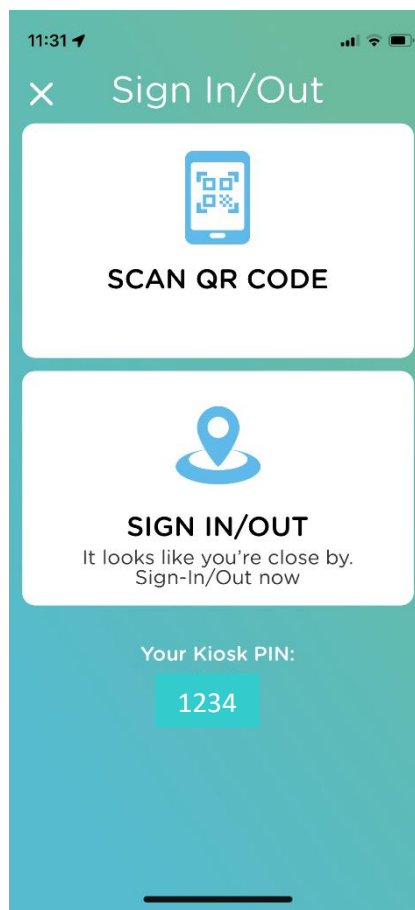
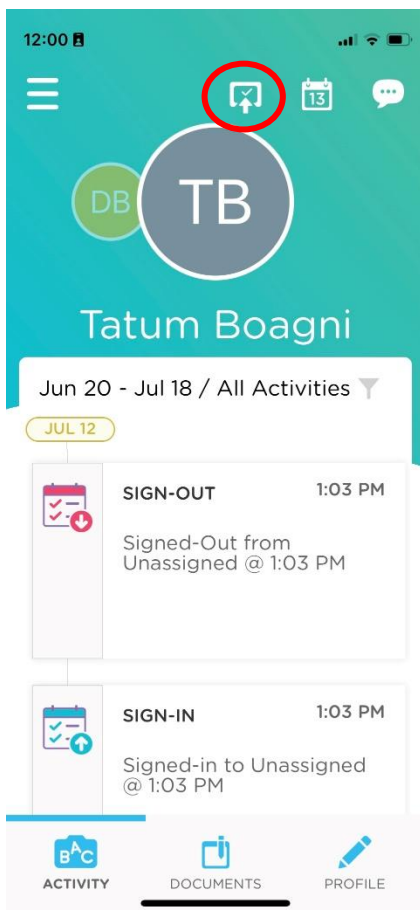
1. From the main screen, tap the profile icon at the bottom right.
2. Scroll down the screen to "Family and Additional Authorized Individuals".
3. Tap the names to find their unique PIN at the bottom of the screen.

Note: You, the parents or payers on the account, will be responsible for communicating that PIN to each person that will drop off or pick up your child(ren).



## How to sign in/out child(ren) in the app

1. From the main screen, tap the icon circled in the picture below.
2. If you have allowed the app to know your location while using it, you will see the screen in the second picture and have the option of going directly to signing in/out. If you do not want to allow the app to know your location, you will need to scan the school's QR code or use your PIN at a sign-in Kiosk (school iPad). You may sign in/out all your children from a single screen.



## How to sign in/out child(ren) without the app

Only those who are payers on an account will have access to the Procare app. Therefore, grandparents and other authorized pick-up people will need to understand how to use a QR code or type in their PIN at a sign-in Kiosk (school iPad). The school's QR code will be located on the front desk by the fish tank.

1. Open your phone's camera app. Focus the camera on the QR code.
2. Tap the website address on the screen.
3. Enter your unique 4-digit PIN.
4. Select the children you would like to sign in/out by following the prompts on the screen.

