Procare

Procare Online: How to Sign In/Out

Parent User Guide

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Parent Guide to Sign In/Out
Revised: August 24, 2023 | (877) 679-0950
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In this parent guide, you will learn how to sign your child(ren) in/out using the classroom kiosk, as well as sign in and navigate the Procare parent mobile application.

BEFORE YOU BEGIN

To begin, you will receive an email from the school with your registration code and instructions to create a Procare account. Once your account has been created, download the Procare child care mobile app.
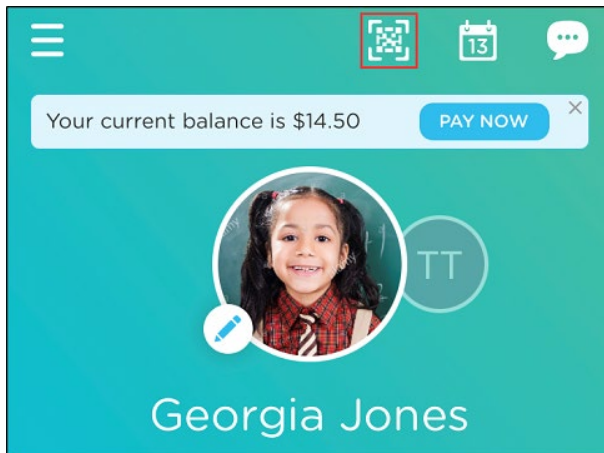
APP OVERVIEW

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

All enabled Sign-In/Out options will display here (QR Code, location-based, and PIN).

Click here to enable push notifications, view invoices, add additional children, and more!

View events added by your school.

Compose or view messages sent from staff.

Swipe to view additional children.

Filter Daily Activities by activity type or date range.

View attendance records and daily activities added by your child's teacher.

Edit your child's profile information or add a parent/authorized pickup (if enabled).

Navigate to the home screen/ activities.

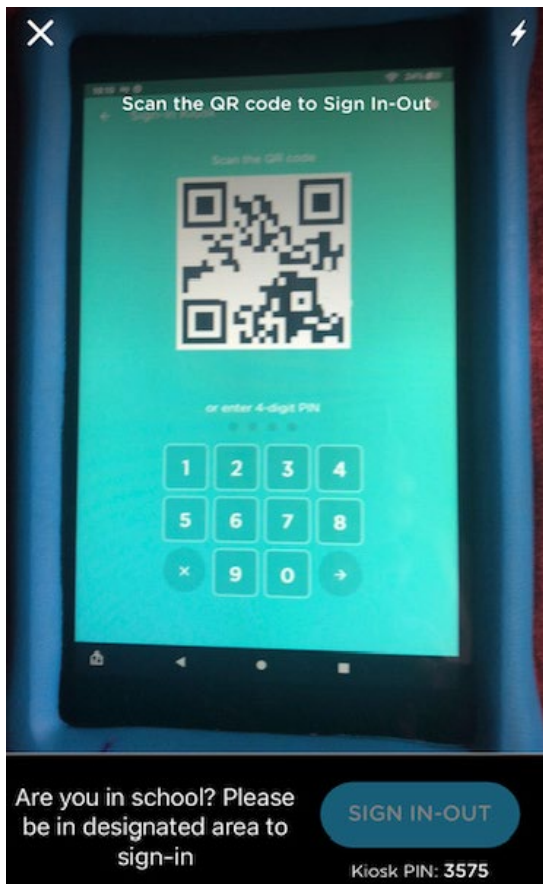View and complete document requests sent by school admins.

QR CODE SIGN-IN/OUT

A QR Code allows you to sign your child in/out by scanning a unique barcode with your personal device. Your school can display the QR code on a computer monitor, printed out or on the Parent Kiosk. Once the QR code is located, follow the steps below to check your child in or out.
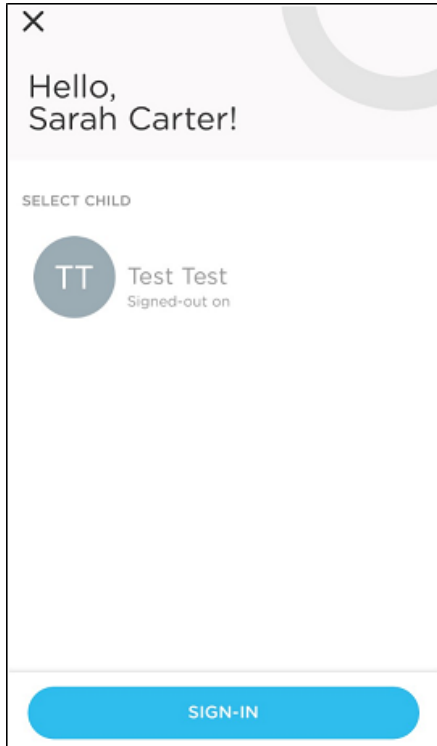
1. Click the QR code icon in the top right corner of your parent app.

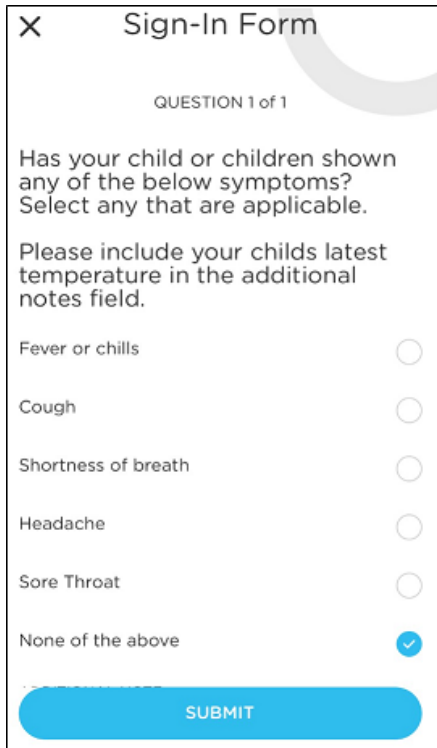2. The camera will open, and the code will scan automatically.

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3. Once the barcode scans, your child(ren) will display on the screen. Click SIGN-IN to continue. If you have more than one child, select the child, then click SIGN-IN.

4. If your school has check-in questions enabled, they will display. Answer any questions and click SUBMIT.

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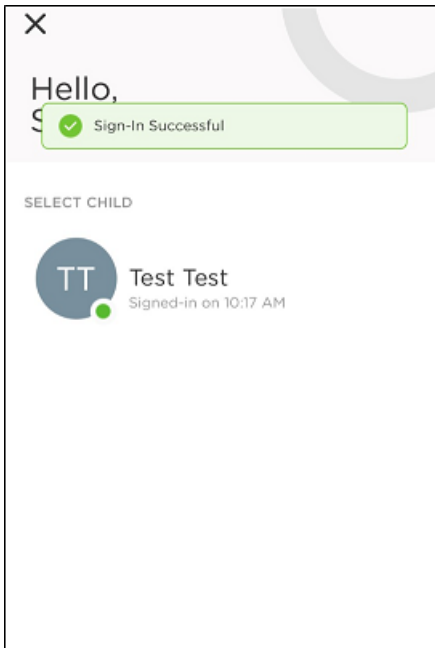5. Sign your name and click DONE.

Parent or Pickup Signature

6. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to go back to the home screen.

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.
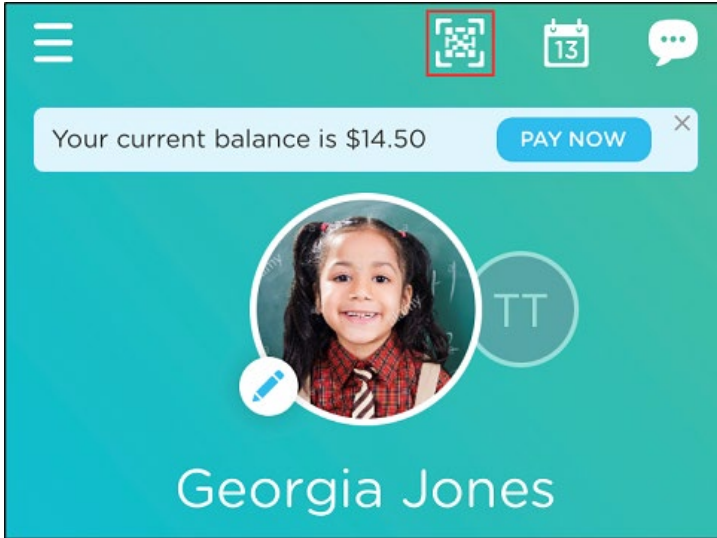
2. The camera will open and there will be a banner at the bottom that will display "Looks like you are in school! Tap the button to sign-in" if you are within the defined distance of the school. Click the SIGN IN-OUT button to continue with check-in.

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3. Click SIGN-IN to continue or if you have more than one child, select the child(ren), then click SIGN-IN.
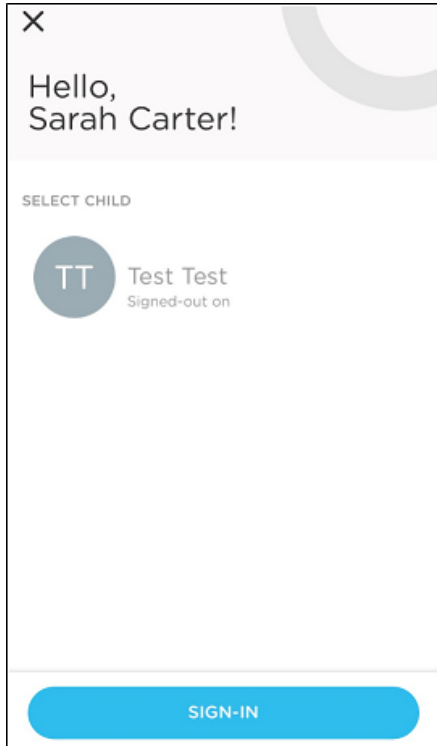
4. Sign your name and click DONE.
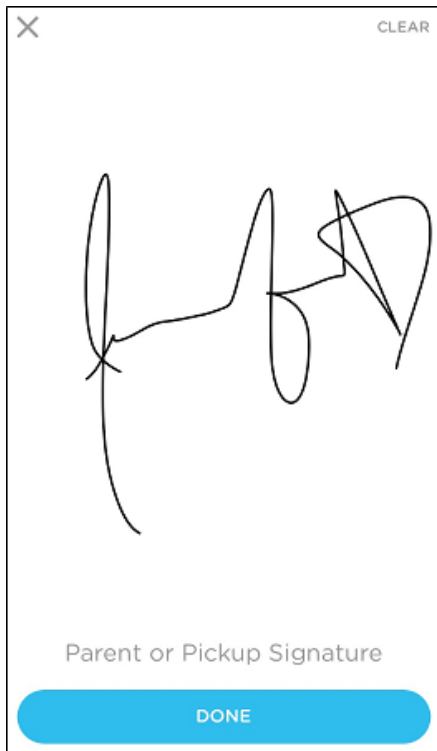
5. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to navigate back to the app home screen.
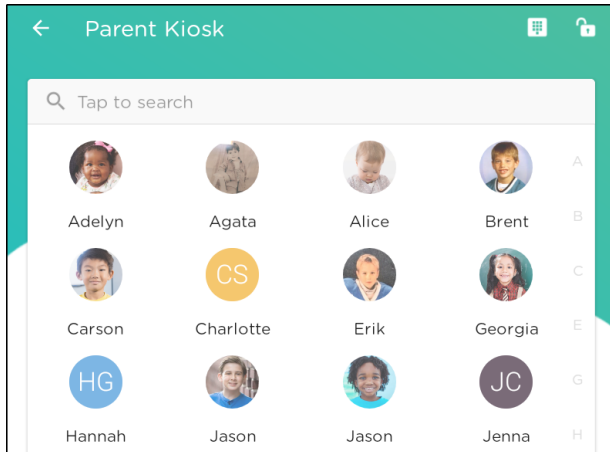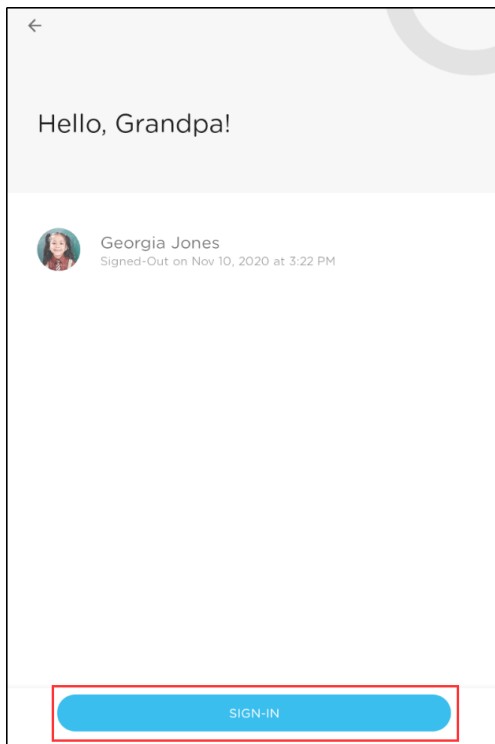
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There are two options when signing in via the parent kiosk, with a PIN and without a PIN.
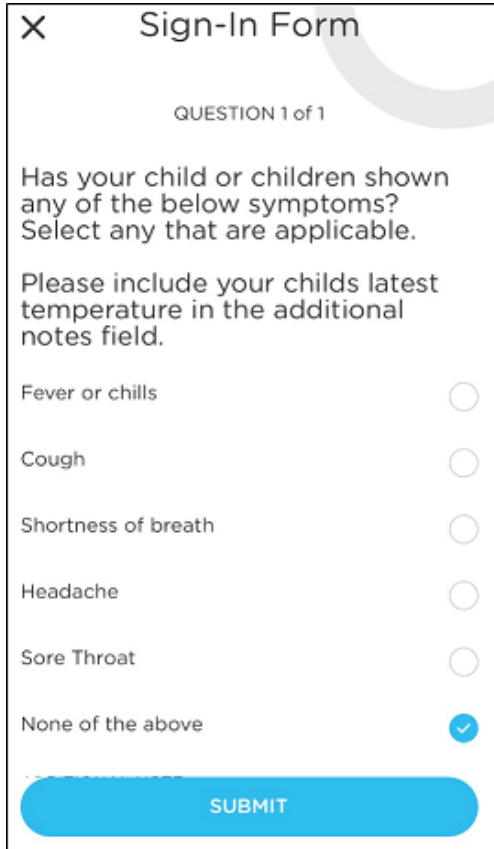
NO PARENT PIN REQUIRED

1. On the Parent Kiosk, locate and select your child by name or picture.

2. Select your name from the List of Authorized Pickups.
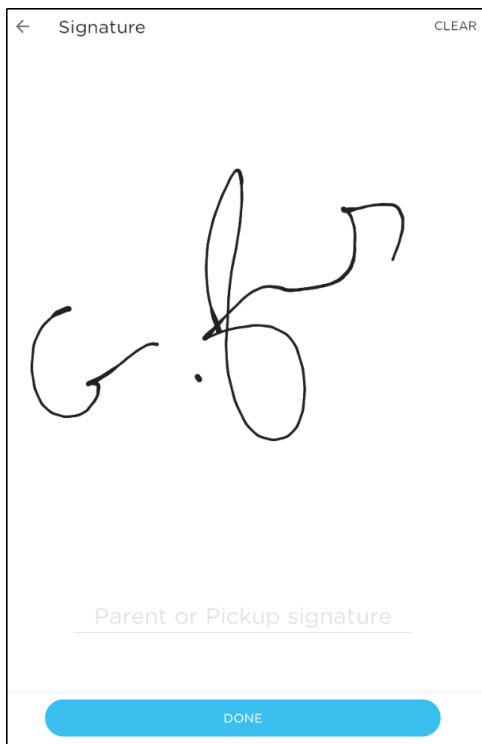3. Select the child(ren) to sign in/out and click SIGN-IN.

4. If your school has check-in questions enabled, they will display. Answer any questions and click SUBMIT.

5. Sign your name and click DONE.

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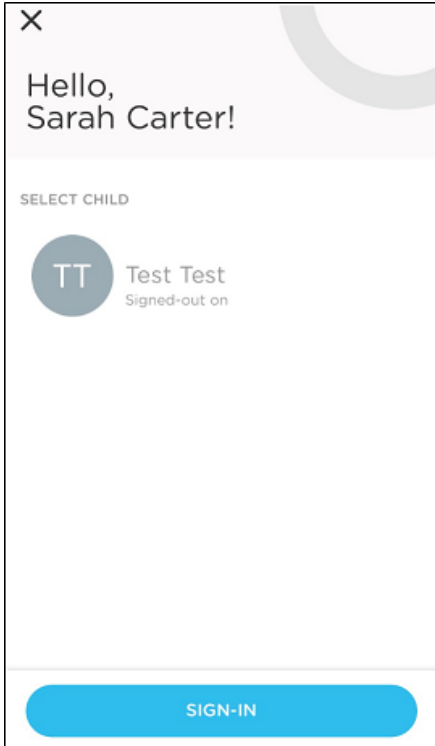SOLUTIONS

PARENT PIN REQUIRED

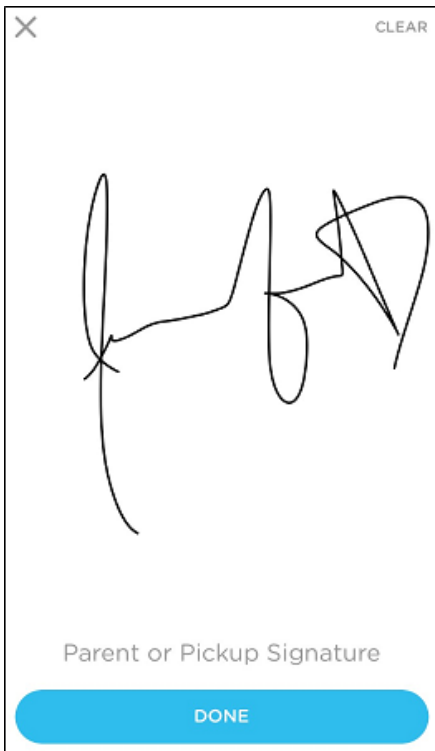1. On the Parent Kiosk, click the keypad icon in top right corner.
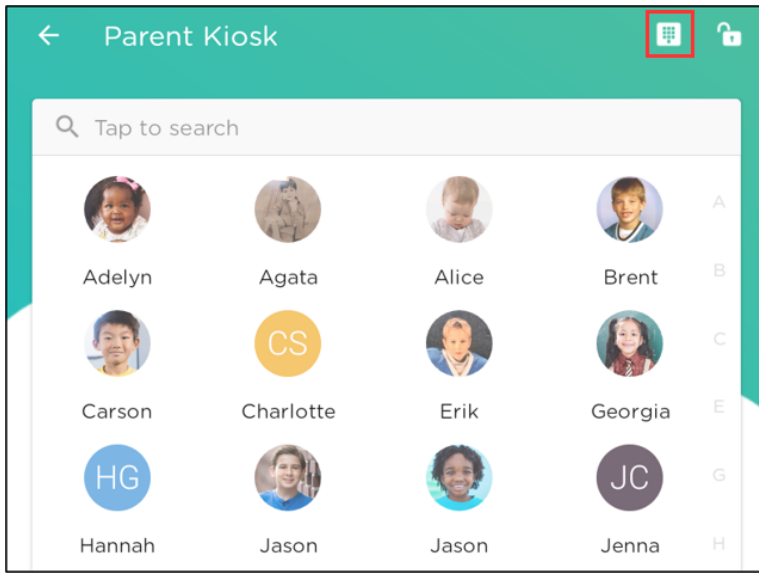
2. Enter your unique PIN provided by the school, this can also be found on your parent mobile app under the QR code icon.
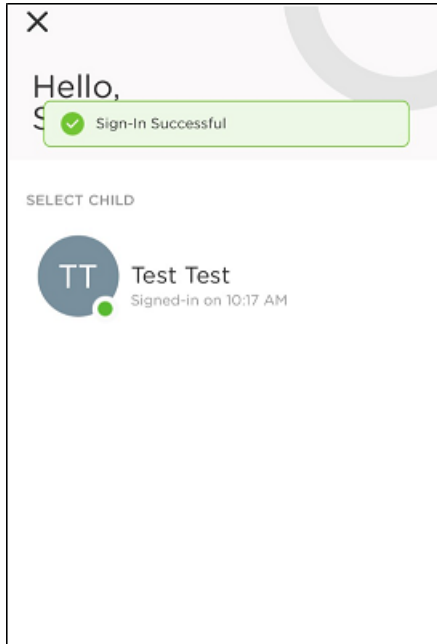
3. Click SIGN-IN to continue or if you have more than one child, select the child(ren), then click SIGN-IN.

4. Sign your name and click DONE.

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5. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to navigate back to the app home screen.

For additional information, visit [Procare's Parent Help Site](#).