

Dear Kidzone Parent,

Kidzone uses a Childcare Tracking System to better serve you and provide extra security for your children. This system takes the place of the sign-in/sign-out sheets that most childcare centers use.

**This easy to use computerized system provides the following advantages:**

- Faster & Easier Check In/Out:** Check in/out all your children in seconds
- Greater Communication:** Immediate notification of your current balance, immunizations due or upcoming important notices
- Greater Security and Accurate Record Keeping:** All parents will have their own unique ID number, improving accurate record keeping of your child's attendance throughout the week.

To utilize the system, please be sure to enter your code when you arrive and leave with your child.

**Here are simple instructions:**

1. Press the pad of your finger firmly on the sensor for up to 1.5 seconds or until the red light flashes. Do not roll your finger side to side.
2. When your children's names appear on the screen, please **touch the button on the side of the screen that corresponds with the child** you are currently checking in/out.
3. When completed, touch the **finish** button.
4. If you have any messages or immunizations due, the system will alert you at this time. Please **read messages or review immunizations.**
5. When completed, touch the **finish** button.
6. The system will say "**Thank you and good-bye**" once you have clocked in/out your children properly.

If you have problems signing in and out please don't hesitate to ask questions. Remember if you forget to sign your child out and try to sign them in the next morning it will not work. The system locks out after your child has been signed in for more than 12 hours.

Sincerely,

Karla Pepple