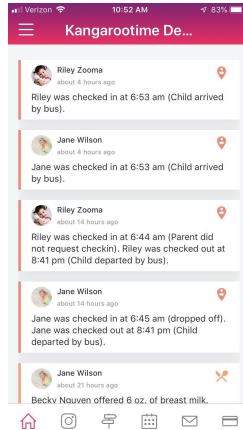

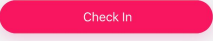


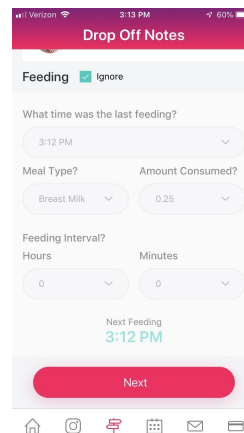
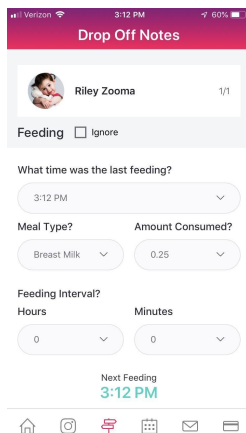
Parents' How-To Guide: Kangarootime Parent Mobile App

The Kangarootime Mobile App was designed to provide parents convenient access to their account features that are most commonly used, but some features have been limited to web-access-only in order to ensure optimal account security. After you register your account via the email invitation from your child's facility, you can download the Kangarootime Parent App for your Android or Apple smartphone, then log in with your account credentials. Once you have logged in to your account, you will see the home screen as displayed here:





Check In:

1. To Check In your child, click **the Check In/Out**  icon at the bottom of the screen
2. Select the child you wish to check in
3. Click 
4. For children 18 months and younger you will be directed to the Drop-In Notes Screen to populate feedings and diapering




5. Click 

Check Out:

1. To check out your child, click **Check In/Out**  icon at the bottom of the screen
2. Select the child you wish to check out
3. Click 


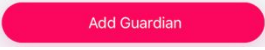
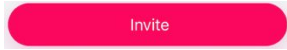
Reporting your Child as Absent:

1. To report your child absent, click on the  the screen
2. Select the child you wish to report absent and click
3. Select the reason for the absence


Report
Absence

CheckIn/Out icon at the bottom of




Adding Guardians:

1. Click the menu tray in the upper left corner 
2. Click Guardians from the menu
3. Click 
4. Populate the screen with the required information and privileges and click 


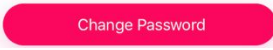
Resending Invites to, Editing and Removing Guardians:

1. Click the menu tray in the upper left corner 
2. Click Guardians from the menu
3. Click on the Guardian whose “Account is not yet complete”
4. Select appropriate action


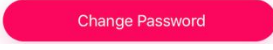
Updating Account or Profiles:

1. Click the menu tray in the upper left corner 
2. Click on “My Profile”
3. Click on  next to the profile you wish to update
4. Make necessary changes and click 

Resetting password:

1. From the login screen click on **Forgot Your Password**
2. Enter email address and click 
3. The verification code will be sent to your email. You may need to check your spam/junk mail folder. The sender will be no-reply@verificationemail.com
4. Once the screen is complete, click 




Changing password:

1. Click the menu tray in the upper left corner 
2. Select Settings
3. Select **Change Password**
4. Enter current, new password and confirm new password. Click on 

Changing email address:

1. You must contact your center Director and request your email address to be changed
2. Once your address has been changed you will be sent a confirmation email. Confirm the change.

Sending Messages:



1. Click on **Messages** icon at the bottom of the screen 
2. Click 
3. Select recipients in the “To” field (Your child(ren)’s teachers and Administrative staff should be an option to select. If they are not, contact your Center or Kangarootime Support.)
4. You must populate a subject line as well as your message before clicking  and then **Ok**



Receiving Messages:


1. Click on **Messages** icon at the bottom of the screen
2. Click on message you wish to view

Daily Notes:



1. Click the menu tray in the upper left corner 
2. Click on **Daily Report**
3. If you have multiple children enrolled select the child you wish to view historical Daily Reports for
4. Click on the day you wish to view report for 

Note: You can view the current day's Daily Report by selecting the **Home** icon at the bottom of the screen







You can filter your view of the current day's Daily Notes by clicking on an icon on the tray that is displayed with Daily Notes. Daily Notes in the activity feed displays the time the note was entered, not the time the activity was executed. You can also change the activity feed to display actual timestamps by editing your Settings which is found under the menu tray.




Gallery:

1. Click on **Gallery** icon at the bottom of the screen 
2. Click on the photo you wish to view and/or download. To download, click 

Adding Payment Methods:



1. Click the menu tray in the upper left corner 
2. Click on **Payment Methods**
3. Click on 
4. Select the account type  Debit or Credit card or \$ 
5. Enter account information and Click  or 

Modifying Payment Methods:

1. Click the menu tray in the upper left corner 
2. Click on **Payment Methods**
3. Click on the Payment Method you wish to modify

NOTE: By checking the box next to this statement “By checking this box, I am authorizing Center to automatically withdraw my current balance from this account if they choose to participate in Authorized Withdrawal. I understand that I am responsible for any subsequent fees if this payment is declined or returned for any reason, including insufficient funds.” You have given access to the Center to Auto Draft your account. They may collect payment for any balance you have on your account from the account that has this selected.

Viewing Statements or Deposits (Only Primary Account Holders can Access):

1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click **Billing**
3. Click  or  depending on which you wish to view

Note: Statements will allow you to view all your transactions (line items and payments) for a specific date range. You may select to export the report to a PDF for tax purposes.

Contacting Kangarootime Support:

1. Email support@kangarootime.com or call (716) 261-9889 from 7 am - 6 pm EST Monday through Friday

Kangarootime Feature Access

For Primary Account Holders and Guardians (with appropriate privileges)

	Mobile App	Internet Browser www.kangarootime.com
Check In/Out Child	✓	✓
Update Parent Profile Photo and Address/Contact Info	✓	✓
Add Guardians or Edit Guardian Privileges*	✓	✓
Resend or Delete Guardian Invitation*	✓	✓
Add/Deactivate Child*		✓
Update Child Profile Photo and Demographics/Allergies *	✓	✓
View/Change PIN		✓
Change Password	✓	✓
Forgot Password?	✓	✓
Send and Receive Messages	✓	✓
View Calendar	✓	✓
View Photo Gallery	✓	✓
View Child's Daily Notes	✓	✓
View Current Amount Due	✓	✓
Enter ACH and CC Payment Methods	✓	✓
Edit/Delete Payment Methods	✓	✓
Pay Tuition Bill	✓	✓
View Past Invoices	✓	✓
View and Print Billing Statements*		✓
Download Blank Forms to Complete*		✓
Upload Documents for parents and/or child*		✓

* Feature is only accessible by the Primary Account Holder for each family