

Dear Parents,

We are going to move forward with our attendance tracker and start using the computer to log children in and out during the day. We are also going to be using the door codes, so all of the doors throughout the building will be locked. The code will only allow you to get in the building between the hours of 6:30 am and 6 pm. Please see the front desk if you have not set up your ID number and password or if you have forgotten what they are. The clipboards will still be used for about a week in case we encounter any problems with the new system.

To use door keypad located at front door and hallway doors:

- Enter 4 digit ID number, then hit #
- The door on the right will unlock and stay unlocked for 10 seconds
- If you forget your number or it is not working, press the call button and someone at the desk can let you in

To use check-in computer:

- Tap screen if blank
- Click "Start here"
- Enter your 4 digit ID number, then click "Enter"
- Enter your 4 digit password, then click "Enter"
- Click on child/children's name(s) which will highlight and say "<child's name> is checked in/out"
- If it gives you an error, let front desk know. It is usually due to the child not being checked out the day before, or not being checked in earlier.