

DIGITAL SIGN IN/OUT IS HERE – WITH QIK KIDS KIOSK



QIK KIDS KIOSK IS USED FOR ALL FAMILIES TO SIGN THEIR CHILD IN AND OUT EACH DAY

HOW TO USE KIOSK:



1. **Approach the iPad provided**
2. **Enter your mobile phone number.**
3. **Enter your 4 digit pin code.** The FIRST time you login the pin code will be “0000” (zero, zero, zero, zero). After you enter this you will be asked to make up a new code. Please make this something easy to remember (and if you ever forget just email your centre to ask that it is reset to 0000).
4. **Select Pick up / Drop off** to sign your child in (or out).

WHY WE USE KIOSK:

- **It is easier and more efficient for families**, especially as we don't have to chase you for signatures on Absence Slips – each time you log in to Kiosk you will be automatically reminded about any Attendances/Absences that you need to confirm.
- **It reduces the administrative burden** of manually entering all of our attendance/absence data every week. This leaves our Administrators with time to engage in more meaningful tasks, such as supporting the new families who are enquiring about our Montessori program.
- **It is part of our ongoing commitment to sustainable practices.** At present we use a significant quantity of paper for our Sign In/Out records. Switching to a digital format will reduce our carbon footprint in the long-term.

Don't Panic!

- **Our teachers are always close by if you need help!** We will introduce Kiosk during your Orientation visits, and we will be nearby on your first day, but please remember that it is never too late to ask questions! If you need a reminder, or if a family member missed that initial instruction, simply pop into the classroom and ask a teacher to help you. We will either come out with you straight away (if this will not disadvantage the children in the classroom) or we will arrange a time to show you through the system.

WHAT YOU CAN DO TO PREPARE:

- **Visit <https://youtu.be/7oL4WcKVNwQ?list=PL4jVkJQoQBP31jx2Jy8KRyBDZWML7Q1Sq>** to watch a tutorial on how to use Qik Kids Kiosk.
- **Talk to your relatives about the program.** Make sure that anybody who drops off or collects your child is aware of the upcoming change and has watched the video. We are aware that some family members may be nervous about using this system for the first time – if one of your relatives is feeling anxious then we highly recommend trying to arrange to come with them in Week 1 of Term 2 (or during the Autumn Holidays if you're attending this program) so that you can learn alongside them and provide support.
- **TELL US IF YOUR MOBILE NUMBER HAS CHANGED.** Your Qik Kids Kiosk access uses the mobile numbers for each family member. If your number, or the number belonging to one of the relatives authorized to collect your child, has changed then since you completed your Enrolment Form please email your centre with the new information as soon as possible.

HOW TO SIGN YOUR CHILD IN/OUT



Welcome to
Qikkids Kiosk



- 1. Enter your phone number then select your name**
- 2. Enter your 4 digit pin code***
- 3. Select Pick up / Drop off to sign your child in (or sign them out at the end of the day)**

If your child was absent for their last session, or if you recently missed a sign in or out and a teacher registered your child's attendance on your behalf, then you will be prompted to confirm or edit that information before you can sign in/out for the current day. Read the notification on the screen and follow the buttons to confirm the absence/attendance or to alter it.

***The FIRST time you login the pin code will be "0000" (zero, zero, zero, zero).** After you enter this you will be asked to make up a new code. Please make this something easy to remember! If you ever forget your pin just email your centre to ask that it is reset to 0000).