

How to Use SchoolCare Works to Navigate COVID-19

Now more than ever, it's important for child care centers to leverage technology to accommodate new guidelines and licensing requirements developed in response to COVID-19. That's why we created this interactive guide to help you get the most from Procare's solutions – enabling you to run your center in the most efficient and safe way possible.

To use this guide, click on the challenge you'd like to solve. You will then be directed to information on how you can use SchoolCare Works to address that challenge.

How do I institute a “touchless” check-in/check-out process?

How do I easily track my children's movements throughout the day?

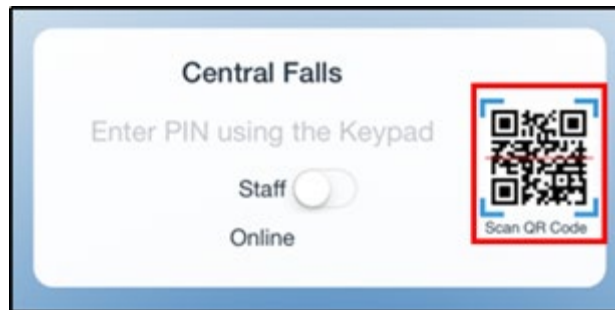
How do I easily record health checks throughout the day?

How do I effectively communicate with my parents about center issues?

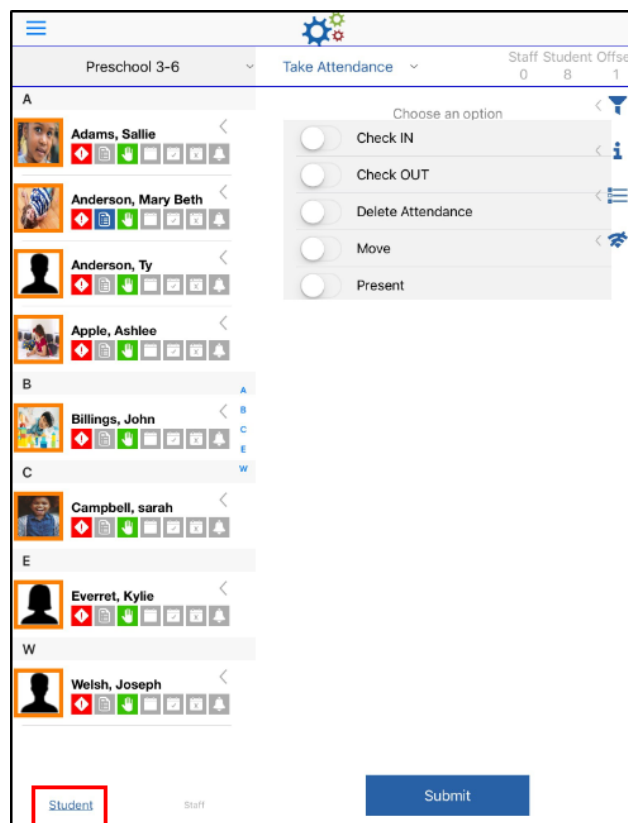
How do I enable contactless payments?

How do I institute a “touchless” check-in/check-out process?

SchoolCare Works offers the ability for a QR code check-in/check-out. By clicking the QR Code menu option, parents can use this to check their children in and out. After a parent scans their phone, have a staff member select the children on the select application, instead of the parent. More information can be found [here](#).



In addition, staff members have the ability to check children in and out themselves. More about that [here](#).





How do I easily track my children's movements throughout the day?

Tracking children's activities and locations throughout the day is critical in today's environment, particularly when it comes to illness tracing and ratio monitoring.

Tracking

With SchoolCare Works, you can set up rooms to track movement, for example when children go to recess, the cafeteria or a shared room. To [move children](#) to different rooms/activities, staff members can use the InSite Provider app.

In addition, you can pull a [Transition Report](#), which will display initial check-in and any room movement throughout the day.

Date 05/08/2019			AM, Before School Care (Recurring Billing Room, Monthly) - DCW Transaction																							
Child's Name	Time In	Signed In By	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30	5:00	5:30	Time Out	Picked Up By
Baggins, Frodo	8:00 AM	dcw_ghennig			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Bright, Mason	8:00 AM	dcw_ghennig			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Teacher Name	Teacher Signature		Time In		Time Out		Time In		Time Out																	

Ratios

You can change or view room capacity to make sure you're meeting ratio requirements. [Here's how.](#)

You can also adjust the student/teacher ratio. [Here's an overview](#) of how to easily do that.

Room	Status	Staff	Student	Offset
A BIG ROOM 2	Under Staffed	0	1	1
A Big Room	Under Staffed	0	2	1
A. Infant 1	Meets Needs	3	4	0

How do I easily record health checks throughout the day?

Health checks are now an integral part of day-to-day operations at child care centers and schools.

With SchoolCare Works, you can set up [daily sheets](#) and create categories to keep a record of health checks, activities like handwashing and more. Plus, [parents can view](#) these daily sheets via the portal and app, so they're always informed.

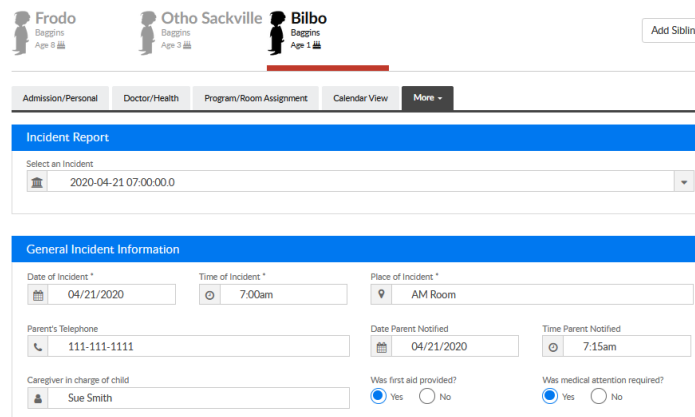
[Add New Category](#)

Daily Sheet Categories				
Category Name	Category Type Code	Description	Allow Note?	Allow Additional Row?
Nap Time	NAP	What time was your nap?	Y	N
Participation	PAT	Student participated during the meeting	Y	N
Check-In	Chkl		N	N
Health Check	heck		Y	Y

[Add New Attribute](#)

Daily Sheet Attributes		
Attribute Name	Description	Attribute Type
Wash Hands		CHOICE
Checked for Fever		CHOICE
Exhibiting Any Symptoms?		CHOICE
Additional Health Notes		TEXT

You can also use [Incident Reporting](#), which allows for field customization, to track child illnesses.

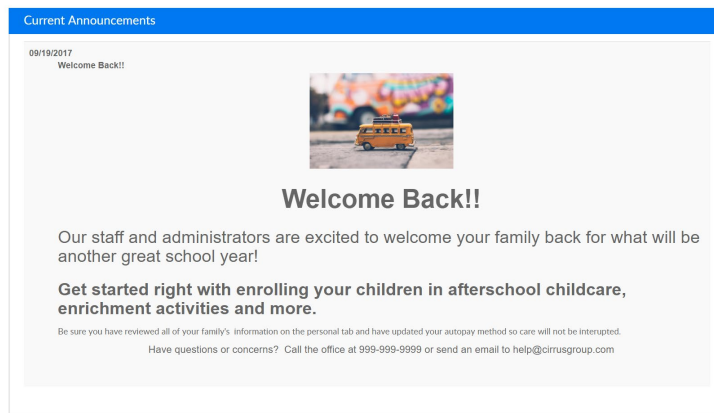


You may also need to package up a report for the health department if a child or staff member becomes ill. To do that, you can easily pull a summary of the relevant incident reports by going to **Reports > Room/Program > Incident Report Summary**, then enter in date range to pull and select run report.

How do I effectively communicate with parents about center issues?

With COVID-19 creating a lot of questions and anxiety in communities, it has never been more important to stay in constant communication with families.

Through the [Announcements section](#) from the Connect menu, administrative users can enter announcements to the [Connect Parent Portal](#). You can also enable parents to receive [push notifications](#) to their mobile devices via the InSite Connect application.



You can also send other communications to parents via the [Communication section](#) of the Connect menu. This function allows you to send emails, text messages and [phone calls](#).

Either Announcements or Communication can be used to communicate health alerts within the facility or classroom.

How do I enable “contactless” payments?

Collecting tuition can be a stressful process, especially if it involves paper checks or in-person card-swipes, which could increase the likelihood of virus transmission. Fortunately, Procure offers automated tuition solutions through its Tuition Express platform that make payment collection completely hands-free.

SchoolCare Works is built to allow for online payments through its [parent portal](#). Parents have the ability to make [a one-time payment](#) or [set up autopay](#) online. They can also manage touchless payments through the [Insite Connect app](#).

One Time Payment

I authorize my payment method to be processed for a one-time payment.

* Payment Amount:

\$ 75.00 (includes \$ 25.00 convenience fee)

Payment Type:

Credit Card ▼

* Card Type:

Select Card ▼

* Card Number:

* Expiration Date:

* First Name :

Gordon

* Last Name:

Brown

* Billing Address 1:

N/A

Billing Address 2 (optional):

N/A

* City:

N/A

* State/Province:

Outside U.S. and Canada ▼

* Zip Code:

N/A

5 digits(ex: #####)

* Phone Number:

N/A

10 digits(ex: ###-###-####)

* Email Address:

N/A

Notes:

Replace Auto-Pay Account:

No ▼

☐ bottom custom text on family portal one-time page

SUBMIT PAYMENT

*Please only click the button once

Payment Method

Current Balance Due: \$270.00

Account Type	Account Number	CC Exp Date	Account Holder	Contact	Billing Schedule
Add New Payment Method					

Cancel

Payment Amount: \$100.00

BILLING INFORMATION

First Name Kelcy

Last Name [REDACTED]

Address 1 [REDACTED]

Address 2 Optional

City [REDACTED]

State [REDACTED]

Zip [REDACTED]

Email [REDACTED]

Phone Number [REDACTED]

Continue