

Sandbox Parent Portal Quick Start Guide

Your childcare provider uses Sandbox Software to help manage their center. Sandbox Software has a Parent Portal that enables parents to manage information for their family as well be kept up-to-date with regular updates and pictures of their children.

There are two ways that you can register for a parent portal account with your child care provider:

1. Your provider can email you a link to create your account
2. You can create your account through the Sandbox Parent Portal page*

*Not all providers permit you to setup an account directly from the Parent Portal page

1. Create your account using the link that is emailed to you

1. Click on the link in the email that your provider has sent to setup your account.
2. Your email address is automatically set as the email address that you have given to the provider. This is used to uniquely identify you, and cannot be changed.
3. Create a password.
Your password must be at least 6 characters long
4. Confirm your password.
5. Click 'Create Account' to create your account.

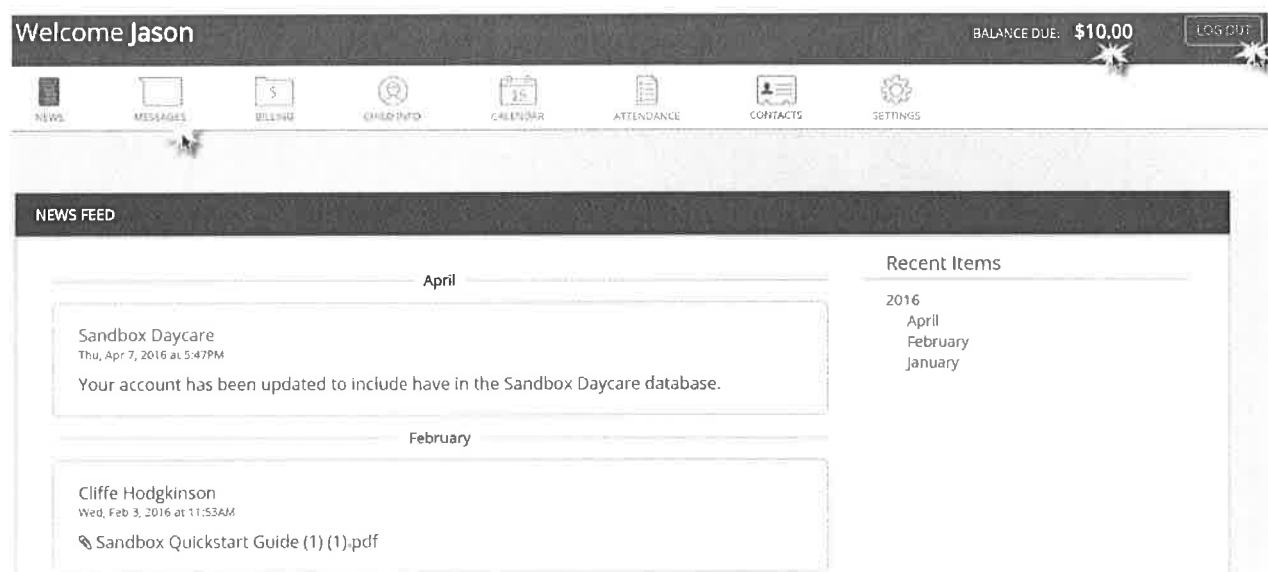
2. Create your account using the Sandbox Parent Portal Login page

1. Go to <https://parentportal.runsandbox.com>
2. Use your email address as the username.
3. Create a password.
Your password must be at least 6 characters long
4. Confirm your password.
5. Click 'Create Account' to create your account.

Once you have created your account you will be logged in immediately. In the future, you will need to login to your account directly from the Parent Portal website:

parentportal.runsandbox.com Type this in the address bar on your web browser to login securely on any device, including your mobile phone, tablet, laptop or desktop computer. (We are currently working on developing apps for both Apple iOS and Google Android devices that will be released in a future update).

Parent Portal Instructions



1. *Click the icons to navigate from one section to another. It is possible that not all icons will be available to you since they appear based on how your provider chooses to use the Parent Portal.*
2. *When you're finished using the Parent Portal, make sure to click the **Log Out** button on the top right-hand side to prevent anyone else from accessing your account.*

1. News Feed

When login to the Parent Portal you will be brought to the News Feed section. The News Feed is where you will see information that is shared by your provider. (i.e. pictures and announcements)

The screenshot shows the Parent Portal interface. At the top, a dark header bar contains the text "Welcome Jason" on the left, "BALANCE DUE: \$10.00" in the center, and a "LOG OUT" button on the right. Below this header is a navigation bar with icons for NEWS, MESSAGES, BILLING, CHILD INFO, CALENDAR, ATTENDANCE, CONTACTS, and SETTINGS. The main content area is titled "NEWS FEED" and is divided into two columns. The left column shows a date separator "Thu, Apr 7, 2016" followed by a message from "Sandbox Daycare" dated "Thu, Apr 7, 2016 at 5:47PM" with the text "Your account has been updated to include have in the Sandbox Daycare database." Below this is another date separator "February" followed by a message from "Cliffe Hodgkinson" dated "Wed, Feb 3, 2016 at 11:53AM" with a PDF attachment titled "Sandbox Quickstart Guide (1) (1).pdf". The right column is titled "Recent Items" and shows a list of months: "2016", "April", "February", and "January". At the bottom of the screenshot is a photograph of a playground with slides and climbing equipment.

2. Messages

The Messages section enables you to communicate with your provider privately. Currently you are not able to select a specific teacher to message, so the messages will be viewed by any authorized staff. You will need to contact your provider directly if you wish to communicate with a specific teacher.



MESSAGES

Type your message Send

Apr 14, 2016

Hi Jason, Todd is having a great day.

Cliff Hodgkinson
Thursday Apr 14, 2016 at 11:16 AM

Apr 8, 2016

Hi, how is Todd today?

Jason Myggeli
Friday Apr 8, 2016 at 9:52 AM

Mar 30, 2016

3. Billing

The billing section lets you view your account balance, as well as any invoices on your account or payments that you've made. You can print monthly statements as well as any available tax receipts by clicking Print Statement on the top right-hand side. You can also view/print invoice and payment details by clicking on them in the list.

Welcome Jason BALANCE DUE: **\$10.00** LOG OUT

[Pay Balance](#) Account Balance: **\$10.00** [Print Statement](#) [Print Tax Receipt](#)

DATE	BILLING PERIOD	DESCRIPTION	TOTAL	AMOUNT DUE	STATUS
19-Apr-2016		Invoice #238	\$10.00	\$10.00	Unpaid
14-Oct-2015		Payment - Direct Debit	\$417.39		
1-Oct-2015	1-Dec-2015 - 31-Dec-2015	Invoice #454	\$417.39	\$0.00	Paid

4. Child Info

In the Child Info section, you can view information for your child. You can add or edit information for your child by clicking the *pencil* icon on the far right.



- You can only edit information if the pencil icon is present.
- The attachments section enables you to upload documentation if required by your center.
- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

[NEWS](#) [MESSAGES](#) [BILLING](#) [CHILD INFO](#) [CALENDAR](#) [ATTENDANCE](#) [CONTACTS](#) [SETTINGS](#)

Jessica John

General Information

 Full Name: Jessica Anders 
Date of Birth: December 25, 2009 Age: 6 y 3 m
Gender: Female


Enrollment


Active Enrollments


Grade 1 – Infant	Start: August 1, 2015	Tuition: \$60.00 Daily
Grade 1 – Infant	Start: March 3, 2016	Tuition: \$100.00 Up Front

Medical and Other Requirements

[+ Add +](#)

Medical Conditions
Asthma – Mild - Puffer in schoolbag 

Allergies
Food – Severe - Epi Pen 

Epi pen
Carried By: Child Expiry: Oct 1, 2013 

Other Requirements

5. Calendar

The Calendar section shows you the days that your child is scheduled to attend. Use the arrows at the top of the calendar (left and right) to navigate between months.

- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS

Jessica John

April 2016

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SCHEDULED VACATION UNSCHEDULED [Add Vacation](#)

6. Attendance

In the attendance section you are able to view the details for when your child attended as well as when they were marked as absent.

- If you have more than one child at the same location, you can move from one child to the other by clicking on the child's name.

Welcome Jason
BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS
 MESSAGES
 BILLING
 CHILD INFO
 CALENDAR
 ATTENDANCE
 CONTACTS
 SETTINGS

Jessica
John

Mon, Dec 14 2015

November 2015
Total Absent: 2 Total Attendance: 5

Week of Nov 29, 2015 - Dec 05, 2015

Fri, Dec 4 2015			
Thu, Dec 3 2015			
Wed, Dec 2 2015			
Tue, Dec 1 2015			
Mon, Nov 30 2015	ATTENDED	11:37 am	5:34 pm

Week of Nov 08, 2015 - Nov 14, 2015

Fri, Nov 13 2015			
Thu, Nov 12 2015			
Wed, Nov 11 2015			
Tue, Nov 10 2015	ABSENT	Vacation	
Mon, Nov 9 2015			

Week of Nov 01, 2015 - Nov 07, 2015

Fri, Nov 6 2015			
Thu, Nov 5 2015			
Wed, Nov 4 2015			
Tue, Nov 3 2015	ATTENDED	7:00 am	3:00 pm
Mon, Nov 2 2015	ATTENDED	7:00 am	6:00 pm

7. Contacts





In the Contacts section you can view information for the guardians, emergency contacts and the family doctor on your account. You can add new guardians/contacts by clicking the Add Guardian/Add Contact buttons, and you can edit this information by clicking the *pencil* icon on the far right-hand side.

- You can only edit information if the pencil icon is present.
- You add pictures for the guardians/contacts by clicking the *Upload icon*.
- You can change pictures for the guardians/contacts by clicking on the existing picture.





Welcome Jason
BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGES BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS

Guardians
[+ Add Guardian](#)

 Jason Muygabi Father <small>Primary Contact</small>	Work (800) 589-9985 x225 Cell (333) 444-5555 Home (333) 333-3333 Email rwieske@runsandbox.com Home Address 45 East 4th Road West Markham, ON K9G 4J9	Allowed to pickup	
 Jona Gashi Family Friend	Cell 5199901871 Home 5199901871 Other 5199901871 Email ludwigharry@gmail.com Home Address 3568 Binbrook Ontario, AB L0R1C0	Not allowed to pickup	

Emergency Contacts
[+ Add Emergency Contact](#)

 Amy Cross Aunt	Work (987) 993-9998	Emergency Contact Allowed to pickup	
 Janet Hemsy Aunt	Cell (905) 685-9985 Email hemirsy.janet@gmail.com Home Address 142 Garden Lane Burlington, ON K9G 3D9	Emergency Contact Allowed to pickup	

8. Settings

The Settings section enables you to change your Parent Portal password and Timeclock Passcode as well as set your email notification preferences.

- Select the pencil to edit the password for your Parent Portal account or to reset your Timeclock passcode.
- Select the *pencil icon* to make modifications to your notifications.
 - You can choose to receive an automated email when your child is checked in/out.
 - You can choose to receive an automated email each time something is posted to the News Feed.
 - You can choose to receive an automated email each time you receive a new message.
 - If your provider enables you to pay your invoices online, the Payment Details section will let you add new payment information or edit/delete your existing payment information. If applicable, you can also choose to set up your account for Automatic Withdrawal here.

Welcome Jason BALANCE DUE: \$10.00 [LOG OUT](#)

NEWS MESSAGE BILLING CHILD INFO CALENDAR ATTENDANCE CONTACTS SETTINGS

Account Info

User Name:	rwieske@runsandbox.com	
Password:	XXXX	
Timeclock Pin:	XXXX	

Notifications

Email on Child Check In:	No	
Email on Child Check Out:	No	
Newsfeed Items:	No Notification	
New Messages:	No Notification	

Payment Details

Visa	XXXX-XXXX-XXXX-4242	Expires 2/2019	
Visa	XXXX-XXXX-XXXX-0077	Expires 2/2019	

[+ Add Payment Method](#)

[Disable Automatic Withdrawal](#)