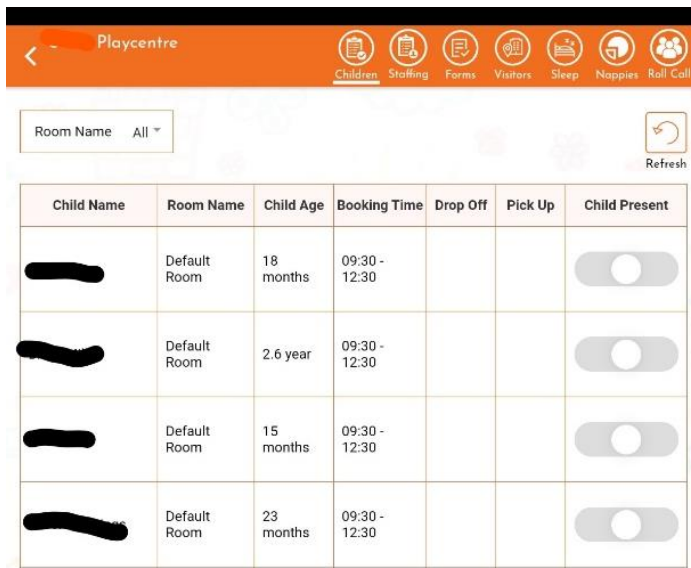**DISCOVER**
EASIER CHILDCARE ADMINISTRATION

Tablet FAQs – Tips and Hints

- It is really important that everyone signs in every day they attend – if you have not signed in, the centre will not receive funding for you. It is also a Health and Safety risk.

- To help ensure everyone is signed in, assign one person each day to check the roll part way through the session and sign in anyone who hasn't yet – to do this see the instructions at the end of this FAQ sheet.

- Also use the Roll Call feature for your Fire Drills – when you are at the emergency evacuation point turn Wifi off on the tablet (by swiping down from the top and clicking the wifi symbol). This will stop the tablet searching for the wifi signal and make the roll call quicker.

- It is also a good idea for the first person in the morning to open the Discover app – login using the Centre Pin and click Refresh at the top of the page. This will help to ensure the app has loaded the current days children.

- Use a very light touch when pressing the buttons for better responsiveness.

- The Add a Child feature has been enabled for <u>enrolled</u> children who attend on a day they are not currently enrolled for. Use the Centre Pin to login, click on the "Add Child" button at the top of the table. Enter in the details requested – make sure to choose a Room first, then the Childs name, then use the Session box to choose which session type it is.

- A further update with the sign-in feature for parents/adults, a fuller visitor sign in for potential members and changes to the wording is on its way and we will provide more details when this is available.

Using Roll Call – For Attendance and Fire Drills

1. Enter the Centre pin, to access the Administration section of the tablet.

2. When you enter, it will show you a list of the children who are booked in/enrolled to attend today, in alphabetical by first name order. This screen is simply showing you who is booked, and if they have already signed in, it will show you who is present (or who has signed in). **You cannot mark people present, or as left from this screen.**

3. At the top of the page, there are other icons you can click on. Choose the Roll Call button from the top of the screen.:
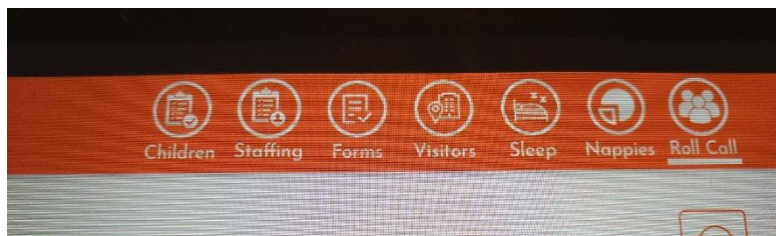
4. **Making sure all children have been signed in or out**: On the Roll Call page you can go through and mark the children as present or absent if this has not been done by the parents on arrival.


5. To mark children as present on the session - Click the button under "Roll call" for each child and then click "Drop Off" in the area above the list.

6. It will pop up with a confirmation box where you would press "Record" and it will record the current time as the time the children arrived at the centre

7. You can do the same thing, but click "Pick Up" to sign all the children out at the end of session.

8. Remember that the most important thing is that each child that was present is recorded, if the times are not accurate that will not affect the funding. However you can click in the box and alter the time to the correct time if needed.


9. **Doing an Emergency Evacuation Drill:** In this case you would also go to the Roll Call section, and mark the children as above – by clicking the button under the "Roll Call" column. Once marked, instead of clicking "Drop off" or "Pick up" you would click "**Save Roll Call**"

10. A box will pop up where you can sign – you can use your finger to sign and you must at least put a dot in that box, and there is space to add a note. Here you can enter any issues/ concerns/suggestions regarding the evacuation or improvements for the future.
11. Then click Complete Roll Call.
12. Remember to do this for the Visitor, and Staff sections as well – as they also need to be confirmed as evacuated.
13. Your CA will be able to access these Saved Roll Calls on the website, so we can track the Fire Drill evacuations, and also the notes. We are working on enabling the centre to have access to these as well.
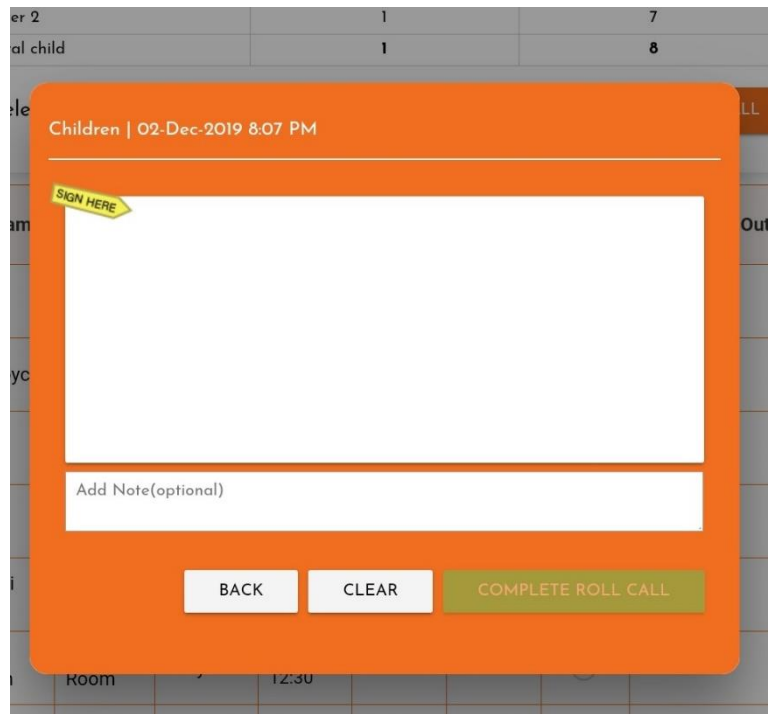
Add an Extra Day for an Enrolled Child

1. To add an extra day for an enrolled child – start by logging in using the Centre Pin.

2. On this screen, click the "Add Child" button on the right hand side.
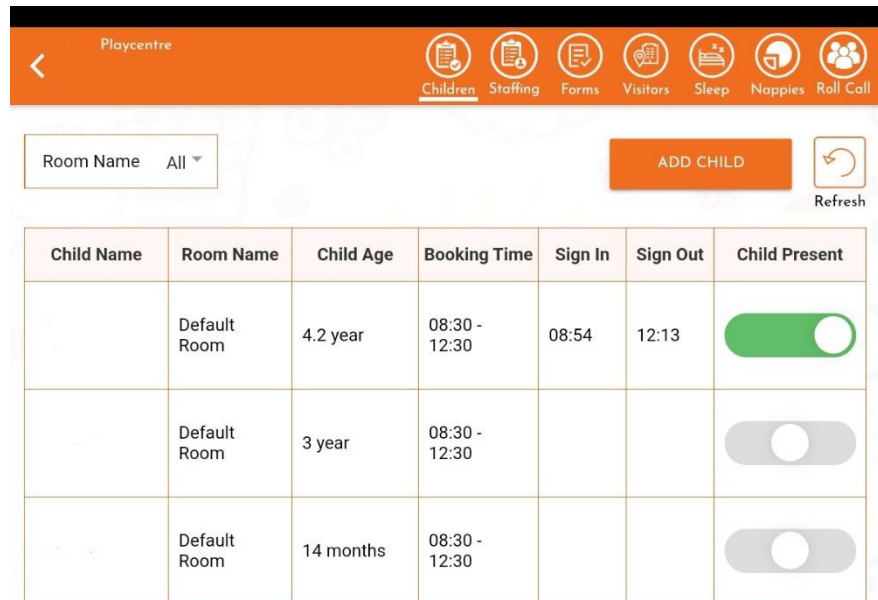
3. A box will pop up that needs to be filled in. Make sure you start at the top and do them in order:

Room :   Select ▾

Child :   Select ▾

Enrollment Type :   Select ▾

From :   00:00

To :   00:00

Please select session :   Please Select Session ▾

Centre Fee :   Please Select Fee ▾

Subsidy Hours :   Enter Subsidy Hours

Centre Charge :   Select Any Options ▾

Comments :   Extra Day

ADD BOOKING   CANCEL

4. Make sure you Click on Room first, and select the correct room – this may well be "Default Room" – if you do not have any programmes like Space in your centre.

5. Once you have selected the Room

Session :   Please Se

Room :

Please

○ Default Room

:   Enter Su

CANCEL   OK

:   Select A

you should be able to choose the Child name from a list of children.

6. Once you select the name it should automatically select the Enrolment Type.

7. Then skip the From and To times, and go down to "Please Select session" – and from here choose the name of the appropriate session. It will automatically fill in the correct times.

8. Under Centre Fee select "Playcentre".

9. If the child is over 3 and you want/are able to claim ECE Hours (20 Hours) then enter the number of hours under "Subsidy Hours"

10. Finally click "Add Booking"

11. Once you have added them, the parent then needs to sign the child in as usual.