

Tablet Instructions – In-depth

Pre-session - turn on your tablet for session use

Tablet and Phone must be charged

Mobile phone must be turned on, with the mobile data and hotspot on

1. Turn on tablet. Enter Tablet Lock Screen Pin: **7529 (PLAY)**. Press **OK**
2. Check the Wi-Fi on tablet is turned on and connected
3. Keep the tablet and phone together; within a 5metre radius to keep a strong connection
4. Open the **Discover Childcare** app located on the home screen.



**The tablet automatically logs out after 30 mins (or less dependng on your settings).
If this happens you will need to re-login with the Tablet Lock Screen Pin: 7529 (PLAY)
The mobile hotspot needs to be turned on and off daily to reset connectivity.**

Please use instructions on following pages relevant to your scenario:

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Your Regional Funding Admin is:

Name: _____ Phone: _____

Email: _____@playcentre.org.nz

Enrolled Members and Tamariki

Tamaiti = Child

Tamariki = Children

Welcome Screen

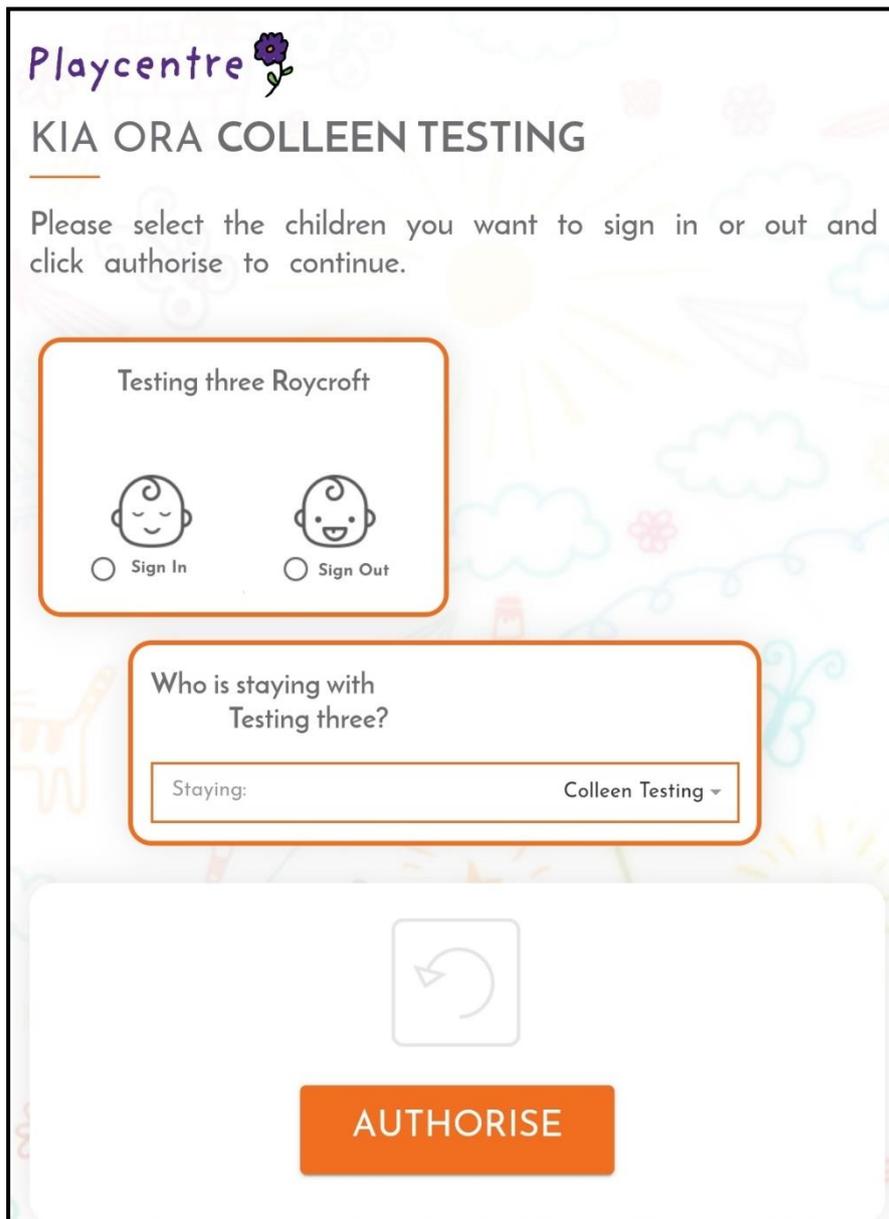
Adults signing in enrolled tamariki to a session start on the Welcome screen.

If you are not enrolled for today's session, your **Access Pin** will be invalid. You will have to sign in using the **Add Child** function – [See Page 6](#).



Signing In

1. Enter your **Access Pin** – all tamariki that are enrolled with you and the **'Who is staying with'** box will show.
2. Tap **Sign in** for the tamariki you are bringing to Playcentre today. If one child is going to be absent, then only tap the sign in for the child attending. *(If you tap on the wrong tamaiti tap the reverse arrow and it will refresh the page)*
3. In the **'Who is staying with child?'** box ensure your name is showing in the 'Staying' box.
 - If you are dropping off, see page 5.
 - If your name does not show contact your Regional Funding Admin immediately.
4. Tap on **Authorise** to confirm your tamariki and yourself as being signed in.
5. After you have signed in it will go back to the **Welcome screen** for the next person to enter their **Access Pin**.



Staying parents/caregivers MUST sign in and out with their tamariki to meet all licencing requirements

Missing Attendance

If you were away or forgot to sign in/out of a previous session or were on a centre excursion, this will show at the top of the screen after you enter your **Access Pin** and must be tended to.

1. To confirm the attendance for your tamariki tap **Save** for each session listed.
2. To confirm the absence for your tamariki tap the **Away** square and tap **Save** for each session listed.



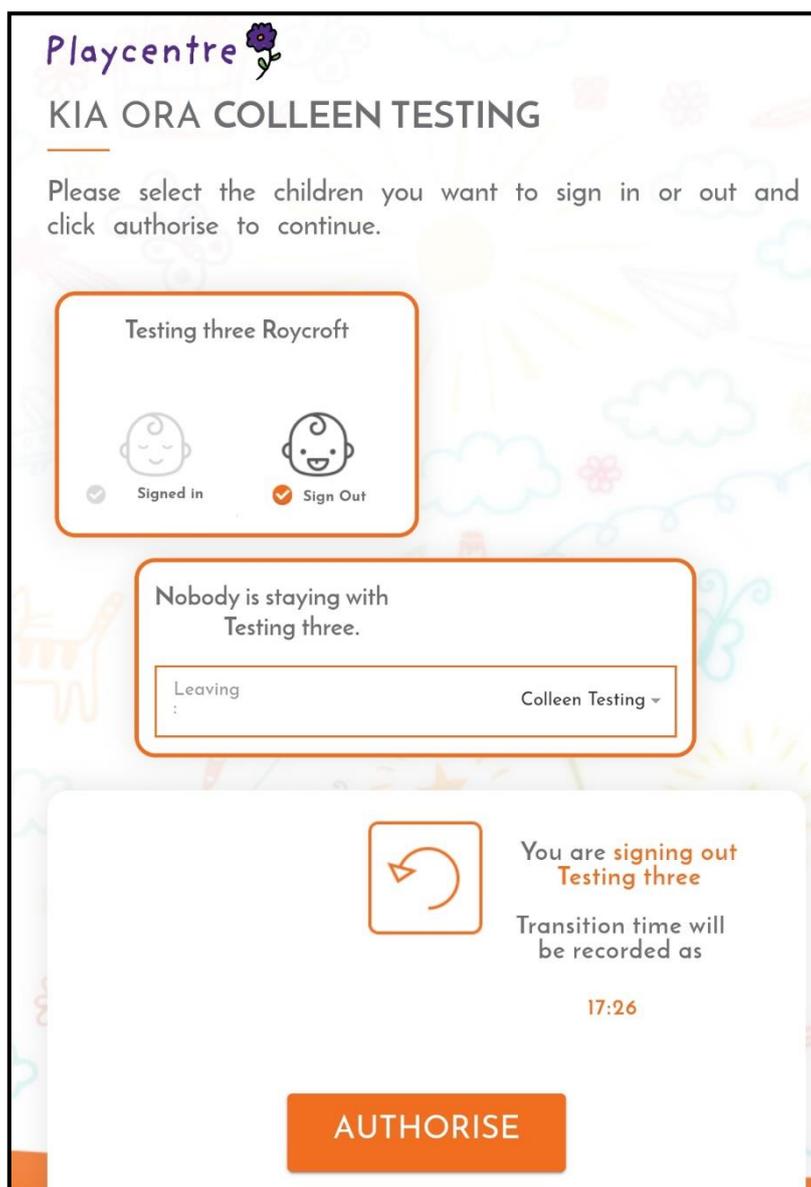
Choose children to pickup or dropoff

Please record your missing attendance records

Child Name	Date	Booking	Drop Off	Pick Up	Away	Action
[Redacted]	Mon 2, Sep	09:30 - 12:30	09:30 ▼	12:30 ▼	<input type="checkbox"/>	SAVE
[Redacted]	Tue 3, Sep	09:30 - 12:30	09:30 ▼	12:30 ▼	<input type="checkbox"/>	SAVE

Signing Out

1. Enter your **Access Pin** – all tamariki that are enrolled with you and the **'Nobody is staying'** box will show.
2. Tap **Sign out** for the tamariki you have brought to Playcentre today. *(If you tap on the wrong tamaiti tap the reverse arrow and it will refresh the page)*
3. In the **'Nobody is staying with'** box ensure your name is showing in the 'Leaving' box.
4. Click on **Authorise** to confirm your tamariki as being signed out.



Playcentre

KIA ORA COLLEEN TESTING

Please select the children you want to sign in or out and click authorise to continue.

Testing three Roycroft

Signed in Sign Out

Nobody is staying with Testing three.

Leaving: Colleen Testing ▼

You are signing out Testing three
Transition time will be recorded as 17:26

AUTHORISE

Staying parents/caregivers MUST sign in and out with their tamariki to meet all licencing requirements

How To Find Your Access Pin

Access Pins are emailed out when enrolled and they are sent to the Centre in a report every term, if you find you have forgotten your **Access Pin** follow below.

1. Enter Discover Admin Pin **0172** - Find the name of the tamariki and tap on their name, the contacts will pop up with their **Access Pin**. - **If you tap 'Show More' it will show more details, please do not adjust any of these settings. If phone numbers or addresses need updating, then contact the Regional Funding Admin**
2. Go back to main page for the parent/caregiver to enter their **Access Pin**.

Testing three Roycroft	Default Room	2 year	12:00 - 15:00				
Testing two Roycroft	Default Room	2 months	12:00 - 15:00				

To see the enrolment for the week for the individual tamariki tap the enrolment icon on the top right.

From	To	Room	Mon	Tue	Wed	Thu	Fri
15-Mar-2022	12-Apr-2022	Default Room	12:00 - 15:00	12:00 - 15:00	12:00 - 15:00	12:00 - 15:00	12:00 - 15:00

Name	Relationship	Mobile	Daytime Phone	Evening Phone	Pin	Action
Colleen Testing	Family Friend	0211111111			9364	SHOW MORE

Alternative Parent/Caregiver Bringing Tamariki

If another parent/caregiver/relative is bringing tamariki to session and they are not an educator look for the scenario that fits your situation.

Enrolled for current session and have an **Emergency Access Pin** and staying on session

1. Enter your **Emergency Access Pin** – Tamariki that are enrolled with you will show. (Your name will not be with the tamariki)
2. Tap **Sign in** for the tamariki you are bringing to Playcentre today and tap **Authorise**.
3. Go to the **Welcome screen**, to sign yourself in tap **Visitor sign in** - fill in all required details.
In **Purpose** put the name of the tamariki and the relationship to them.
4. To **Sign out** repeat steps 1-3 but tap the **Sign out** options.

Enrolled for current session and have an **Emergency Access Pin** and **not** staying on session

1. Enter your **Emergency Access Pin** – Tamariki that are enrolled with you will show. (Your name will not be with the tamariki)
2. Tap **Sign in** for the tamariki you are bringing to Playcentre today and tap **Authorise**.
3. To **Sign out** repeat steps 1-2 but tap the **Sign out** options.

Enrolled for current session and **do not** have an **Emergency Access Pin** and staying on session

1. Enter Discover Admin Pin **0172**, Go to **Roll call**.
2. Tap select circle for the tamariki, tap **Sign in**, tap **Record**.
3. Go to the **Welcome screen**, to sign yourself in tap **Visitor sign in** - fill in all required details.
In **Purpose** put the name of the tamariki and the relationship to them.
4. To sign out, repeat step 1, tap **Sign out**, edit note to say, 'attended with _____' and tap **Record**.

To have an access pin or an emergency access pin you must be on the enrolment of the tamariki.

You must not use another carers **Access Pin**

The parent/caregiver must contact the Regional Funding Admin to update

Enrolled for current session and **do not** have an **Emergency Access Pin** and **not** staying on session

1. Enter Discover Admin Pin **0172**, Go to **roll call**.
2. Tap select circle for the tamariki, tap **Sign in**, tap **Record**.
3. To sign out, repeat step 1, tap **Sign out**, edit note to say, 'Drop off' and tap **Record**.

I have brought another member's child to session

1. Enter Discover Admin Pin **0172**, Go to **Roll call**.
2. Tap 'select circle' for the tamariki wanting to sign in, tap **Sign in**, tap **Record**.
3. Go to the **Welcome screen**, to sign yourself in tap **Visitor sign in** - fill in all required details. In **Purpose** put the name of the tamariki and the relationship to them.
4. To sign out, repeat step 1 & 2, tap **Sign out**, edit note to say, 'attended with _____' and tap **Record**.
5. Go to the **Welcome screen**, to sign yourself out tap **Visitor sign out**

Dropping Off Tamariki

If you are not staying with your tamariki for the session.

1. Enter your **Access Pin** – all tamariki that are enrolled with you and the '**Who is staying with**' box will show.
2. Tap **Sign in** for the tamariki staying.
3. In the '**Who is staying with child?**' box tap your name and untick, tap **ok**, then **Authorise**.
4. To **Sign out** repeat steps 1-3 but tap the **Sign out** options.

It is very important you untick your name in the 'who is staying' box when signing in and out.

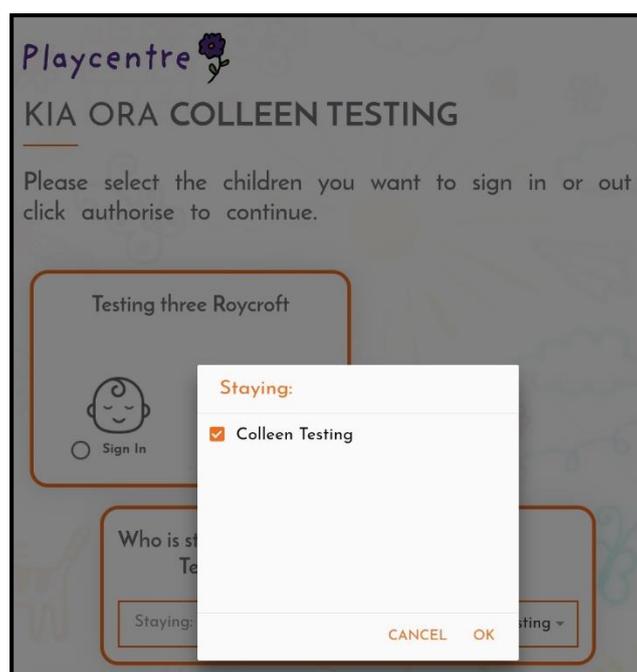
Settling tamariki in before leaving session

Some sessions you may need to settle in child, help set up or maybe you need to dash away for spontaneous reason.

1. Enter your **Access Pin** to sign both you and your tamariki in.
2. When you leave, enter your **Access Pin**.
3. In the '**Nobody is staying with**' box tap the Leaving box and tick, tap **ok**, you will then see your name in the '**Leaving box**'.
4. Tap **Authorise**. (This will leave your child signed in but sign you out until you return)
5. If you return prior to session ending, then sign in using the '**if you return part way**' process below. If you return at the end of session the enter **Access Pin**, tap **Sign out** and **Authorise**.

If you return part way through session

1. Enter your **Access Pin**.
2. In the '**Who is staying**' box tap your name and tick, tap **ok**, then **Authorise**. This will leave your child signed in and time stamp you for health and safety.
3. To **Sign out**, enter your **Access Pin**, tap **Sign out** for the tamariki, in the '**Nobody is staying with**' box ensure your name is in showing in the 'Leaving' box.



Enrolled Tamariki Visiting an extra Session

Extra session for tamariki who can be funded

If enrolled tamariki are attending an extra occasional session

and are **not enrolled elsewhere at the same time**, then use the **Add Child** function, this will set them up with a casual enrolment for a one-off session for each **Add Child** addition. If they are attending 50% of the term, then do a **Change of enrolment**.

Important note- It is important to take special note of step g for the 20 hours ECE that over 3 year olds can claim. You will need to do the following steps for all tamariki individually before signing in with your **Access Pin** on the **Welcome Screen**.

Go through each 'field' and tap ok for each area.

1. Enter Discover Admin pin 0172 and tap **Add Child**
 - a. **Room:** Default.
 - b. **Child:** Find the child in drop down menu. First half are current enrolments, and second half are past enrolments.
 - c. **Enrolment type:** Will autofill.
 - d. **From & To:** Will autofill and will adjust when you apply the session.
 - e. **Session:** Select relevant session.
 - f. **Centre Fee:** Playcentre.
 - g. **Subsidy:** 20 hours ECE, if your child is over 3 this must be edited to the correct 20 hours ECE. If the child is attending an alternative ECE an overclaim could be made resulting in the family being invoiced by the alternative ECE.
 - h. Press **ADD BOOKING (if have more than one tamaiti, then repeat process)**.
 - i. Return to the **Welcome Screen** and sign in with **Access Pin**. If the pin has been forgotten, then put in 0172 find the child and tap on their name to view the pin for them.

To use **Add Child** function the tablet must be connected to the internet

Add Extra Day In Current Enrolment (Wed 16-Mar-22)

Room : Select

Child : Select

Enrolment Type : Select

From : 00:00

To : 00:00

Please select session : Please Select Session

Centre Fee : Please Select Fee

Select Subsidy Hours : 00:00

Centre Charge : Select Any Options

Comments : Extra Day

ADD BOOKING CANCEL

Extra session for tamariki who cannot be funded

This is for those random one-off moments where your tamaiti is enrolled at another ECE service, but they need to have a luxurious Playcentre day instead.

1. Tap the **Visitor Sign in** button on the **Welcome Screen** and fill in the required details.
 - a. **Full Name:** Colleen Roycroft and Debbie/John Roycroft
Full names for adult and child can be written together
 - b. **Ph:** 0211111111
 - c. **Purpose:** Child and Mum/Dad unfunded
Also record the adult's qualification if using for licencing e.g. PEA or PEA FA – if hold first aid
2. **When Leaving Tap Visitor Sign out.**

If enrolled members sign their tamariki in the **Visitor sign in** for an extra day, the Centre will receive no funding for them – Please use the **Add Child**

Visitors

This section is for anyone visiting the Centre, they may be visiting potential new members not enrolled, alternative adult that is coming with enrolled tamariki, unfunded enrolled tamariki, regional staff, emergency relievers, or tradespeople

To use **Visitor sign in** the tablet must be connected to the internet and within a 5metre radius.

1. Tap **Visitor Sign in** on the **Welcome Screen**
2. Enter their full name(s) - Required
Names can be grouped for one entry for a family
3. Enter phone number - Required
4. Enter the **Purpose** of the visit – Required
Examples
 - a. **New Visitor** - Child and Mum/Dad 1st/2nd/3rd Visit or
 - b. **Alternate caregiver** - Child's Name and relationship to the child or
 - c. **Unfunded tamariki** – Unfunded or
 - d. **Regional Staff** – Position & Qualifications if being used
 - e. **Emergency Reliever or Covering extra session** – Position & Qualifications for licencing
 - f. **Trades person** - Company name and reason for visit
5. The rest of the fields are optional
6. Tap **Sign in** a pop up will appear with a health and safety policy. Visitors will need to read over if they agree then they tap **Yes** to agree. If they tap **No**, then they cannot sign in and will not be able to attend.
7. When leaving, tap **Sign out** on the **Welcome Screen**, find their name, and sign out

Full Name: Colleen Roycroft and Debbie/John Roycroft
Phone Number: 0211111111
Purpose of Visit: The relationship and the reason must be recorded here
Email: (ensure no spaces before or after) (Optional)
Company: (Optional)
Address: (Optional)
SIGN IN

Visitor Enrolment

See the separate **Visitor Enrolment Instructions**

For Health & Safety, visitor sign-in should be used for all visitors to the centre, including outside of session times

Staff

Whether you are paid or a volunteer staff if you are regularly scheduled to work/volunteer at a centre, you will have a **Staff Pin**, if you have not been assigned one then contact the following people.

Employed Staff: Contact the Regional Support Lead.

Volunteer Staff: Contact the Regional Funding Admin.

If you are a casual reliever, then you probably will not have a **Staff Pin** for this centre and need to sign in as a visitor.

Until you are assigned a **Staff Pin** at the centre you still need to sign in, use the Visitor sign in.

1. Tap **Visitor Sign in** on the **Welcome Screen**
2. Enter full name - Required
3. Enter phone number – Required
4. Enter the **Purpose** – Required
Position, Qualification, First aid (if applicable)

To use a **Staff Pin** the tablet must be connected to the internet and within a 5metre radius.
If you regularly work at multiple centres talk to the Regional Support Lead about streamlining your **Staff Pin**

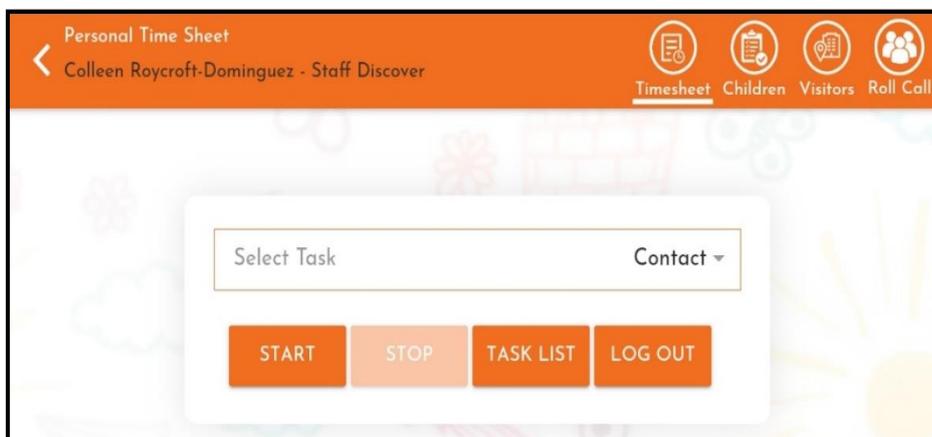
Staff Sign In

Whether you are paid, or a volunteer staff the staff sign in process is the same.

The tablet must be connected to the internet, keep the tablet and phone together; within a 5metre radius to keep strong connection.

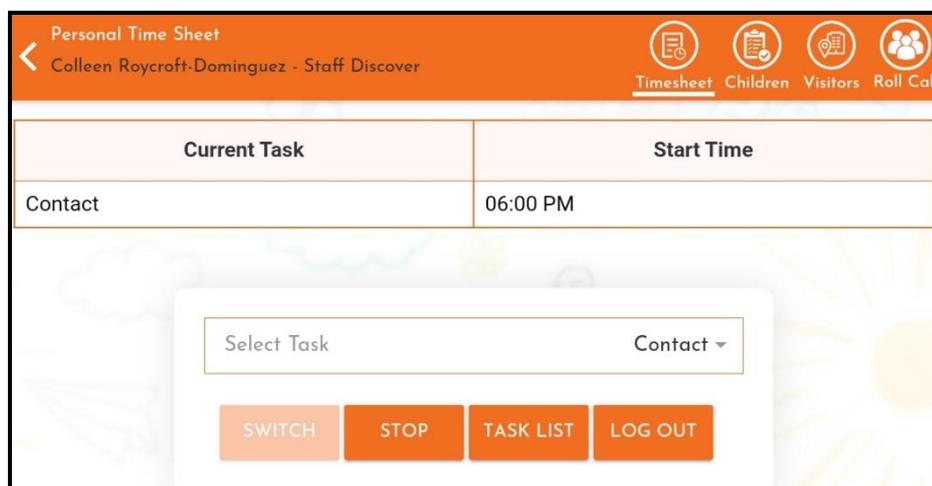
When you log in you will see your name in the top left-hand corner.

1. Open the **Discover Childcare** app located on the home screen
2. Enter your **Staff Pin**
3. At top right of screen tap the **Timesheet** icon
4. Tap on the grey down arrow
5. Tap on a task from the list that appears, then click **OK**
All session based roles will be marked as **contact**
6. Tap **Start** and **OK**
7. To get back to main screen, tap the white arrow at the top left of screen twice



Staff Sign Out

1. Open the **Discover Childcare** app located on the home screen
2. Enter your **Staff Pin**
3. At top right of screen click on the **Timesheet** icon
4. Tap the **Stop** button
5. Pop up will appear – click **OK**
6. To get back to main screen, tap the white arrow at the top left of screen twice



Staff MUST sign in and out on every session to meet licencing requirements

Roll Call Functions

Daily Attendance Check

To be completed by the Centre 30 minutes into session, every session.

1. Enter Discover Admin Pin **0172**.
2. First screen will be the **Children Attendance** page, all tamariki present will show **GREEN**.
Do not manually tap to Green to sign in and out, an error will be created, and funding will be lost
Do not manually tap back to Grey to change attendances, an error will be created, and funding will be lost
3. Mark absences. Tap on the left edge of the grey oval; it will then show up **RED** which indicates absence. If someone turns up late their **Access Pin** entry will override their absence marking.
4. If people have not signed in, ask them to do so using their **Access Pin**. - If it is not their usual day have them use the **Add Child** function before using their **Access Pin**
5. Go to the **Staff Roll Call**, tap the refresh arrow, and check all adults attending are showing and you are meeting licencing requirements – *if they aren't showing check your internet first then contact your Regional Funding Admin.*

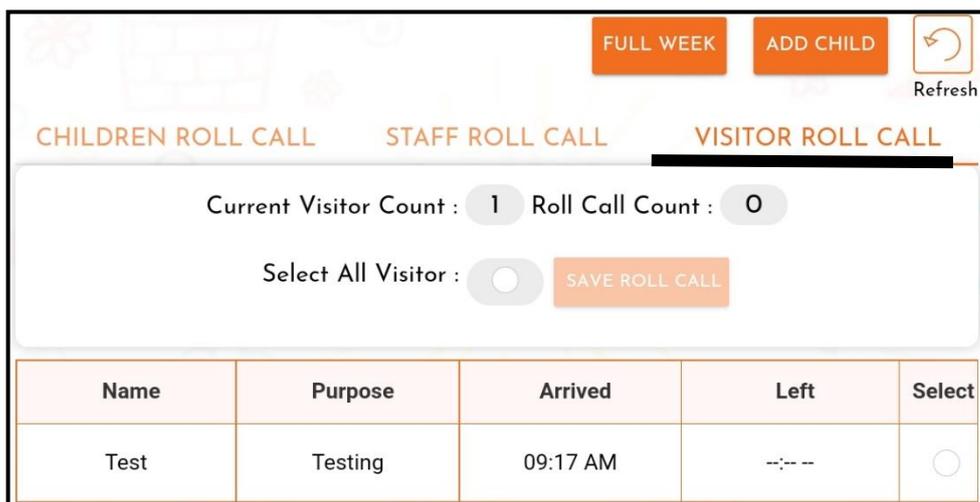
In the **Children Roll Call**, the table will show how many tamariki are on site and expected – *check visitor roll call to add to the numbers of tamariki*

2 Selected	Here Now	Expected
Under 2	1	1
Over 2	1	1
Total child	2	2

In the **Staff Roll Call**, the table will show the staff/volunteers on site, including their qualification and first aid to check for licencing requirements. If names are not showing, tap the refresh arrow. At the end of the session if adults have not signed out, select the staff/volunteers name, and tap **Stop Task**

Staff Name	First Aid Expires	Qualifications	Roll Call
[Redacted] - Staff Course Four FA	16-Feb-2023		<input type="radio"/>
[Redacted]			<input type="radio"/>
[Redacted] Course Three FA	28-Jul-2022		<input type="radio"/>

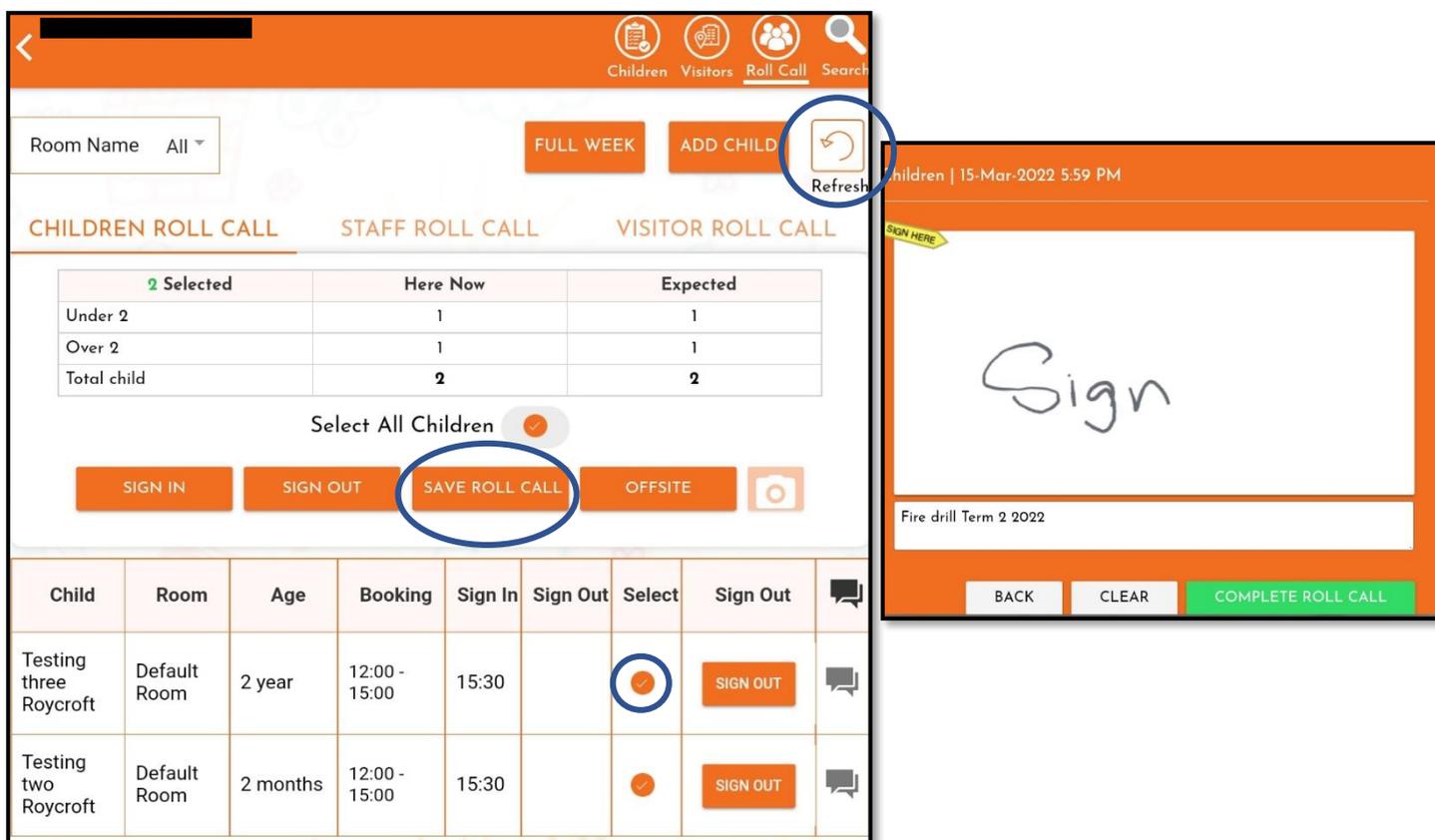
In the **Visitor Roll Call**, the table will show the staff/volunteers on site



Emergency Drills and Evacuations

Take phone with you

1. Enter Discover Admin Pin **0172**.
2. Tap **Roll Call** icon at top of screen. You will first be in the **Children Roll Call** tab.
3. Tap the Sign in column twice and this will bring all signed in tamariki to the top.
4. Under the Select Column tap the circle for each tamaiti at the centre on that day only and **Save Roll Call**.
5. Sign with your finger in the pop-up box and in the **Add Note**, title the roll call *i.e. Term 4 Fire drill* before you tap **Complete Roll Call**.
6. Repeat these steps for **Staff Roll Call** and **Visitor Roll Call** tabs.
If staff names are not showing tap the refresh arrow



Trips

You must notify your Regional Funding Admin and Centre Advisor prior to your excursion of the dates you will not be at your centre. Please include the venue, a contact name and number in case of an emergency.

Taking phone and tablet on trip

If you take your tablet on your trip you must have the phone to hotspot, use your individual access pins to sign in.

Not Taking phone and tablet on trip

If you do not take the tablet, the Regional Funding Admin can mark the trip attendance manually.

After the trip but on the same day, take a photo/scan of the front page of your Excursion Form with all the trip details and the sign in/vehicle page/s; ensure it has clearly written full names for all the tamariki and adults including signatures and send to your Regional Funding Admin via email with the subject line **Playcentre Name – Trip attendance**. *It's important this is done so the session is not marked as closed.*

Playcentre Aotearoa's Excursion Form

For **Special Excursions** the completed form remains with the contact person for the duration of the excursion and is then filed on site at the Centre for 2 years. Remember to email the Regional office to give them basic details of this excursion (email addresses can be found on the Playcentre website).

For **Regular Excursions** from the Centre (returning to the Centre, during all or part of a session) the completed form remains at the Centre next to the Sign In Sheet for the duration of the excursion and is then filed on site at Centre for 2 years.

Excursion to:	Date of excursion:	Cost:
Means of transport:	Departure time:	Return time:
Objective:	Depart from:	Return to:
Adult:child ratio: 1:1 / 1:2 (near water) / 1:3 / 1:4 / 1:5	Contact Person and Phone Number (during excursion):	
First Aider on Excursion:	First Aid kit taken: Yes <input type="checkbox"/>	
Organiser:	Clothing required:	
Persons Responsible signature:	Food and drink required:	
Safety briefing with tamariki done by/ when/ where:		
First Aider remaining at Centre (if tamariki still at centre):	Risk Assessment and Management Form: (attached) <input type="checkbox"/>	

*May be a Restricted License if transporting own children ONLY, and the driver follows the requirements of that license type.

9.7.1 Excursion Form
Updated Feb 2020
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Playcentre Aotearoa's Excursion Form

ADULTS ATTENDING <small>(including training level and if First Aid qualified)</small>	DRIVERS <small>confirm their private vehicle has a current WOF and NZTA Registration, each driver holds a full drivers license, and all children will be restrained as required by land transport legislation* - please sign</small>	TAMARIKI PARTICIPATING <small>(for Regular Excursions confirm permission has been provided at enrolment, if not the child must stay at Centre.)</small>	SPECIAL NOTES for each child <small>(E.g. allergies, special needs for the excursion)</small>	EMERGENCY CONTACT <small>NAME & TELEPHONE NUMBER for each child and adult</small>	CONFIRM RAMS FORM has been read, agree to terms of this excursion including the set ratio and give permission for child/ren to participate (parent/whānau to sign)	ADDITIONAL PARENT PERMISSION FOR CHILD TO TRAVEL IN CAR OF ANOTHER ADULT - SIGNATURE <small>Please note and sign any special additional parental permission</small>

9.7.1 Excursion Form
Updated Feb 2020
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