

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.

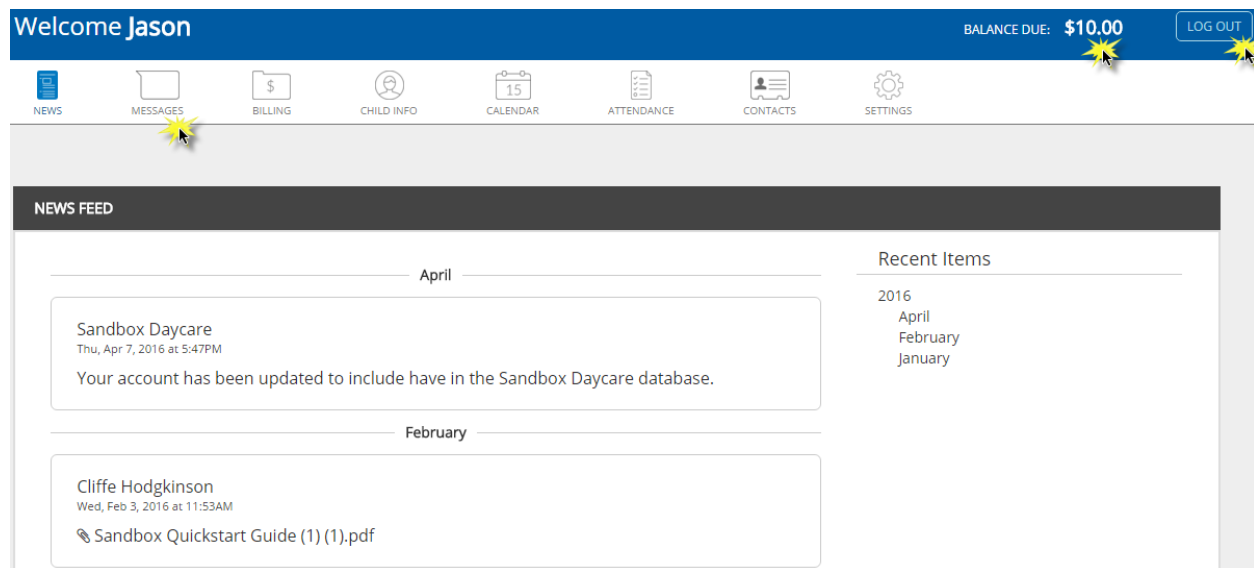
2. Create your account using the Sandbox Parent Portal Login page

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



The screenshot shows the Parent Portal interface. At the top, a blue 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 the header is a navigation bar with eight icons: 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 "NEWS FEED" section with two items: one from April 7, 2016, and one from February 3, 2016. The right column shows a "Recent Items" sidebar with a list of items: 2016, April, February, and January.

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 blue 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 the 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 filter for "Thu, Apr 7, 2016" and 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 a date filter for "February" and 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 colorful 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.

- NEWS
- MESSAGES
- BILLING
- CHILD INFO
- CALENDAR
- ATTENDANCE
- CONTACTS
- SETTINGS

MESSAGES

Send

Apr 14, 2016

Hi Jason. Todd is having a great day.

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

Apr 8, 2016

Hi, how is Todd today?

Jason Muygabi
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

- NEWS
- MESSAGES
- BILLING
- CHILD INFO
- CALENDAR
- ATTENDANCE
- CONTACTS
- SETTINGS

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 Age: 6 y 3 m
Date of Birth: December 25, 2009 Gender: Female






Enrollment

Active Enrollments

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

Medical and Other Requirements

[+ Add](#)

| Requirement | Details | Actions |
|--------------------|---------------------------------------|---|
| 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 enabled by your provider, you can add/edit vacation days by clicking the Add Vacation button.
- 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.

The screenshot shows a user interface for a calendar application. At the top, there is a blue header with the text "Welcome Jason" on the left and "BALANCE DUE: \$10.00" and a "LOG OUT" button on the right. Below the header is a navigation bar with icons for NEWS, MESSAGES, BILLING, CHILD INFO, CALENDAR (highlighted), ATTENDANCE, CONTACTS, and SETTINGS. The main content area shows a calendar for April 2016, with the names "Jessica" and "John" at the top. The calendar grid shows days from Sunday to Saturday, with green bars indicating scheduled days. A red circle highlights the "Add Vacation" button in the bottom right corner. A legend at the bottom indicates that a green dot represents "SCHEDULED", a red dot represents "VACATION", and a white dot represents "UNSCHEDULED".

| 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 |

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 Primary Contact | 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 MESSAGES 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](#)