



Intro to Smartcare

Thank you for taking the time to familiarize yourself with the Smartcare system. This secure online system will be used daily to check your child in and out of school as well as facilitate all billing and payments. Soon, you will receive an email invitation to set up your parent account. **Please watch your inbox for it!**

Setting Up Your Account

You will receive an email from Smartcare inviting you to get started. Click on the link to be directed to the Smartcare website where you will verify your email address and create a password.

Once you have created your Smartcare account, you will be given a system generated 4-digit kiosk pin code. This personalized pin code is one of three options you can choose from to check your child in or out of the building.

Adding a Payment Method

Upon setting up your Smartcare account, you will also be asked to add a payment method. This will allow you to easily make online tuition payments. Enter your bank account and routing number or your credit/debit card number (Debit/Credit option not applicable in KS and ME). Please note if you choose to pay with a Debit/Credit card, you are responsible for a 2.5% processing fee.

You can also opt to set-up auto-pay. You will be notified of all charges, but the system will automatically collect payment on the 1st of the month without any effort on your part. Auto-pay is recommended as it will ensure you avoid late fee charges.

Download the Mobile App

Next, you will want to visit the Google Play or App Store on your phone and download the Smartcare For Parents app. Both parents will want to download the mobile app to have access to all of the features.

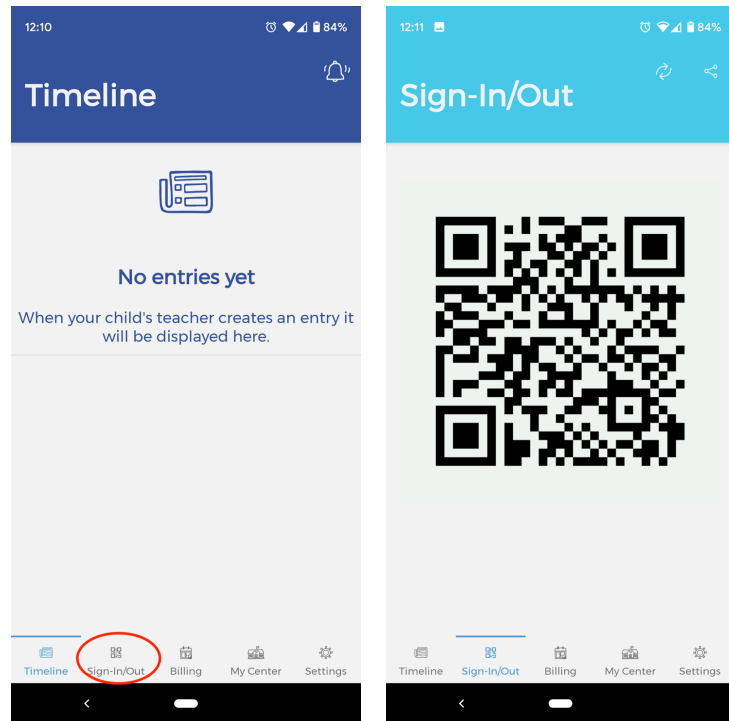


Using Your Mobile App to Sign-in and Sign-out

One of the best features of the Mobile App is the ability to sign your child in and out of the building using a unique and secure QR code. When you log in to the mobile app, click on the Sign-In/Out at the bottom of the screen and a QR code will appear. Each time you come to drop your child off or pick up, you will bring up your QR code on your phone and use this at the kiosk station to sign in.

Other Options to Sign-in and Sign-out

There are two other ways in which you may sign in and sign out your child. The first is to enter your system generated 4-digit pin code at the kiosk. The second is to request a keytag from your Leadership Team, which will have a QR code that you may scan at the kiosk.





Viewing Your Billing Account

Each family will have a billing account through Smartcare. Ten days before the 1st of the month, the next month's charges will be added to your account. You can login to your Smartcare account either on the computer or through the mobile app to see a record of your billing and make payments. The billing statement will show a full history of charges that have been applied to your account and payments that have been made.

Questions?

If you have any questions while setting up your account or when using Smartcare, please contact a campus administrator for help.

