Questions and Suggestions (/support/Index)

GETTING STARTED GUIDE: How do parents use iCare?

Posted on: 10/19/2017 12:56:57 PM

Replied by : support@icaresoftware.com

Parents are either invited or added manually by the admin of the iCare application.

- When a parent is added manually, all their details will be filled by the admin and an email will be sent to the parent's registered email address to set up the password and access their account.
- When a parent is invited, they will receive an email with their login ID and a link to create a password and access their account.

After logging in to the iCare application, parents may register their children, schedule them and make payments for the scheduled P/Cs.

For enhancing parent-teacher communication we have introduced Journal, Photos and Chat features in the application. Journal helps you keep a track of your children activities, Photos lets you create memories and Chatting keeps you connected with the teachers.

Registration

1. When invited, parents have to add their details after logging in to the application. And, when added manually you may use the Add Child button on the Children page to register your children. Fill in Profile and Contact details of your child carefully and save.

click to upload photo

New Child

| Profile | Contacts |

PERSONAL

Last Name *	Last Name
First Name *	First Name
Birth Date *	mm/dd/yyyy
Gender *	Male ▾

Save

Cancel

ENROLLMENT

Site *	Select site ▾
Age-Based Room *	Not-specified ▾
Start Date *	mm/dd/yyyy
Discharge Date	mm/dd/yyyy
Discharge Reason	Discharge Reason
Program Type	Select ▾
Enrollment Type	Select ▾

MEDICAL   Coming Soon

Profile	Contacts

Click here to save

Enter your information

PERSONAL

Photo

Last Name * | Last Name

First Name * | First Name

Relationship * | Select ▼

Main Contact | ON

Can Pick-Up | ON

Lobby Password* | Lobby Password

Mobile Phone * | (xxx)xxx-xxxx

Carrier* | Select ▼

Work Phone | (xxx)xxx-xxxx

Home Phone | (xxx)xxx-xxxx

Email * | nariw@cmail.club

Site | iCare Sandbox (1) ▼

Address | Address

City | City

State | State

Zip Code | Zip Code

Save

Cancel

Enrollment

2. Enroll children using the add schedule ('**+**' icon) button on your Child's Profile page. To navigate to your Child's Profile, click their name on Children page.

David Jones

Room   Infant
Age   0y 8m
Enrollment   Active
Today's Status   Did Not Attend
Main Contact   Matthew Jones
Family Balance   150.00

| Profile | Contacts | Schedules | Billing Grid | Ledger |

PERSONAL

Last Name   Jones

First Name   David

Birth Date   3/5/2017

Gender   Male

ENROLLMENT

Site   iCare Sandbox (1)

Age-Based Room   Infant

Start Date   5/28/2017

Discharge Date   Add Discharge Date

Discharge Reason   Add Discharge Reason

Program Type   Select Program Type

Enrollment Type   Select Enrollment Type

CUSTOM

IMMUNIZATION

MEDICAL

ELECTRONIC DOCUMENTS

Siblings   +

Sara Jones
Toddlers2, 3y 5m

Contacts   +

Matthew Jones
Father

**Click here to
add schedule**

Programs/Classes   +

PROGRAMS	CLASSES	MISCELLANEOUS
Infant HD	Spanish Beginner	Add Custom Schedule
Infant FD	Spanish Advanced	
	Music Intermediate	
	Music Beginner	
	Music Advanced	
	French Beginner	
	French Advanced	

Payments

3. Select a child and use the 'Make Payment' button ($) on Children/Transactions/Child Profile page to make payments. You may pay using credit cards, ACH accounts, or Direct Deposits (Recurring Payments). You may also, save the card/account details for faster checkouts in future.

Attendance (Lobby)

4. You may check- in/out your children using the iCare Lobby. To access the Lobby, you have to enter your unique Lobby Password which is available on your Child's Profile page under Contacts tab.

5. You may also keep a track of your child's attendance from the Attendance page. Use the filter button to view attendance for a custom period.

Journal

6. To keep a record of your children's activities and grades, navigate to the Journal page. Here, you may view daily notes posted by teachers and download your children's grades.

Photos

7. On Photos page, you may view, like and comment on the pictures shared by teachers.

2 Total Photos   1 Total likes

Album ♥   Album ♥   ← **Like button**

Benita shows great interest while coloring!!!!   Benita Doing hand painting!!

Chat

8. Using the Chat feature you may communicate with teachers instantly and pass important information. Select a teacher, enter your message and send.

Leave a Comment / Question

Email

Enter Email

Comment

Source		▼

		▼	

| Styles ▾ | Format ▾ | Font ▾ | Size ▾ | ▾ | ▾ | | |

Submit   Cancel