

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.

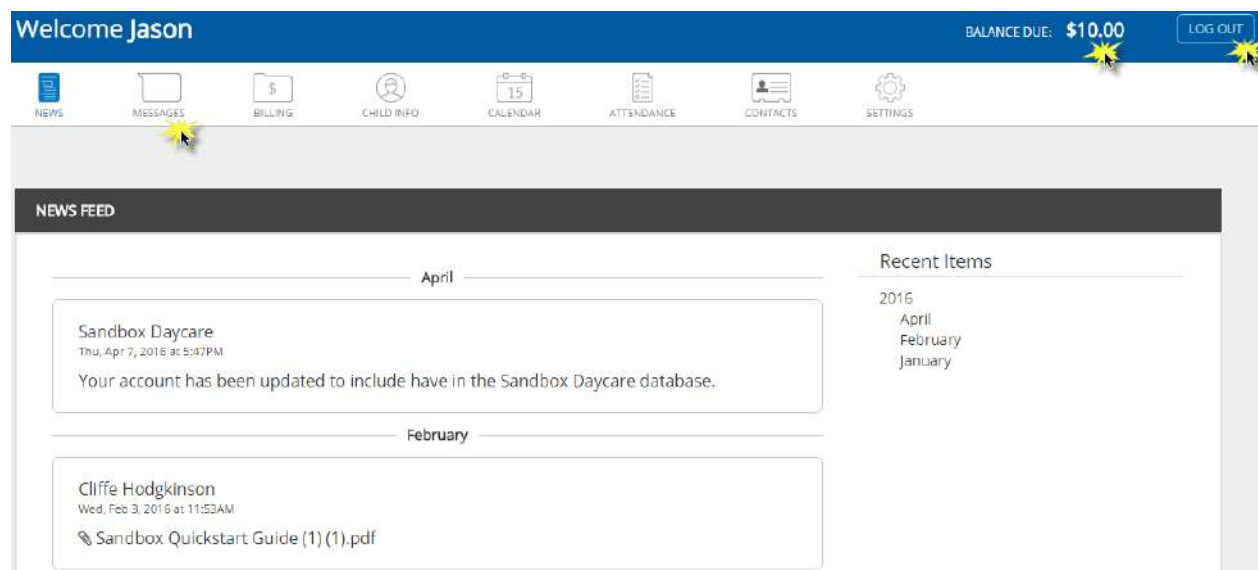
2. Create your account using the Sandbox Parent Portal Login page

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



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)

Welcome JasonBALANCE DUE: \$10.00LOG OUT

NEWSMESSAGESBILLINGCHILD INFOCALENDARATTENDANCECONTACTSSETTINGS

NEWS FEED

Thu, Apr 7, 2016

Sandbox Daycare


Thu, Apr 7, 2016 at 5:47PM

Your account has been updated to include have in the Sandbox Daycare database.

February

Cliffe Hodgkinson

Wed, Feb 3, 2016 at 11:53AM

 Sandbox Quickstart Guide (1) (1).pdf


Recent Items

2016

April

February

January



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.

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

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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 1 – Infant

Start: August 1, 2015

Tuition: \$60.00 Daily

Grade 1 – Infant

Start: March 3, 2016



Tuition: \$100.00 Up Front

Medical and Other Requirements

+ Add



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.

Calendar interface showing the month of April 2016. The calendar displays days of the week (SUN to SAT) and dates (27 to 30). The days are color-coded: green for SCHEDULED, red for VACATION, and white for UNSCHEDULED. A red circle highlights the 'Add Vacation' button in the bottom right corner.

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

Legend: ● SCHEDULED ● VACATION ● UNSCHEDULED

[Add Vacation](#)

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.

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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

Mon, Nov 9, 2015

ABSENT

Vacation

Week of Nov 01, 2015 - Nov 07, 2015

Fri, Nov 6, 2015

Thu, Nov 5, 2015

Wed, Nov 4, 2015

Tue, Nov 3, 2015

Mon, Nov 2, 2015

ATTENDED

7:00 am

3:00 pm

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.

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Guardians

+ Add Guardian



Jason Muygabi
Father
Primary Contact

Work

(800) 589-9985 x225

Cell

(333) 444-5555

Home

(333) 333-3333


Email


rwleske@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](#)