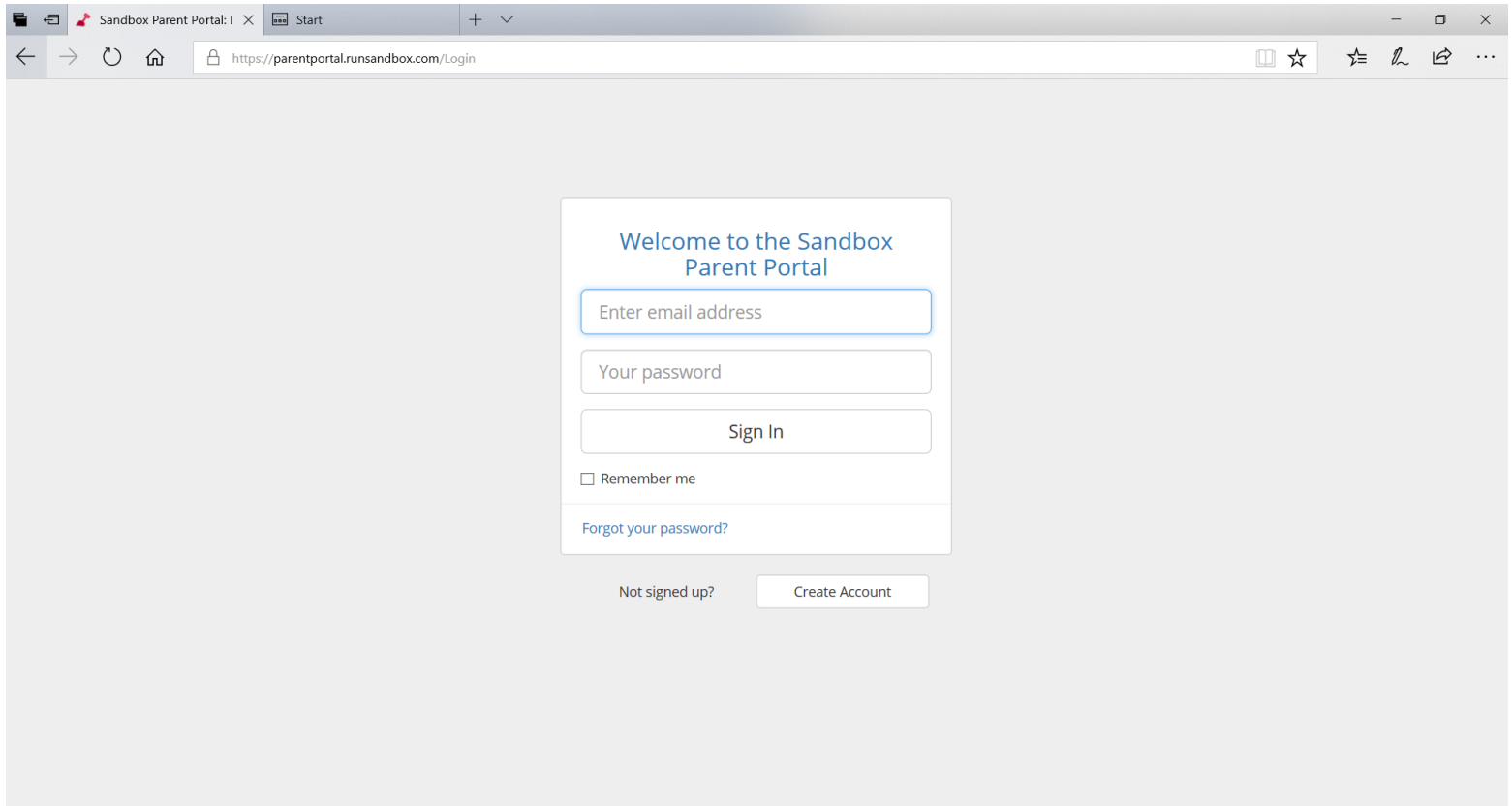Go to parentportal.runsandbox.com in your browser. Google Chrome works best.

Enter the email address that you used to register for the Daycare. This is the same email address at which you receive invoices.

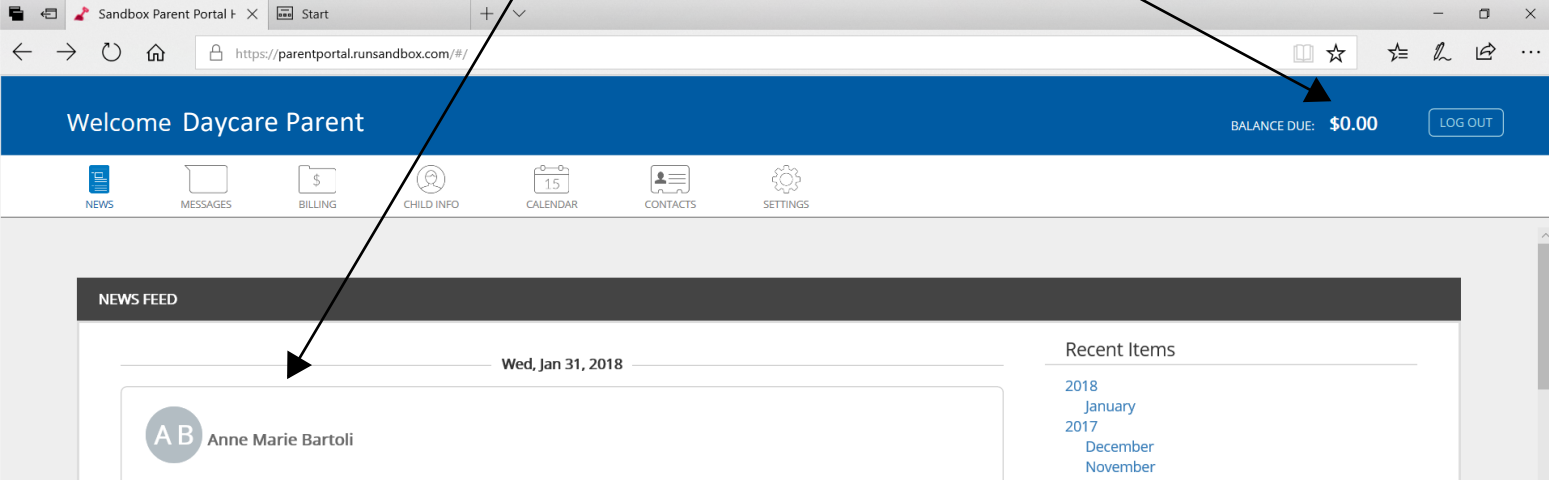Enter your password or use the Forgot Your Password link to reset your password.
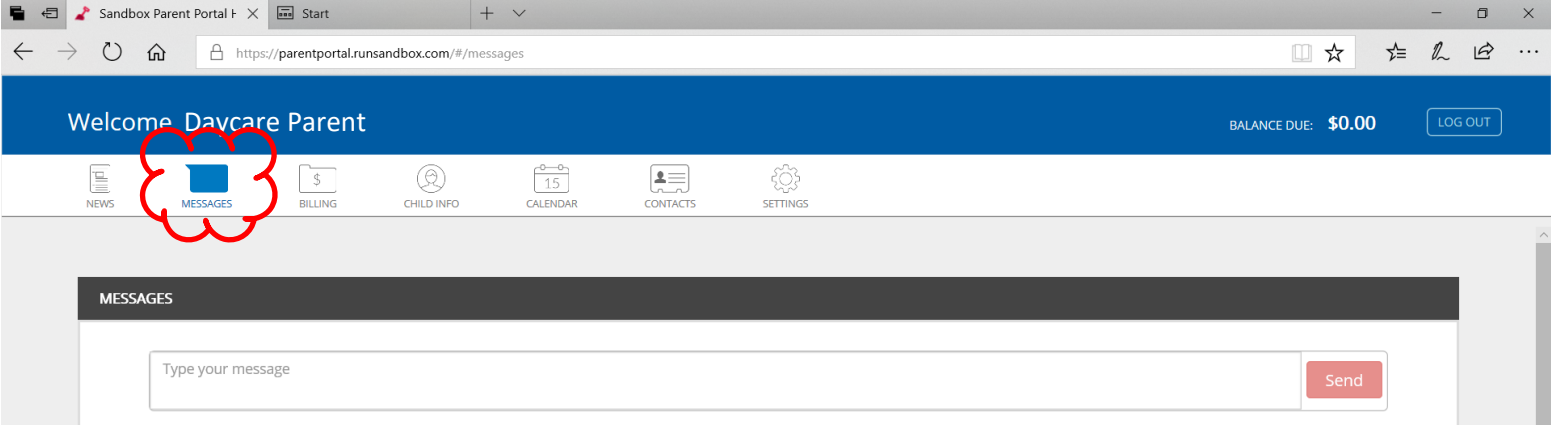
On the main page, see items in your Newsfeed and your account balance.

Use the menu bar to navigate.

The **Messages** page lets you send messages to the Daycare supervisor.

On the **Billing** page, you can see all of your invoices and payments. If you click on an invoice, you can see all of the invoice details.

Once you are notified by the Daycare that your tax receipt is ready, it can be printed using this button.

If you have registered a credit card with Sandbox and you have a balance, you can make a payment by selecting this button.

On the **Child Info** page, you can see information about the children you have registered with the Daycare.

Switch between children by selecting the child's name in this bar.

Child's current and past enrolments are listed but cannot be edited. Contact the Daycare staff if changes are required.

Child's birth date, gender and medical information can be edited by selecting this symbol.

On the **Contacts** page, you can see and edit information about your child/children's guardians and contacts.

Guardians are the primary caregivers. By default, guardians will receive email communication from the Daycare. Contacts include additional people who may pick up or drop off your child, emergency contacts, etc. By default, they will not receive communication from the Daycare.

Additionally, one guardian is considered the primary guardian. This person receives the invoices from the Daycare.

If you do not receive email communication or invoices and would like to, please review this page to see that the guardians and contacts are appropriately configured.

On the **Settings** page, you can change your password.

You can also change how you receive Sandbox notifications by selecting this button.

The notification events are:

- **Child check in and check out** - When the Daycare staff use the tablets for managing attendance, you may be notified by email. You can stop receiving these emails by editing these settings.

- **Newsfeed items** - If you wish to be emailed when items are posted on the Sandbox newsfeed, edit this setting. Otherwise, you will only see these when you log into the Parent Portal.

- **New Messages** - If you wish to be emailed when messages are sent to you via Sandbox, edit this setting. Otherwise, you will only see these when you log into the Parent Portal.

Finally if you wish to make payments by credit card, you can enter credit card information in the Payment Details section. Please note that the Daycare is charged for each credit card transaction at the rate of 2.9% + $0.30; we in turn will charge you the same amount on a future invoice.