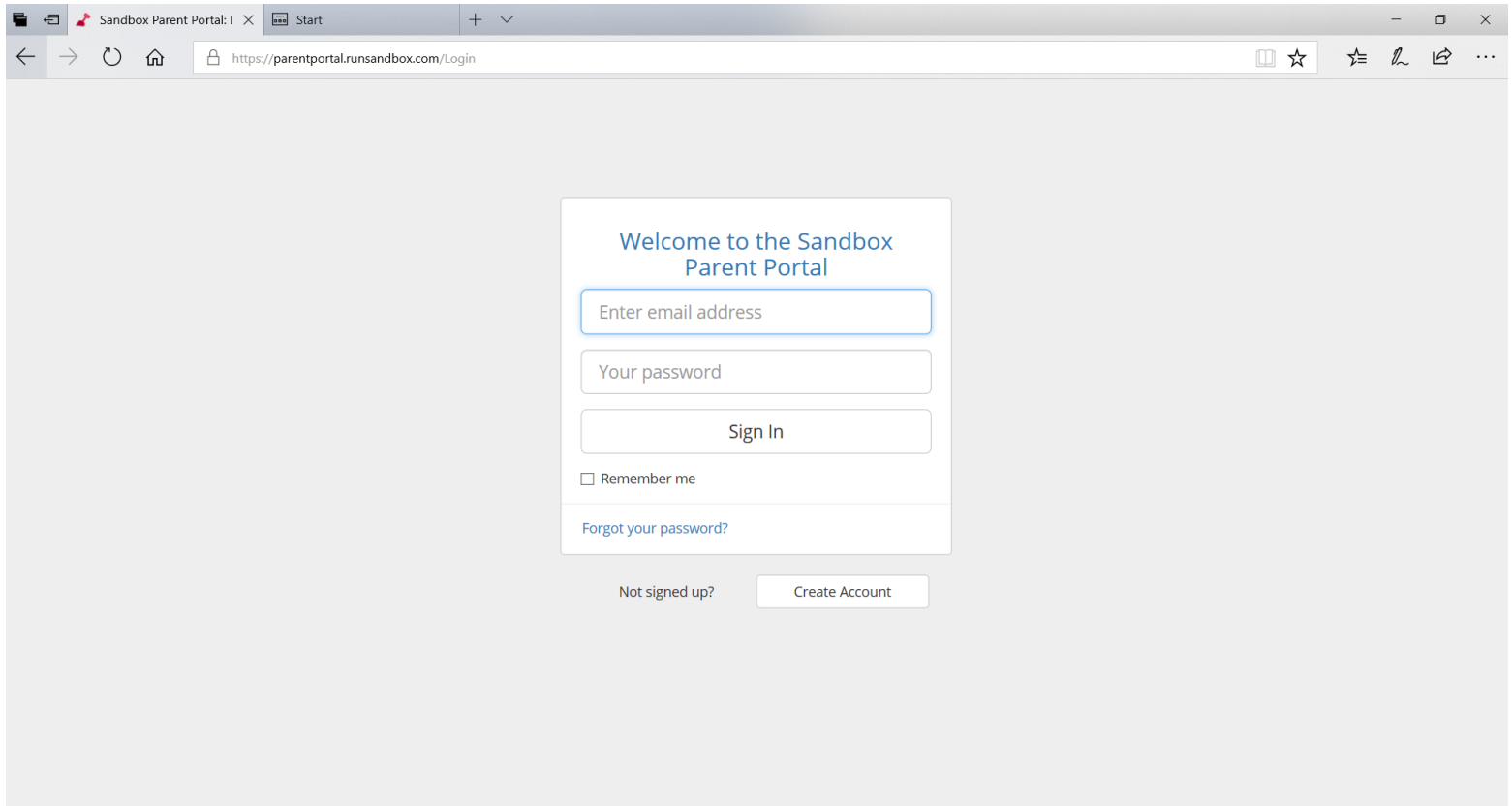


PARENT PORTAL DIRECTIONS - PAGE 1

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.

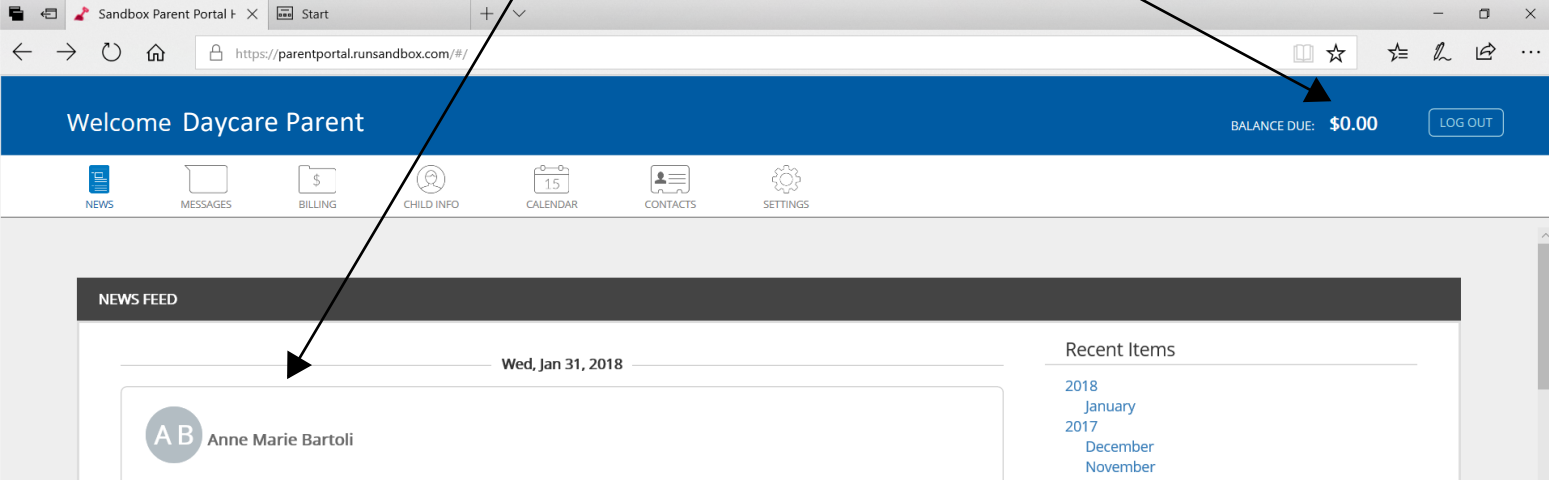


The screenshot shows a web browser window with the address bar displaying <https://parentportal.runsandbox.com/Login>. The page content is centered and features a white login form with a blue header. The form includes the following elements:

- Header: "Welcome to the Sandbox Parent Portal" in blue text.
- Input field: "Enter email address" with a blue border.
- Input field: "Your password" with a grey border.
- Button: "Sign In" in the center.
- Checkbox: "Remember me" with an unchecked box.
- Link: "Forgot your password?" in blue text.
- Footer: "Not signed up?" followed by a "Create Account" button.

PARENT PORTAL DIRECTIONS - PAGE 2

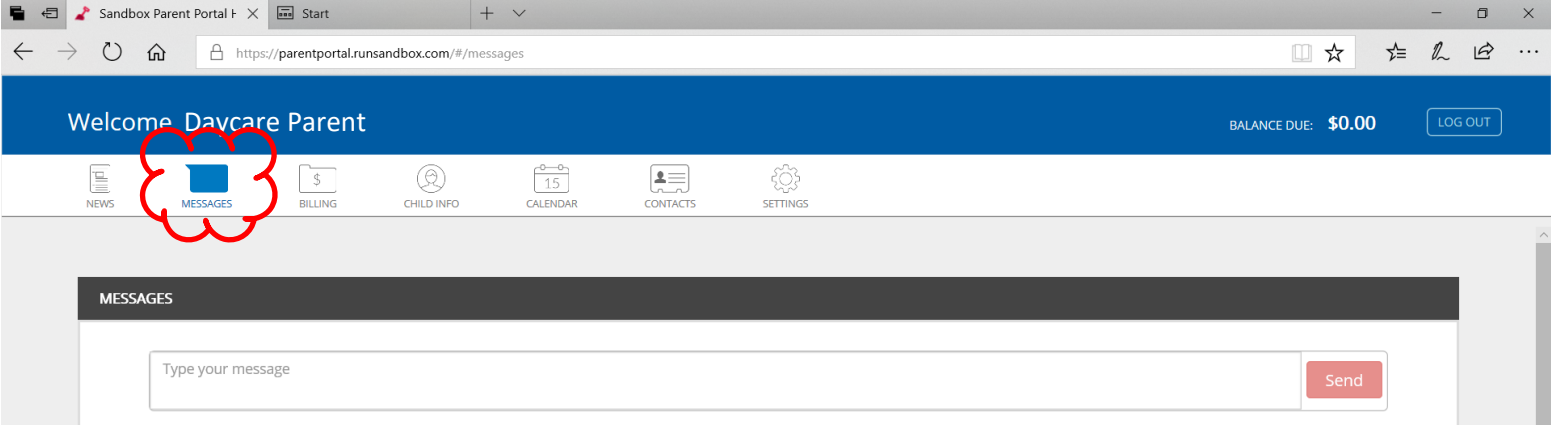
On the main page, see items in your Newsfeed and your account balance.



PARENT PORTAL DIRECTIONS - PAGE 3

Use the menu bar to navigate.

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



PARENT PORTAL DIRECTIONS - PAGE 4

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.

26-Jan-2018 Payment - Email Transfer \$1,170.00

DATE	BILLING PERIOD	DESCRIPTION	TOTAL	AMOUNT DUE	STATUS
26-Jan-2018		Payment - Email Transfer	\$1,170.00		
12-Jan-2018	1-Dec-2017 - 31-Dec-2017	Invoice #1344	\$540.00	\$0.00	Paid
8-Dec-2017	1-Nov-2017 - 30-Nov-2017	Invoice #1250	\$630.00	\$0.00	Paid

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

12-Jan-2018 Invoice #1398 \$760.00 \$739.11 Unpaid

DATE	BILLING PERIOD	DESCRIPTION	TOTAL	AMOUNT DUE	STATUS
12-Jan-2018	1-Dec-2017 - 31-Dec-2017	Invoice #1398	\$760.00	\$739.11	Unpaid

PARENT PORTAL DIRECTIONS - PAGE 5

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.

The screenshot shows a web browser window with the URL <https://parentportal.runsandbox.com/#/children/91422>. The page header includes "Welcome Daycare Parent" and "BALANCE DUE: \$0.00" with a "LOG OUT" button. A navigation bar contains icons for NEWS, PAGES, BILLING, CHILD INFO (highlighted with a red cloud), CALENDAR, CONTACTS, and SETTINGS. Below this is a child selection bar with "Child #1" and "Child #2". The main content area is divided into sections: "General Information" and "Enrollment".

General Information			
Full Name:	Child #1	Age:	10 y 0 m
Date of Birth:	February 2, 2008	Gender:	Male

Enrollment			
Active Enrollments			
Before School Care			
Start:	September 6, 2017	Tuition:	\$15.00 Daily

Annotations: An arrow points from the text "Switch between children by selecting the child's name in this bar." to the "Child #1" button. Another arrow points from "Child's current and past enrolments are listed but cannot be edited..." to the "Active Enrollments" section. A third arrow points from "Child's birth date, gender and medical information can be edited by selecting this symbol." to a small blue pencil icon in the top right corner of the "General Information" section.

PARENT PORTAL DIRECTIONS - PAGE 6

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.

The screenshot displays the 'Sandbox Parent Portal' interface. The top navigation bar includes 'NEWS', 'MESSAGES', 'BILLING', 'CHILD INFO', 'CALENDAR', 'CONTACTS' (highlighted with a red cloud), and 'SETTINGS'. The 'CONTACTS' page shows a 'Welcome Daycare Parent' header with a 'BALANCE DUE: \$0.00' and a 'LOG OUT' button. Below the navigation bar, the 'Guardians' section is visible, listing two guardians: 'Guardian #1' (Primary Contact) and 'Guardian #2'. Both guardians are marked as 'Allowed to pickup'. The 'Contacts' section at the bottom is currently empty.

Guardian	Work	Cell	Home	Email	Home Address	Status	Action
Guardian #1 Primary Contact						Allowed to pickup	
Guardian #2						Allowed to pickup	

Contacts + Add Contact

PARENT PORTAL DIRECTIONS - PAGE 7

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.

The screenshot shows a web browser window with the URL <https://parentportal.runsandbox.com/#/account>. The page header includes "Welcome Daycare Parent" and "BALANCE DUE: \$0.00" with a "LOG OUT" button. The navigation bar contains icons for NEWS, MESSAGES, BILLING, CHILD INFO, CALENDAR, CONTACTS, and SETTINGS (circled in red). The main content area is divided into three sections:

- Account Info**

Login Email Address:	
Password:	XXXX
Timeclock Pin:	XXXX
- Notifications**

Email on Child Check In:	No
Email on Child Check Out:	No
Newsfeed Items:	Email
New Messages:	Email
- Payment Details**

+ Add Payment Method