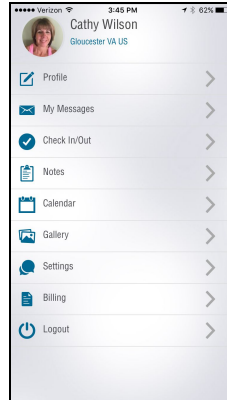





## Parents How To Guide - Mobile App


The Kangarootime Mobile App was designed to provide parents convenient access to the account features that are most often needed, but some features have been limited to just website access to ensure optimal account security. After you register your account through the email invitation from your child's facility, you can download the Kangarootime App for your Android and Apple smart phone, then simply log in with your account credentials. Once you have logged into your account, you will see the main screen as displayed below and you will remain logged in until you decide to log out.




### Check In:

1. To Check In your child Click **Check In/Out**
2. Click on 
3. Enter pin and Click **Submit**
4. Click on the child you wish to Check In
5. Click **Yes** and **Done**


### Check Out:

1. To Check Out your child Click **Check In/Out**
2. Click on 
3. Enter pin and Click **Submit**
4. Click on the child you wish to Check Out
5. Click **Yes** and **Done**

### Reporting your Child as Absent:

1. To report your child absent Click **Check In/Out**
2. Click on 
3. Enter pin and Click **Submit**
4. Click on the child you wish to report absent
5. Click **No**
6. Select the reason for the absence from the drop down list and Click **Done**

## Adding Guardians:

1. Click **Settings/Add Guardian**
2. Enter email address of Guardian and Click 

## Resending Invites to Guardians:



1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click **+Add Guardian**
3. Click **Resend** next to the pending invitation

## Editing Guardian's Privileges:

1. Click **Settings/Edit Guardian Privileges**

*Note: The Guardian's account must be completed in order to edit their privileges*


## Updating Account or Child Photo:

1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click  next to the photo you wish to change
3. Click on photo you wish to change
4. If using the browser on your phone you can take a new picture or navigate to your photos to select one. If you are using a browser on a difference device you can navigate to where the photo is and Click **Open**
5. Click on 



## Resetting password:

1. Either in a browser window or on the mobile app, you can select **Forgot Password?** which will prompt you through the process to reset your password.

## Changing password:

1. Click **Settings/Change Password**
2. Complete New Password and Confirm Password. Click on 



## Resetting Pin:

1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click  next to the account
3. At the bottom your 4 digit pin is displayed and you can change it
4. To save change Click 

## Changing email address:

1. You must contact your Center Director and request your email address to be changed
2. Once your address has been changed you will be sent a confirmation email. Confirm the change.

## Sending Messages:

1. Click on **My Messages**
2. Click  **New**
3. You must populate a Subject line as well as your message before Clicking 

## Receiving Messages:

1. Click on **My Messages**
2. Click on message you wish to view

## Daily Notes:




1. Click on **Notes**
2. Click on the child you wish to view notes for
3. Click on the day you wish to view notes for

## Gallery:





1. Click on **Gallery**
2. Click on the photo you wish to view

*Note: Mobile App only displays 30 of the most recent photos. You will be unable to save the photos from the mobile app. If you wish to see more photos or download the photos you must login to a browser (we recommend Google Chrome), and right click (from a browser on a phone you would use whatever that device's equivalent) on the photo to save it.*

## Adding Payment Methods:

1. Click **Billing**
2. Click on ACH Information to add checking or savings account information
3. Click on Card Information to add credit card information
4. Populate fields accordingly
5. Select "I authorize regularly scheduled payments to be deducted from this account." if you wish the Center to Automatically deduct funds to pay your bill (see your Center's Director for their ACH Schedule).
6. Click  or  depending on what you added. 

## Modifying or Deleting Payment Methods:

1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click **Billing**
3. Click 
4. Click on the red **X** to delete a Payment Method  
OR
5. Click  to edit a Payment Method
6. Click  or  whichever is more applicable

## Viewing Statements or Deposits:

1. To perform this you will need to log into your account using a browser (we recommend Google Chrome). Access <https://www.kangarootime.com/parents/login> to login
2. Click **Billing**
3. Click **Statement** or **Deposits** depending on which you wish to view

*Note: Statements will allow you to view all your transactions (line items and payments) for a specific date range. You may select to export the report to a PDF for tax purposes.*

## Contacting Kangarootime Support:

1. Email [support@kangarootime.com](mailto:support@kangarootime.com) or Call (562) 444-1596 from 6 am - 9 pm EST

## Kangarootime Feature Access

For Primary Account Holders and Guardians (with appropriate privileges)

	Mobile App	Internet Browser www.kangarootime.com
Check In/Out Child	✓	✓
Update Parent Profile Photo		✓
Update Parent Address/Contact Info		✓
Add Guardians*	✓	✓
Edit Guardian Privileges*	✓	✓
Resend or Delete Guardian Invitation*		✓
Add/Deactivate Child*		✓
Update Child Profile Photo*		✓
Update Child Demographics/Allergies*		✓
View/Change PIN		✓
Change Password	✓	✓
Forgot Password?	✓	✓
Send and Receive Messages	✓	✓
View Calendar	✓	✓
View Photo Gallery	✓	✓
View Child's Daily Notes	✓	✓
View Current Amount Due	✓	✓
Enter ACH and CC Payment Methods	✓	✓
Edit/Delete Payment Methods		✓
Pay Tuition Bill	✓	✓
View Past Invoices		✓
View and Print Billing Statements*		✓
Download Blank Forms to Complete*		✓
Upload Documents for parents and/or child*		✓

\* Feature is only accessible by the Primary Account Holder for each family