

# INTRODUCING THE SANDBOX Parent App



The Sandbox Parent app was designed to provide you with a better understanding of what your child is up to each day. Below are instructions on how to get your Parent App set-up and how to navigate through each of the tabs.

There are 2 ways that you can register for a Parent Portal account:

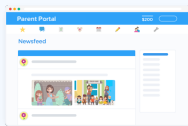
1

Your center can/has emailed you a link to create your account.



2

You can create your account through [www.parentportal.runsandbox.com](http://www.parentportal.runsandbox.com)\*



\*Not all centers permit parents to set-up an account using the link above.



### Create your account using the link emailed to you:

1. Click on the link in the email that the center has sent to set-up your account.
2. Your email address is automatically set as the email address that you have given to.
3. Create password. Your password must be at least 6 characters long.
4. Confirm your password.
5. Click Create Account!



### Create your account using the Sandbox Parent Portal website:

1. Go to [www.parentportal.runsandbox.com](http://www.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!

**The Sandbox Parent App is available on iOS and Android devices.**



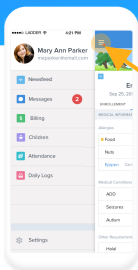
If you are using an iOS device, you can find the app in the App Store by searching for **Sandbox Parent App**.



If you are using an Android device, you can find the app in the Google Play store by searching for **Sandbox Parent App**.

**Once you have created an account, you can now login to the app!**

## Parent App Navigation



Click on the ☰ menu icon (top left-hand corner) to navigate from one section to another. It is possible that not all tabs will be available to you since they are based on how your center chooses to use the Parent Portal.



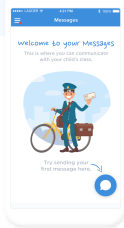
### Newsfeed

When you login to the Parent App, you will be brought to the Newsfeed. This is where you will see information that is shared by your center such as messages, pictures, attachments, and announcements.



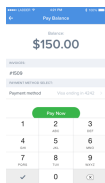
### Messages

The Messages section enables you to communicate with the center privately. Currently, you are not able to select a specific teacher or staff member. (This feature is coming soon!) If you wish to speak with a specific staff member, please contact the center directly.

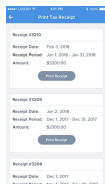
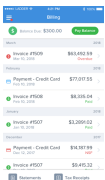
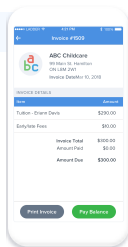




## Billing




The Billing section is where you can view your account balance make payments (if your center offers online payments). If you click the “Pay Balance” button, you also have the ability to partially pay your account balance.

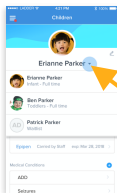



This section also allows you to view invoices and any payments that you have made. You can also access statements and tax receipts by clicking the ‘Statements’ and ‘Tax Receipts’ button at the bottom of the screen.

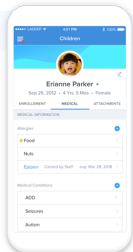


## Children

In the Children tab, you can view information for your child(ren). You can add or edit information by clicking the  icon on the right next to each item.



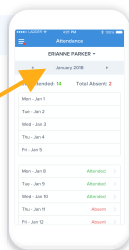
- You can only edit information if the  icon is present
- You can add a picture by clicking the child photo icon
- The Attachments tab is where you can upload documents (if enabled by the center)
- If you have more than one child at the same location, you can toggle between children by simply clicking their names






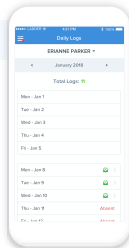
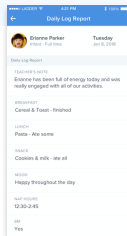
## Attendance

In the Attendance tab, you are able to view time in and out times as well as any absences for your child(ren). If you have more than one child at the same location, you can toggle between them by clicking on their names.



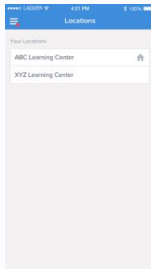
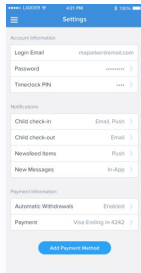
## Daily Logs

In the Daily Logs tab, you are able to view the information filled out by teachers throughout the day. To view the log, click on the  green inbox icon.



## Settings

In the Settings tab, you can reset your login password and Timeclock PIN. You can also manage your push and email notifications for check in/out, messages, newsfeed items, and daily logs.



## Locations

In the Locations tab, you can switch locations if you have a child(ren) enrolled in more than 1 location. To switch locations, simply click on the location you wish to view and go back to your menu icon to select which tab you wish to view.

If you have any questions or require any assistance with the Sandbox Parent App, please contact the center directly.

