



Dear Families,

We are very excited to inform you that our service is introducing a revolutionary parent digital Sign in/out system called '**QK Kiosk**'. This digital Sign in/out system will save you time signing your child in quickly and conveniently at the touch of a button using your **phone number** and unique **PIN code**.

How do I Sign my child in using the Kiosk system?

We will soon have a Kiosk device available for you to Sign your child in with absolute ease!

Signing your child in for the first time:

1. Insert your phone number using the kiosk touch screen
2. Sign In with PIN code 0000 then set up your own unique PIN and confirm new PIN
3. Now your log in details are set
4. Next, Sign your child/ren In by selecting the child and select **Drop Off**
5. Repeat same process Signing your child Out by selecting **Pick Up**

Benefits of using digital kiosk Sign in/out System

Old paper sign in/out sheets are now a thing of the past, QK Kiosk helps us better manage and record the exact drop off and pick up times for your child to ensure nothing is missed.

In addition to this, you will have the ability to confirm any missed attendances and recorded absences. You will also be able to view and acknowledge any important messages from the service!

In the case of any emergency, the QK Kiosk advantage is that your details are already electronically recorded and can be accessed anywhere, anytime by our staff to ensure your child's safety.



If you have to collect your child for an appointment and return the child the same day, the system has the capability of recording multiple time entries in one day. If the QK Kiosk (touchscreen) doesn't accept your phone number, please double check with the staff that we have your correct phone number recorded on our system. We can quickly update it, then you'll be able to log in.

Can family member or friends to drop off or collect my child?

Yes, if additional family members or friends are recorded in our system as an Emergency Contact and are flagged as 'authorised to collect'. The additional contacts will have their own log in details (phone number & private pin) so they can easily drop off or collect your child when required. For a better understanding of how the QK Kiosk system works to sign your child/ren in or out, [CLICK HERE](#)

Parent involvement is extremely important to us and we are thrilled to be able to use this wonderful digital Kiosk sign in/out process to make the Sign in/out process a quick and easy process.

Kind Regards



Linda