



Dear New Parents and Families,

Welcome to Smartcare! Through Smartcare you will receive real-time updates from teachers, pay tuition and check in/out your child all through your phone. Smartcare works with all devices: iPhones, Androids, iPads and Computers.

- **Who will be the Primary Account Holder and who will be the Secondary Account Holder?** Knowing the primary account holder is important if you would like to set up an autopay for tuition.
- **Parent Email and Contact Info.** An email address that you check often is preferred to use for our system. Your email will be your username to log on the website.
- **Who is allowed to pick up your child/children?** These individuals will receive a personalized key chain key tag to sign your children in and out. The Timeline feature will show who has dropped off your children and who has picked them up. Please include their full name and phone number. Do not include the Parents for Key Tags. The key tags are only for friends and family that are able to pick up your children. For a one time use, parents can text someone a QR code that will allow them to sign a child in or out.
- **Payments.** Parents are welcome to write paper checks and can drop them off in our black tuition box. Parents also have the option to add their bank information or credit card information. **If parents decide to use their bank accounts and process payments as an ACH, there will not be a fee. The Credit/Debit Card fee is 3% per transaction.** Both parents are able to make payments via the app or website but, only the Primary Account Holder can turn on the Autopay feature.