

Signing your child in and out of KAS

It is KAS Policy and a requirement of our OSCAR Approval with MSD that each child is signed in and out of the programme, parents or caregivers must come to the programme to do this, we will not release children to meet you at your vehicle.

Parents/Caregivers are not able to enter the programme at **Red** and **Orange** levels, physical distancing must be maintained when you arrive.

It is preferable that you use the contactless QR Code on your phone to sign in/out – **see below**

Once signed out a staff member will go and get your child and they will exit out another door. This is to ensure parents/caregivers are not congested at the main entrance.

Only adults that you have authorised on your Aimy Parental Portal, will be authorised to sign your child in or out.

QR CODE

If you haven't downloaded the QR reader, please click on the link below for the step-by-step video. We have also attached a "how to download the QR Reader" for your phone:

<https://youtu.be/S7TjquWp34>

To assist us with contactless sign in/out, Aimy Plus introduced a QR code to enable this to happen. If you have been using it and haven't had any problems – great!

The pin number you use will be the last four digits of the phone number of the enrolling parent.

Our KAS office is responsible for invoicing, if your child is not signed out, an extra charge is automatically generated and emailed out to you. We don't like upsetting our families and to avoid errors, please make sure your child has been signed out and you show a staff member the confirmation you have signed out.

If you have been having trouble, please let us know so we can talk to our software provider and get these remedied for you quickly.

TABLET

If you need to use the tablet because you are unable to download the QR reader, hand sanitise first and ask one of our staff to help you. If you have signed out on the tablet, a staff member will spray the screen after you have used it.