

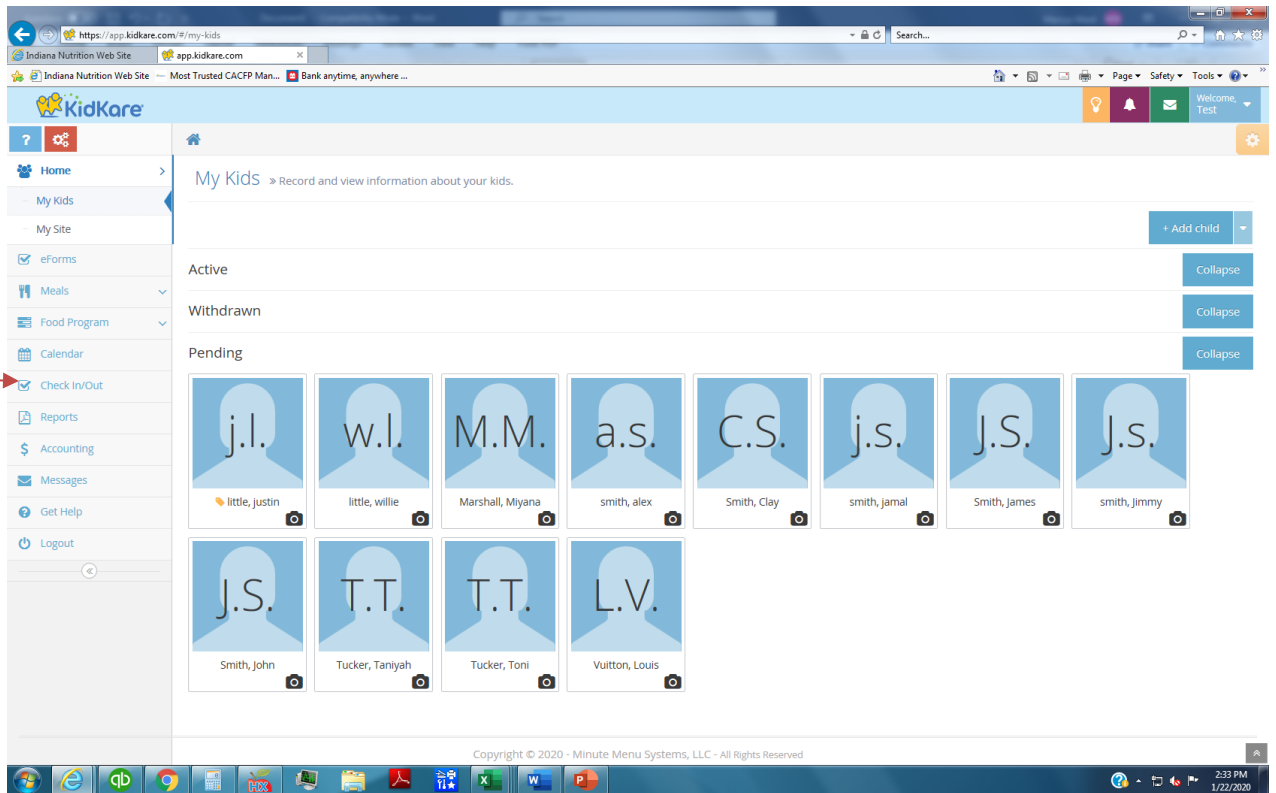


## IN/OUT Time Instructions

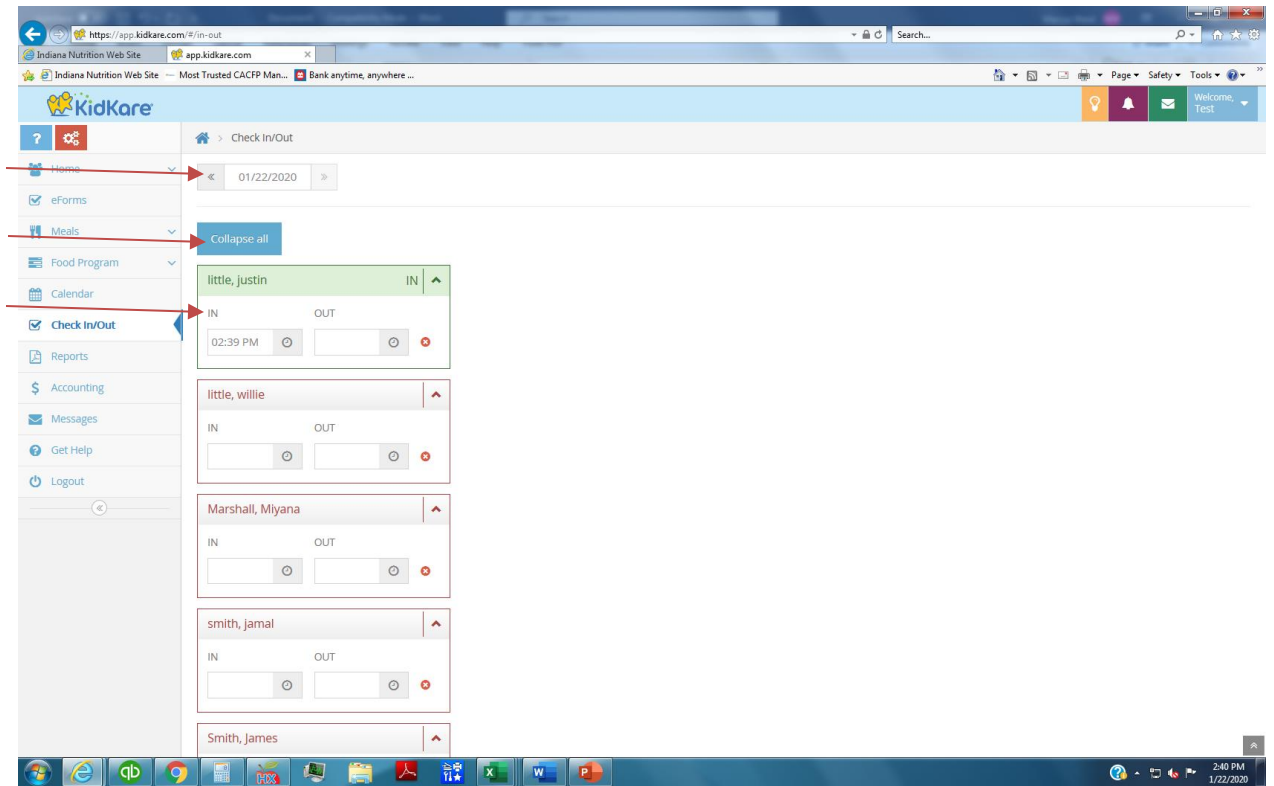
### 1. Log into KidKare

A screenshot of a web browser displaying the KidKare application. The browser's address bar shows the URL "https://app.kidkare.com/#/my-kids". The page has a light blue header with the "KidKare" logo and a "Welcome, Test" message. A left-hand navigation menu includes options like Home, My Kids, My Site, eForms, Meals, Food Program, Calendar, Check In/Out, Reports, Accounting, Messages, Get Help, and Logout. The main content area is titled "My Kids" and contains sections for "Active", "Withdrawn", and "Pending" children. The "Pending" section displays a grid of 12 child profiles, each with initials and a name: j.l. (little, justin), w.l. (little, willie), M.M. (Marshall, Miyana), a.s. (smith, alex), C.S. (Smith, Clay), j.s. (smith, jamal), J.S. (Smith, james), J.S. (smith, jimmy), J.S. (Smith, john), T.T. (Tucker, Taniyah), T.T. (Tucker, Toni), and L.V. (Vuitton, Louis). The footer of the page includes the copyright notice "Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved" and the system clock showing "2:33 PM 1/22/2020".

2. In the menu section select Check In/Out

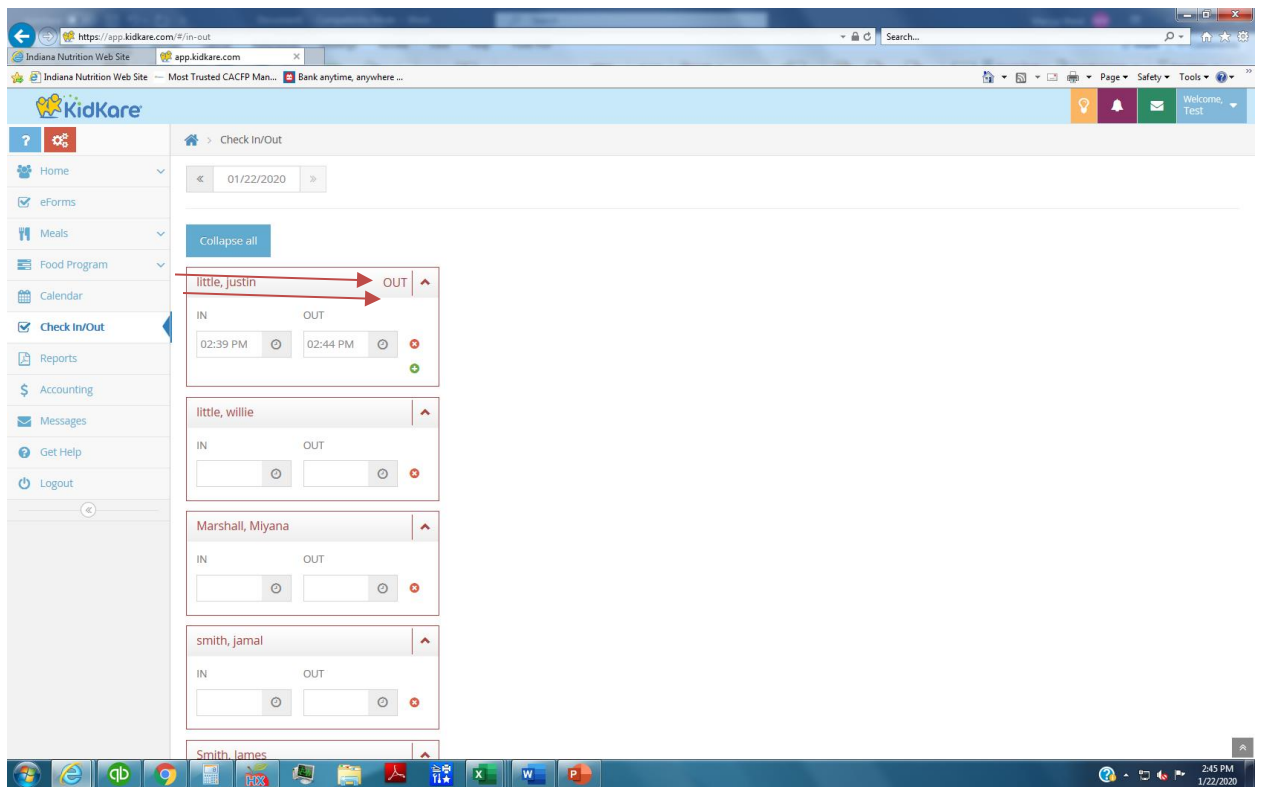


3. Select the current date, expand all, then select the children as they arrive at your child care home



As you check in the children, the arrival time will automatically be recorded

- When the child is picked up from your child care home select the clock image below the “Out” section. The check out time will automatically be recorded and the child will be marked as “OUT”



This is the preferred method for checking in your children. You may also use the in/out worksheet found in the reports section.

It is your responsibility to track IN/OUT times and have records of these times available at each review or as requested. Failure to keep IN/OUT data can and will lead to meals being disallowed.