



EVERY PILOT  
**Parent Portal  
User Guide**  
NEEDS A CO-PILOT!

# ChildPilot Parent Portal User Guide

ChildPilot is a web-based program accessible through web browser or mobile app.

To download the ChildPilot Parent app, search “ChildPilot Parents” on your mobile device app store.



## Flexibility at your fingertips!

Check Children in/out , fill out or update forms, pay online ,and communicate with a staff member directly from your ChildPilot Parent Portal.



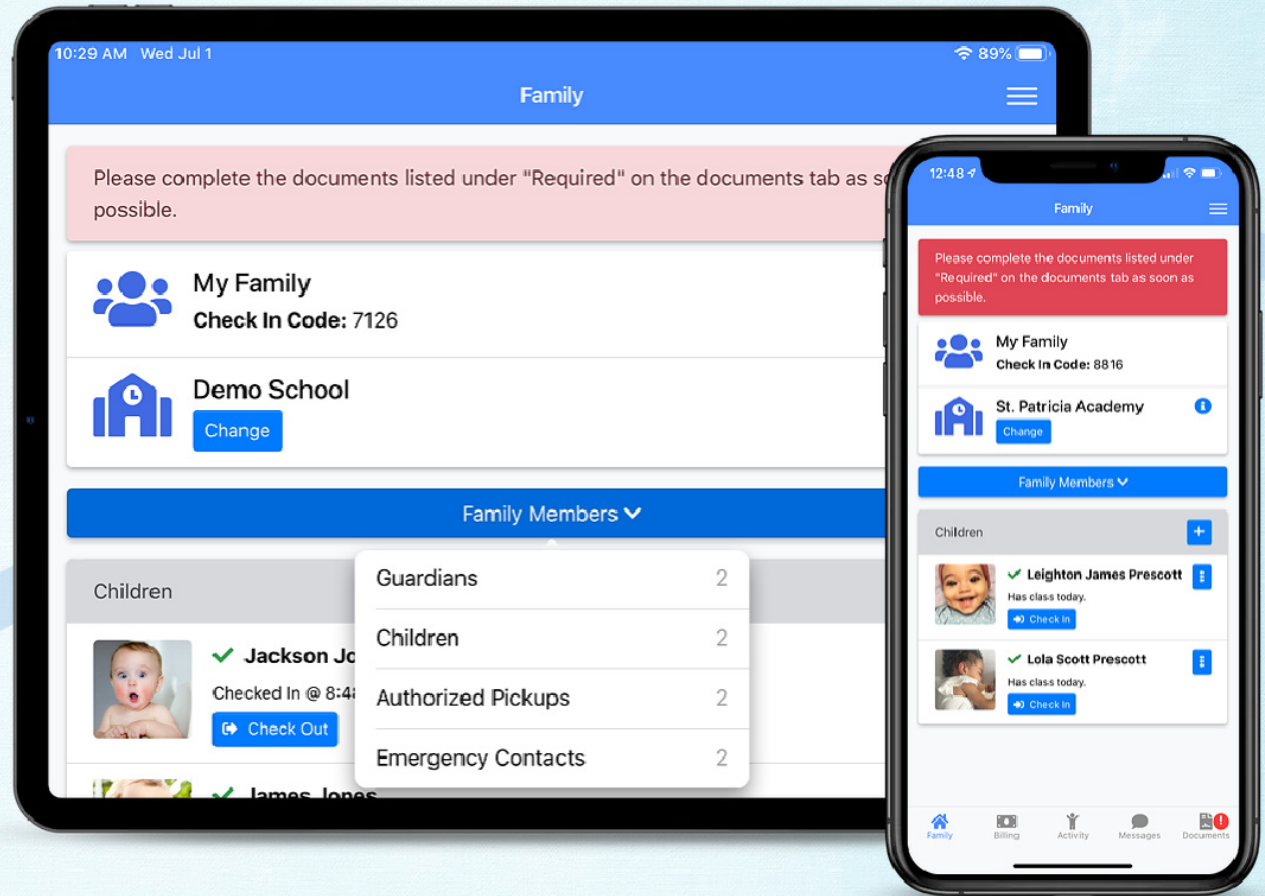
## Every moment, in the moment!

Enjoy the convenience to stay connected to your child’s daily activities by receiving updates, photos, videos, notes, and milestones development stages.



## Reliable & Secured!

We’ve engineered ChildPilot to allow secure sharing between families and providers, making sure that data and information is safely stored and protected.



# ChildPilot Parent Portal: Login Credentials Set up Process

Step 1: When you receive the invitation from the school to create your childpilot user account, please click the link and create a password.



Dear Parent,

You can set up and gain access to your parent portal in a few, simple steps.

• Follow this link to create your parent portal account tied to your email on file.

<https://CPA.childpilot.com/parents/invite/?invite=NVVDVzITNjhQZmRZalRVYU>

• Once you have created your account you will log in and see your family data. (If there should be any updates please contact the office).

• In the billing tab you will find any outstanding invoices each month for your monthly tuition, payment history, and will have the ability to make payments online/ enroll for auto-pay. You will also now have access to your family's tax statement for printing at your convenience.

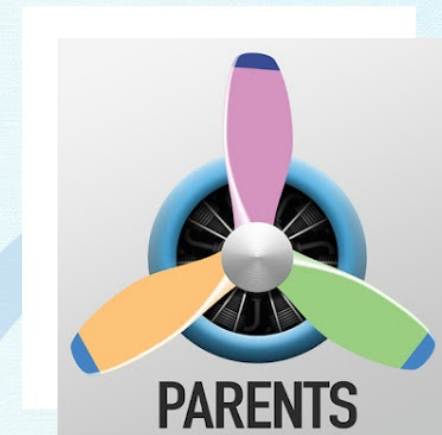
• Check out more parent portal features:

- Check your child in & out of the building
- Notify staff of your child's absence
- Message teachers or administrators directly
- Receive real time daily updates, photos, & videos
- Have access to our school calendar and see upcoming events
- View & upload school documents

We are excited to integrate this new system into our school to better serve our families. Please set up your Parent Portal as soon as possible.

Step 2: Once you have created your password and received the email verification, you will be able to login into your childpilot user account.

To download the parent app, search "ChildPilot Parents".



# ChildPilot Parent Portal: Family Tab (Home)

In the Family (Home Screen) you will find your children information, check in option and Family Check-In code. If documents need to be updated a red box with a special memo will be displayed.

To View parent/guardian, children, authorized pick-ups, and emergency contacts information, click the "Family Members" drop down arrow .

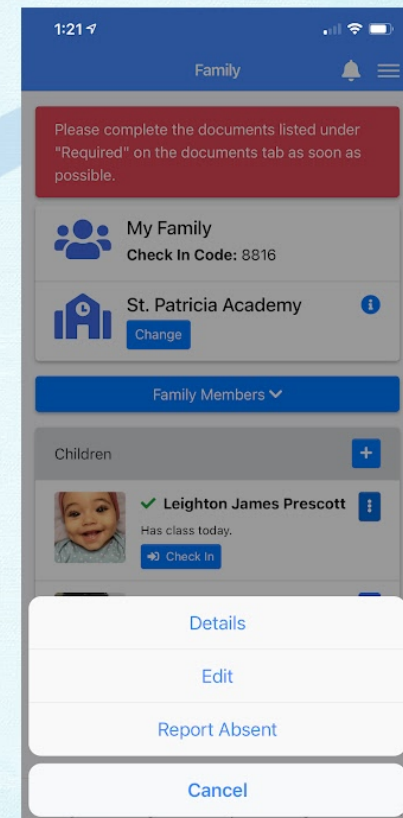
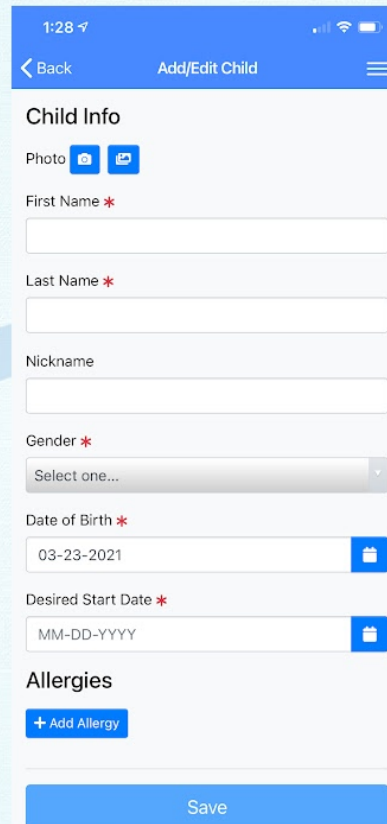
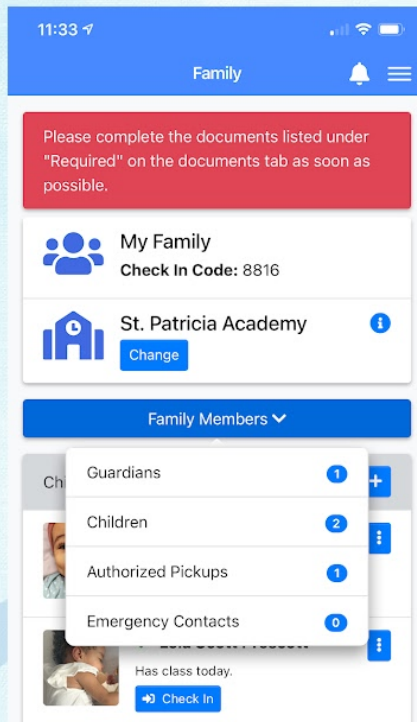
To add a new contact, select the designated contact ex: Guardians, Authorized Pick ups. Click the plus sign (+) and input the information required.

Adding a new child to your profile

Click the plus sign (+) and proceed to fill out the information required.

To child Name to view/edit child details, and report absense Click the 3 dots next the child's name.

In the edit section you can input child additional info such as allergies.



# ChildPilot Parent Portal: Billing Tab

In the billing tab you will see a drop down arrow next to "Showing Unpaid Invoices" click to view:

- Unpaid Invoices
- Paid Invoices
- Payments
- Saved Payment Methods

Once you select an invoice, you will be able to view invoice details and charges.

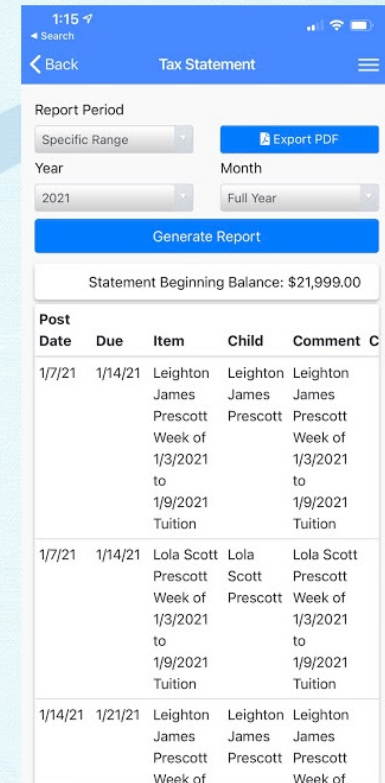
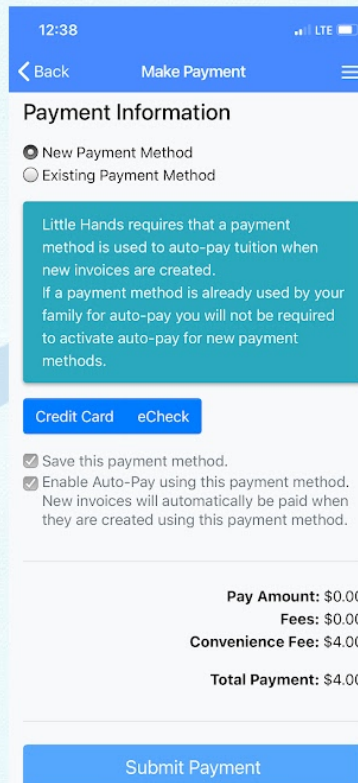
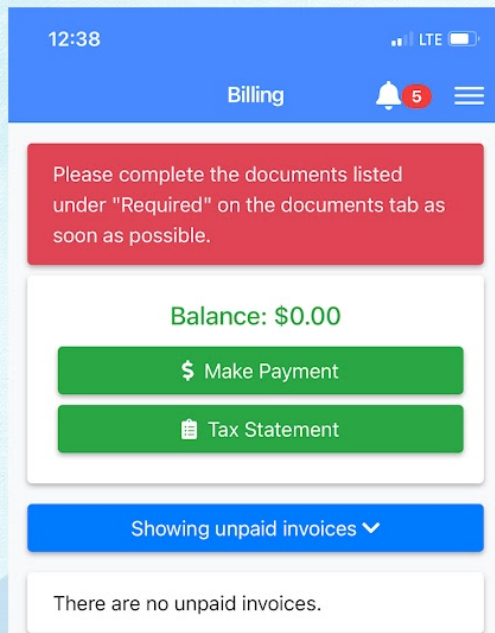
When you select "Make Payment", it'll prompt you to a screen where you'll input billing and payment information. You can use a new or existing payment method.

You will also have the ability to sign up for autopay if this option is not enforced by the school for future transactions before submitting your payment.

To view Tax Statements Click "Tax Statement" then you will have the ability to:

Filter by specific time frame or custom time frame example, Year (2020), (Month), or Full Year.

Click "Generate Report" then export to pdf to download.



## ChildPilot: Parent Portal- Activity Tab

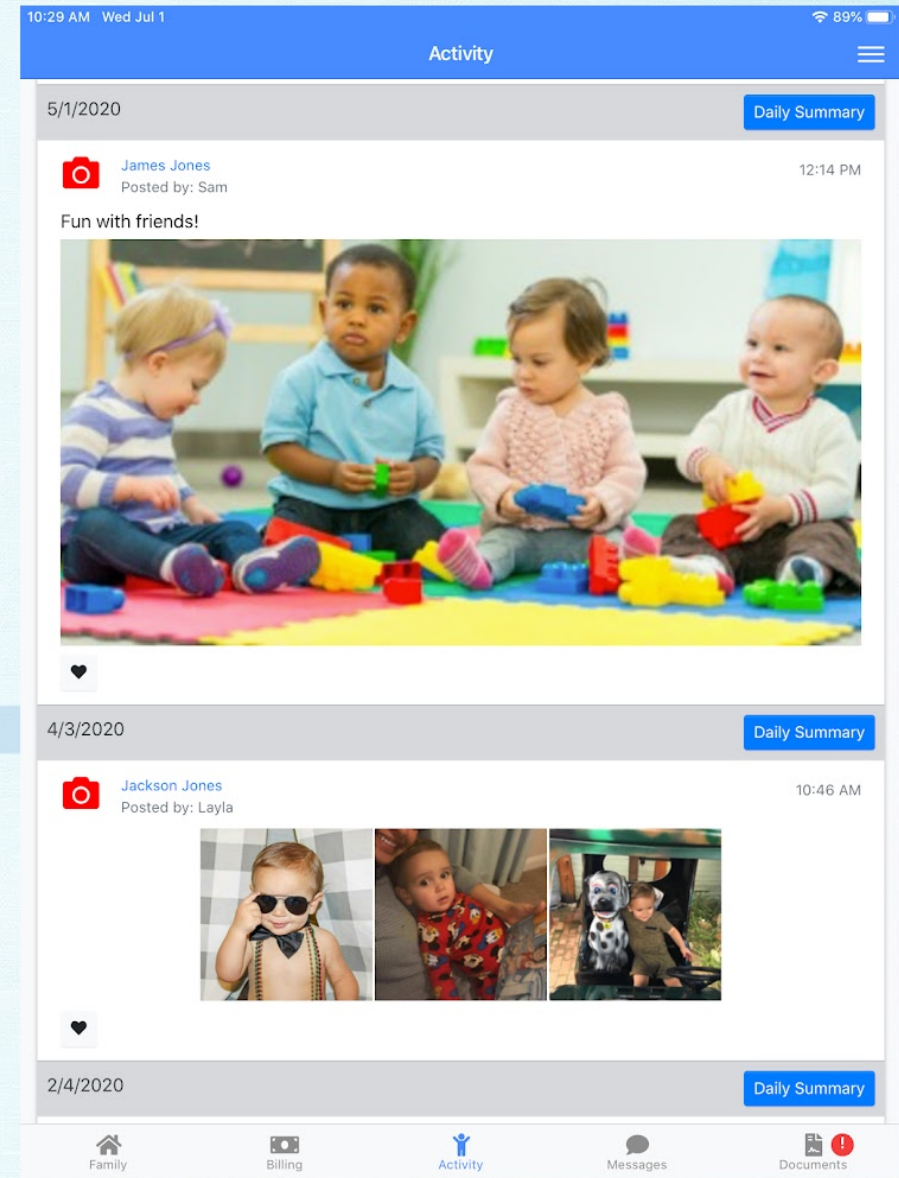
In the Activity tab you will be able to view current or past activities posted by the school for your child, such as:

- Meals
- Potty's
- Nap times
- Photos
- Videos
- Incident Reports
- Attendance

You will also have the ability save photos and videos from activity feed to your smart device.

### AUTHORIZATION TO ACCESS PHOTOS REQUIREMENT

ChildPilot Childcare Management Software Portal usage requires access to photos in order for any ChildPilot Childcare Management Software Portal user to upload or download any media within our database to be saved onto their mobile device. In addition ChildPilot Childcare Management Software does not or will never have the ability to go within your device and view, monitor, or receive any of your personal information stored or delivered to your personal device.

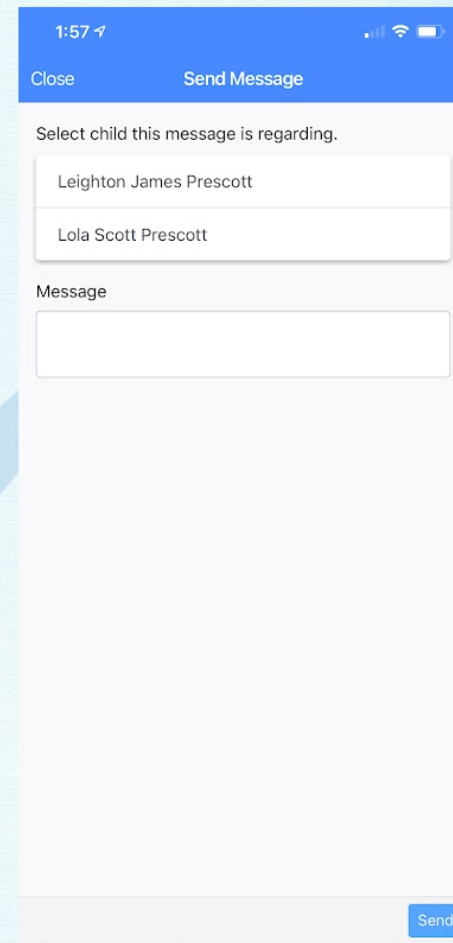
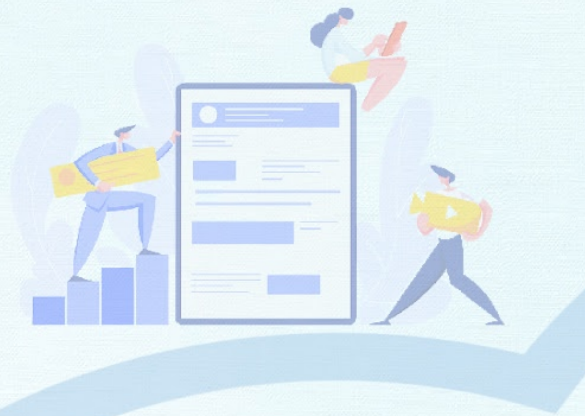
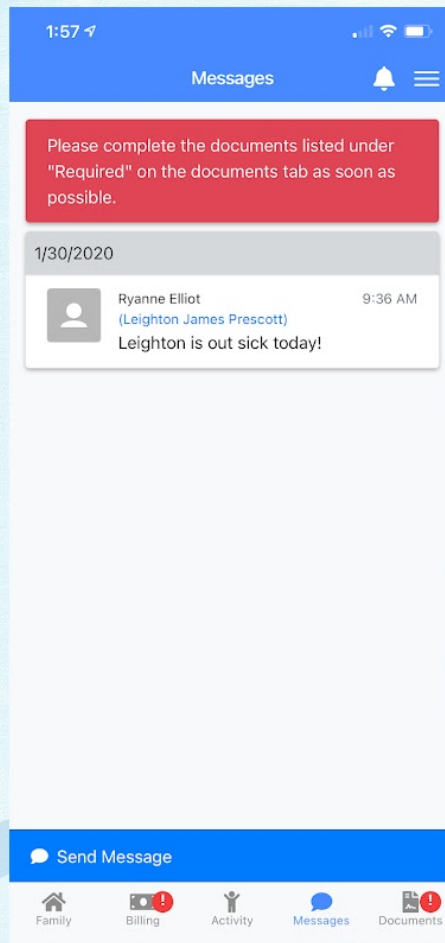


## ChildPilot Parent Portal: Messages Tab

In your Messages tab you will find a history of sent or received messages.

To send a new message click " Send Message".

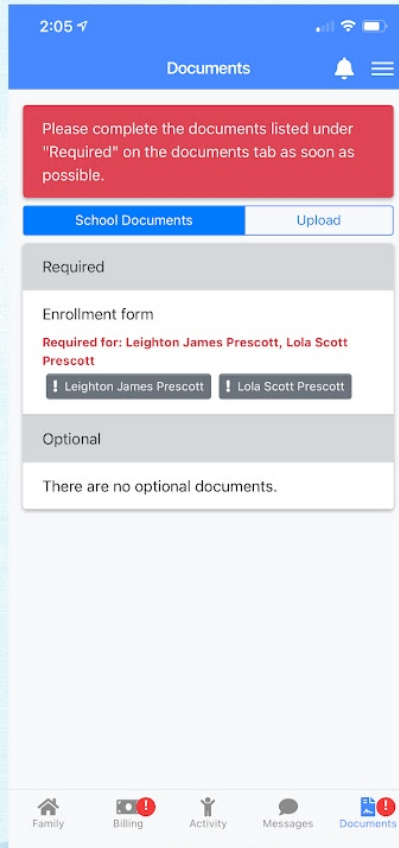
On his screen you can select one or more children if needed by clicking on their name, proceed to input message and send.



## ChildPilot Parent Portal: Documents Tab

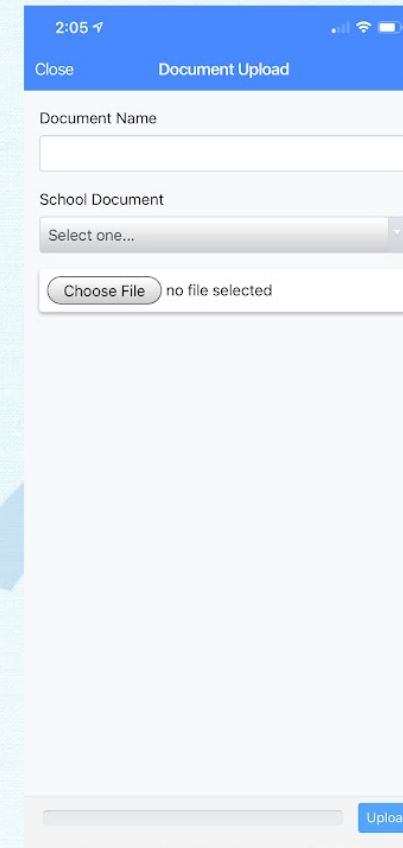
Filled out school documents will be listed in your documents tab, if new documents are required or a certain document needs to be updated a red notification will alert you it needs to be completed.

### School Documents



Once you select a child it will redirect you to the form to be filled out.

### Upload Documents



You can upload documents by selecting "Upload Documents".

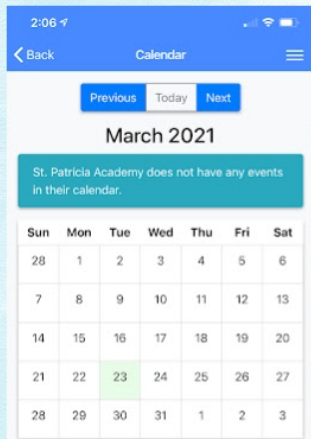
Document name ex: Physician's Report, proceed to choose file then upload.



## ChildPilot Parent Portal: Menu Button (Top Right)

On the top right side of your mobile app, the hamburger menu icon(☰) will list additional features, such as:

**Calendar** will display any events or important dates added by your child's school.



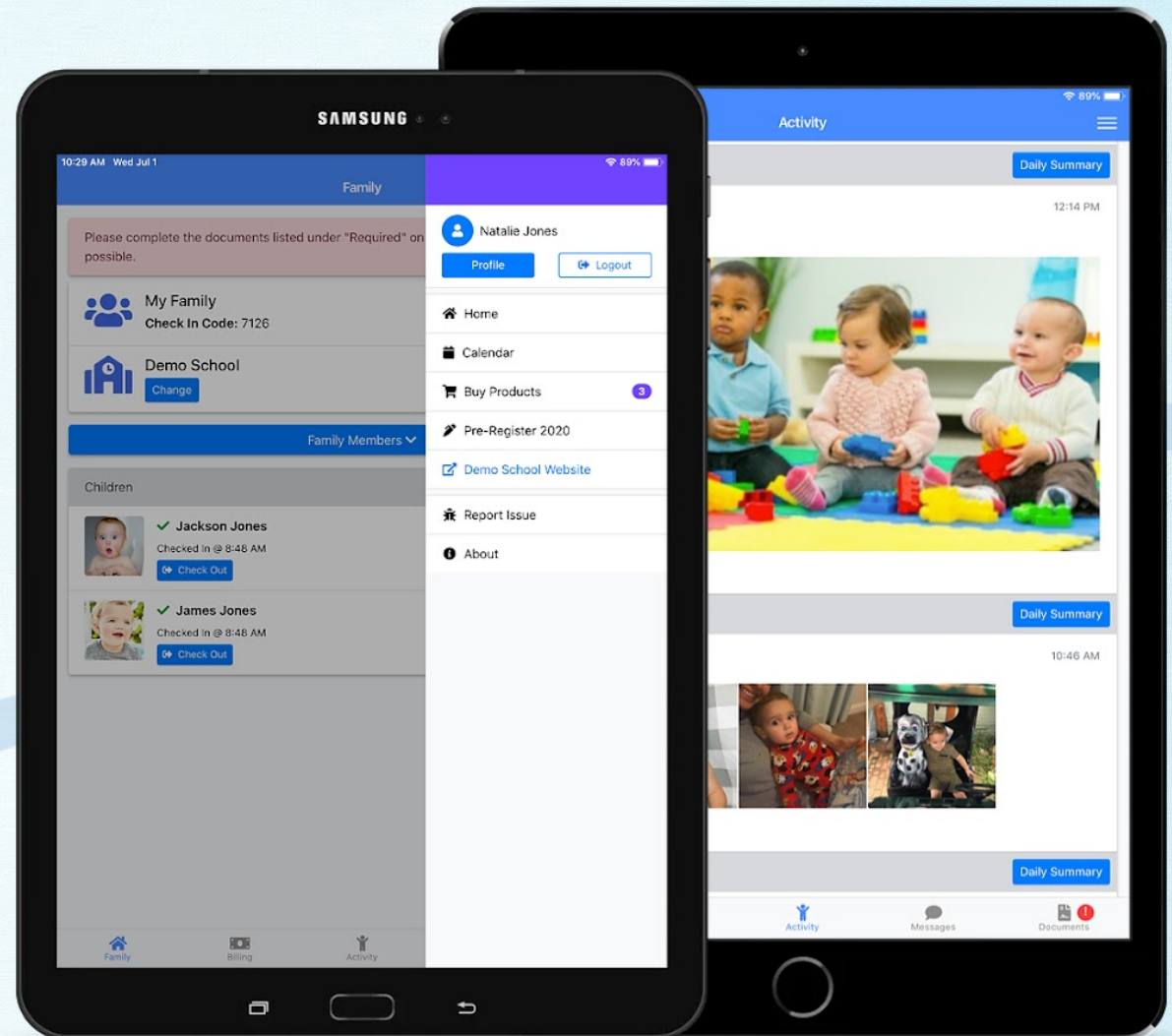
**Buy Products** here you can purchase items if your child's school provides additional items for purchase.

**Pre-Registration** This section will only be available during pre-registration dates.

**School Website** If your child's schools has a designated website this button will redirect you to it.

**Report Issue** If you ever encounter any technical issues within the ChildPilot Parent Portal, please let us know.

**About** This section will display the current version of the Parent Portal.

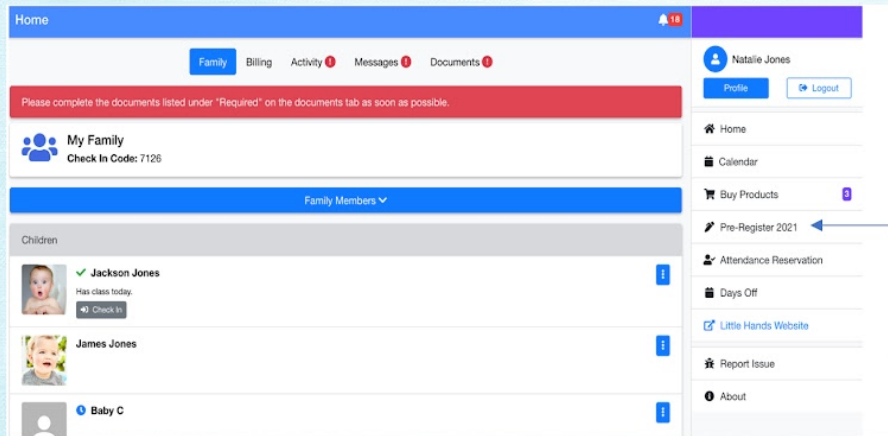


# ChildPilot Parent Portal: Pre-Registration Process

Please note this is just a guide and it displays all the options available for Pre-Registrations. Your child's school may not require certain fields.

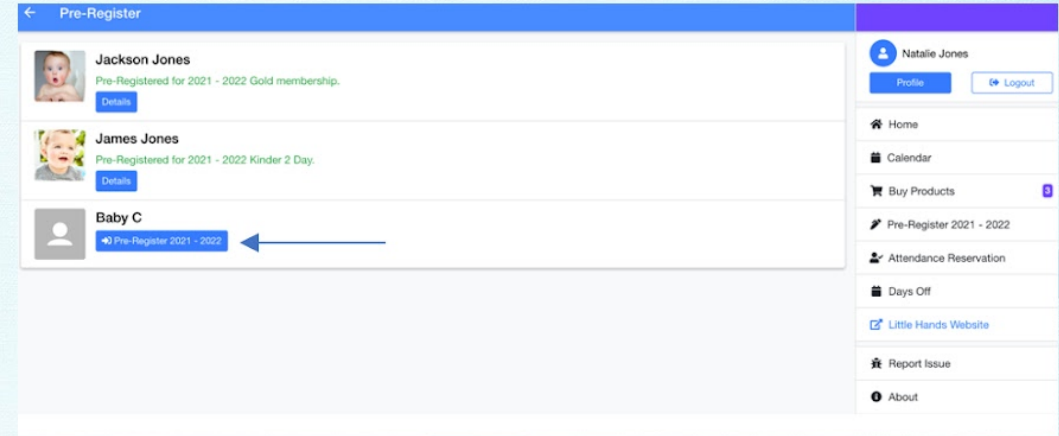
## Step 1:

On the top right menu select "Pre-Register 2021", or set year.



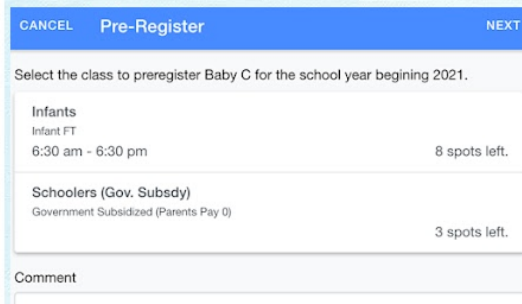
## Step 2:

Select child to be Pre-Registered



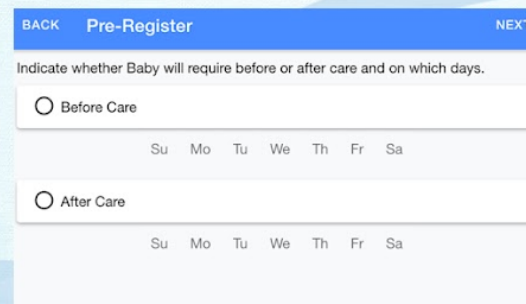
## Step 3:

Class Selection



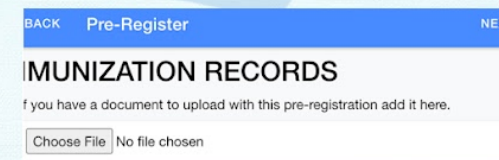
## Step 4:

Before & After care requirement



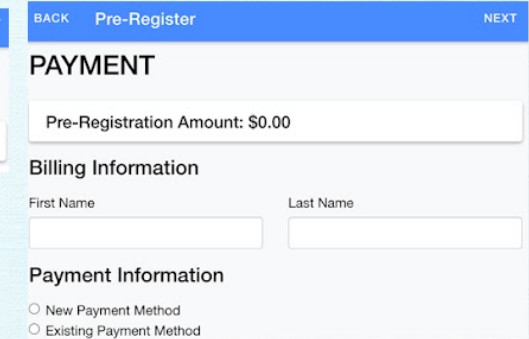
## Step 5:

Upload Immunization Record



## Step 6:

Pre-Registration Fee Payment



Once you complete the steps required from your child's childcare program, a notification will pop up notifying you that you have successfully Pre-Registered for set year.



Welcome to the ChildPilot Family!!!