





Attendance

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Safety and security are a priority for childcare centers, and we know it's important for you to keep track of who is coming and going in and out of your facility. An easy-to-use [Kiosk](#) for staff and children to check in and check out of the facility offers all of these features:

-  Verify staff and children's clock-in and clock-out times with the *Time Entries* page.
-  Real-time tracking with the *Who's Here Now* page.
-  Staff attendance reporting is located on the *Team Member Attendance* page.
-  Children's *Attendance Records* are always available for reporting and billing.

In addition, teachers or other staff members assigned to classes have the ability to take [class attendance](#) and mark each child present electronically in Class Mode.

Kiosk Attendance Recording & Tracking

Staff, children, and family members should always use the Care Kiosk when they enter and leave the facility. This helps you track who's in the building at any time and when people leave.

- If someone forgets to clock out, you can adjust their times on the *Time Entries* page.
- If someone forgets to clock in, you can add a time entry on the *Time Entries* page.

Care Kiosk

The purpose of the *Kiosk* is to provide an electronic record, including timestamps, of when someone enters and leaves your site. When a staff member or a new Family Account is added, they will be prompted via email to create a PIN to use for the Kiosk.



To learn more about the Jackrabbit Care Kiosk, refer to [Launch and Use the Kiosk](#).

The electronic information from the Kiosk identifying who is currently checked in at your facility is listed on the *Who's Here Now* page.

Who's Here Now

1. Go to the **Left Menu > Programs & Classes**.
2. Click the **View Who's Here Now** link on the *Facility Attendance* card.
 - A list of anyone that has clocked in using the Kiosk (staff, children, etc.) and has not clocked out will display on the page. This provides insight into how many people are in the building when you check the page.

After someone checks out using the Kiosk, their card is no longer visible on the page.


Time Entries

A complete record of everyone using the Kiosk to clock in and out is stored and managed on the *Time Entries* page. If someone forgets to clock in or out, this is the place to edit the time entries or add new ones.

 Learn more about [Managing Time Entries](#).


Team Member Attendance

When staff members clock in and out using the Kiosk, the electronic attendance information is recorded and is available on the *Team Member Attendance* page. The information in the attendance grid can be sorted, printed, and exported to Excel. In addition, the attendance information can be used for payroll and imported into a payroll management system.

 To learn more about this report, refer to [View & Manage Team Member Attendance](#).

Child Attendance Records

Each time a child is clocked in and out using the Kiosk, the electronic attendance information is captured and is available on the *Attendance Record* page. The information in this grid can be sorted, printed, exported to Excel, and used for official attendance documentation.

 To learn more about this report, go to [View & Manage Children's Attendance Records](#).

Attendance in Class Mode

Kiosk attendance, as described above, provides you with all the information you need for children and staff entering and leaving your facility. Attendance taken in Class Mode allows you to track attendance more often, in a classroom setting, or outside the center, with face-to-name recognition.

You, as an Administrator or Owner, can monitor and maintain the required teacher-to-child ratio in

the classroom. Attendance can be taken in Class Mode as often as your center requires it.

 Learn more about [Taking Attendance in Class Mode](#).



Business Owner and Admin permissions are required to open the Kiosk, view the *Who's Here Now* page, and review/adjust/add *Time Entries*.
