

User Roles and Permissions

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Each User in Jackrabbit Care has a specific role that grants them different permissions and determines what actions they can perform within the system. There are five available User roles that team members can be assigned: Owner, Administrator, Site Administrator, Teacher, and Timeclock.


Expand/Collapse All

User Roles

See each type of User role below and its main function.

Owner

This role is assigned when the account is opened by Jackrabbit Care. This person will have full access to all business data at all sites if you have multiple locations for your business. In addition, an Owner can change a team member's User role, enable a User-based Permission, and [Manage Business Level Settings](#).

This role is displayed with an Owner badge  .

Administrator

Assign this role to your site director or Administrator who handles staffing and sensitive financial information. An Administrator can change a team member's user role or set a User-based permission. Administrators can see all financial and analytical information in your Jackrabbit Care system.

This role is displayed with an Administrator badge  .

Site Administrator

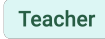
Assign this role to your site director or Administrator dealing with family records and site-level classes. A Site Administrator cannot add team members or change existing team member roles and has limited access to [Financial Reports](#) and no access to [Financial Analytics](#). Financial Reports Site Administrators can access are limited to:

- Balances
- Mass Payments
- Missing Payment Methods
- Online Payment Methods
- Tuition By Child

This role is displayed with a Site Administrator badge  .

Teacher

Assign this role to an in-classroom team member. For teachers assigned to classes, their classes will appear as cards on the [Dashboard](#) with links to Class Details and Enter Class Mode.

This role is displayed with a Teacher badge  .

Timeclock

Assign this role to anyone using the [Kiosk](#) to clock in and out. This includes team members and may include parents who work at your facility.

This role is displayed with a Timeclock badge  .



Changing a team member's role resets their permissions to the default for their new role, removing any previously assigned User-based permissions on the Permissions tab.

User-Based Permissions

In addition to the system-generated User roles above, an owner can modify User-based permissions for individual team members. Go to **Teachers & Staff** (left menu) > **Profiles** card > **View All Team Members** > Select the team member's card > **Permissions** tab. Toggle the permission to the right to enable it or to the left to disable it.

There are five User-based permissions:

- *Take Attendance* - See [Take Attendance in Class Mode](#) for how team members can take attendance when this permission is enabled.
- *Send Message* - See [Messaging to the CircleTime Mobile App](#) or [Jackrabbit Care Staff Mobile App](#) for info on messaging families.
- *Manage Policies* - See [Create & Manage Policies](#) to see how team members can manage policies when this permission is enabled.
- *Send Daily Activities* - See [Jackrabbit Care Staff Mobile App](#) for more info on logging class updates through Playfolio.
- *Send Daily Sheets* - See [Daily Sheet Snapshot](#) for how team members can log and send Daily Sheet Snapshots.

Andre Brighton

DETAILS

SITES 2

CLASSES 2

PERMISSIONS

Take Attendance



Allow this team member to take attendance for a class they are assigned.

Send Message



Allow this team member to send a message to the class they are assigned.

Manage Policies



Allow this team member to create and edit policies.

Send Daily Activities



Allow this team member to log and maintain updates for children in their class




Send Daily Sheets










Allow this team member to send Daily Sheets from the Staff App










All Permissions by Role


Each User role has different permissions to access Jackrabbit Care. Use the icon legend below and each permission in the tables to identify the access level assigned to different User roles. If no icon is shown for a permission's User role, a team member assigned that User role may not access that permission.







Permission	Description	Icon
Individual Permission	The permission can only be performed by the team member if its accompanying User-based permission is enabled.	
Site Permission	The team member has the permission only at the sites they are assigned to.	
Business Permission	The team member has the permission for all sites at the business.	

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Manage Enrollments	Enroll a child into a class, view all openings, or move the child between classes.			—		
Manage Policies	Edit, add, and update policies.					








Family Accounts

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Add Family	Add a new Family.					
Assign Family to Site	Assign and edit sites for a Family.					
View Family Profiles	See all Family Accounts, view details for a Contact, and send CircleTime PIN or password resets.					

<p>Edit Family Profiles</p>	<p>Make changes to Family Accounts, such as updating account names, adding or editing Contacts, and adjusting relationships linked to a Child's record.</p>					
<p>Archive Family Profiles</p>	<p>Move a Family Account to the archived list.</p>					
<p>View Family Address</p>	<p>View a Family's address and all Contacts linked to it.</p>					
<p>View Child Details</p>	<p>View a Child's details.</p>					
<p>Edit Child Details</p>	<p>Make changes to a Child's details record.</p>					
<p>Missing Information</p>	<p>View documents needed for a Child's records.</p>					

View and Send Site Messages	View and send messages to all Families at the site.			—	—	
View and Send Messages to Classes	View and send messages for only Families in classes the team member is assigned to.			—	—	
View Hidden Notes	View notes that are flagged <i>Administrators and Owners View Only</i> .			—		

Programs & Classes

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
View Programs	View program details and classes.					
Edit Programs	Update, edit, and manage programs including Online Registration forms.					

View Class Details	View class details and enrolled children, including the ability to view or print the class roster.	—	—	—	—	
Edit Class Details	Update, edit, and configure class details, including online registration.			—	—	
View Attendance	View child attendance records at a site.		—	—	—	
Edit Attendance	Record attendance for classes.			—	—	
Send Daily Activities	Log and maintain updates for children in a class.			—	—	—
Send Daily Sheets	Send Daily Sheet Snapshots from the Staff App.			—	—	—

Medical & Compliance

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
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Manage File Types	Manage the setup of files and document types used in compliance reporting.					
Manage Immunizations	View and add immunizations for children.					
Add Allergies	Create new allergies in the system.					
View Allergies	View all allergies in the system.					
Time Entries	View and edit time entries.			—	—	
Who's Here Now	View everyone at the business currently checked in, including team members and children.			—	—	










Reports & Finances

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
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View and Manage Transactions	View and manage select financial reports, transactions, invoicing, and information related to billing.					
View Revenue Summary Reporting	View all financial reports under Analytics, Finances, and on the Site Dashboard.					
View, Edit, and Make Payments	View, edit, and manage a Payer's payment methods as well as apply a payment.					








Teachers & Staff

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Manage Team Members	Create new team members, edit team member roles, assign team members to sites, and archive team members.					




View Team Member Profiles	View all team member profiles, including archived team members.					
Edit Team Member Profiles	Edit team member profiles, including names. Does not include editing role types assigned to team members.					
Schedules & Payrolls	View team member timecards.					

Settings


Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
View Business Settings	View business details.					
Manage Account	Edit business details.					
View Sites	View site information and site details.			—	—	
Add Sites	Add new sites to the business.					

Edit Sites	Edit site information.			—	—	
View Schedules	View schedules at a site.			—	—	
Edit Schedules	Create new schedules for a site.			—	—	
View Spaces	View spaces at a site.			—	—	
Edit Spaces	Create new spaces for a site.			—	—	
Manage Kiosk	Edit and manage Kiosk settings for the business.					

General Navigation

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Show Enrollment	Show the Enrollment option on the left navigation bar.					

<p>Show Family Accounts</p>	<p>Show the Family Accounts option on the left navigation bar.</p>					
<p>Show Programs & Classes</p>	<p>Show the Programs & Classes option on the left navigation bar.</p>					
<p>Show Medical & Compliance</p>	<p>Show the Medical & Compliance option on the left navigation bar.</p>					
<p>Show Teachers & Staff</p>	<p>Show the Teachers & Staff option on the left navigation bar.</p>					
<p>Show Launch Kiosk</p>	<p>Show the Launch Kiosk option on the left navigation bar.</p>					
<p>View Landing Page Sites</p>	<p>View all sites on the landing page after logging in.</p>					

Breadcrumb Navigation	Show the breadcrumb navigation in the User interface when navigating.					
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