



ProCare Sign-In/Out

(629) 278-8633

inquiries@jgec.info



Contactless (GPS) Sign-In/Out

Julia Green and Joelton Elementary Extended Care, Inc. (JGEC &JEEC) encourage the use of contactless sign-in and sign-out. In order to complete this feature, parents will need to enable the ProCare application to access your location while using the application. If you do not wish to turn this feature on, you will need to walk your children into the building in the morning and will have to scan the QR code upon drop off/pick up.

Parents will launch the ProCare mobile app and select the QR code icon at the top of the screen (it is the 3rd icon from the right). Instead of a QR code, this icon may look like a rectangle with a checkbox inside of it and an arrow pointing up. If you are within the geofencing area, ProCare will allow you to select the “Sign In/Out” button. If this button is not active, it is either because you have not allowed ProCare to know your location or you are not close enough to the school. In this case, you’ll have to use the QR code instructions below.

Once you’ve selected the sign in/out option, you will be prompted through the steps to sign your children in or out. You will sign on your own phone screen.

If you’re dropping your children off, you’ll need to make sure the morning worker sees you and your child and waives your child into the building. If you’re picking your children up, you will still have to come to the building so we can release your children into your care. We will not send them out if we do not see you.

Contactless QR Code in ProCare App:

For this option parents will have to walk into the school building or meet a teacher at the door. The teacher will have the tablet with the QR Code on it. Parents will open the ProCare mobile app and click the QR code icon in the top right corner (it is the 3rd icon from the right). Instead of an QR code, this icon may look like a rectangle with a checkbox inside of it and an arrow pointing up. Parents will select the “Scan QR Code” button. This will open the camera to scan the QR code. The app will then prompt the parent through the steps to sign children in or out. They will sign on their phone screen.

Contactless QR Code without ProCare App:

For this option parents will have to walk into the school building or meet a teacher at the door. The teacher will have the tablet or phone with the QR Code on it. The parent or authorized pickup will simply open their camera on a service-enabled mobile device and scan the QR code. They will be prompted to open a specific URL which will open in their web browser. The parent/authorized pickup will need to enter their unique PIN and follow the prompts to sign the child(ren) in/out.

Signing in/out on a school or teacher owned device (NOT Contactless):

For this option parents will have to walk into the school building or meet a teacher at the door. The teacher will have the tablet with the QR Code on it. Underneath the QR code there is a place to enter your unique PIN. Once you’ve entered your PIN the authorized pickup person will be prompted through the sign in/out process and will enter a digital signature on the device.

Last resort and one-time sign in/out:

If none of the above options is possible, the authorized pick up or parent may show ID. If the person is on the pickup list, the teacher will allow the person to digitally sign on their device. If the pickup is a one time pickup that the parent has authorized via a ProCare message, the individual will have to sign on paper in the sign in/out book.

How to find your PIN:

To locate your PIN, parents will need to log in to ProCare and select the “Profile” icon on the bottom. Then select the name of the person whose PIN you’d like to know. Please keep this information confidential as it will allow individuals to pick up your children.