



# Save time for your family

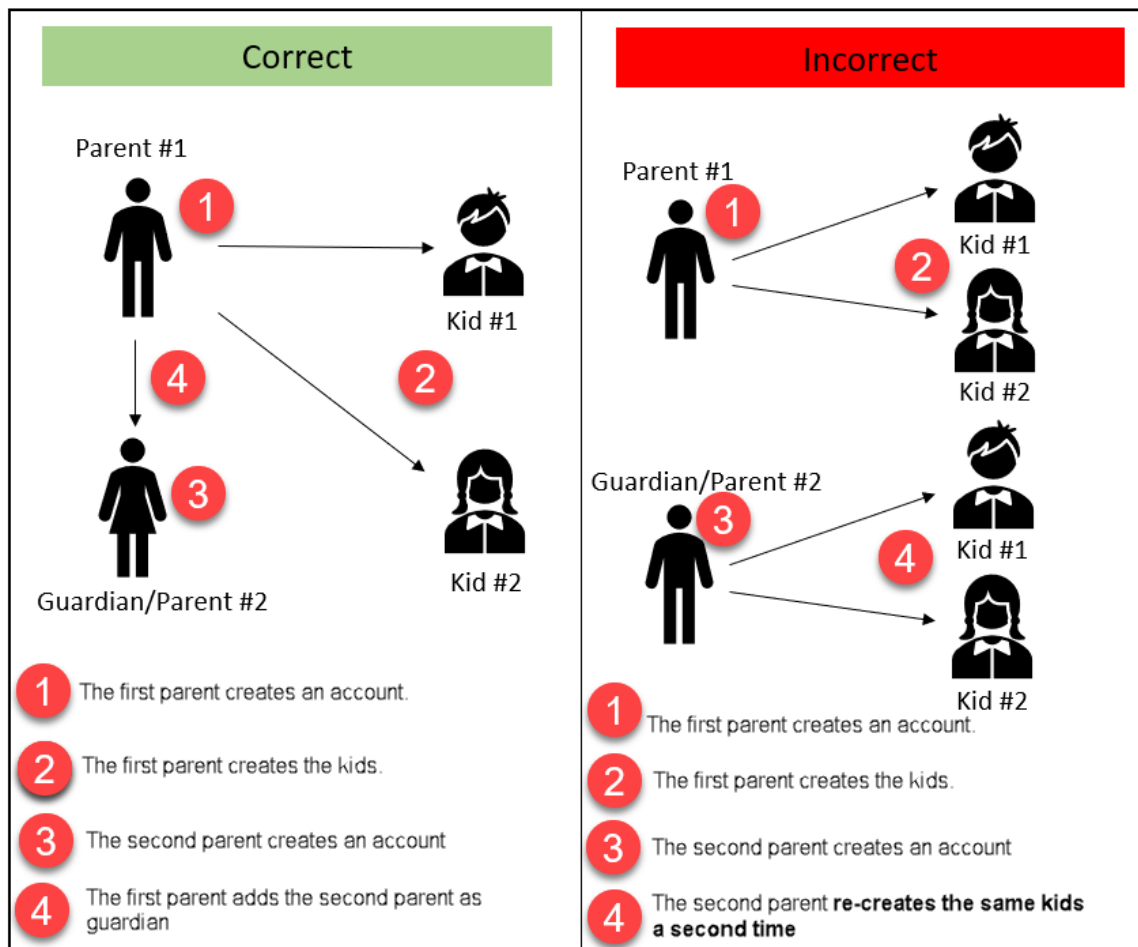
Object : Kouloo Application – École Jean XXIII

Dear parents,

The Kouloo application is now available at your daycare. The Kouloo application allows you to synchronize your arrival at the daycare service with the preparation of your child. Less waiting times, everybody wins!

**If you have used the app last year and are not adding children to this daycare, you continue as last year. Otherwise, you need to follow the next steps.**

To avoid duplicates and to have an optimal experience for everyone, here are the instructions. Take note that the daycare could refuse your admission if the instructions are not followed.



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When you register your children, ensure to enter the establishment code below. This code is unique to your daycare and must not be shared with any other parents.

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The Kouloo application is available for the iPhone and Android phones. You can already download the application from your application store, depending on your phone type.



Do not hesitate to contact us by email for any questions, comments or problems. You can also relate to our « Help » and « Contact Kouloo » sections inside the application for more informations. You can also visit us on YouTube and follow us on Facebook.



Team Kouloo thanks you for your confidence.

<https://www.kouloo.com/>

[support@kouloo.com](mailto:support@kouloo.com)

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### **Steps to use the Kouloo Application**

1. Install the app from the App Store or Google Play Store (depending on your phone type)
2. You need to create an account
3. Add children in the application with the establishment code.

#### **Creating an account in Kouloo :**

1. Open the application and choose «Register»
2. Enter the informations and click on the check box to accept the terms and conditions.
3. Ensure that all informations are all correctly entered.
4. Select « Register » at the bottom
5. You will receive 2 codes: 1 by SMS and 1 by email. You need to enter both codes to validate your account.

Note: If you have entered an incorrect phone number or email address, you will have to wait 15 minutes before starting over the registering process.

#### **Add a child to the application with establishment code:**

To complete the pick up process, you absolutely need to add a child in an establishment. Otherwise, the Kouloo application is totally useless.

1. Select the « You » tab at the bottom of the application.
2. Select « Children »
3. Select the « + » sign at the upper right corner of the screen
4. Enter all the informations including the establishment code.
5. Picture is optional. You can add one by selecting the « pen » symbol.
6. Once picture added, click on the “check” at the upper right corner of the screen
7. Your children will remain in “Pending Approval” until the daycare center approves them.

Note: Your children will need to be approved by the daycare center **before** you can start a pick up process. Once approved by the daycare center, they will appear in the « Today » tab at the bottom of the application.

#### **To pick up your children:**

1. Select « Today » at the bottom of the application.
2. Select « Pick up ».
3. Choose a GPS transportation mode (car, bike, walk) or manual (watch symbol)
4. All the children are selected by default. You can select which one you want to pick up.
5. Select « Confirm » at the bottom

Note: From this moment, our application will show you your estimate time of arrival, based on your transportation mode, distance, etc. It will refresh your position to adjust the time of arrival based on traffic or any slow downs you would encounter along the way. You can lock your phone without worries, the app is still working in the background. The application consumes a very small amount of Internet data.

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### **Additional informations regarding the application**

1. You can complete your profile
2. You can add parent with no restriction and/or a guardian
3. You can consult the establishment profile

#### **Complete your profile:**

1. Select the « You » tab and select « Profile »
2. You can change the language of the application (French/English)
3. You can select your preferred transportation mode that will always be selected by default when you will select « Pick Up » in the « Today » tab.

#### **Add a guardian or a guardian/parent with « No restriction » option enabled:**

A guardian is a person that can pick up your children at the daycare center on your behalf. We have the guardian that needs to be delegated every day and the guardian with « No restriction » enabled that can pick up the children at any times (without waiting for your permission).

**Important: Guardians always need to be listed and registered in the approved guardian list of your daycare center. The application will not validate that information.**

1. Select the « You » tab and select « Guardians »
2. Select the « + » sign at the upper right corner of the screen.
3. Select « No restriction » if you want to allow that person to pick up your children at any times, like you.
4. Enter the email of your guardian (make sure he has a Kouloo account), the link with the children and the children you want to delegate.

#### **Acceptance of a delegated child by a guardian or a guardian/parent with « No restriction »:**

1. The guardian will receive a notification to revise the request
2. If he hasn't received it, he needs to go in the «You» and in the « Children » tab.
3. Select the kid that has been delegated and accept or refuse the guardian request.

#### **Allow a pick up by a guardian:**

1. To do a delegation, select the « Today » tab.
2. Select « Delegate », choose a child and the guardian for the pick up.
3. The guardian will need to follow the procedure « To pick up your children » section.

**Note:** The Guardian with the « No restriction » enabled doesn't need any delegation, he will simply follow the pick up procedure in the section « To pick up your children », exactly like you.

#### **Consult the establishment profile**

1. Select « Today » et choose the « > » sign next to the establishment name in grey
2. Here are the informations related to your establishment. You can click on the phone number to start dialing, etc.
3. The «<» sign at the top of each section will allow you to go back to the previous screen.

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