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Setting Up Your Account

- Log into your account.
  - Use the email address on your profile to log in to your account.
  - If necessary, reset your password.

- Determine how you will add child profiles.
  There are two options for adding child profiles. Complete the steps below for your chosen method.
  - Manual child profile entry method
    o Create all homeroom classrooms.
    o Review details selected for each homeroom classroom.
    o Add additional non-homeroom classrooms for more precise monitoring.
    o Add child profiles manually.
    o Add family contacts if they were not added when the child profile was created.
  - Import child profile entry method
    o Import child profiles.
    o Review details for homeroom classrooms created.
    o Add additional non-homeroom classrooms for more precise monitoring.
    o Review child profiles that have been created for completion and accuracy.
    o Review family contact information.

- Add staff profiles after children have been added.
  - Create administrator profiles for all administrative members.
  - Create teacher profiles for all non-administrative staff members.
  - Deactivate user profiles as needed at any time.
  - Reactivate user profiles as needed at any time.

- Determine appropriate account settings, if you haven’t already.
  - Review available customizable account settings.
  - Email hello@tadpoles.com to adjust account settings.

- Set photo and video preferences.
  - Set the approval preference for sharing photos and videos with families.
  - Determine the daily expectation for number of photos and videos shared with families.

- Set the "reply to" email address.
Decide if staff will utilize PIN codes for check in/out procedures.
Staff can check themselves in/out from the classroom devices each day. A PIN code, while not mandatory, serves as an authentication procedure for the check-in process.
- Learn about the staff PIN code functionality.
- Assign PIN codes to staff profiles, as needed.
- Ask staff to utilize their PIN code to check in and out, if assigned.

Decide if families will utilize PIN codes for check in/out procedures.
The family PIN code feature will allow family members to sign in their children each day. Family PIN codes are optional. If not assigned, teachers can check the children in each day.
- Learn about the family PIN code functionality.
- Assign PIN codes to family members if applicable.
- Set up a device for family sign-in if applicable.

Decide if the Tadpoles® school/home messaging tool will be used.
The Tadpoles® school/home messaging tool allows families, teachers, and administrators to communicate instantaneously.
- Learn about the school/home messaging functionality.

Decide if the Tadpoles® Family Billing feature will be used.
Tadpoles® Family Billing is an optional solution for invoicing and billing tuition. When this feature is enabled for a Tadpoles® account, administrators are able to invoice families based on their children's attendance.
- Learn about the Tadpoles® Family Billing feature.
- In the billing tab, follow the steps for signing up.
- Set up your invoice frequency.
- Set up family members to pay invoices.
- Set up a billing plan for each of your tuition rates.

Enter curriculum subjects and goals.
You can create customized subjects and goals that your classroom teachers can use when creating daily and weekly plans and when tagging pictures and videos to send to families.
- Create subjects and goals for each curriculum type.
- Assign the appropriate curriculum type to each classroom.
Encourage teachers to select the customized subject and goals when planning.

- Decide if your program will use the planning feature of Tadpoles®.
  
  Plans can be created in advance through Tadpoles®. All teachers can create plans from the classroom mobile application. Teachers can also create plans from a computer if they are provided with web login access. Administrators will review, edit, and approve all plans entered through Tadpoles®.
  
  - Provide teachers with access to create plans from a computer, if applicable.
  - Instruct teachers to create plans either from the computer or the mobile app.
  - Review plans created by your teachers.

### Preparing for Implementation

- **Set up the classroom devices.**
  
  - Download the Tadpoles® classroom mobile app.
  - Set restrictions on the devices if needed.
  - Test your Wi-Fi connection.

- **Complete Tadpoles® training.**
  
  - Watch the Tadpoles® Administrator Training video.
  - Review the Tadpoles® Teacher Training video.
  - Schedule time for all staff/teachers to watch the Tadpoles® Teacher Training video.
  - Access the demo mode to practice using the features of the Tadpoles® mobile app.
  - Review Tadpoles® support articles.

- **Log in to the classroom devices for your teachers.**
  
  - Use administrator login credentials to access the Tadpoles® app on a classroom device.

- **Introduce Tadpoles® to your families.**
  
  - Send an introduction letter home to families that includes the steps they need to take to create their free family account.
  - Use a Tadpoles® flyer to highlight the app to prospective families.
  - Provide families with additional information on the free Tadpoles® family app.
Implementing Day One

☐ **Enable the feature in your account that allows you to send communications to families.**

You will want to ensure your account is set up to send communications to families when you are ready. Enabling this option means your account is live, allowing items that are created and sent to be delivered to appropriate family members.

☐ **Ensure children and staff are checked in.**

If you did not set up family PIN codes and do not require families to check their children into Tadpoles® each day, then ensure all children are checked into Tadpoles® as they arrive through the Tadpoles® classroom mobile app or the administrator dashboard.

- Ensure teachers are clocking in and out of Tadpoles®.
- Check children and staff in through the Tadpoles® classroom mobile app or through the Tadpoles® administrator dashboard.

☐ **Instruct teachers to begin taking profile pictures.**

Profile pictures can be taken, uploaded, or updated at any time from a classroom device. Profile pictures cannot be downloaded or saved.

- Take or upload profile pictures for children and staff.
- Take or upload family profile pictures.

☐ **Encourage teachers to create a daily report for each child.**

Daily reports are automatically sent to a family once their child is checked out for the day. The daily report provides a detailed summary of the child’s day.

- Ensure teachers are adding entries to the daily report.
- Review in-progress daily reports.

☐ **Review photos and videos.**

- Discuss daily photo and video expectations and remind teachers to take pictures and videos throughout the day.
- Review and approve photos and videos.
Implementing Day Two

- **Check for family drop-off notes.**
  From the family account, family members can provide drop-off notes for their child’s teachers and mark their child absent for the day.

- **Review the status of daily reports.**
  - Check delivery status.
  - Troubleshoot delivery issues, if needed.

- **Continue to review photos and videos.**
  - Continue to remind teachers to take pictures and videos throughout the day.
  - Review and approve photos and videos.

Continuing Implementation

- **Explore reports.**
  - Create or schedule absences and generate the Planning Report to support your enrollment forecasting and employee scheduling.
  - Review 15-minute classroom counts and trailing averages to identify trends in attendance.
  - Explore your program’s metrics on usage.

- **Continue to introduce Tadpoles® to your new families.**
  - Send home an introduction letter to families who join your program that includes the steps they need to take to create their free family account.
  - Provide new families with information on the free Tadpoles® family app.

- **Utilize additional functionality.**
  - Send or schedule notes and alerts to families and staff.
  - Enter a planned menu if applicable.
  - Record incidents if applicable.
  - Manage tours and leads.
  - Access a child’s portfolio of pictures and videos.
  - Maintain name-to-face counts.
Looking Ahead

- **Support families.**
  - Review the FAQs from families.
  - Refer to additional family support resources as needed.
  - Contact technical support for any issues you are unable to resolve for families.

- **Monitor device software and app versions.**
  - Update device software and the Tadpoles® app as needed.

- **Update children’s profiles.**
  - Ensure children’s information is up-to-date, including family contacts.
  - Update children’s status and assigned homeroom as needed.

- **Update user profiles.**
  - Ensure all contact information is up-to-date.
  - Deactivate or delete staff members who have left.
  - Reset passwords for any user having trouble logging in.

- **Receive technical support.**
  - Submit a case and find answers to common questions and issues through the MyTeachingStrategies® Support Portal.