Quick Reference Guide

Audience: Families.
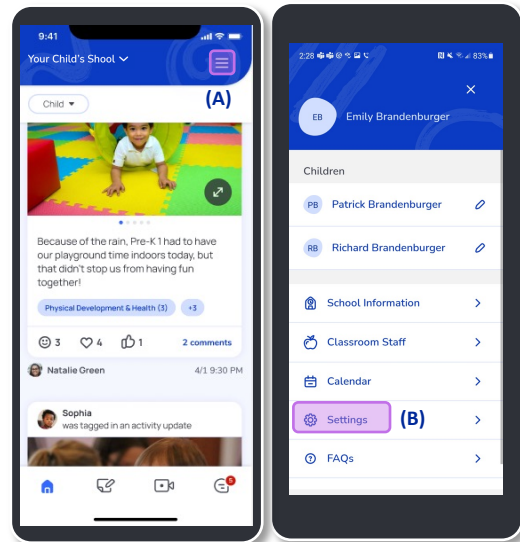
Purpose: Learn how to **view, add and remove Care Circle members** in SproutAbout.

LEARNING CARE GROUP'S FAMILY OF BRANDS

CHILDTIME · La Petite ACADEMY · montessori unlimited · The Children's Courtyard · TUTOR TIME · Everbrook ACADEMY · CREATIVE KIDS LEARNING CENTER · Pathways LEARNING ACADEMY · U-GRO LEARNING CENTRES · Young School

View Care Circle Members.

1 Go to the Settings screen by tapping the **Menu (A)** button in the top right corner and then tap the **Settings (B)** button from the list of options.
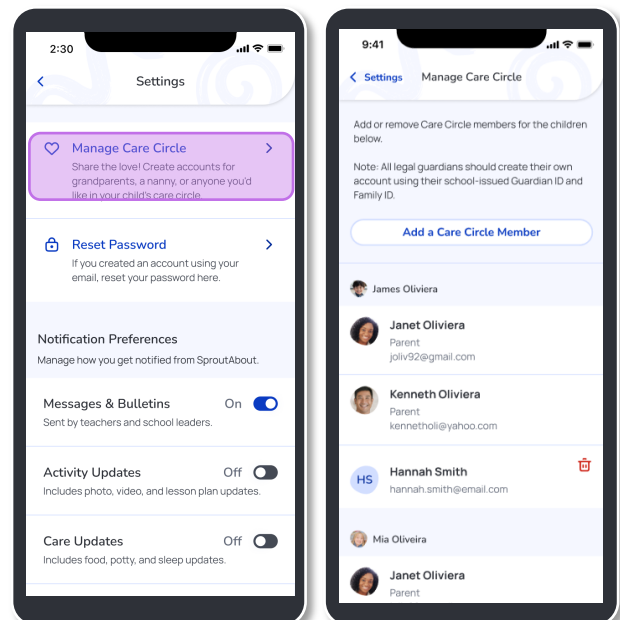
2 Next click on **Manage Care Circle o**n the settings screen to be able to:

a) **View the children for which you are a Legal Guardian**
b) **View the members of a child's Care Circle**
c) **Add Care Circle Member**
d) **Remove Care Circle Member**

Quick Note: Below each child's name, you can view the people who can access SproutAbout and view information regarding this child.
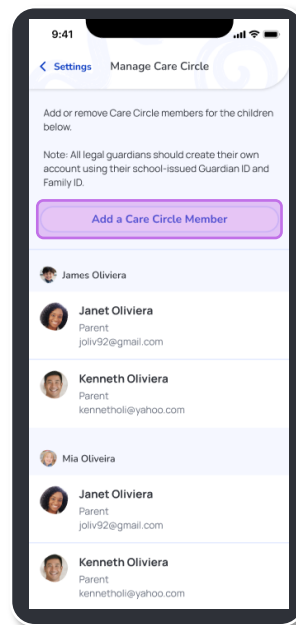
Add a Care Circle Member.

1 Add members to keep others updated on your child's activities, allow them to leave drop-off and pick-up notes, and include them in messages with teachers.

Tap the **Add a Care Circle Member** button to add a Care Circle Member (e.g., nanny, grandparent, etc.).

Quick Note: If you want to add a Legal Guardian, contact school leadership.

2 To add the new member, enter **First Name (A), Last Name (B), and Email Address (C).**
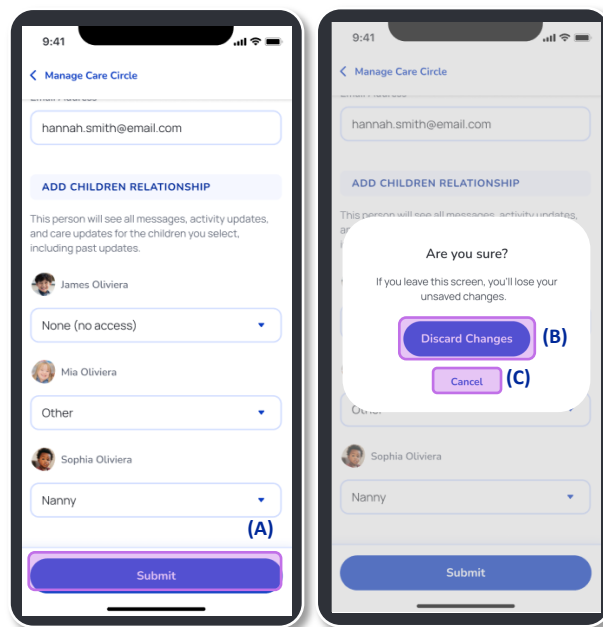
Tap the **Drop Down (D)** below each child's name and select the relationship that the new member has with the child.

Quick Note: You can choose access for each individual child. Select "None" if the Care Circle Member should not have access to a specific child.

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3 Once you've added information for the new member, tap the **Submit (A)** button to save your changes.

Quick Note: If you leave the screen without saving, a pop-up alert appears. Tap the **Discard Changes (B)** button to discard or tap the **Cancel (C)** button to keep your updates**.**
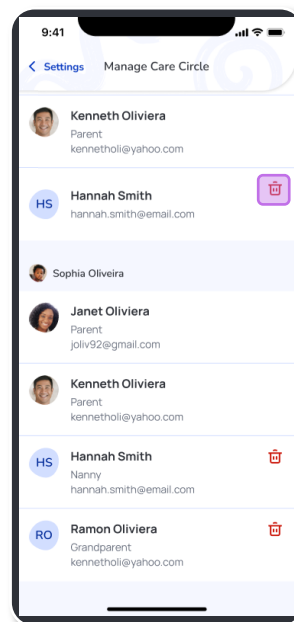
Remove a Care Circle Member.

1 Tap the **Trash Can** icon 🗑 on the Manage Care Circle screen to remove a Care Circle Member.

Quick Note: Only Legal Guardians have the ability to remove Care Circle Members (e.g., nanny, grandparent, etc.).

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2 Once you tap the Trash Can icon, a pop-up confirmation appears.

Tap the **Remove Member (A)** button to confirm your action or the **Cancel (B)** button to cancel it.