HUBBE

Parent Portal Overview

Congratulations! You are now a Hubbe Parent Portal member and we are so happy to have you. We hope our parent portal improves your early learning and care experience. There are so many benefits to using the Hubbe Parent Portal, from applying for services online, electronically signing forms from anywhere, uploading required documentation at the click of a button, paying your family fees online, and more! This instruction sheet will provide a detailed overview of the parent portal landing page to assist you in navigating your account.

Table of Contents

Click on the topic or page number to jump to the corresponding section of the instruction sheet.

Once you have completed and submitted your family application, you will be notified via email when the status of your application has changed. Accordingly, after your application has been waitlisted, you will receive an email informing you of the application waitlist and will provide you with a link to your parent portal.
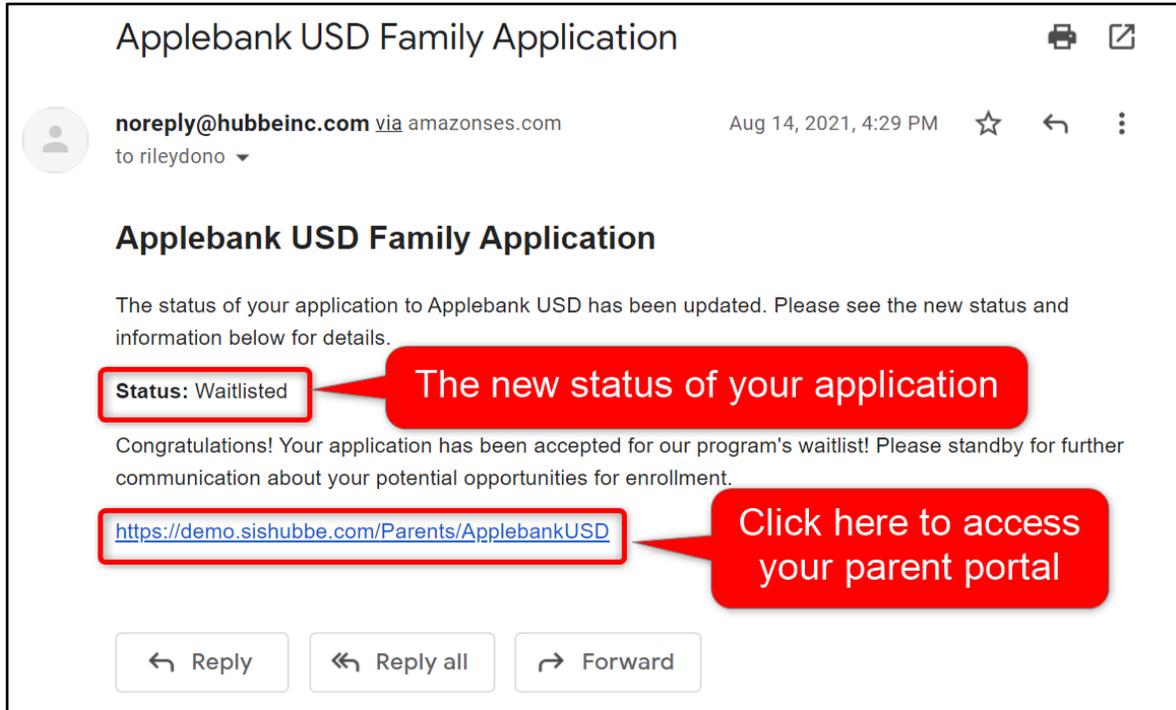
Upon clicking the link, you will be prompted with the parent portal login page. Use the login username and password that you used to create an account to complete the family application.

You will now be able to access the main parent portal account where you have the ability to view completed documents, provide eSignatures, review family information, and view child reports.

At the top of the parent portal landing page there is a banner with the parent's name who signed into the account. This banner is referred to as the top ribbon. As you navigate through your account, you can look at the top ribbon as a landmark of where you may be in the portal.
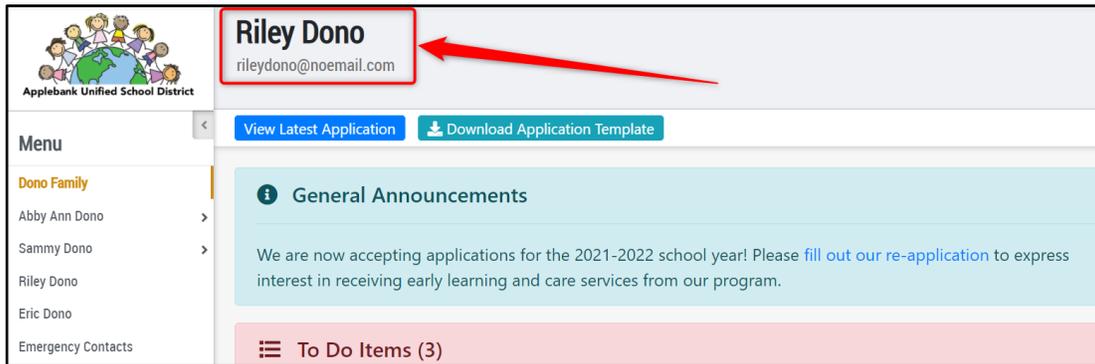
Below are two images which highlight the top ribbon of a parent who has navigated to their completed documents (*reference Image* 1) and their child's incident reports (*reference Image 2*).
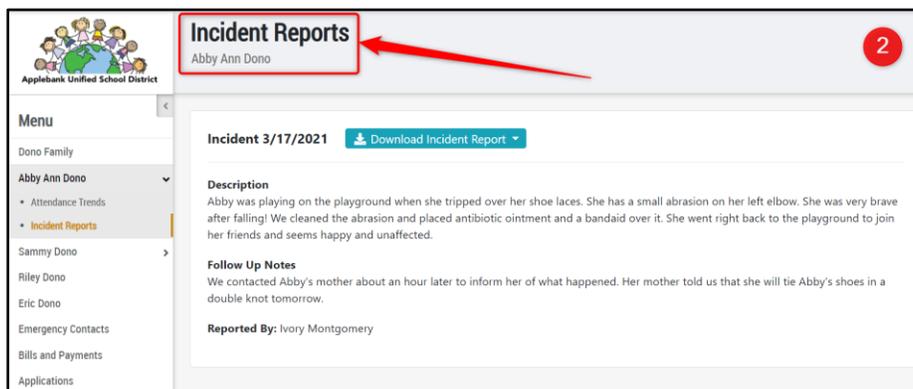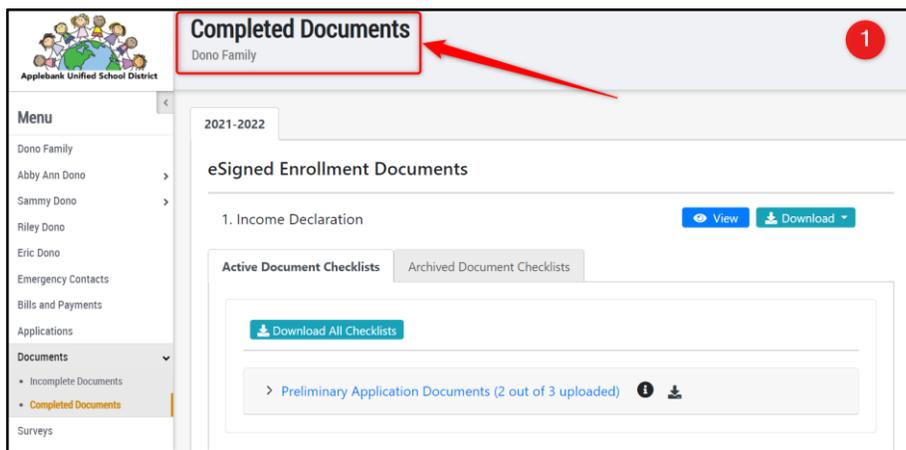

Note: You can easily access the home landing page of your portal account by clicking on the "Home" button in the top menu located on the upper left side of every page.
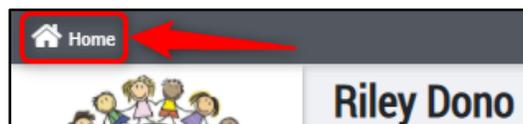
A parent can view the information that has been entered either by himself/herself or their agency administrators concerning their family, as well as manage his/her documents. The Hubbe Parent Portal has placed these activities into an easily accessible "Menu" located to the left side of your screen.
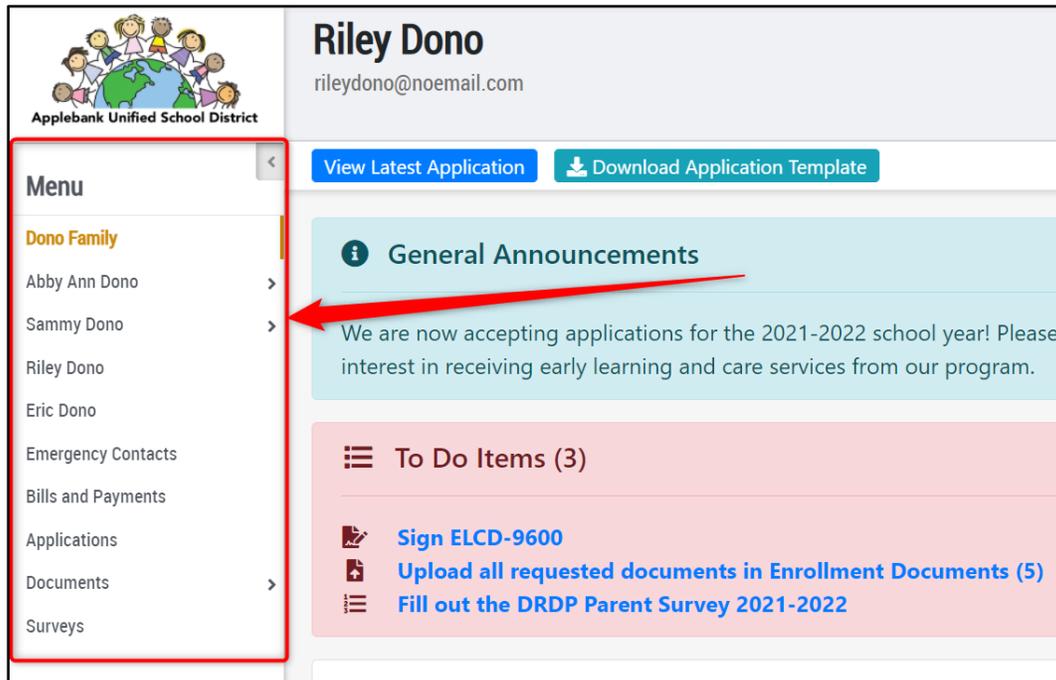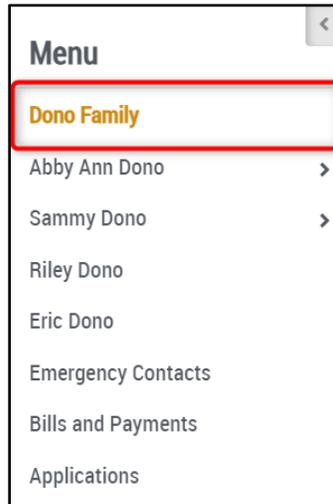

The menu holds records for viewing your child's attendance data, incident reports, parent records, emergency contacts, family fees, family applications, documents requested by your agency, and parent surveys. Think of these items as buttons that, when pressed, will direct you to the activity associated with each title. If you notice the carrot next to a menu item, this indicates that the main menu item has a sub-menu that will appear when clicked.
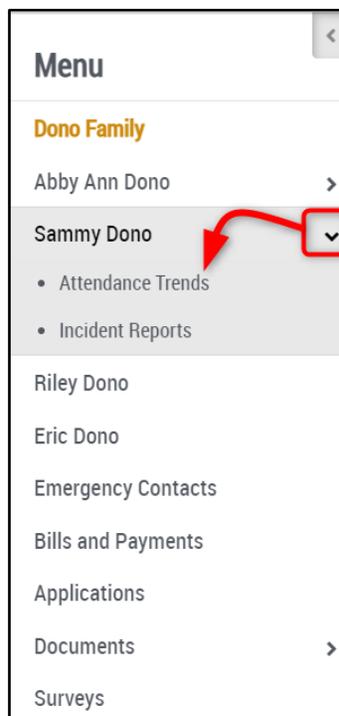
The first menu item in the Family Menu is your family's name. This is the landing page for your parent portal account, which means it is the first page you will view once you have logged in.

This item gives you access to family information in one, easy location.

At the top, you can click on the blue "View Latest Application" button to navigate to the application page.

Note: *Once you have submitted your application*, you can access a "Download Completed Application" option with the buttons at the bottom of this application page.
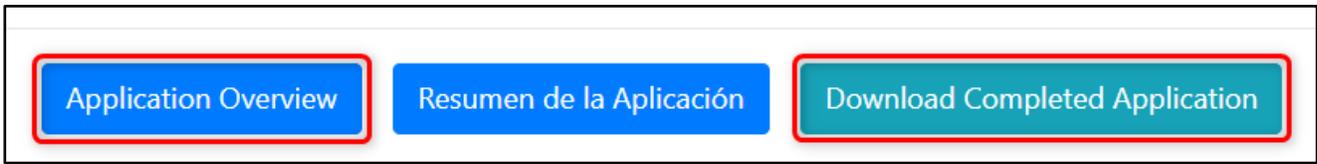
To navigate back to the "Family Overview" page, click on the "Home" button in the top menu located on the upper right of your screen.
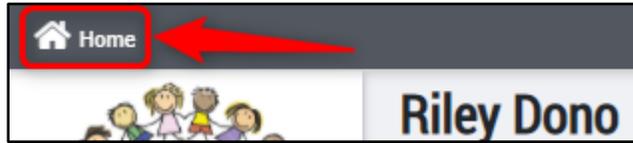
The "To Do Items" box serves as important reminders of actions needed from you. Agency administrators will send items to this box when they require a signature, a document upload, or parent survey responses from your family, among other actions. The box will appear red if you need to complete an action with a list of the specific actions. Once you have completed all the actions in the box, it will change to green. You can click on any item in the box to navigate to the location where you can provide a signature or upload a document, for example. It is important to complete the actions needed in this box to complete the family intake process.
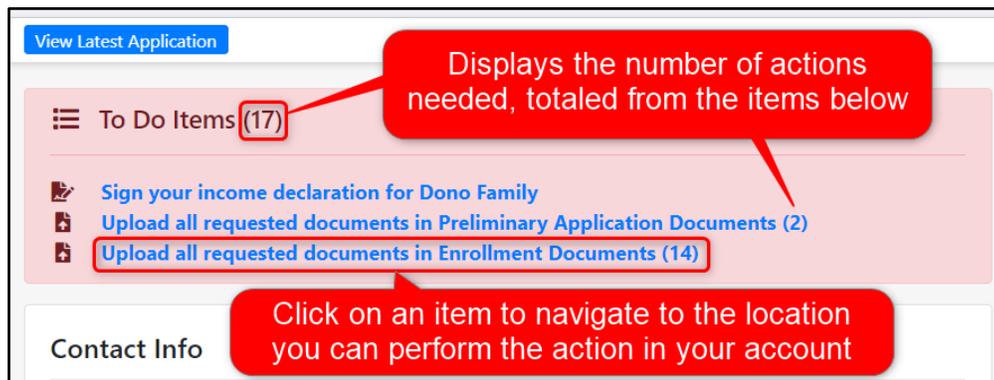
The "Contact Info" box will display the address, home phone, mobile phone, and email of the parent whose account is logged into. Check to make sure that this information is accurate. If the address displayed is inaccurate, click the pencil icon to edit it. If the remaining contact information is inaccurate, contact your child's preschool or child care administrator.
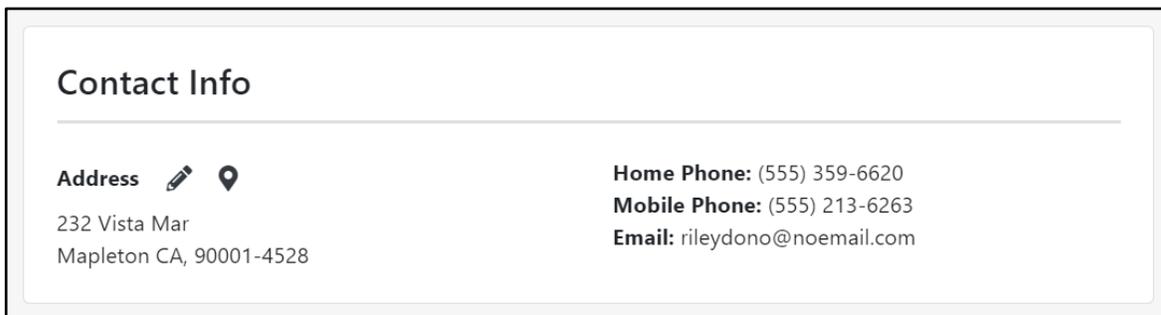
The tabs at the bottom of your Family Overview page will include "Children Enrolled," "Parents," "Non-Participating Children," and "Emergency Contacts." Each tab will contain a tile for each person assigned to this family in the appropriate section. These tiles will display the information entered about the individual by the parent or agency administrator. Check to make sure all of this information is correct and contact your agency enrollment personnel if anything needs to be updated.

Note: The tag below the child's name that reads "Active" means that this child has been enrolled into a session. If the child shows "Inactive," then they have been waitlisted but have not yet been enrolled into a classroom/session. This tag will change to "Active" once the child has been enrolled.

Parent A / Parent B

The next menu items are the Parent Records, with Parent A's name followed by Parent B's name. If there is only one parent assigned to this family, then you will only see Parent A's name listed.

These items allow you to view the information entered for each parent listed. Make sure to check that the information listed in each parent card is correct and contact your agency enrollment personnel if anything needs to be updated.

For details and instructions on updating your account login details (i.e., username, password, or PIN), please refer to the following instruction sheet: "Updating Your Account Details."

Emergency Contacts

The "Emergency Contacts" menu item gives you access to all emergency contacts assigned to your family.
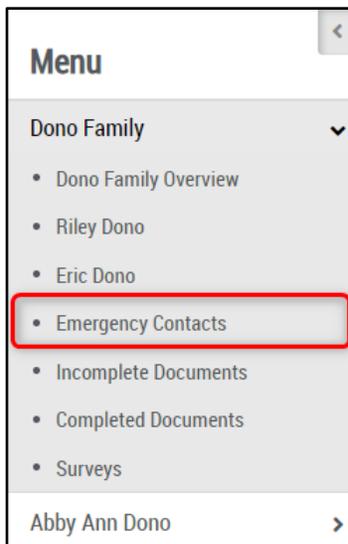
Make sure to check that the information listed in each emergency record is correct. If emergency contact information needs to be updated, click on the blue "Edit" button at the top of the page. In the modal that appears, enter/edit the appropriate information and then click "Save."

To add a new emergency contact, click the blue "Add Emergency Contact" button at the top of the page. In the modal that appears, fill in the fields with the emergency contact's information. You must enter the following fields to be able to click "Save" and create the contact: First Name, Last Name, Phone Number, and Relationship to Child.
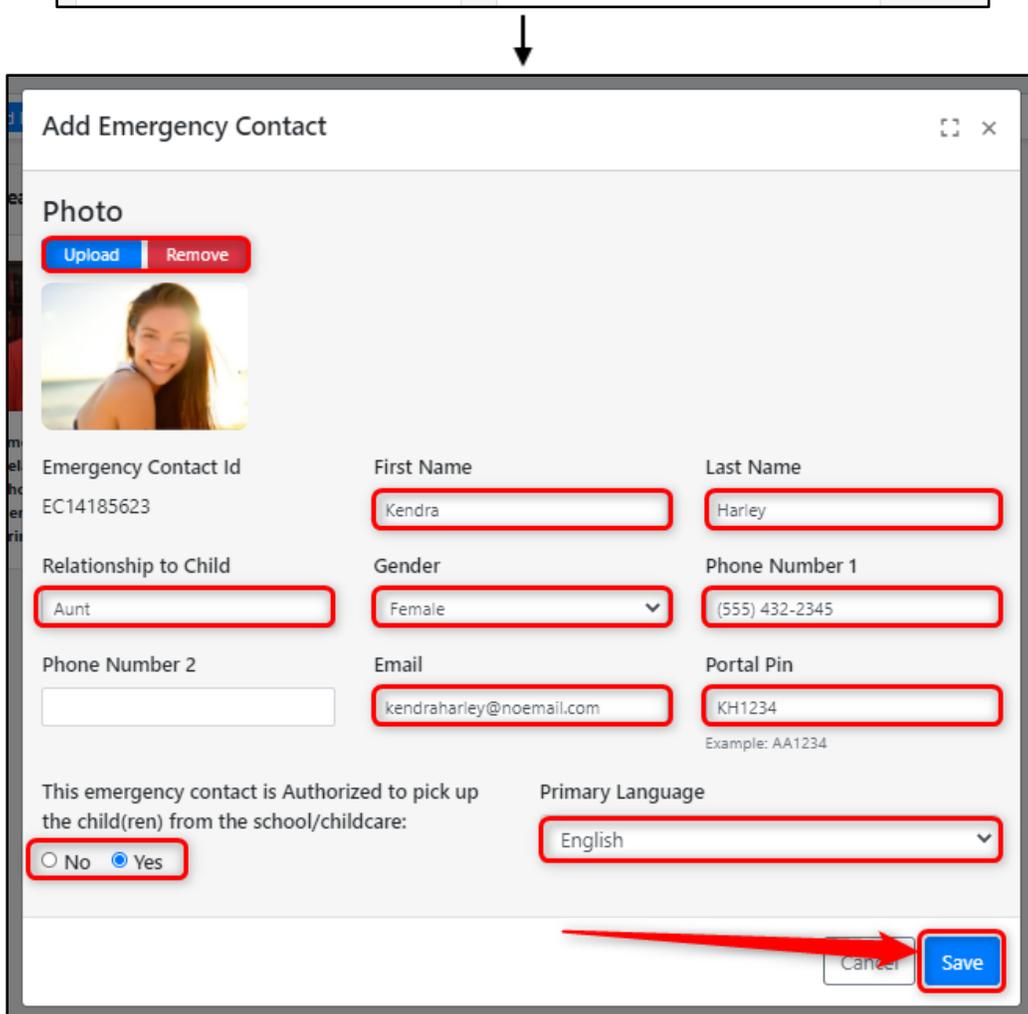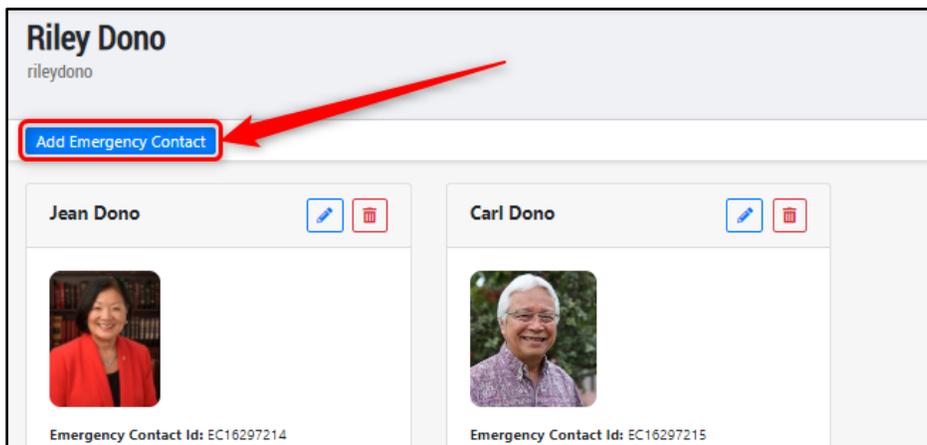
Note: The "Portal PIN" should be unique and begin with the person's initials followed by 4-6 numbers. This PIN is used to sign-in/out the child in the eSignature Portal. If your emergency contact will be dropping off/picking up the child from class, provide them with a Portal PIN here.

Incomplete Documents

The "Incomplete Documents" menu item gives the parent access to all the documents that still need to be uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent needs to eSign at the top.

For detailed instructions on managing your documents, please refer to the instruction sheet entitled, "Managing Documents in Parent Portal."

Completed Documents

The "Completed Documents" menu item gives the parent access to all the documents that have been uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent has eSigned at the top.
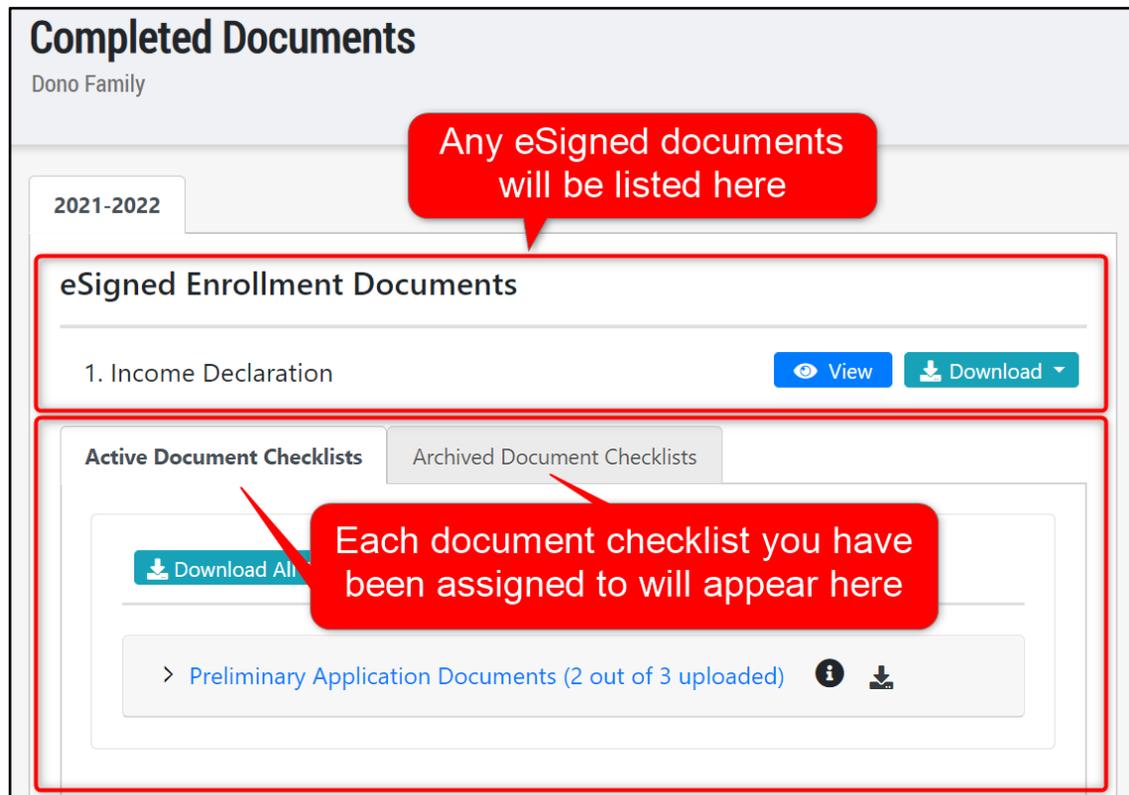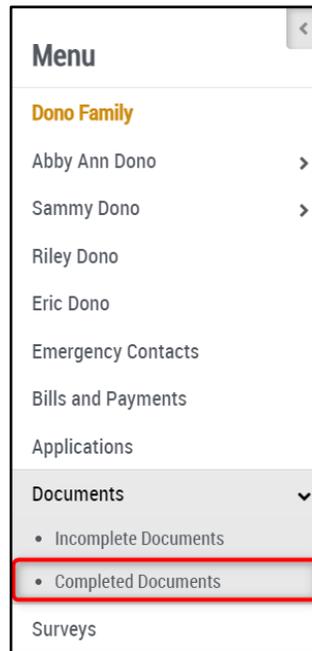
For detailed instructions on managing your documents, please refer to the instruction sheet entitled, "Managing Documents in Parent Portal."

The "Surveys" menu item will appear once you have been invited to complete a parent survey. All surveys that you are assigned to will appear on this page. Simply click on the survey you would like to work on from the grid in this record. You will be able to view your responses at the end, download a copy if desired, and submit your responses right from your parent portal.
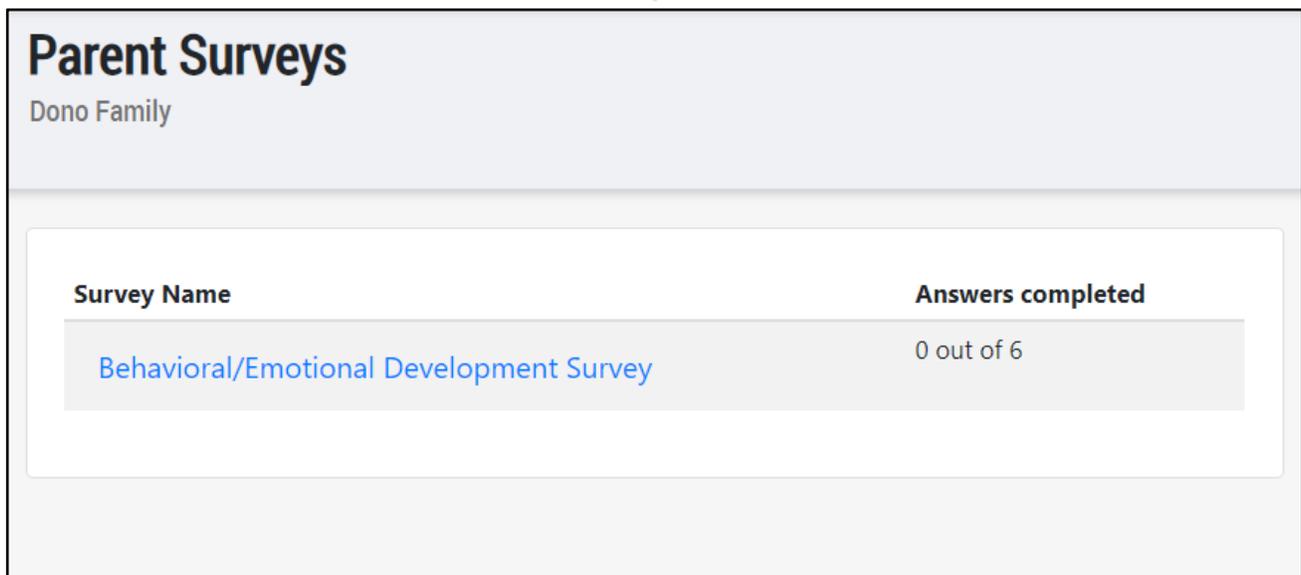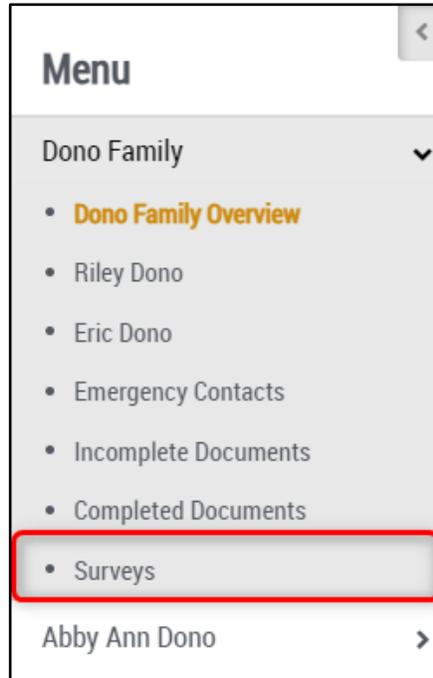
For detailed instructions on how to complete a parent survey, please refer to the instruction sheet titled, "How to Complete a Parent Survey."

There can be one or more student drop-down menu items below the Family Menu depending on the number of children that are receiving services in your family. If the family has one child, there will only be one student menu displayed in the overall Menu on the left side of your screen.

Each student menu includes two (2) items: "Attendance Trends" and "Incident Reports."
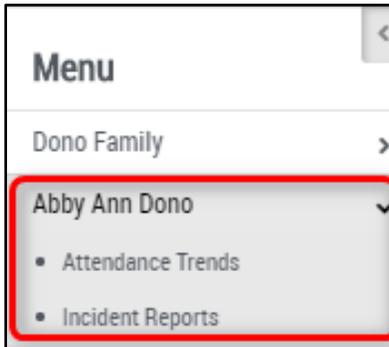
Attendance Trends

The first item in the student drop-down menu is "Attendance Trends." Click on this item to view the attendance data for your child during the current school year.
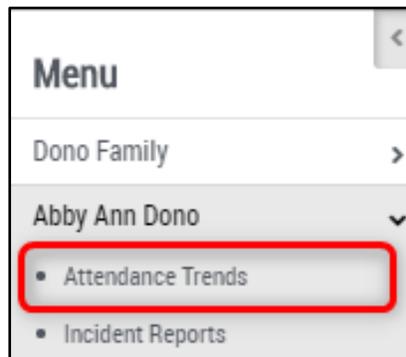
If your child has been assigned to more than one session, you can select which one you'd like to view in the calendar by using the drop down option to select the correct session.
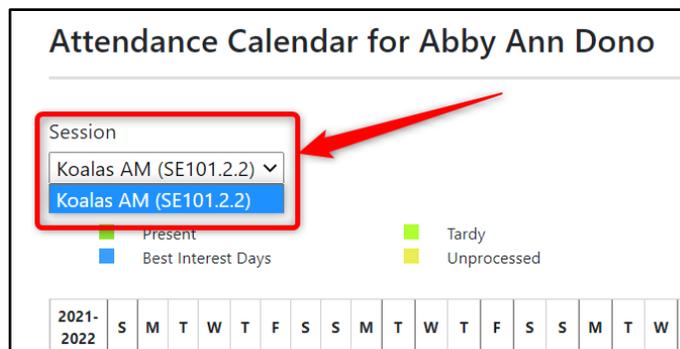
The data will be presented in both a table view at the top of the page and a calendar view below. You can use these features to check the attendance data and make sure it has been recorded correctly. If you notice any issues, contact your classroom/session teacher.

Riley Dono
rileydono@noemail.com

==Attendance Table==

	Present	Excused	Unexcused	Best Interest	Vacation	Not Enrolled
Jul	20	1				
Aug	1					
Sep						
Oct						
Nov						
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						

==Attendance Calendar== for Abby Ann Dono

Session
Koalas AM (SE101.2.2) ▼

	Present		Tardy		Excused Absences		Unexcused Absences
	Best Interest Days		Unprocessed		Vacation Days		Not Enrolled

	2021-2022	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
Jul					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Sep			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
Oct					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																	

Note: If your child has **not** been enrolled into a classroom/session, you will be led back to the "Family Overview" landing page upon clicking "Attendance Trends" because there is no attendance data yet.

Incident Reports

The "Incident Reports" item will allow you to view all incident reports that have been filed for your child and shared by agency administrators. This grid will appear empty if there has not been an incident report filed on your child or shared with you.
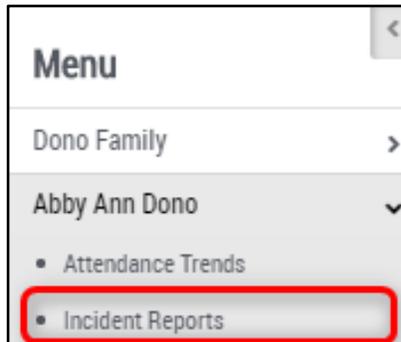
You can select which incident report in the grid you would like a PDF copy of by clicking on the "Download Incident Report" button next to that incident. You can then select to download the PDF in either English or Spanish.

Incident Report

Abby Dono

Applebank USD | Riverbank CDC | Koalas AM

General Information

Time of Incident	7/7/2021 11:04 AM
Parents Informed	7/7/2021 11:08 AM
Reported By	Ivory Montgomery
Location of Incident	Inside the classroom

Incident Details

Categories	Injury by Accident
Description	Abby stood up on a chair during playtime and fell off. She hit her knee on the carpet and bruised it slightly, I held a pack of ice on her knee and had her rest for the remainder of playtime. She seemed ok and back to her usual self within 20 minutes!
Follow-Up	I contacted Abby's mother a few minutes after it happened and she said Abby knows better than to stand on chairs, so she will talk to her after class.