

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.

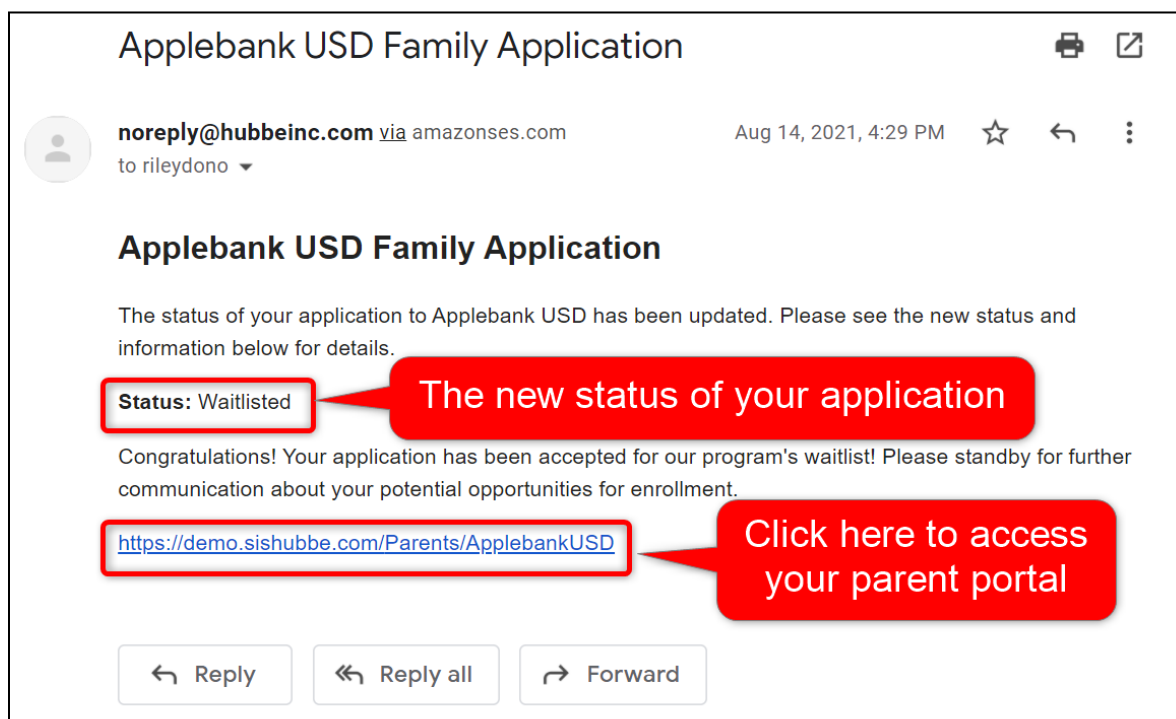
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Introduction


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.



Applebank Unified School District

Agencies ▾ Select Language ▾ ? Help 

Riley Hernandez

rileyhernandez@noemail.com

Menu

- Hernandez Family**
- Abby Ann Hernandez >
- Riley Hernandez
- Eric Hernandez
- Emergency Contacts
- Bills and Payments >
- Applications
- Documents >
- Surveys
- Home Visits
- Messages

To Do Items (7)

1. [Sign ELCD-9600](#)
2. [Sign Abby Ann Hernandez's February Monthly Attendance](#)
3. [Meal Benefit Form](#)
4. [Upload all requested documents in Eligibility Documentation for Working Families \(7\)](#)
5. [Fill out the DRDP Parent Survey 2022-23](#)
6. [Fill out Abby Ann Hernandez's Family Language Instrument](#)
7. [Pay your outstanding balance of \\$528.00](#)
8. [Manage Absences](#)

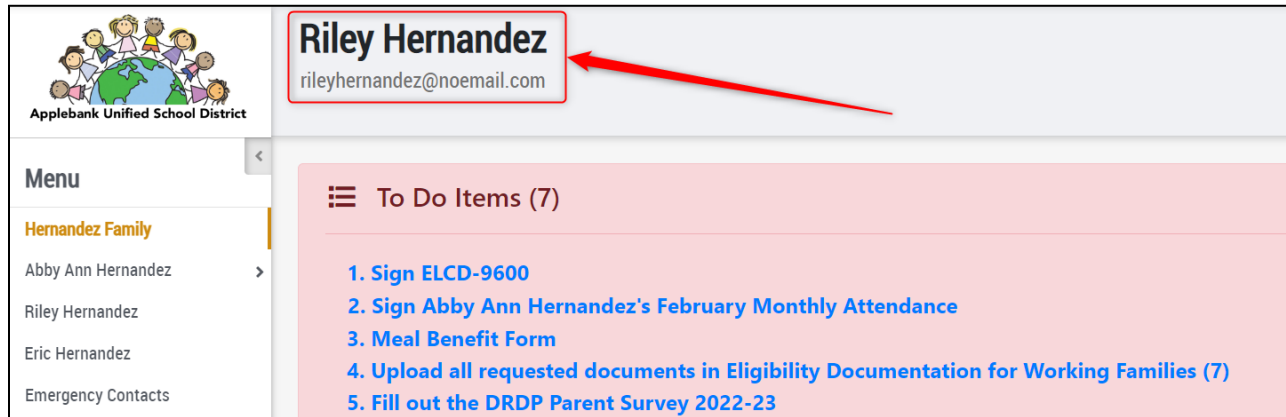
Applebank USD Contact Information

Applebank USD Phone Number: (714) 351-0638 Email: info@applebankusd.edu Website: www.AppleBankUSD.edu	Abby Ann Hernandez Session Name: Koalas AM Room Number: 1-A Lead Teacher: Mittie Lin Lead Teacher's Email: smartinez@applebank.com Site Phone Number: (714) 317-2819
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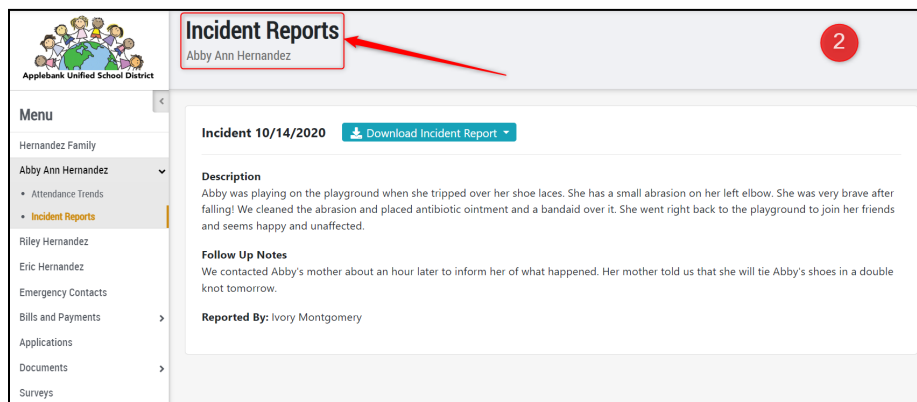
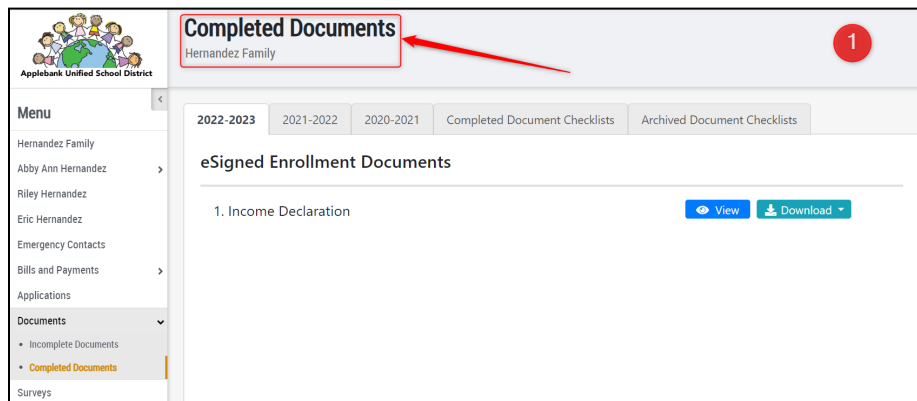
Children Enrolled	Parents	Non-Participating Children	Emergency Contacts / Authorized Pickups
--------------------------	---------	----------------------------	---

The Top Ribbon

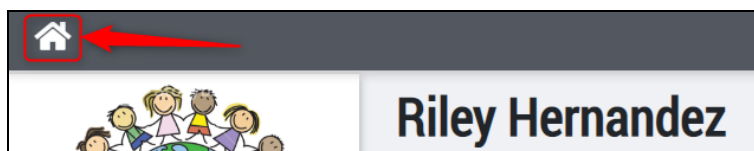
At the top of the parent portal landing page there is a banner with the parent's name who signed into the account. This banner is referred to as the top ribbon. As you navigate through your account, you can look at the top ribbon as a landmark of where you may be in the portal.



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*).

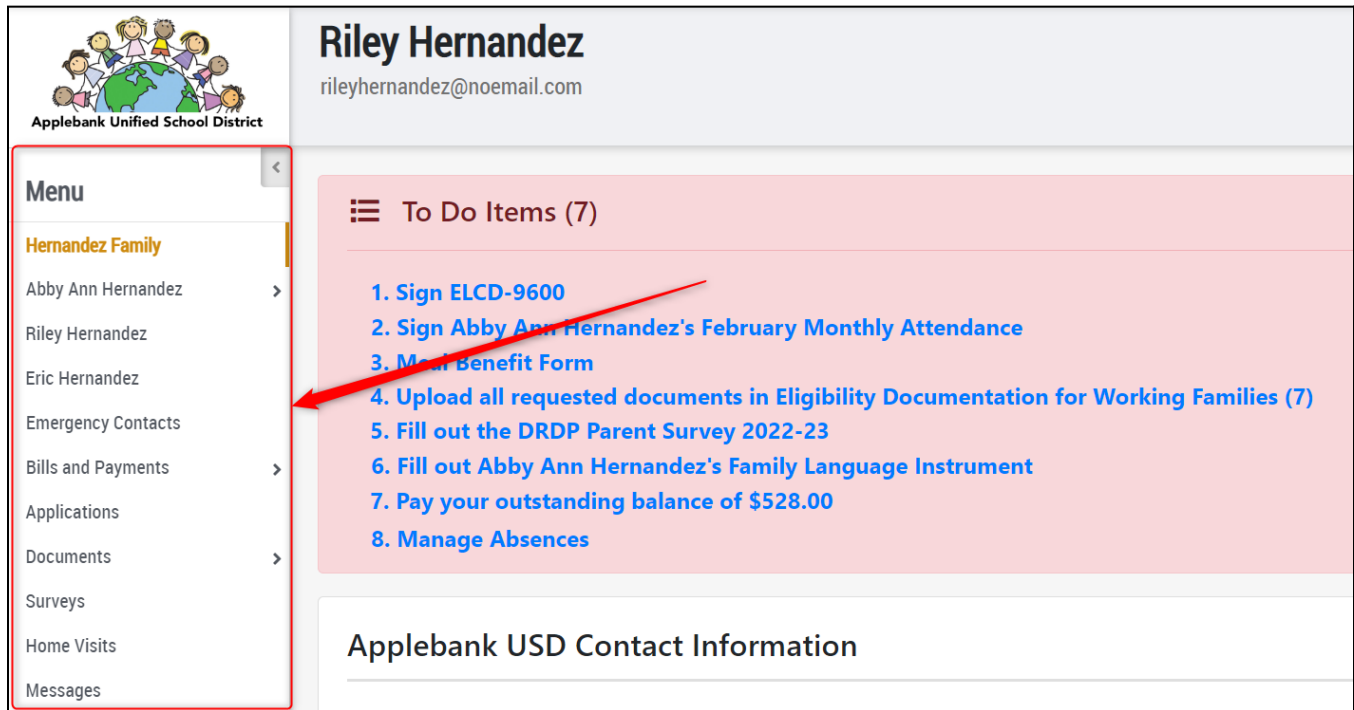


Note: You can easily access the home landing page of your portal account by clicking on the “Home” button in the top menu located on the upper left side of every page.



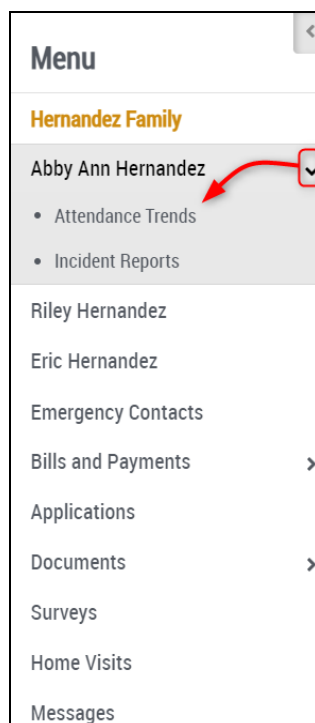
Family Menu

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 screenshot displays the Hubbe Parent Portal interface. At the top left is the Applebank Unified School District logo. To the right, the user's name "Riley Hernandez" and email "rileyhernandez@noemail.com" are shown. A red box highlights the "Menu" on the left side, which lists various options: "Hernandez Family", "Abby Ann Hernandez", "Riley Hernandez", "Eric Hernandez", "Emergency Contacts", "Bills and Payments", "Applications", "Documents", "Surveys", "Home Visits", and "Messages". A red arrow points from the "Menu" section to the "To Do Items" section on the right. The "To Do Items" section lists seven tasks: "1. Sign ELCD-9600", "2. Sign Abby Ann Hernandez's February Monthly Attendance", "3. Mail Benefit Form", "4. Upload all requested documents in Eligibility Documentation for Working Families (7)", "5. Fill out the DRDP Parent Survey 2022-23", "6. Fill out Abby Ann Hernandez's Family Language Instrument", and "7. Pay your outstanding balance of \$528.00". Below this, the "Applebank USD Contact Information" section is visible.

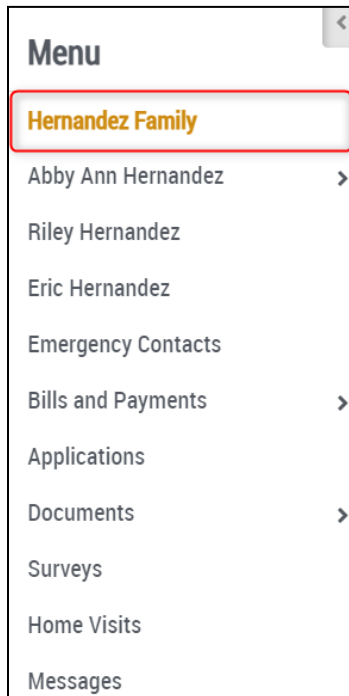
The menu holds records for viewing your child's attendance data, incident reports, parent records, emergency contacts, family fees, family applications, documents requested by your agency, and parent surveys. Think of these items as buttons that, when pressed, will direct you to the activity associated 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.



This close-up view of the "Menu" shows the "Hernandez Family" section expanded. A red arrow points to a dropdown arrow icon next to "Abby Ann Hernandez", which has opened a sub-menu. The sub-menu contains two items: "Attendance Trends" and "Incident Reports". Other menu items like "Riley Hernandez", "Eric Hernandez", "Emergency Contacts", "Bills and Payments", "Applications", "Documents", "Surveys", "Home Visits", and "Messages" are also visible.

Family Overview

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.

Riley Hernandez
rileyhernandez@noemail.com

To Do Items (7)

1. Sign ELCD-9600
2. Sign Abby Ann Hernandez's February Monthly Attendance
3. Meal Benefit Form
4. Upload all requested documents in Eligibility Documentation for Working Families (7)
5. Fill out the DRDP Parent Survey 2022-23
6. Fill out Abby Ann Hernandez's Family Language Instrument
7. Pay your outstanding balance of \$528.00
8. Manage Absences

Applebank USD Contact Information

Applebank USD Phone Number: (714) 351-0638 Email: info@applebankusd.edu Website: www.AppleBankUSD.edu	Abby Ann Hernandez Session Name: Koalas AM Room Number: 1-A Lead Teacher: Mittie Lin Lead Teacher's Email: smartinez@applebank.com Site Phone Number: (714) 317-2819
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Children Enrolled	Parents	Non-Participating Children	Emergency Contacts / Authorized Pickups
--------------------------	---------	----------------------------	---

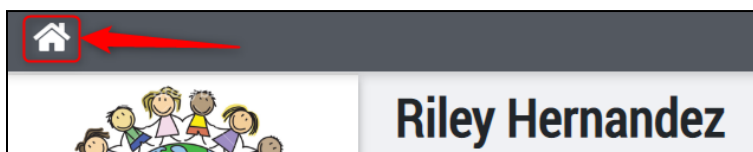
[Add New Child to Waitlist](#) [Add Existing Children to Waitlist](#)

Abby Ann Hernandez

Active **Medical Risk**

Student ID: ST16297213 Age: 5 years Date of Birth: 10/4/2017 Gender: Female Language: English Ethnicity: Not Hispanic or Latino Race: American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander English Learner: Yes Language: English Medical Risks: <ul style="list-style-type: none">• Allergies: grass	Initial Entry Date: 10/19/2020 Subsidy Type: CSPP QRIS Consent: Yes Parent Decline ASQ: No Agency: Applebank USD Site: Riverbank CDC Session: Koalas AM Schedule: ScheduleWeek
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To navigate back to the “Family Overview” page at any point, 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.

A screenshot of the "To Do Items" box. The box has a pink background and a red border. At the top left, there is a hamburger menu icon followed by the text "To Do Items (7)". A red callout bubble points to the "(7)" and contains the text "Displays the number of actions needed, totaled from the items below". Below this, there is a list of eight items, each in blue text: "1. Sign ELCD-9600", "2. Sign Abby Ann Hernandez's February Monthly Attendance", "3. Meal Benefit Form", "4. Upload all requested documents in Eligibility Documentation for Working Families (7)", "5. Fill out the DRDP Parent Survey 2022-23", "6. Fill out Abby Ann Hernandez's Family Language Instrument", "7. Pay your outstanding balance of \$528.00", and "8. Manage Absences". A red callout bubble points to item 7 and contains the text "Click on an item to navigate to the location you can perform the action in your account".

The “Agency Contact Information” card will display the phone number, email, and website of the agency and the student’s schedule information. Check to make sure that this information is accurate. If the remaining contact information is inaccurate, contact your child’s preschool or child care administrator.

A screenshot of the "Applebank USD Contact Information" card. The card has a light gray background and a thin gray border. At the top, the title "Applebank USD Contact Information" is displayed in a bold, black font. Below the title, there is a horizontal line. On the left side, the text "Applebank USD" is followed by "Phone Number: (714) 351-0638", "Email: info@applebankusd.edu", and "Website: www.AppleBankUSD.edu". On the right side, the text "Abby Ann Hernandez" is followed by "Session Name: Koalas AM", "Room Number: 1-A", "Lead Teacher: Mittie Lin", "Lead Teacher's Email: smartinez@applebank.com", and "Site Phone Number: (714) 317-2819".

The tabs at the bottom of your Family Overview page will include “Children Enrolled,” “Parents,” “Non-Participating Children,” and “Emergency Contacts / Authorized Pickups.” 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.

The screenshot shows the 'Children Enrolled' tab selected. At the top, there are four tabs: 'Children Enrolled', 'Parents', 'Non-Participating Children', and 'Emergency Contacts / Authorized Pickups'. Below the tabs are two blue buttons: 'Add New Child to Waitlist' and 'Add Existing Children to Waitlist'. The main content area displays a profile for 'Abby Ann Hernandez'. The profile includes a status bar with 'Active' and 'Medical Risk' tags. Below this, personal information is listed: Student ID: ST16297213, Age: 5 years, Date of Birth: 10/4/2017, Gender: Female, Language: English, Ethnicity: Not Hispanic or Latino, and Race: American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander. To the right, 'Initial Entry Date: 10/19/2020' and 'Subsidy Type: CSPP' are shown. Further down, 'English Learner: Yes' and 'Language: English' are listed, along with 'QRIS Consent: Yes' and 'Parent Decline ASQ: No'. At the bottom, 'Medical Risks' are listed as 'Allergies: grass', and agency information is provided: 'Agency: Applebank USD', 'Site: Riverbank CDC', 'Session: Koalas AM', and 'Schedule: ScheduleWeek'.


Please note the blue “Add New Child to Waitlist” and “Add Existing Children to Waitlist” buttons that may be at the top of the “Children Enrolled” tab. These allow parents to start their own application for new or existing children in Hubbe, if enabled by your agency or center.

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.

The screenshot shows a mobile menu titled 'Menu'. The first item is 'Hernandez Family' in orange text. Below it are three items: 'Abby Ann Hernandez' with a right arrow, 'Riley Hernandez' (highlighted with a red box), and 'Eric Hernandez' (also highlighted with a red box). Below these are 'Emergency Contacts' and 'Bills and Payments' with a right arrow.

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.




Riley Hernandez
Hernandez Family

Parent Information

Edit

Parent ID PA16297212	Courtesy Title	Designation Title	Professional Title
Unique Identifier Mother	Parent Best Described As	Is Single Parent No	Parent A or B Parent A
Head of Household No	Highest Education Level Completed a Baccalaureate or Advanced Degree	Authorized to Sign Official Documents Yes	Language English
Ethnicity Not Hispanic or Latino	Race Other	Authorized to Pick Up the Children Yes	Home Phone Number (555) 359-6620
Mobile Phone Number (555) 213-6263 Preferred Contact Method Allow Texting	Work Phone Number	United States Military Status None	Parent Gender Female
Birth Date	Email rileyhernandez@noemail.com	Address 232 Vista Mar Mapleton CA, 90001-4528	Current member of National Guard or Military Reserve Unit No
Preferred Language for Messaging English			
Parent Portal			
Pin RD1234	Portal Account Email rileyhernandez@noemail.com Update Email Reset Password Change Password		

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.](#)”

If you would like to update information that is not editable, such as your phone number, language, child’s date of birth, etc, please reach out to your agency to request an update be made. Some agencies will enable parents to edit these fields of information, in which case, you will notice a pencil icon like this  , click on this icon to make the edit yourself.

Emergency Contacts

The **Emergency Contacts** menu item gives you access to all emergency contacts assigned to your family.

Menu

Hernandez Family

Abby Ann Hernandez

Riley Hernandez

Eric Hernandez

Emergency Contacts

Bills and Payments



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.”


Riley Hernandez
Hernandez Family

[Add Emergency Contact / Authorized Pickup](#)

Jean Dono

[Emergency Contact](#)
[Authorized Pickup](#)



 




Emergency Contact Id: EC16297214
Relationship: Grandmother
Phone 1: (555) 785-1697
Email: jeandono@noemail.com
PIN: JD7395
Gender: Female
Primary Language: English

Carl Dono

[Emergency Contact](#)
[Authorized Pickup](#)




Emergency Contact Id: EC16297215
Relationship: Grandfather
Phone 1: (555) 278-4531
Gender: Male
Primary Language: English



Update Emergency Contact/Authorized Pickup

Select the type of contact:
☒ Emergency Contact ☐ Authorized Pickup Only

Photo
[Upload](#) [Remove](#)



Emergency Contact ID
EC16297214

First Name
Jean

Last Name
Dono

Relationship To Child
Grandmother

Gender
Female

Phone Number 1
(555) 785-1697

Phone Number 2

Email
jeandono@noemail.com

Portal Pin
JD7395
Example: AA1234 or 1234

Address

City

State

Zip

This emergency contact is Authorized to pick up the child(ren) from the school/childcare:
☐ No ☒ Yes

Primary Language
English

[Cancel](#) [Save](#)

Please note that you may see different things in your portal than seen here according to your agency or center's settings. One of these preferences would include being able to edit or add a contact.

To add a new contact, click the blue “Add Emergency Contact / Authorized Pickup” button at the top of the page. In the modal that appears, select the type of contact you'd like to add and then fill in the fields with the 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.

Riley Hernandez
Hernandez Family

[Add Emergency Contact / Authorized Pickup](#)

Jean Dono
Emergency Contact
Authorized Pickup
Emergency Contact Id: EC16297214

Carl Dono
Emergency Contact
Authorized Pickup
Emergency Contact Id: EC16297215

Add Emergency Contact/Authorized Pickup

Select the type of contact:

☒ Emergency Contact ☐ Authorized Pickup Only

Cancel Save

If you select “Emergency Contact,” you will be redirected to the following modal:

Add Emergency Contact/Authorized Pickup

Select the type of contact:

☒ Emergency Contact ☐ Authorized Pickup Only

Photo
Upload Remove

Emergency Contact ID EC001026

First Name Last Name

Relationship To Child Gender Unknown Phone Number 1

Phone Number 2 Email Portal Pin

Address City State Zip

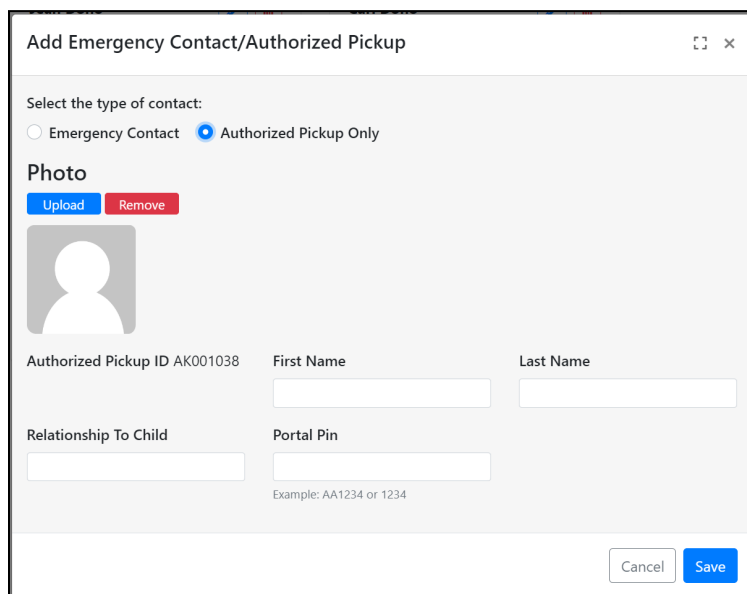
This emergency contact is Authorized to pick up the child(ren) from the school/childcare:

☒ No ☐ Yes

Primary Language

Cancel Save

If you select “Authorized Pickup Only,” you will be redirected to the following modal:

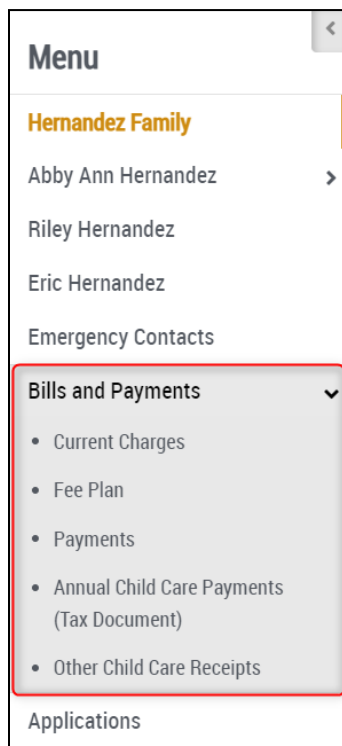


The modal is titled "Add Emergency Contact/Authorized Pickup". It has a close button (X) in the top right corner. Below the title, it says "Select the type of contact:" with two radio buttons: "Emergency Contact" (unselected) and "Authorized Pickup Only" (selected). Below this is a "Photo" section with an "Upload" button (blue) and a "Remove" button (red). There is a placeholder image of a person. Below the photo, there are input fields for "Authorized Pickup ID" (pre-filled with "AK001038"), "First Name", "Last Name", "Relationship To Child", and "Portal Pin". Below the "Portal Pin" field, there is a small text example: "Example: AA1234 or 1234". At the bottom right, there are "Cancel" and "Save" buttons.

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.

Bills and Payments

The **Bills and Payments** menu item gives parents access to pay bills online, download statements, and view payment history. Please [click here](#) for more instructions on the **Bills and Payment** feature of the Hubbe Parent Portal.



The image shows a mobile app menu titled "Menu". It lists several items: "Hernandez Family" (highlighted in orange), "Abby Ann Hernandez" (with a right arrow), "Riley Hernandez", "Eric Hernandez", "Emergency Contacts", "Bills and Payments" (with a dropdown arrow and highlighted with a red box), and "Applications". The "Bills and Payments" dropdown menu is open, showing a list of items: "Current Charges", "Fee Plan", "Payments", "Annual Child Care Payments (Tax Document)", and "Other Child Care Receipts".

If you click the **Current Charges** sub-menu item, you will be directed to a page where you can pay bills online, download your statement, as well as view your billing statements.

Hernandez Family Current Charges

Balance
\$528.00

[Pay Online](#) [?](#)

Summary of Current Statement

April, 2022 [Download Billing Statement](#)

Showing 1 to 1 of 1 entries

ID	Child	Description	Date	Fees	Payment	Balance
- Previous Statement Remaining Balance -						\$264.00
FF10374601	Abby Hernandez	CDE/CDSS Family Fee Schedule 21-22 (Part Time)	3/11/2022	\$264.00		\$528.00
Total Outstanding Balance:						\$528.00

If you click the **Fee Plan** sub-menu item, you will be directed to a “Fee Plans” page where you can view the details behind your fee amounts.

Hernandez Family Fee Plan

Account Number	Family Name	Student
HH16297211	Hernandez Family	Abby Ann Hernandez Click to view Schedules

Fee Plan

CDE/CDSS Family Fee Schedule 22-23			CDE/CDSS Family Fee Schedule 22-23		
Amount	Start Date	End Date	Amount	Start Date	End Date
\$259.00	7/1/2022	7/31/2022	\$518.00	8/1/2022	11/30/2022
Frequency	Child Name		Frequency	Child Name	
Monthly	Abby Ann Hernandez		Monthly	Abby Ann Hernandez	

CDE/CDSS Family Fee Schedule 22-23			CDE/CDSS Family Fee Schedule 22-23		
Amount	Start Date	End Date	Amount	Start Date	End Date
\$259.00	12/1/2022	12/31/2022	\$518.00	1/1/2023	6/30/2023
Frequency	Child Name		Frequency	Child Name	
Monthly	Abby Ann Hernandez		Monthly	Abby Ann Hernandez	

If you click the **Payments** sub-menu item, you will be directed to a “Payment History” page where you can view your payment history and add payments.

Payment History

[Add Payment](#) YTD Payments: \$0.00

Search: Show 25 entries

Showing 1 to 3 of 3 entries

ID	Status	Amount	Payment Method	Payment Date	Receipt ID	Online Payment ID
PY12095008	Pending	\$264.00	ACH	3/4/2022 12:09 PM	RC12095012	
PY11588404	Complete	\$64.00	PayPal	3/4/2022 11:58 AM	RC11588407	
PY11565617	Complete	\$200.00	PayPal	3/4/2022 11:56 AM	RC11565620	

If you click the **Annual Child Care Payments (Tax Document)** sub-menu item, you will be directed to an “Annual Child Care Payments” page where you can download tax documents for specific years.

Annual Child Care Payments

Annual Child Care Payments (Tax Document) ?

Select Year
2022

Select Student
All Children

[Download](#)

If you have uploaded Other Child Care Receipts (OCCRs), they will be recorded in the “Other Child Care Receipts” page. You can edit an OCCR upload before it is approved by clicking the pencil icon, or delete an OCCR upload by clicking the trash can icon.

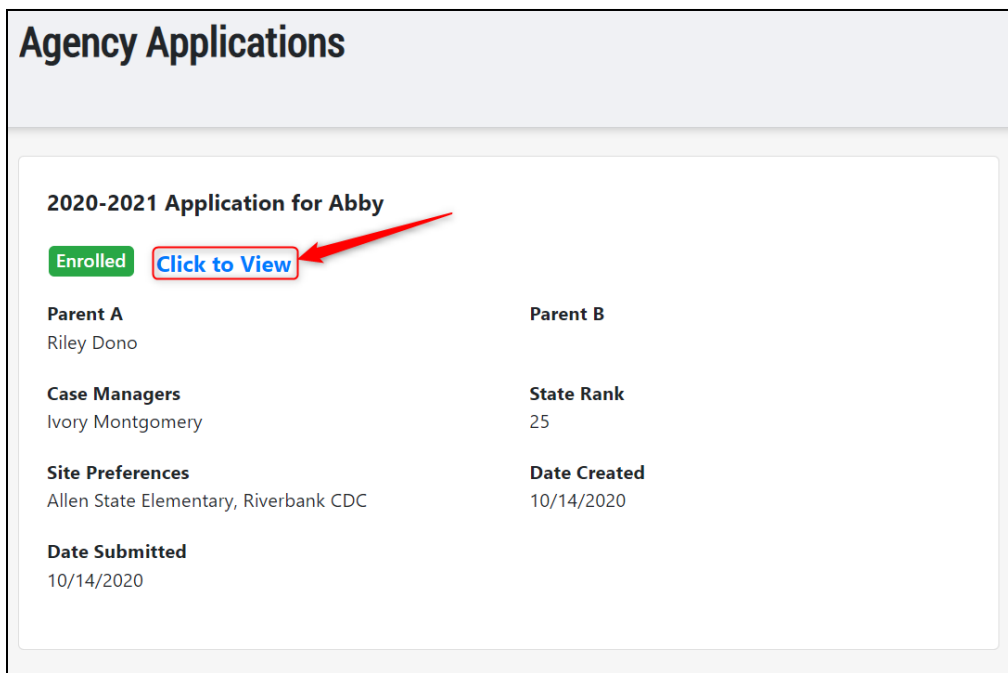
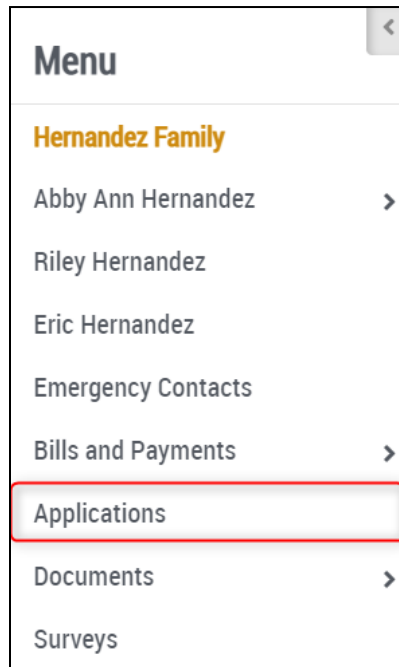
Other Child Care Receipts

[Upload other child care receipts \(OCCRs\)](#)

Actions	Statement	Receipt	Note	Status
	July 2021	Hernandez Family July 21 OCCRs.docx		Uploaded

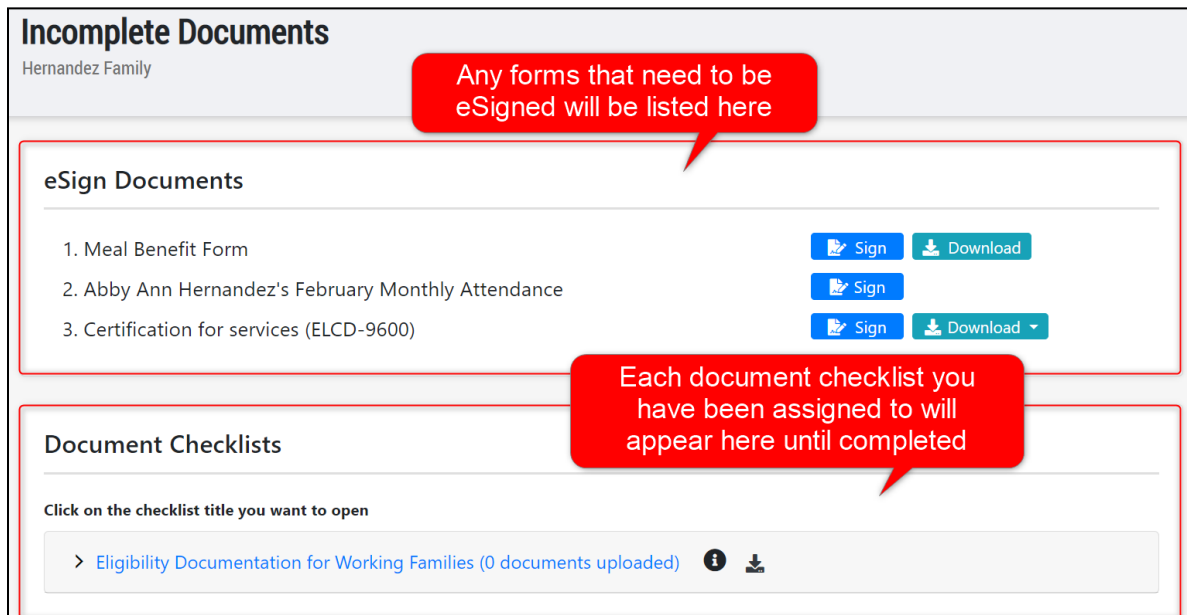
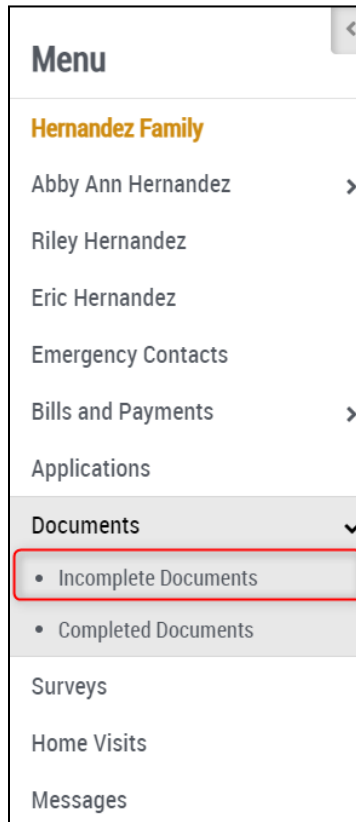
Applications

The **Applications** menu item allows parents to view their past applications. You can click the blue “Click to View” text on an application to view details. Please [click here](#) for additional instructions on the **Applications** feature of the Hubbe Parent Portal.



Incomplete Documents

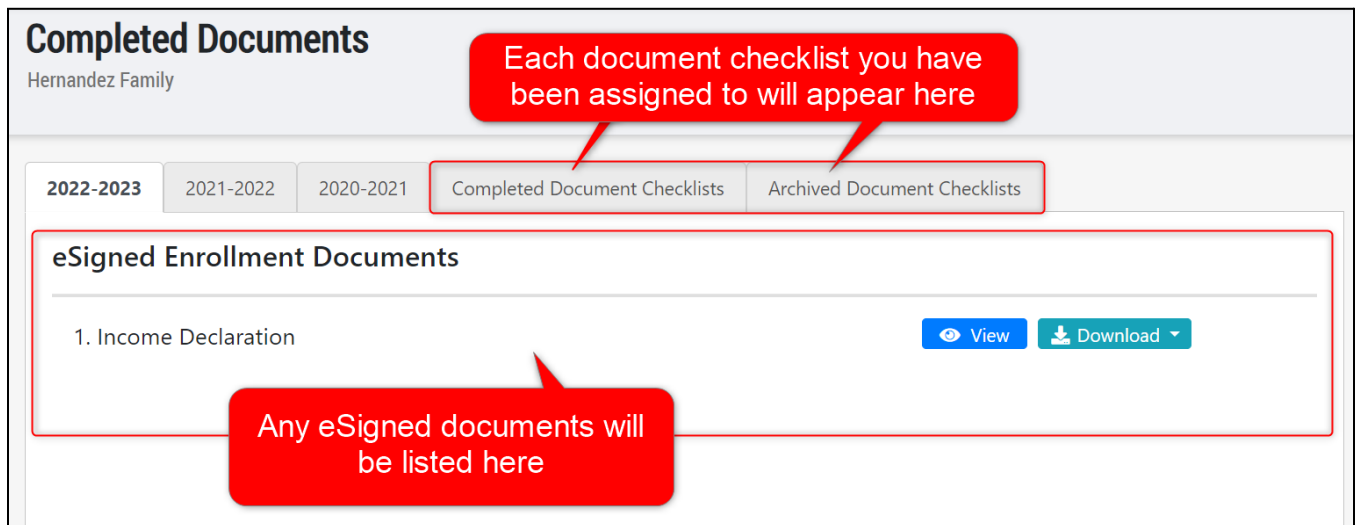
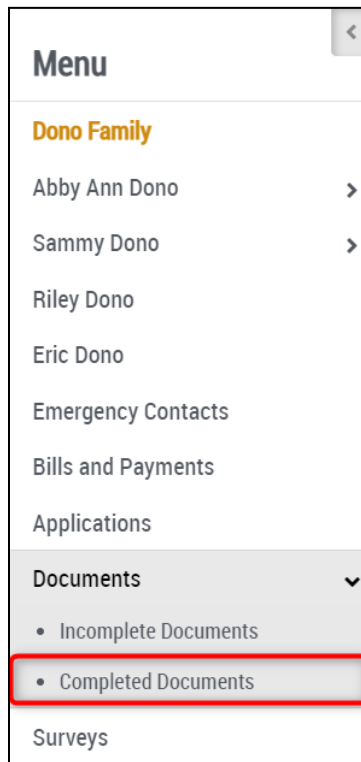
The **Incomplete Documents** sub-menu item gives the parent access to all the documents that still need to be uploaded to the family application, as well as the ability to upload any other documents post waitlisting. This page also displays the documents that the parent needs to eSign at the top.



For detailed instructions on managing your documents, please refer to the instruction sheet entitled, [“Managing Documents in Parent Portal.”](#)

Completed Documents

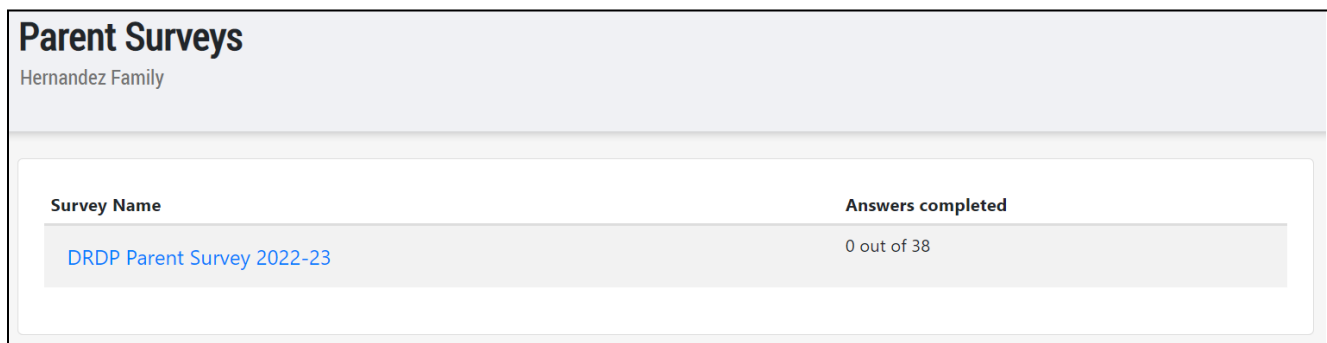
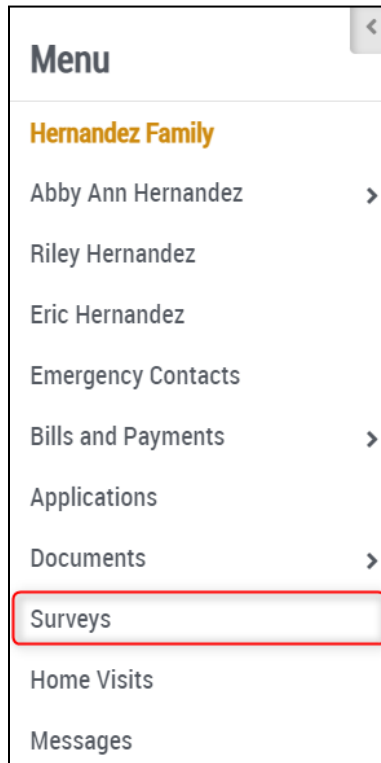
The **Completed Documents** sub-menu item gives the parent access to all the documents that have been uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent has eSigned at the top.



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

Surveys

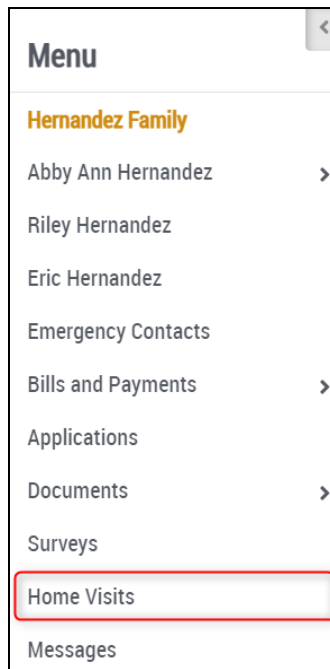
The **Surveys** menu item will appear once you have been invited to complete a parent survey. All surveys that you are assigned to will appear on this page. Simply click on the survey you would like to work on from the grid in this record. You will be able to view your responses at the end, download 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](#)."

Home Visits

The **Home Visits** menu item holds all home visit records made by your agency or center.



Home Visits

Filters: [Edit Filters](#)

Show

25

 entries

Filters

Columns

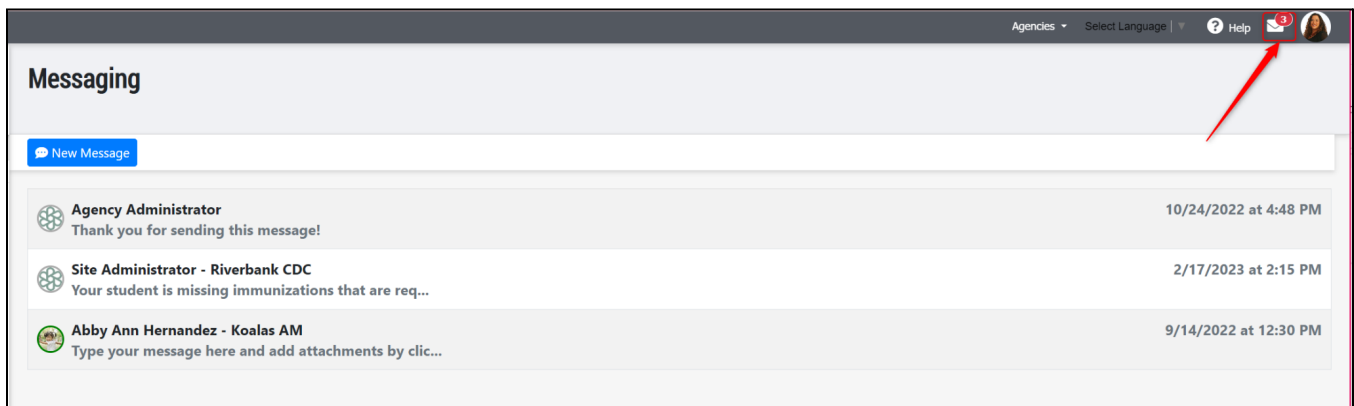
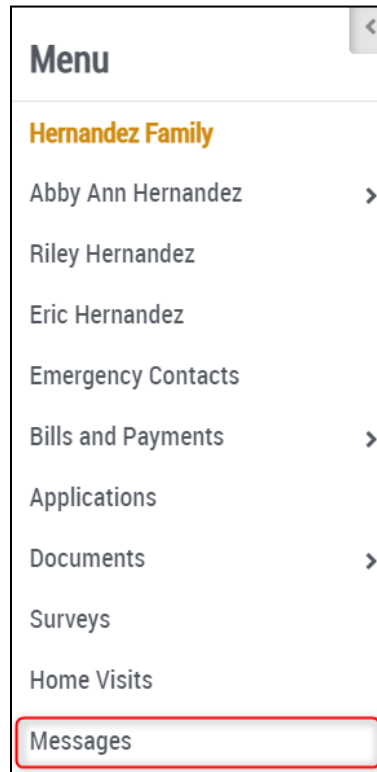
Excel

Showing 0 to 0 of 0 entries

Home Visitors	Home Visit ID	Visit Date	Home Visit Status	Supervisor Staff	Family ID	Family Name	Family Members Present	Family Members Impacted	Home Visit Location	Length of Visit	Method of Home Visit	Program Model	Purpose of Visit	Program Requirements Addressed	Home Visit Synopsis	Updated
No data available in table																
Previous		Next														

Messages

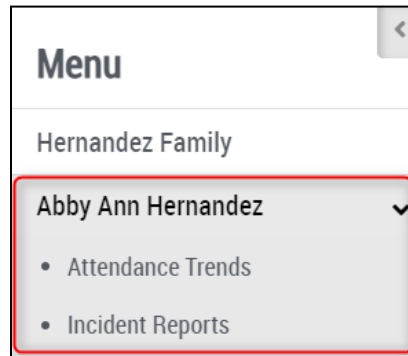
The **Messages** menu item gives parents the ability to send a message to their child's teacher as well as receive messages from their agency or center's administrators and respond to those messages. Parents can view messages either here or from the top right envelope icon next to their profile picture located on the right hand corner of the screen.



Student Menu

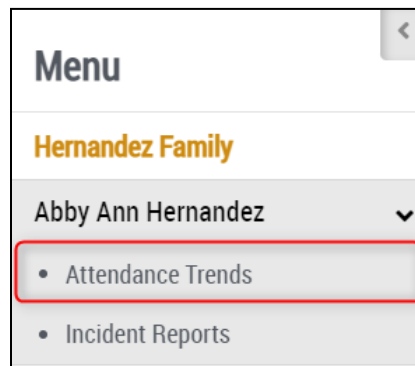
There can be one or more student drop-down menu items below the **Family** menu item depending on the number of children that are receiving services in your family. If the family has one child, there will only be one student menu displayed in the general **Menu** on the left side of your screen.

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

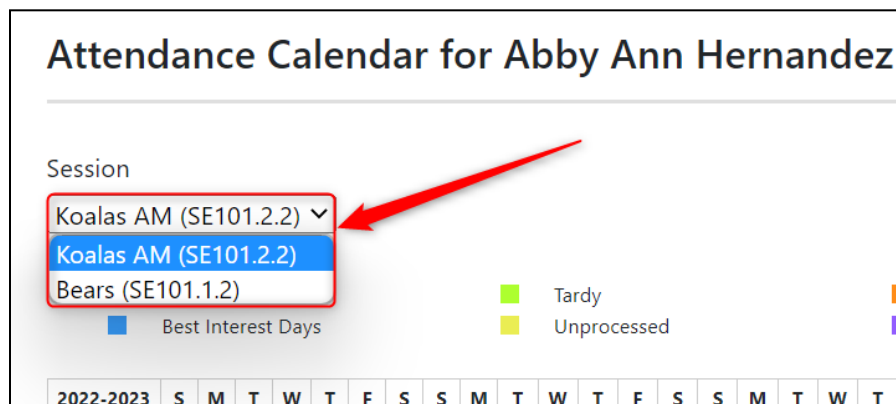


Attendance Trends

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 Hernandez

rileyhernandez@noemail.com

Attendance Table

	Present	Excused	Unexcused	Best Interest	Vacation	Not Enrolled
Jul	2					
Aug	1	2		1		
Sep	1					
Oct	2					
Nov						
Dec		5		5		
Jan	1	1		1		
Feb	3	3		3		
Mar	3	1		1		
Apr						
May						
Jun						

Attendance Calendar for Abby Ann Hernandez

Session

Koalas AM (SE101.2.2) ▾

Present

Best Interest Days

Tardy

Unprocessed

Excused Absences

Vacation Days

Unexcused Absences

Not Enrolled

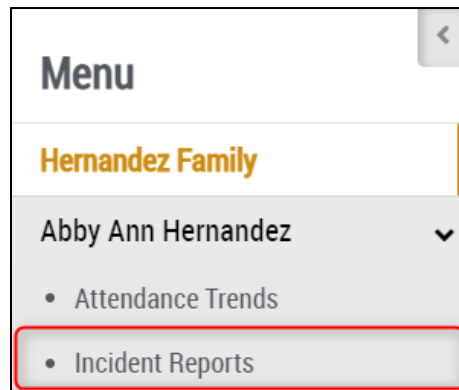
2022-2023	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M						
Jul						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Sep					1	2	3	4	5	6	7	8	9	10	11	12	13	14	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	21	22	23	24	25	26	27	28	29	30				
Dec					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	
Jan	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					

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.

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Incident Reports

The **Incident Reports** item allows 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 teal “Download Incident Report” button next to that incident. You can then select to download the PDF in either English or Spanish.

Incident Reports

Abby Ann Hernandez

Incident 10/14/2020

 Download Incident Report ▾

Description

Abby was playing on the play...ces. She has a small abrasion on her left elbow. She was very brave after falling! We cleaned the abrasion and placed antibiotic ointment and a bandaid over it. She went right back to the playground to join her friends and seems happy and unaffected.

Follow Up Notes

We contacted Abby's mother about an hour later to inform her of what happened. Her mother told us that she will tie Abby's shoes in a double knot tomorrow.

Reported By: Ivory Montgomery



Incident Report

Abby Hernandez

Applebank USD | Riverbank CDC | Koalas AM



General Information

Time of Incident 10/14/2020 10:00 AM

Parents Informed 10/14/2020 11:00 AM

Reported By Ivory Montgomery

Location of Incident On the playground

Incident Details

Categories Injury-Accident, Injury-Accident

Description Abby was playing on the playground when she tripped over her shoe laces. She has a small abrasion on her left elbow. She was very brave after falling! We cleaned the abrasion and placed antibiotic ointment and a bandaid over it. She went right back to the playground to join her friends and seems happy and unaffected.

Follow-Up We contacted Abby's mother about an hour later to inform her of what happened. Her mother told us that she will tie Abby's shoes in a double knot tomorrow.