  *K-Prep Learning Center*

*3943 Columbia Avenue, Columbia, PA 17512 (717) 285-2711*

 K-Prep values communication and connection between teachers and families. In today’s fast-paced society, it is hard to find a moment every day to talk with your child’s teacher about how his or her day went. Paper daily reports are nice, but often they litter the floor of the car, don’t make it out of the diaper bag or accidentally get left at school. We have instead moved to using an electronic app called *Tadpoles.*

At enrollment you wrote an email addresses on the emergency contact form for both mother and father. On your child’s first day, you will receive information via email about your child from *Tadpoles*. You may receive an email from updates@tadpoles.com with a Daily Report for your child. If you wish to create a parent account to access all past daily reports, you can set up a parent account on [www.tadpoles.com](http://www.tadpoles.com) . Please use the same email address we have on file at K-Prep, otherwise you will not be linked to your child’s account. You can also download the app and send information to teachers and directors via the app.

In addition to the Daily Report, you may get photographs or small videos taken of your child throughout the day. Please know that you will only be able to download the photo if your child is the only recognizable child in the photograph. The daily report email may look something like this:

|  |
| --- |
| **child’s name****DAILY REPORT - NOV. 22, 2017** |
|  |
| **MEALS**

|  |
| --- |
| AM Snack @ 8:48 AM - Cheerios |
| Lunch @ 12:19 PM - Milk, most of the Corn, some of the Chicken nuggets |

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| **ACTIVITIES**

|  |
| --- |
| **Language**Letter hunt for review. A P J F N T  |

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You are automatically signed up for *Tadpoles*, using the email K-Prep has on file. If you wish to change an email address, please send an email directly to claire@k-prep.com so the system can be updated.

**Child Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact Name & Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact Name & Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **You will automatically receive an email with end of the day report.**

**To access the app, use the email address provided to log on to your child’s account.**

Use Tadpoles to…

* Receive photos, videos, notes by email
* Download of share photos and videos of your children
* Receive emergency alerts by text message
* View your child’s portfolio using the mobile application
* Mark your child out sick or on vacation using the mobile application
* Send notes and information to teachers before morning drop off using the mobile application

