



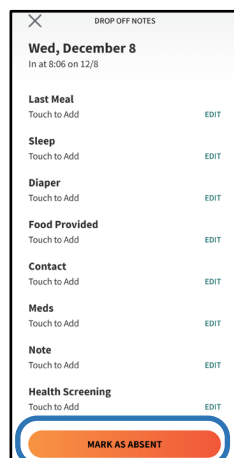
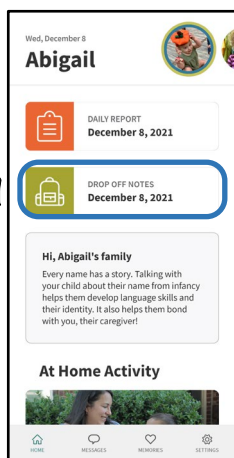
Using the Tadpoles App

The Mays School uses the Tadpoles system for daily reporting, parent communication, and cataloging your child's development. While daily reports are sent for every child every day via email, parents can also access Tadpoles through the Tadpoles Parents mobile app. We want everyone to take full advantage of its features.

Installing the Tadpoles App: Tadpoles Parents is available in the [Apple App Store](#) for iOS devices and the [Google Play Store](#) for Android devices. You can log in to Tadpoles Parents using the email address you provided to us during enrollment.

- 1) Drop off notes:** This is the best way to send daily information about your child to his or her teachers. Open the Tadpoles Parents app and tap the box labeled "DROP OFF NOTES". You can add a great variety of information, including recent meals, diaper changes, overnight sleep, food provided, supplies provided, medication information, and notes. This information will go directly to the classroom teachers.
- 2) Marking Absent:** On the app's Drop Off Notes screen, scroll to the bottom and tap the button labeled "MARK AS ABSENT". This will let us know if your child will be absent for vacation, illness, or other reasons.
- 3) Pictures:** To view the pictures and previous daily reports for your child, tap the heart icon on the bottom of the home screen labeled "MEMORIES". To change the month you are viewing, tap the month in the top right corner. You can also tap the filter icon in the top right corner to sort by photos from teachers, daily reports, or notes.
- 4) Downloading:** To download a picture of your child, tap the photo that you would like and then tap the arrow button in the top right. You can also share to Facebook or email the picture from this screen. Please note that you will not be able to download photos that include children other than your own.
- 5) Messaging:** To message your child's classroom teachers, tap the chat icon on the bottom of the home screen labeled "MESSAGES". Your teacher will receive your message in the form of a text. They will reply as soon as they are free, but typically not immediately. If you have an emergency or time sensitive question, please call the front office.

Notes/Alerts: You will receive notes and alerts from both the classroom teacher and the administration team. If there is a school emergency, we will send a Tadpoles alert, an email, and a text to your cell phone labeled "emergency alert". You can reply to us directly from any Tadpoles email that we send.



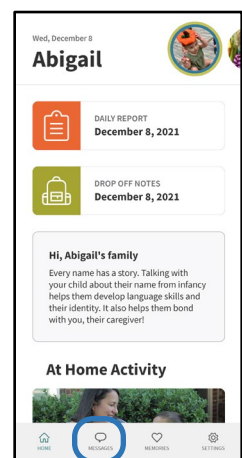
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