



Using the Wonderschool App

Your childcare provider is using Wonderschool tools to manage their childcare program. Below, you'll find directions on how to create an account and use the Wonderschool app. On the app, you can sign children in and out each day, message your provider, and see updates about your child's day.

1. Create Your Account Via Email Invitation
 - You'll receive an email from Wonderschool, hello@wonderschool.com, to create your account. *If you don't see it in your inbox, please check your spam folder.*
 - This email address is your login email address. Create a password to access your account online and on the app.
2. Download the Wonderschool 2.0 App
 - Visit the app store on an Apple or Android device to download the Wonderschool 2.0 app.
3. Login to the App
 - Use your email address and password to login to the Wonderschool 2.0 app.



If your provider is using a Wonderschool QR code for attendance tracking:

1. Open the app and click on your child's name.
2. Click on the scan QR code button.
3. Scan the posted QR code.
4. Complete the digital signature + save!

If your provider is using a tablet and PIN code for attendance tracking:

1. To find your PIN code, open the Wonderschool 2.0 app.
2. Click on your profile icon in the top left corner of the app.
3. Under your name, click on show pin code.
4. Use this pin code on the tablet every day to sign your child in and out.

Questions or need assistance?

[Email support@wonderschool.com](mailto:support@wonderschool.com)



Accessing Documents Shared on Wonderschool

When your childcare provider adds you to Wonderschool, you'll receive an email to create an account. If they also shared any documents with you, such as enrollment forms, you'll receive a second email with a link to access them. To access documents, you must first create your account from the email invitation. Then, follow the steps below.

1. Click on the link in your email or go to ccms.wonderschool.com on your computer.
2. Login with your email address and password you created.
3. You will see your child(ren) listed in the middle of your screen and can click on their name to edit information (such as adding a student profile picture, birthday, allergies, doctors information, etc.).
4. On the left hand side, you'll see a **Documents** option.
5. Navigate to the documents option to download documents that have been shared with you by your childcare provider.
6. If the shared documents require a signature, you can complete these documents using a tool such as DocuSign or print and complete by hand.
7. **Once completed, click on the upload button** to share completed documents back to your child's account.



Using Wonderschool Online Payments

Your childcare provider is using Wonderschool online billing to collect tuition for their program. Below, you'll find directions on how you can get started once you have created your account and downloaded the Wonderschool 2.0 app! **You'll receive an email receipt of payment for every invoice that is paid via Wonderschool.**

1. Login to the Wonderschool 2.0 App
2. Save a Payment Method
 - a. Click on your profile icon in the top left corner and select Payment.
 - b. Choose to add a credit card or bank account to use to pay your invoices.
3. Enable Automatic Payments
 - a. Your provider may have this required, but if not you can choose to enable this feature. Once turned on, this will process your payment using your saved payment method each time you receive an invoice from your provider.
4. Go to Invoices to Pay Individual Invoices
 - a. If you do not have automatic payments enabled, you will go to the invoices section of your app to pay each invoice.
 - b. You can also pay individual invoices with a different method of payment as needed when automatic payments are not enabled. Other parents on your child's account can pay an invoice if automatic payments are not enabled.

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