

Apple Tree Software

USER MANUAL

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Apple Tree Software

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BACKGROUND

Apple Tree Software © is a package of programs, forms and reports designed to both aid and enhance the operation of a commercial, public, private or even home .. daycare facility. The modules contained, herein, will both guide and assist authorized users and site administrators and supervisors. Each screen will be presented; its operation and options explained. The user will find screens with accompanying explanations to both guide and assist in their operation.

Apple Tree Software © MUST be installed on a 'PC' computer system that both supports and runs Microsoft Access ©, part of the Microsoft Office Suite © of programs. Once installed (see the page entitled 'Installation Instructions'), the user need have no familiarity, whatsoever, with Microsoft Access © ...

... Apple Tree Software © runs as a user-friendly, stand-alone entity with little, or no, prior computer expertise required.

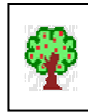
OK, let's begin ...

Oh, and BTW, we use the terms 'student' and 'child' ... interchangeably, to refer to the student/child in your care! 😊

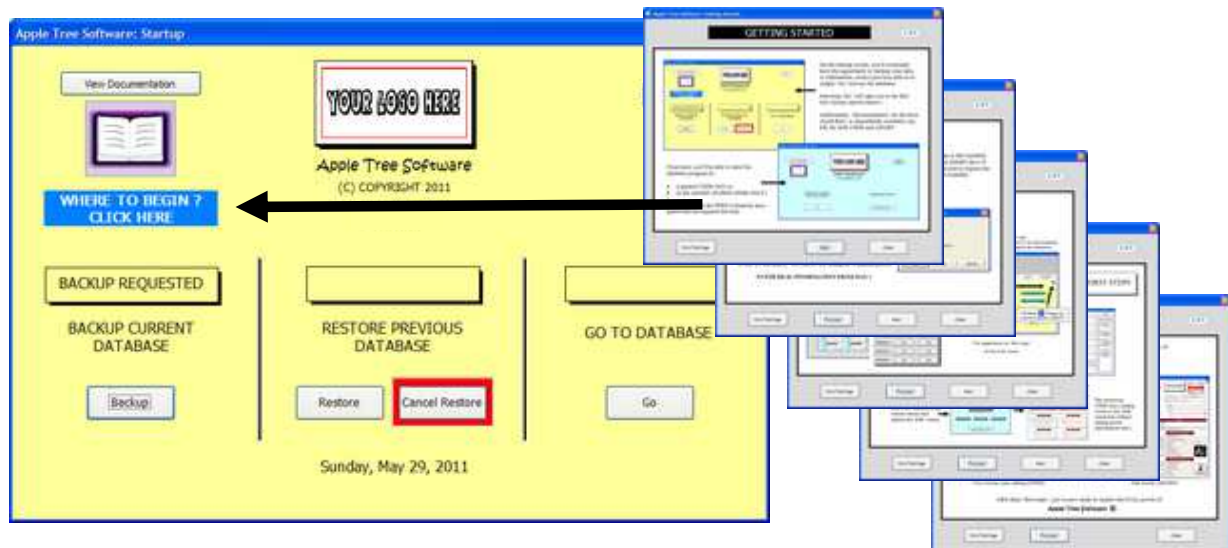
OK ... **NOW** let's begin ...

GETTING STARTED

Click the desk-top icon



This is the first screen to appear.



Three options provided: On the **left**, the user may click on 'Backup' to, of course, backup all files associated with the database.

This backup option is available ONLY IF the supervisor has selected that option during a previous session. If that is the case, the prompt "BACKUP AVAILABLE" will appear just above the info "BACKUP CURRENT DATABASE".

If the "BACKUP AVAILABLE" does not appear, no such supervisor request has been made.

Similarly, in the **middle** section, the opportunity to restore a previous version of the database is given. Again, only available after a supervisor's request! Since this can be potentially damaging, the option to 'Cancel Restore' is given. Use 'restore' wisely or you may lose important, recently entered, information. If you're unsure, check with the supervisor to confirm that the RESTORE option should be implemented.

On the **right**, clicking 'Go' takes you to the 'Opening Screen' (page 3).

Additionally, the 'View Documentation' button (top left)! From this opening screen, the screen used by both general users and administrators, you'll be prompted to select the 'User' manual (this document) or the 'Admin' manual. And, clicking on the 'blue' WHERE TO BEGIN .. some helpful GETTING STARTED screens.

NAVIGATION SCREEN

If you selected GO TO DATABASE by clicking 'Go' on the opening screen (page 2), this is your next screen.



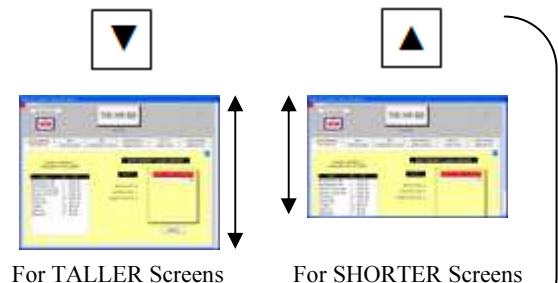
(Note: 'View Documentation', top left)

Very similar to the first screen, isn't it? But this is where the true power of **Apple Tree Software** © begins.

Selecting WORK WITH STUDENTS AND CLASS GROUPS by clicking on 'GO' will allow 'general' authorized users to see student/child information, print reports, attendance sheets, birthday lists, view allergy info etc. Lots of good stuff! A password entry is required! Information on this section, starts on the next page.

Selecting SUPERVISOR OPTIONS by clicking on 'SUPERVISOR ONLY' will involve a TWO-STEP process, covered in the 'ADMIN' manual. For now, we'll continue with the general 'USER' functions only.

NOTE: To ensure that **Apple Tree Software** screens display best on TALLER display screens as well as SHORTER net-book displays, an 'auto-detect' feature has been incorporated. Form heights will be adjusted automatically .. however, you may over-rule this feature by clicking: (top left, most screens).



WORK WITH STUDENTS AND CLASS GROUPS

TAB: View Classes

If you have selected the USER option, you are probably a teacher or assistant and need to manage your classes in a logical and consistent manner. Let's get started. The screen that begins this operation is:

PG List

Find child/student by reviewing Parent/Guardian List of names

? See Page 16

The ? is explained at the bottom of page 5 but, for TAB screens (such as this), hold the SHIFT key while clicking. Extra info and help becomes available.

If the ADMIN has given permission for editing from the USER side, your screen may change ..

From This

To This

Any employee may 'Double Click' HERE to log HOURS. Ask your ADMIN for a login ID.

(Note: 'View Documentation', top left)

Notice, there are only **FOUR** Tabs: 'View Classes'
'Reports and Planners'
'Search'
'On-Site Status'

Very simple procedures, yet very powerful tools!

OK, can't remember the class to which a certain student/child is assigned, maybe:

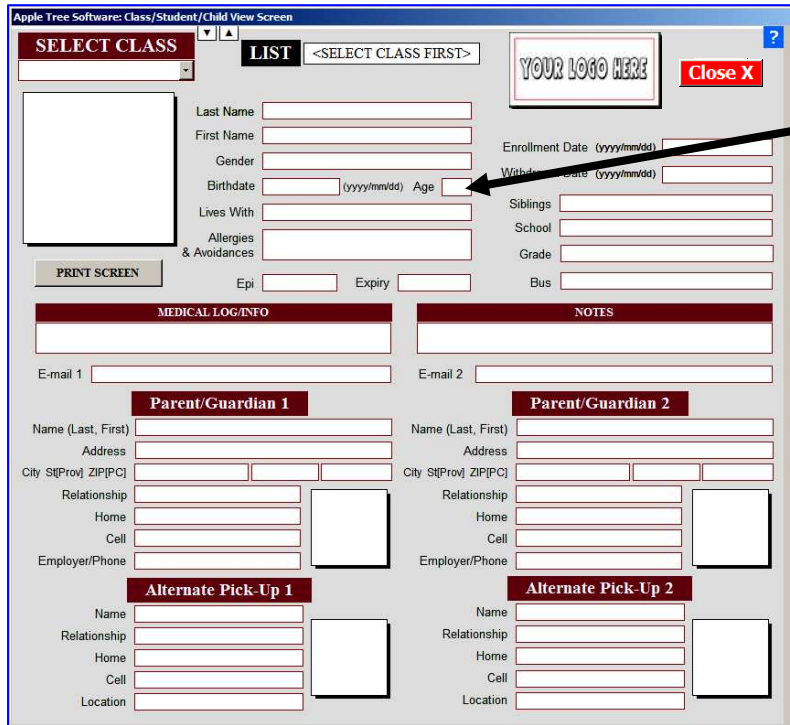
Toddler1 Rm3, Toddler3 Rm2, Toddler1 Rm1 etc

.. click on the 'Full Student List' pull-down menu to find him/her. Once you find the child or student, the 'View Screen' will load, automatically .. with the selected child/student, ready for viewing. For the 'View Screen', see the next page.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: View Classes (Continued)

Selecting View Classes by clicking on the 'Load View Screens' button gives:



Age Field

3.6 3.6

If a red background is displayed, the student/child shows an AGE IRREGULARITY for the class displayed.

And you may be given FULL editing access (see previous page)

Consult the ADMIN.


Here, information on classes and students/children within those classes is shown.

FIRST: Click on pull-down menu under SELECT CLASS

NEXT: Click on pull-down menu beside LIST (to display all Students/children in the selected class)

Information, and pictures, entered by the supervisor (or designate), will be here for the general user to consult and print.

Full information on the children/students in your care, at your fingertips!

Wondering about that  that you're seeing in the corner on a few screens? It's 'context-sensitive help' ... help directly related to the screen you're on. When you see it ... press the mouse button. An explanation of the screen contents will appear. An option to print the help window will be given.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: View Classes (Continued)

Selecting View Classes by clicking on the 'Load Attendance Screen' button gives:

This is one of our longer forms and may not fully display on smaller screens. Click here to expand and contract the display.

AppleTree Software: Record Attendance

ATTENDANCE

2012/03/26

USE TODAY'S DATE ☒ SELECT DATE ☐

ENTER TODAY'S ATTENDANCE

SELECT CLASS

Toddler

22 STUDENTS

SAVE

CLASS ATTENDANCE HISTORY

SELECT CLASS

VIEW STUDENT'S ATTENDANCE

SELECT STUDENT

Close

P	A	ALL Present	CLEAR ALL	ALL Absent
<input type="radio"/>	<input type="radio"/>	Carleggio	Tony	
<input type="radio"/>	<input type="radio"/>	Chan	Andrew	
<input type="radio"/>	<input type="radio"/>	Chu	Sydney	
<input type="radio"/>	<input type="radio"/>	Duffus	Rupert	
<input type="radio"/>	<input type="radio"/>	Ferdinand	Eric	
<input type="radio"/>	<input type="radio"/>	Hossler	Lisa	
<input type="radio"/>	<input type="radio"/>	McCarthy	John	
<input type="radio"/>	<input type="radio"/>	Midyear	Enteredat	
<input type="radio"/>	<input type="radio"/>	Munster	Herman	
<input type="radio"/>	<input type="radio"/>	Nunyez	Maria	
<input type="radio"/>	<input type="radio"/>	Sanchez	Heather	
<input type="radio"/>	<input type="radio"/>	Smith	Sally	
<input type="radio"/>	<input type="radio"/>	Smith	Brian	
<input type="radio"/>	<input type="radio"/>	Taylor	Linda	
<input type="radio"/>	<input type="radio"/>	Taylor	Jennifer	
<input type="radio"/>	<input type="radio"/>	Turn	Brian	
<input type="radio"/>	<input type="radio"/>	Turndum	Daniel	
<input type="radio"/>	<input type="radio"/>	Turner	Howard	
<input type="radio"/>	<input type="radio"/>	Vernathy	Sylvia	
<input type="radio"/>	<input type="radio"/>	Watts	Eric	
<input type="radio"/>	<input type="radio"/>	Williams	Brian	
<input type="radio"/>	<input type="radio"/>	Wills	Martha	

Here, options are:

ENTER TODAY'S ATTENDANCE

(up to 31 days of attendance may be recorded; the current date is used by default however an option will appear to allow you to select a date and enter a previously unrecorded date of attendance)

CLASS ATTENDANCE HISTORY

(view/print the last 31 days of attendance history for the class; then, clear attendance, ready for a new period)

VIEW STUDENT'S ATTENDANCE

(view the attendance for a single student/child)

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Reports and Planners (and Diplomas)

If this tab had been selected on the opening screen (see page 4), this would appear:

See page 10/11

See page 9

PG List

Find child/student by reviewing Parent/Guardian List of names

See Page 16

Create FULL Diplomas for your children

What KID doesn't like a Diploma?

Here, the user may view and print pertinent information in regards to all the children in any class. The SELECT CLASS pull-down menu allows any class/room/group to be viewed. On the right ... here, we'll magnify ...

SELECT CLASS

Allergies & Avoidances View Print

Birthdays View Print

Attendance 5 Day 7 Day L, F F, L F View Print

Class Lists View Print

Parent Info View Print

Print attendance recording sheets (5 or 7 days) with variety of selectable name formats.

Reports and information, galore! Let's explain!

New Features: Monthly Planner & TTD Memo Pad (see next page)

and

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Reports and Planners (Continued)

On the 'View' side of each option, an on-screen viewing of each information area is presented. On the 'Print' side, the same information is provided in hard-copy. Sample reports are provided on page 12.

<u>Allergies</u>	A 'hugely' important topic when dealing with the safety of the children within the care of the daycare facility! In most/all jurisdictions, having this information readily available is mandatory.
<u>Birthdays</u>	Always an important consideration when dealing with young students and children! What child doesn't want you to remember their birthday?
<u>Attendance</u>	Keeping track of student attendance is important for both record keeping and safety. Nice to have a ready form printed and available!
<u>Class Lists</u>	Class lists allow teachers and support staff to keep track of money returned for field trips, daily pick-up times, names of pets ... anything at all. Just a handy list for almost any use!
<u>Parent Info</u>	Full parent/guardian contact information, available for posting, to have at your fingertips, take on excursions. Lots of reasons! (See ADMIN manual for a full/comprehensive 'info' print option)

... and, our newest features ..

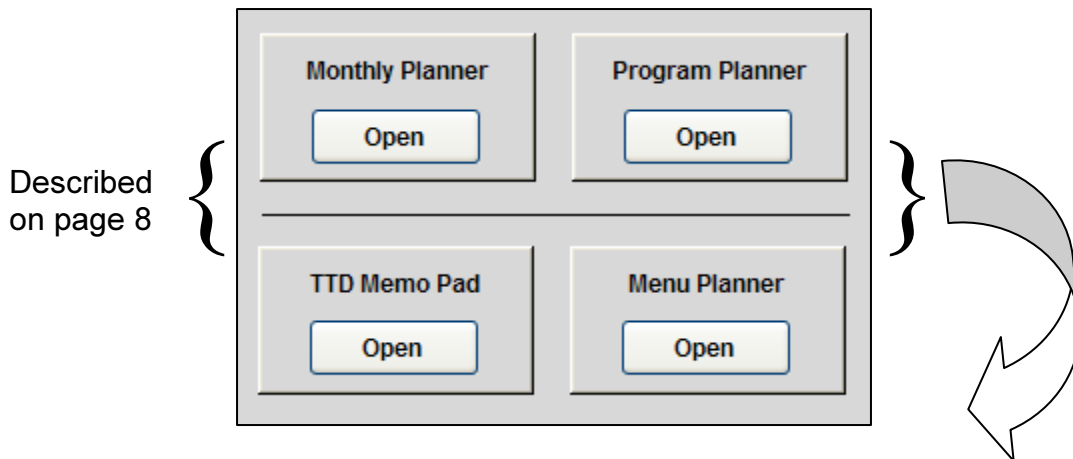
<u>Monthly Planner</u>	Keep track of upcoming events, meetings, consultations! Lots of reasons to need an event 'planner'. Click on 'Open' (Monthly Planner) and Apple Tree Software © provides a monthly-selectable, and printable, notepad ... to keep track of anything and everything. A whole year's worth! A calendar too!
<u>TTD Memo Pad</u>	TTD (Things To Do) Memo Pad lets the USER or ADMIN leave quick reminder memos about things to do (enter yesterday's attendance; play the game Justin wanted; print the 'Wait List' etc). It may be set for Auto Open or On-Demand Open Only.

See the REPORTS section for a look at the 'View' and "Print' report information.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Reports and Planners (Continued)

From the 'Planner' (left, bottom) side of the screen (see page 7, magnified here) ...



It is always advantageous, and in most/many jurisdictions MANDATORY, to be able to create and display a program outlining your intended targets, goals, activities, menu etc. Here is where **Apple Tree Software ©** helps.

Program Planner

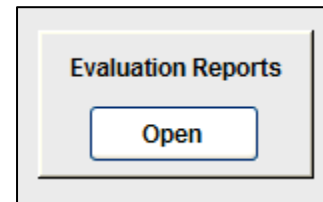
Menu Planner

Each 'Planner' (Program and Menu) allows for entry of up to 5 weeks of information (5 weeks for EACH class/group on the Program Planner; 5 weeks of menus for the entire daycare on the Menu Planner). Use 1 week or all 5. Your choice! 'Print' and post your plan(s), as necessary.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Reports and Planners (Continued)

Top left of the Reports and Planners screen gives us:



... and clicking 'Open' gives ..

Features

- Load/Save up to NINE different reports (simply type your titles and criteria into the blank fields to create a new report, then 'SAVE' it).
- Each report has 6 possible categories, (2 pages), each with 6 evaluation criteria.
- Categories and criteria may be used, or hidden, for a particular reporting period
- To hide/show pages or categories, simply click . Hide/show criteria by clicking .
- Students loaded individually and selectively evaluated by each criterion with:
 - Assistance Provided
 - At Appropriate Level
 - Above Level
 - Interview Suggested
- Report is saved with each student so only needs to be entered one time.
- Printouts may be individual or by class.
- Printouts may be made by:

Report/Student showing,
Class: All reports or
Class: One report at a time

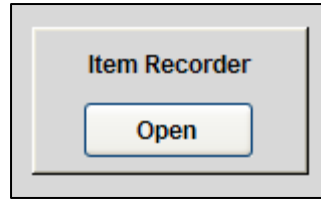
Continues to full, second page ... six areas of evaluation in total !!

Communicating with parents/guardians in regards to a child's progress, development, social skills ... anything deemed important ... is a valuable tool in running a successful and cooperative daycare.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Reports and Planners (Continued)

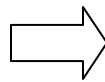
Top left of the Reports and Planners screen also gives:



... and clicking 'Open' gives ..

A screenshot of a software window titled "Apple Tree Software: Item Recorder". The window has a menu bar with "ITEM RECORDER" highlighted. Below the menu bar, there are controls for "RECORD LETTER" (set to 'A') and a "SAVE" button. To the right, there's a "LOAD" dropdown (set to 'A') and a question mark icon. Below these are buttons for "Clear All", "Delete at <", "Insert at <", and a dropdown for 'A'. Further down are "View" and "Print" buttons, and radio buttons for "THIS SHEET" (selected) and "RECORDING SHEET". The main area is a table with two columns: "DATE or TIME" and "ITEM or INFORMATION". The table contains five rows of data: February 4, 2011 (Prince William), April 22, 2011 (Arnold Palmer and Jack Nicolas), April 24, 2011 (Justin Bieber), June 25, 2011 (Mickey Mouse), and July 1, 2011 (Spongebob Square Pants). There are empty rows below. A vertical scrollbar is on the right.

As many as 26 forms (letter A to Z) .. allowing your facility to keep track of required duties (maybe lead flushing, administering prescriptive medication, sanitary logs etc). And, to make it easier, you can even print out a 'Recording Sheet' (see above) so that staff in classrooms can make the recordings before actual entry is made in the computer.

A printed version of the "Official Visitor's Log" form. It has the same header and table structure as the software window. The table contains the same five rows of data. At the bottom, it says "Tuesday, December 26, 2003".A printed "Recording Sheet" for the "Official Visitor's Log". It has the same header and table structure but is empty. At the bottom, it says "Tuesday, December 26, 2003".

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: Search

Need to quickly find all the students/children with 'nut' allergies? How about any/all parents/guardians living in 'Orlando'? Maybe you need to find the child who's grandmother mentioned ... might be a 'runner'!

There are times when you just need to find a record, based on a word, or part-word or a phrase. This is where it's done.

The screenshot shows the 'Apple Tree Software: Student Information System' window. At the top, there's a 'YOUR LOGO HERE' placeholder and a 'Close X' button. Below the logo, there are radio buttons for 'By Name' (selected) and 'By Class'. A dropdown menu is set to 'Full Child / Student List'. Below this is a 'PG List' button. The main interface has tabs for 'View Classes', 'Reports and Planners', 'Search' (active), and 'On-Site Status'. The 'Search' tab contains a 'KEY WORD SEARCH' section with three 'Looking for ...' input fields. Below these are radio buttons for 'Any' (selected) and 'All'. There are 'Clear' and 'Search' buttons. To the right of the input fields is a 'RECORDS FOUND' section with a pull-down menu and an 'Items Found: 0' display. At the bottom, instructions read: 'Enter: KEY WORD(s)', 'Select: 'Any' or 'All'', and 'Click: 'Search''.

? See Page 17

PG List

Find child/student
by reviewing
Parent/Guardian
List of names

Entering your KEY WORD(s) (beside 'Looking for ...') will have the database searched for the 'string(s) of letters' you enter.

Entering 'nut', for example, would retrieve records containing: nut, peanut, Penutteville etc. Selecting an item (child) from the pull-down menu on the right immediately takes you that record to see if it's your search goal.

And, you have the option of entering up to THREE 'search words' and selecting to find 'Any' of them ... or 'All' of them.

WORK WITH STUDENTS AND CLASS GROUPS (Continued)

TAB: On-Site Status

Some daycare facilities prefer to keep track of students/children manually .. each teacher or assistant in each room keeping their current, hand-written records (see Attendance Report, Class List Report). Other facilities like to have a central information base: Who is here? Who isn't? The 'TAB: On-Site Status' allows you to keep that central information, if you wish.

NOTE: Any child in a class with a \$0.00 class fee (Wait List, Withdrawn, Pending etc.) will always be listed as Off-Site.

Options include:

- 'Set All' students/children as off-site (to begin a new day, changing the status of each child as they arrive).
- 'Set All' students/children as on-site (well, we had the other one: seemed like this might be useful too!)
- Two pull-down lists (to display those currently off-site and those currently on-site: selecting any child from either menu automatically changes their status)
- Option to have pull down menus display by Alpha or Class (which ever way you find most convenient to locate the 'little ones')
- Options to set entire classes as off-site or on-site (perhaps a field trip where all leave, then all return)
- Option to 'Hide' or 'Show' the 'Set All' buttons (in case you fear clicking an ALL button inadvertently)
- Options to 'View'/'Print' the current On/Off site status (never know when someone will require a 'hard copy', date and time stamped [100 record MAX])

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REPORTS

Apple Tree Software © provides a variety of both printable and viewable (on-screen) reports to keep track of just about everything.

Reports included in the software are shown, below:

Allergy List: Toddler

Last Name	First Name	Allergies	EPI	EPI Expiry	Parent Initials
Carleggio	Tony	peanut			<input type="text"/>
Chan	Andrew	Mosquito bites			<input type="text"/>
Chu	Sydney	peanut, tree nut, honey, chocolate, simonides, work			<input type="text"/>
Ferdinand	Eric	peanut			<input type="text"/>
Hossler	Lisa	peanut			<input type="text"/>
McCarthy	John	Milk			<input type="text"/>
Nunyez	Maria	None			<input type="text"/>
Sanchez	Heather	Milk/Dairy			
Smith	Brian	None			
Taylor	Jennifer	None			
Taylor	Linda	None			
Turn	Brian	peanut, tree nut, honey, chocolate, simonides, work			
Turner	Howard	None			
Watts	Eric	peanut			

Friday, May 20, 2011

Allergy Lists for safety and allowing parents to initial

(see pages 7 and 8)

Attendance: Toddler

Date: _____

Last Name First Name	MON	TUE	WED	THU	FRI	SAT	SUN
Carleggio Tony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chan Andrew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chu Sydney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ferdinand Eric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hossler Lisa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
McCarthy John	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nunyez Maria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanchez Heather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith Brian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor Jennifer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taylor Linda	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn Brian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turner Howard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watts Eric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Friday, May 20, 2011

Attendance Sheets

(see pages 7 and 8)

REPORTS (Continued)

Birthday List: Toddler

Last Name	First Name	Month	Day	Year
Carleggo	Tony	OCT	14	2009
Chan	Andrew	MAR	11	2008
Chu	Sydney	DEC	16	2009
Ferdinand	Eric	OCT	14	2009
Hosler	Lisa	OCT	14	2010
McCarthy	John	JUN	1	2009
Nuryez	Maria	SEP	16	2008
Sanchez	Heather	SEP	16	2008
Smith	Brian	JAN	14	2009
Taylor	Jennifer	FEB	14	2009
Taylor	Linda	FEB	14	2008
Turn	Brian	DEC	25	2009
Turner	Howard	MAR	11	2009
Watts	Eric	OCT	14	2002

Friday, May 20, 2011

Birthday Lists. What child/student doesn't want you to remember their birthday?

(see pages 7 and 8)

Class Lists with teacher definable columns and headings to remember anything (money collected for excursions, checklists for earned points, times for Pick-Up .. anything at all)

(see pages 7 and 8)

Class List: Toddler

Last Name	First Name							
Carleggo	Tony	_____	_____	_____	_____	_____	_____	_____
Chan	Andrew	_____	_____	_____	_____	_____	_____	_____
Chu	Sydney	_____	_____	_____	_____	_____	_____	_____
Ferdinand	Eric	_____	_____	_____	_____	_____	_____	_____
Hosler	Lisa	_____	_____	_____	_____	_____	_____	_____
McCarthy	John	_____	_____	_____	_____	_____	_____	_____
Nuryez	Maria	_____	_____	_____	_____	_____	_____	_____
Sanchez	Heather	_____	_____	_____	_____	_____	_____	_____
Smith	Brian	_____	_____	_____	_____	_____	_____	_____
Taylor	Jennifer	_____	_____	_____	_____	_____	_____	_____
Taylor	Linda	_____	_____	_____	_____	_____	_____	_____
Turn	Brian	_____	_____	_____	_____	_____	_____	_____
Turner	Howard	_____	_____	_____	_____	_____	_____	_____
Watts	Eric	_____	_____	_____	_____	_____	_____	_____

Friday, May 20, 2011

REPORTS (Continued)

Parent Information: Toddler

Carleggo	Tony	Parent/Guardian 1	Father heralge@silverthorn.com Graham, Dan 63 Turner Lane Orlando FL 32338 H 905 669-1234 C 905 718-1234 W U of F 912 384-7713
		Parent/Guardian 2	Mother twopigs@silverthorn.com Graham, Carla 63 Turner Lane Orlando FL 32338 H 905 669-1234 C W HomeMater
Chan	Andrew	Parent/Guardian 1	Father zihuanl4@medvotemancor.com Chan, Zihuang 1818 Anyplace Lane Chicago IL 83124 H 705 416-9876 C 905 718-1234 W Turner Br 705 416-3329
		Parent/Guardian 2	Mother smc@gmail.com Marlow-Chan, Maria 1818 Anyplace Lane Chicago IL 83124 H 805 416-9876 C 313 222-1283 W Zihuang 705 444-2121
Chu	Sydney	Parent/Guardian 1	Father char1999@hotmail.com Chu, Ronald 77 Meadowsale Lane Whitey ON L1N 7Y9 H 905 669-1234 C 905 718-1234 W Dutton B of B6
		Parent/Guardian 2	
			H C W

Friday, April 22, 2011

Parental/Guardian contact
information .. by class.

(see pages 7 and 8)

Currently On-Site

Belamy, Sarah (Preschool)
Bingham, Sophie (School Age)
Carleggo, Tony (Toddler)
Chan, Andrew (Toddler)
Chu, Sydney (Toddler)
Ferrolino, Eric (Toddler)
Greene, Rachael (Preschool)
Henderson, Richard (Nursery School AM)
Hosler, Lisa (Toddler)
McCarthy, John (Toddler)
Nunez, Maria (Toddler)
Rymier, Christine (Wait List)
Sanchez, Heather (Toddler)
Smith, Brian (Toddler)
Smith, Sally (Toddler)
Smith, James (Nursery School PM)
Taylor, Jennifer (Toddler)
Taylor, Linda (Toddler)
Turn, Brian (Toddler)
Turner, Howard (Toddler)
Vernath, Sylvia (Toddler)
Watts, Eric (Toddler)
Williams, Brian (Toddler)
Willis, Martha (Toddler)
Wilson, Teresa (School Age)
Zircowitz, Peter (Preschool)

On-Site or Off-Site status

(see page 12)

Sunday, July 24, 2011

7:16:43 AM

Page 1 of 1

All-in-all, a variety of forms and reports to make running your daycare as simple and convenient as possible!


SAFE WORD

A child's safety is, of course, of PARAMOUNT importance! We've included the Parent/Guardian pictures as well as two 'Alternative Pick-up' pictures. Still, as fate would have it ... an 'uncle' shows up, claiming to have permission to take the child. True, not true? The 'SAFE WORD' feature may help.

On the **administrator's 'Edit Screen'** (see page 10, ADMIN MANUAL) ..

The opportunity to enter a
is given.

The word, chosen by the parent, may be entered into the child's file (and, of course, re-entered/changed at any time in the future).

When a person claiming 'Pick-up' privilege arrives, either the User or Admin may click on  top left, on almost every screen. The following form will load.

The student/child is chosen. The SAFE WORD (remaining invisible) is loaded and it's length shown. Now, ask the 'uncle' for the SAFE WORD .. key it in and click VERIFY. Apple Tree Software will indicate the result of the verification process.

SAFE WORD is **NOT** case sensitive: Apple93 = aPPlE93

Of course, this also could be used to VERIFY that the person to whom you're speaking, perhaps on the phone, is INDEED the Parent/Guardian.

Your jurisdiction/licensing dictates the 'rules' for how a feature like this may be used. **THEY ARE THE LAW.** Apple Tree Software simply provides the feature.

KEEP YOUR CHILDREN SAFE!

DOOR-SECURITY-SYSTEM

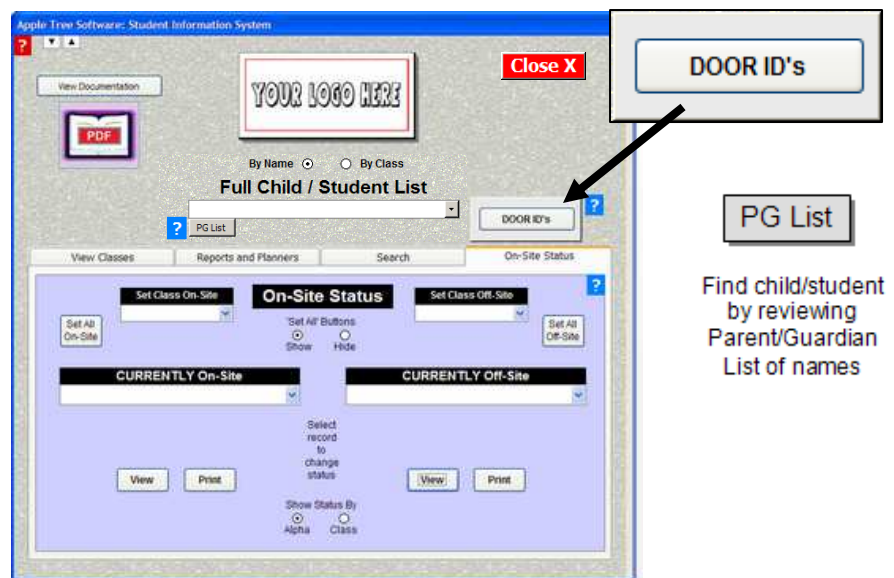
Does your site have a Door-Security-System .. perhaps to respond to user-keyed number entries or swipe cards encoded with a unique ID?

If ... You have a Door-Security-System and

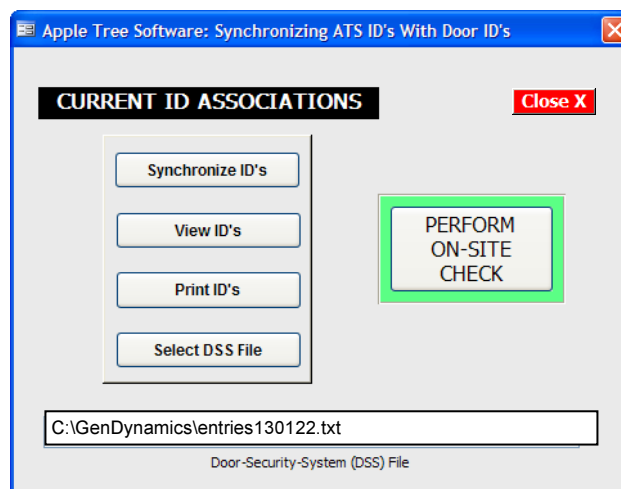
If ... It creates a continually updated text file for those children on-site

... **Apple Tree Software** © can help you 'talk' to that file, synchronize ATS ID's with your DOOR ID's and even use that file to list your on-site/off-site children.

As shown on page 13 ...



You may perform you own on-site/off-site entries but if you wish to talk to your Door-Security-System's file ... here is how to do so. Click on the 'DOOR IDs' that appears when the TAB: On-Site Status screen is selected. You open this form.

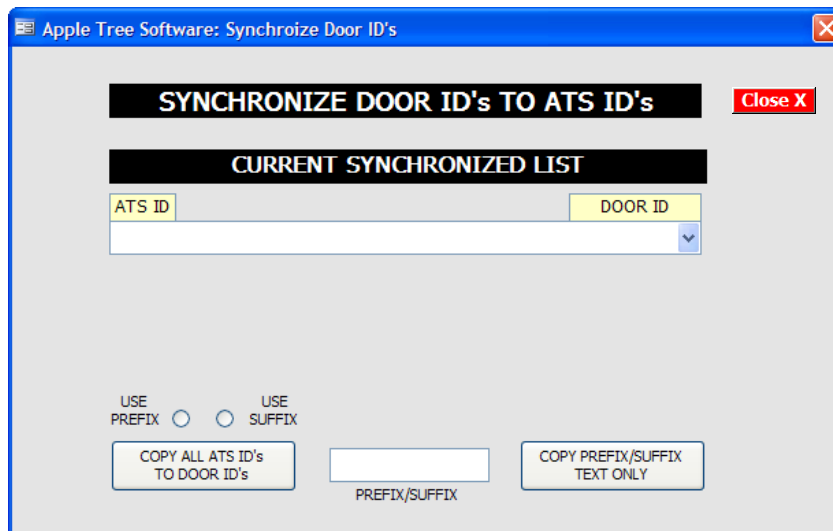


DOOR-SECURITY-SYSTEM – Continued

The options to View/Print 'Current' ID's let you keep up to date with current associations and synchronizations.

You may need, daily, to 'Select DSS File' (your Door-Security-System's file of on-site individuals ... particularly if the name of the file changes or is date-modified). Simple enough to do, just click 'Select DSS File' and click on the file name.

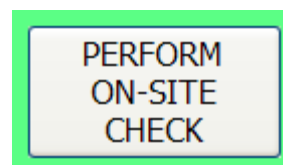
Your **Apple Tree Software** © children must have their ID's synchronized with those used by your DSS. Click on 'Synchronize ID's'.



The drop-down menu allows you to select individual students/children and enter their unique, DOOR ID's.

Additionally, you may just copy all **Apple Tree Software** © ID's to your DOOR ID's (if that's how the DSS company has set you up). You may add a prefix or suffix to your ID's before the copy. All-in-all, a variety of ways to match your ID's with those of the DSS company.

When the set-up is complete, select:



(see page 18).

Apple Tree Software © is now fully synchronized with your Door-Security-System.

BACKGROUND IMAGES

How about some interesting and unique screen backgrounds? Here's how to do that. Download images from the internet (or use images already on your system). We've added a 'tiny' dot/button, top right, on the Admin screen and the User Screen.



Here's the 'dot' or 'button'.

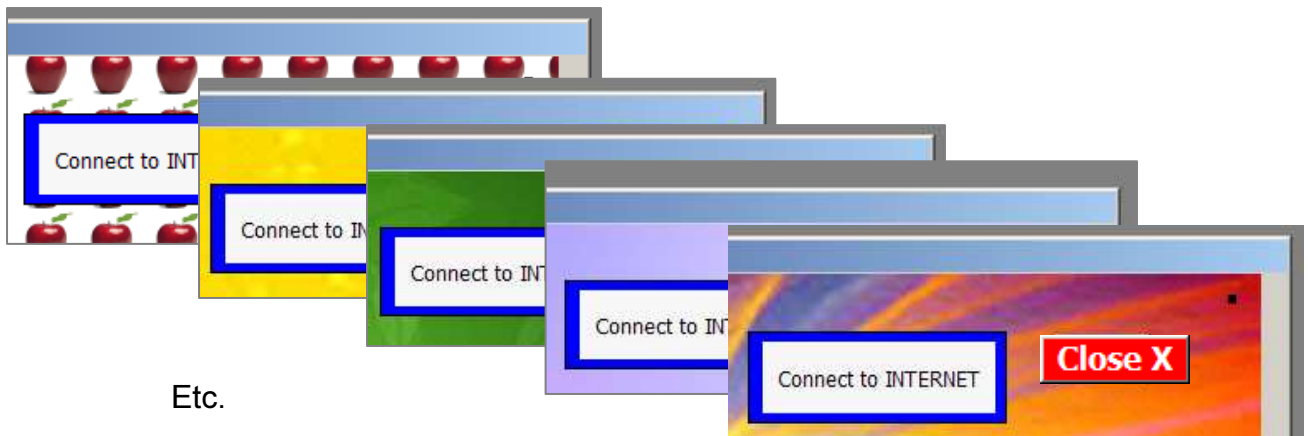
(Show on the Admin screen)

Left Click .. on the 'dot' or 'button'

.. allows you to select any JPG or BMP image on your computer (including those you've recently downloaded from the internet). The image you choose will be the background image for the User screen.

Right Click .. on the 'dot' or 'button'

.. allows you to set the image format. The image may be tiled, zoomed, patched ... try it out. Select the image format you like best.



Etc.