



Dear Parents:

Please write down a 4-6 digit pin number to be put into the computer. You will then use this number to sign your child in/out each day with the time clock. The time clock is located on the corner of the desk in the office.

Steps taken: press CHILD ,enter pin number, press OK.

Same steps taken to clock in and out.

Pin Number \_\_\_\_\_

Child's Name: \_\_\_\_\_

Thanks

Tracie