



Dear Families,

Keeping you involved with the school and your child's daily experiences has always been a priority of Kids in the Village. Therefore, we are using the Tadpoles informational system.

From Tadpoles, teachers can send photos and videos to allow you to see a glimpse into your child's day! Teachers will also be creating a daily report for each child. This daily report will keep you informed of the daily activities, learning experiences, and care events for your child each day. All photos, videos, and daily reports are emailed to you directly and you can also access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at www.tadpoles.com as well!

To create your account online, please use the following steps:

- Visit www.tadpoles.com and click log in at the top right
- Select Parents on the left
- Choose sign up under "use a tadpoles account"
- **Use your personal email address that is currently on file with Kids in the Village**
 - o If it's a Gmail account, you can sign right in to the account
 - o If it's not a Gmail account, enter your email, choose submit and check your email for the link to establish your password

The same login information will be used to access your account via the free Tadpoles Parent app as well.

At drop off or pick up, please sign your child in/out using a pin number. The pin number is the last 4 digits of your cell phone number.

Tadpoles will continue to strengthen our home-to-school connection. From your Tadpoles parent account, via the app or web, **you will be able to enter in morning drop off notes for your child's teachers, mark your child absent, and/or add any additional notes to be communicated to the school.**

Each classroom will be equipped with an iPad which will be specifically used for the Tadpoles program. If you see a teacher on what looks like a phone or tablet, rest assured, they are only using the device to input information into Tadpoles. The devices are locked down, giving teachers access to only the Tadpoles software.

We consider all information captured within Tadpoles to be a private communication between our school and our families. **No personal information is shared with any external parties and as a parent you will only receive information specifically about your child. The confidentiality of all information is maintained through the security features of the Tadpoles software.**

We are very excited to utilize Tadpoles and know it positively impacts the engagement of our families and our home-to-school connection. We feel confident that you will love Tadpoles and the level of involvement it allows you to have with your child's daily experiences while at our school. We are happy to answer any questions or concerns you may have about this exciting program!

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Meenen".

Suzanne Meenen
Director