



Beach Babies Learning Center

*"Designed with our own
children in mind."*

To set up a *tadpoles*® account, family members will:

- Navigate to www.tadpoles.com and select "log in" (1).
- Select "families click here" (1).
- Select "tadpoles" (1).
- Select Sign Up (2).
- If you are a family member who does not have a Gmail account, type your email address into the "email" box pictured below (1). This email must match the one that your school added to your child's record.
- Select "submit" (2). You will receive an email with additional login information.
- If you are a family member and you have a Gmail account, select Google Sign In (3). Once you have selected a Google account to sign in with, you will be logged into *tadpoles*®.

How can my families download photos and videos from tadpoles®?

Family members who have been added to a child record can download pictures and videos from *tadpoles*®. Primary, guardian, and friend contacts are able to download photos from *tadpoles*® to their computers. Primary and guardian contacts can also download pictures and videos from the *tadpoles*® application to their smartphones and tablets.

Teacher and Administrator Article

To download pictures and videos onto a computer, family members will:

- Log into *tadpoles*® from a computer. If you need help setting up your account, please review this article: [How do family members setup their tadpoles® account?](#)
- Select "memories" (1).
- Select a month to view the photos and videos you received within that month (2).
- Select a photo (3).
- Once selected, the photo or video will open in a larger view (1).
- If only one child was tagged to the photo or video, you will have the option to post the file to Facebook, email the file, and/or download the file to your computer (2). If you do not see these

options, this means that more than one child was tagged to the photo or video, and that the file cannot be downloaded to your device, emailed to others, or shared to Facebook.

To download pictures and videos onto a mobile device, family member will:

- Log in to the *tadpoles*® family mobile app.
 - Note: Only the primary or guardian contacts on a child's profile will be able to log into the family mobile app. To learn more, please reference this article: [How do I add and edit family member information in *tadpoles*®?](#)
- Select a photo from the home screen (1), or swipe to the Memories screen (2).
- Tap the thumbnail of the picture to enlarge the image (1).
- Select the month tile to view photos or videos sent in a previous month (2).
- If only one child was tagged to the photo or video, you will have the options to post the file to Facebook, email the file to others, and/or download the file to your device (1). If you do not see these options, more than one child was tagged to the picture or video, and the file cannot be downloaded to your device, emailed to others, or posted to Facebook.

Entering Drop-Off Notes on the Tadpoles Parent Mobile App and Tadpoles Family Website

Family members can send drop-off notes to their child's school on a daily basis using their *tadpoles*® family accounts. Families can easily add drop-off notes through the *tadpoles*® Parent mobile app, or the *tadpoles*® family website.

The default setting for all *tadpoles*® accounts allows families to enter drop-off notes the night before the program day starts, beginning at 7pm local time; in the morning prior to their child being checked into *tadpoles*®; and for up to 20 minutes after their child has been checked into *tadpoles*®. If the window for adding drop-off notes has closed, family members will not be able to send communications to their child's teacher through their free *tadpoles*® family account and should instead call or email the school directly. For more information, please review this article: [Why can't families enter drop-off notes in *tadpoles*®?](#)

Drop-Off Notes - Mobile Application

To enter drop-off notes using the free *tadpoles*® family mobile app:

- Log into the mobile app.
- Select Drop off Notes for your child (1).
- Your drop-off note options are determined by the age group of your child's class. For more information, please review this article: [Why do families see limited options for drop-off notes in *tadpoles*®?](#)
- If your child is in an infant or toddler classroom, you will have the following drop-off note options (1):
 - Liquids: Select "liquids" to enter the last bottle or breastfeeding meal your child received.

- Last Meal: Select "last meal" to enter your child's last solid food meal.
 - Sleep: Select "sleep" to enter notes on how well your child slept overnight or during a nap.
 - Diaper: Select "diaper" to enter your child's last diaper change or bathroom attempt.
 - Food Provided: Select "food provided" to enter any foods that you are sending to school with your child.
 - Contact: Select "contact" to enter the name and contact information of the person who will be the best contact for your child's teacher to reach today (or the person who will be picking up your child) and the time that you or another family member plan to pick up the child. **Note:**The contact options in this field are dependent on the contacts that your child's school has added to your child's *tadpoles*® profile.
 - Meds: Select "meds" to enter any details regarding medication you have given your child or any medication your child will need to receive during the program day.
 - Note: Select "note" to enter any additional notes and details for your child's school and teachers.
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- If your child is in a classroom that is at the preschool age level or above, you will have the following drop-off note options (1):
 - Contact: Select "contact" to enter the name and contact information of the person who will be the best contact for your child's teacher to reach for the day (or the person who will be picking up your child) and the time that you or another family member plan to pick up the child. **Note:**The contact options in this field are dependent on the contacts that your child's school has added to your child's *tadpoles*® profile.
 - Meds: Select "meds" to enter details regarding any medications you have given your child, or any medications your child will need to receive during the program day.
 - Note: Select "note" to enter any additional notes and details for your child's school and teachers. If you need to share information such as your child's last diaper change or meal, or the food you have provided for your child, we recommend that you add that information here.
 - Select "past" for any option to access the drop-off note information that you previously entered for that field (1). You can use this feature to select a previously entered drop-off note item and then add the same note for that item to the current day (2), saving you time as you enter drop-off notes each day. To learn how to delete or remove items displayed in the "past" view, please review this article: [How can family members delete previously used drop off notes in *tadpoles*®?](#)
 - Any notes that you add for your child will be available to your child's school and teachers for review.

Drop-Off Notes - Web Application

To enter drop-off notes from your free *tadpoles*® family web account:

- Log into your account at www.tadpoles.com.
- Select a child to enter drop-off notes for that child (1).
- Select "drop off" (2).

- The drop-off note options you have are determined by the age group of your child's class. For more information, please review this article: [Why do families see limited options for drop-off notes in tadpoles®?](#)
 - If your child is in an infant or toddler classroom, you will have the following drop-off note options (3):
 - o Notes: Select "notes" to enter today's contact, pickup time, relevant medicine information, and any additional notes.
 - o Naps/Sleep: Select "naps/sleep" to enter notes on how well your child slept overnight or during a nap.
 - o Food Provided: Select this option to enter food that you are sending to school with your child.
 - o Meals: Select "meals" to enter your child's last bottle, your child's last breastfeeding meal, or your child's last solid food meal.
 - o Diapers: Select "diapers" to enter your child's last diaper change.
 - o Bathroom: Select "bathroom" to enter your child's last bathroom attempt.
 - Your child's school and teachers will be able to review all drop-off notes that you add for your child.
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- If your child is in a classroom that is at the preschool age level or above, you will only have access to the "notes" option in the drop-off notes section (1).
 - o Notes: Select "add note" to enter today's contact, pickup time, relevant medicine information, and any additional notes in a free-form text box.
 - Your child's school and teachers will be able to review any notes that you add for your child.

Marking Your Child Absent on the Tadpoles Parent Mobile App

Family members can mark their child absent using the tadpoles® Parent mobile app. When family members mark a child absent using their family account, the absence is communicated to the child's school and teachers. Absences can be scheduled to occur on the same day or on a future date. This feature is only available to families through the tadpoles® Parent mobile app.

To mark your child absent from the *tadpoles*® Parent mobile app:

- From the home screen, select Drop Off Notes for your child (1).
- Select "mark absent" (1).
- Select "sick," "vacation," or "other" to designate the type of absence or the reason for the absence (1).
- If "sick" or "other" was selected, enter the following information in the pop-up box (1).
 - Add a date to the "first day out" field.

- Enter a date in the "returning on" field.
 - Enter the sickness the child is experiencing, or add additional notes about the absence.
 - Select Done (2) to save your changes and to send the absence to your child's school.
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- If you selected "vacation" enter the following information in the "first day out" and "returning on" fields (1).
 - Add a date to the "first day out" field.-
 - In the "returning on" field, enter the date that you plan for your child to return.
 - Select Done (2) to save your changes and to send the absence to your child's school.

To view or edit an absence from the free *tadpoles*® family mobile app:

- From the home screen, select Drop Off Notes for your child (1).
- Select "mark absent" (1).
- Any scheduled or current absences for your child will display (1).
- Select a specific absence to edit or delete (2).
- Make any necessary edits to the absence (1).
- Select "done" (2) to save your changes and update the entry.
- Select "delete" (3) to remove the entry.