

Best Practices: Using Procure SchoolCare Works with Engagement

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Procure's Engagement functionality is intended to be used along with Procure SchoolCare Works for your complete child care management solution. Data about students, parents, staff and pickups automatically syncs from Procure SchoolCare Works so there's no need to enter that information into the Engagement website. For information on using the engagement features, see: [Engagement Overview](#).

Updating Family Information

This section explains what data syncs from Procure SchoolCare Works to Engagement so you know exactly what will be updated and where the data comes from. The sync is **one way**—from Procure SchoolCare Works to Engagement—and includes new information and changes made to family members, children, staff, and rooms.

Changes to family information, staff, or rooms must be made in Procure SchoolCare Works so they can be synced to Engagement. Engagement displays a lock icon next to information that comes from Procure SchoolCare Works.

Important: Only children with an enrollment status of Active will sync to Engagement.

School Information

The following data for your school syncs from the Home > General screen in Procure SchoolCare Works to the School Settings > School Profile screen within Engagement:

- Center Name
- School Address
- School Phone

Updates to the School Name, Address, and Phone fields will sync to Engagement to update the school information.

The screenshot shows the Procure interface for a school named "Central Falls". The left sidebar contains a navigation menu with items: Dashboard, My School, Student Sign-In, Learning, Parent Connection, Staff Management, Calendar, Documents, Reports, School Settings (expanded), and Integrations. The "School Settings" menu is open, showing "Settings" and "School Profile" (selected). The main content area is titled "School Profile" and features a header with a school logo placeholder and the name "Central Falls" with an "EDIT PROFILE" button. Below the header is a table of school information:

SCHOOL TYPE	Preschool/Childcare
NO OF ENROLLMENT	11
SCHOOL PHONE	(248)-458-9987
EIN TAX	
WEB URL	
TIMEZONE	US/Michigan
SITE DIRECTOR EMAIL	
ADDRESS	210 Blue Roan DR, Waxahachie, TX, 75165

Staff

The following data for your school's staff syncs from the Staff > Staff List screen in Procure SchoolCare Works to the Staff Management > Staff screen in Engagement:

Please Note: In order for a staff member to sync from SCW to Engagement for a specific center, that center must be set as their default center in SCW.

- Teacher/Staff ID
- First and Last Name
- Hire Date
- Email

Important: Staff profiles will sync only if their Employee Status is Active.

Procare Central Falls

Staff / Allison Arthur profile

Profile | Documents

Allison Arthur

NAME	Allison Arthur
EMPLOYEE ID	No External Employee ID
ROOM	Summer Camp pre2 SportZi: Olympics
ROLE & PERMISSIONS	Admin Accounting Total (Full Access) Assessments (Full Access) Billing (Full Access) Calendar (Full Access) Documents (Full Access) Leads (Full Access) Meals (Full Access) Newsletters (Full Access) Parent Contact (Full Access) Parent/Staff Messaging (Full Access) Parents/Pickup (Full Access) Reports (Full Access) Rooms (Full Access) School Settings (Full Access) Staff (Full Access) Staff Messaging (Full Access) Staff Timecard (Full Access) Student Address (Full Access) Students (Full Access)
EMAIL	No Email
MOBILE PHONE	(248)-955-4564
CLOCK IN-OUT PIN	0894
ALLOWED STUDENT RATIO	No Student Ratio
ADDRESS	No Address
HIRE DATE	No Hire Date

Do you want to **DEACTIVATE ACCOUNT?**

Family Data

The following data for your school's families syncs from the Family Record in Procare SchoolCare Works to the My School > Students screen within Engagement:

Child/Student

- Admission/Personal tab
 - Student First and Last Name
 - Student ID
 - Child Enrollment Status (**Important:** Only Active children will sync to Engagement)
 - Enrollment Date
 - Date of Birth
- Siblings
- Program/Room Assignment tab
 - Room name
 - Effective Date
 - End Date
 - Schedule

The screenshot displays the Procare interface for a student profile. The left sidebar contains navigation options: Dashboard, My School, Students, Rooms, Tags, Student Sign-In, Learning, Parent Connection, Staff Management, Calendar, Documents, Reports, and School Settings. The main content area shows the profile for Alaina Kaline, with tabs for Profile and Documents. The profile details are as follows:

STATUS	ACTIVE
ROOM	No room
STUDENT ID	456996
DOB	Jan 17, 2013 (10 years and 3 months)
TAGS	Allergy
SCHEDULE	MON TUE WED THU FRI
ALLERGIES	Strawberries
MEDICATION	Benadryl when needed
DIET RESTRICTION	No Strawberries!
FOOD PROGRAM	No food program on record
ADDRESS	123 Legend Ave, Rochester Hills, MI, 48307
NOTES	No notes on record
SIBLINGS	No siblings for Alaina Kaline
ENROLL DATE	Mar 29, 2018 (5 years and 1 month)
GRADUATION DATE	No date set

Parent

Please Note: Parents will only sync from SCW to Engagement if 'Disable Pin' is not checked on their parent profile.

- First and Last Name
- Email
- Cell Phone Number (if the 'Cell Phone' field is blank, it will pull a phone number in the following order: Best Phone Number, Home Phone, then Work Phone)

Contacts/Pickups

The following information will sync from Procare SchoolCare Works from the child profile > More tab > Contacts:

Please Note: The 'Can be released' field must be checked and there must be a relationship selected for contacts/pickups to sync to Engagement.

- First and Last Name
- Relationship
- Cell Phone Number (if the 'Cell Phone' field is blank, it will pull a phone number in the following order: Home Phone, then Work/Employer Phone)

Parent / Guardians EMAIL SIGN-IN PIN [ADD PARENT](#)

Albert Kaline

EMAIL -

PHONE -

SIGN IN PIN 8171

EMERGENCY

Alexis Kaline

EMAIL -

PHONE -

SIGN IN PIN 7930

EMERGENCY

NOTE: Parents/Guardians can view their child's dashboard, message staff, make payments online, and Sign In-Out from the school's Parent Kiosk.

Additional Authorized Pickup

PERSON NAME	RELATION	PHONE	SIGN-IN PIN
AI Kaline	Father	-	6091

NOTE: Additional Authorized Pickups do not have a Procure account. They are only able to Sign In-Out from the school's Parent Kiosk.

Room Information

The following room information will sync from the room profile in Procure SchoolCare Works to the My School > Rooms screen within Engagement:

Please Note: For rooms to sync from SCW to Engagement, the 'Primary Room' and 'Active' fields must be set to Yes in SchoolCare Works (Setup > Rooms screen).

- Room Name
- Age Range

The screenshot shows the Procure SchoolCare Works interface. The top navigation bar includes the Procure logo, 'Central Falls', and utility icons. The left sidebar contains a menu with 'Dashboard', 'My School', 'Students', 'Rooms', 'Tags', 'Student Sign-In', 'Learning', 'Parent Connection', 'Staff Management', and 'Calendar'. The main content area is titled 'Rooms / pre2' and has tabs for 'Profile', 'Students', and 'Staff'. The 'Profile' tab is active, showing a room profile for 'pre2'. The profile includes a large orange circle with a white 'P' and a gear icon. To the right, the following details are listed: STATUS: ACTIVE (with a lock icon), MAX STUDENT CAPACITY: 10, and AGE RANGE: 0 yr 0 mo to 0 yr 0 mo (with a lock icon). At the bottom, there is a toggle switch for 'Enable Activities Dashboard on Mobile App' which is currently 'ENABLED'. Below the toggle, a note reads: 'View up to 3 activities per child on the app as well as set automatic reminders for staff when logging activities.'

Attendance/Pickup

Child/student attendance is a one-way sync to Procure SchoolCare Works from Engagement.

When students are signed in/out from Engagement, the attendance details will display on the Attendance > Attendance Journal screen.

The screenshot displays the Procure Attendance Journal interface. The left sidebar contains navigation options: Dashboard, My School, Student Sign-In (expanded), Attendance (selected), Ratio Monitoring, Learning, Parent Connection, Staff Management, Calendar, Documents, Reports, and School Settings. The main content area is titled 'Attendance' and shows filters for 'Daily', 'Monthly', and 'Absent'. A search bar and date selector (Apr 28, 2023) are present. A filter for 'Signed In after: 06:00 AM' is applied. The interface shows 'SHOWING 3 RESULTS' and '1 - 3 OF 3'. The table below lists the attendance records:

<input type="checkbox"/>	NAME	SIGN-IN ROOM	SIGNED-IN TIME & BY	SIGNED-OUT TIME & BY	ATTENDED TIME	
<input type="checkbox"/>	Bodie Dorsey School Age AM	Dance 3-5	2:17 PM By Allison Arthur		0 Hr	...
<input type="checkbox"/>	Zay Masters School Age AM	School Age AM	2:06 PM By Courtney Masters	3:48 PM By Chasity Dorsey	1 Hr 42 Mins	...
<input type="checkbox"/>	Zay Masters School Age AM	School Age AM	3:49 PM By Chasity Dorsey	3:51 PM By Chasity Dorsey	2 Mins	...