



As a way of allowing parents to check their children in and out while only touching their own personal mobile devices, IvyCrest Montessori Private School is now introducing the use of a Procure QR Code for touchless check in and out.

Upon arrival at IvyCrest for drop off or pick up, you will open the Procure App and scan the QR code provided. This can be accessed by selecting the barcode icon at the top of the screen. Once this icon has been selected, the device will then activate your camera. You will be prompted to check your child in/out, and sign with your finger to complete the process. The same access will be given to your regularly assigned authorized pick up person so please make sure you inform them of this new procedure.

In order for parents and authorized pick up persons to sign up for a Procure account, IvyCrest will send each one an invite via email. Once parents and authorized pick up persons have been invited, here are the steps they need to follow:

1. Download the free app
(Allow Procure camera access when prompted or go to your phone settings)

2. Select "Sign Up" > "Parent" > "Create Parent Account"

3. Once logged in, select "Add Child" and enter the unique 10-character code provided in the email invite



Compatible Mobile Devices

The Procure app is available on multiple app stores, and can be downloaded on tablets or mobile phones.

iOS Devices

- **Download the app from the Apple App Store**
- **Works on iOS devices version 10.0 and above**

Android Devices

- **Download the app from the Google Play Store**
- **Works on Android devices version 5.0 and above**

Please note that as of now, IvyCrest will only be using the check in and out feature of the Procure app. The other features are not activated yet. Parents can communicate with their child's teacher via Class Dojo, and their child's Director via email.