

Parent Portal Overview

Congratulations! You are now a Hubbe Parent Portal member and we are so happy to have you. We hope our parent portal improves your early learning and care experience. There are so many benefits to using the Hubbe Parent Portal, from applying for services online, electronically signing forms from anywhere, uploading required documentation at the click of a button, paying your family fees online, and more! This instruction sheet will provide a detailed overview of the parent portal landing page to assist you in navigating your account.

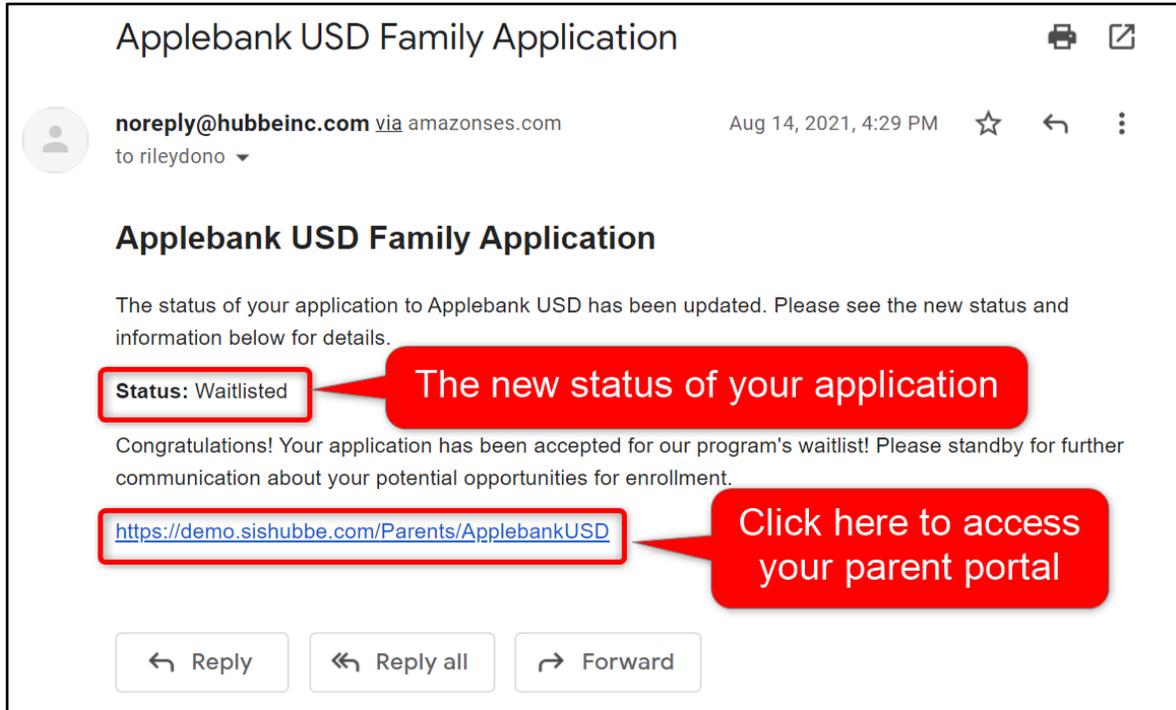
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Introduction

Once you have completed and submitted your family application, you will be notified via email when the status of your application has changed. Accordingly, after your application has been waitlisted, you will receive an email informing you of the application waitlist and will provide you with a link to your parent portal.



Upon clicking the link, you will be prompted with the parent portal login page. Use the login username and password that you used to create an account to complete the family application.



You will now be able to access the main parent portal account where you have the ability to view completed documents, provide eSignatures, review family information, and view child reports.

The screenshot shows a web interface for a parent portal. At the top right, there are links for "Select Language" and "Help" with a user profile picture. The main header area displays the user's name "Riley Dono" and email "rileydono@noemail.com". Below this, there are two buttons: "View Latest Application" and "Download Application Template".

A left-hand navigation menu is titled "Menu" and includes the following items: "Dono Family" (highlighted), "Abby Ann Dono", "Sammy Dono", "Riley Dono", "Eric Dono", "Emergency Contacts", "Bills and Payments", "Applications", "Documents", and "Surveys".

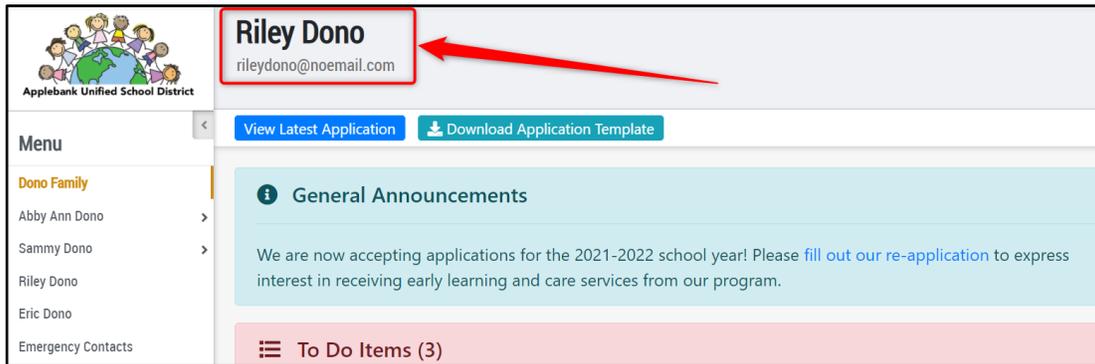
The main content area is divided into several sections:

- General Announcements:** A light blue box with an information icon containing the text: "We are now accepting applications for the 2021-2022 school year! Please fill out our re-application to express interest in receiving early learning and care services from our program."
- To Do Items (3):** A pink box with a list icon containing three items:
 - Sign ELCD-9600
 - Upload all requested documents in Enrollment Documents (5)
 - Fill out the DRDP Parent Survey 2021-2022
- Contact Info:** A white box with a header and two columns of information:
 - Address:** 232 Vista Mar, Mapleton CA, 90001-4528
 - Home Phone:** (555) 359-6620
 - Mobile Phone:** (555) 213-6263
 - Email:** rileydono@noemail.com

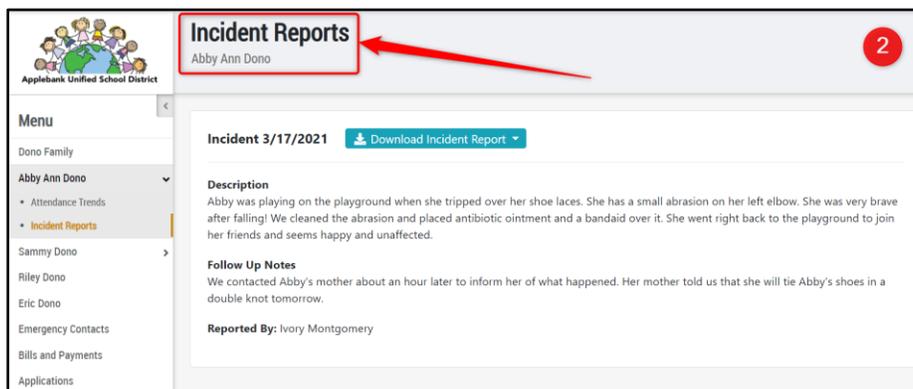
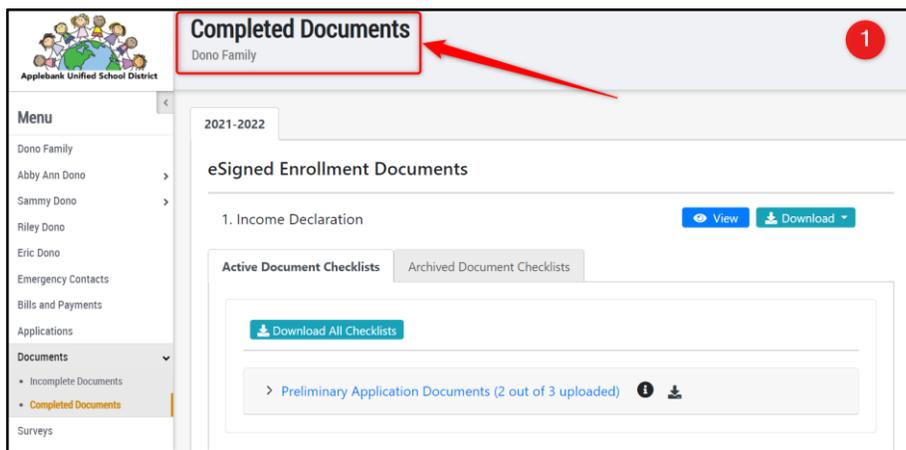
At the bottom, there are four tabs: "Children Enrolled" (selected), "Parents", "Non-Participating Children", and "Emergency Contacts".

The Top Ribbon

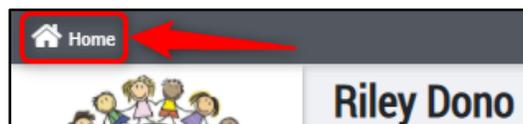
At the top of the parent portal landing page there is a banner with the parent's name who signed into the account. This banner is referred to as the top ribbon. As you navigate through your account, you can look at the top ribbon as a landmark of where you may be in the portal.



Below are two images which highlight the top ribbon of a parent who has navigated to their completed documents (*reference Image 1*) and their child's incident reports (*reference Image 2*).

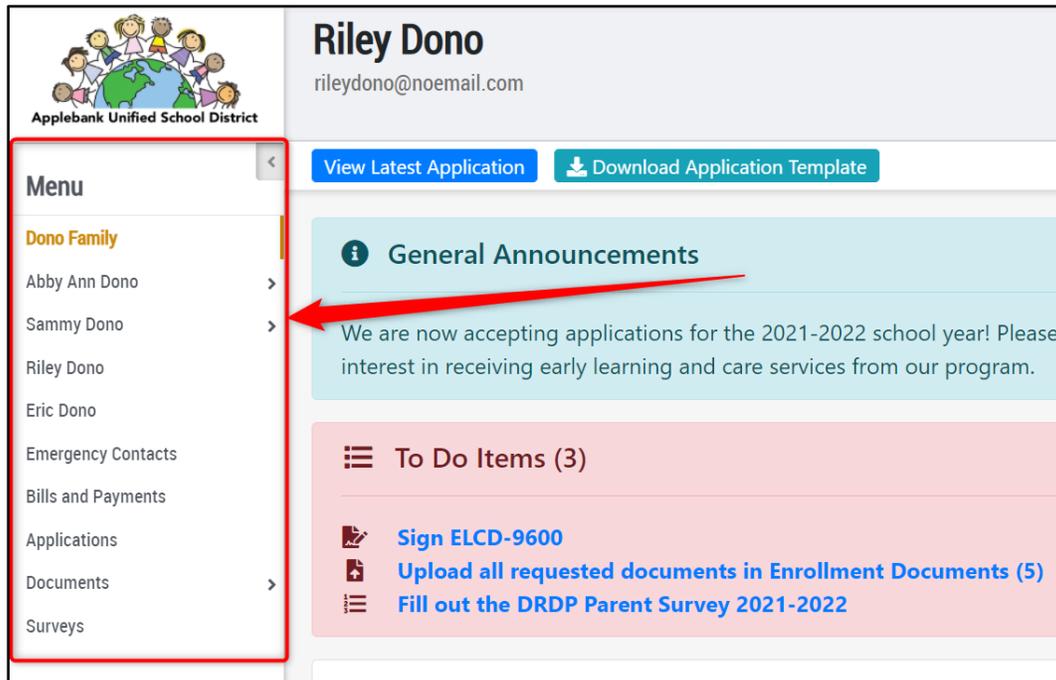


Note: You can easily access the home landing page of your portal account by clicking on the "Home" button in the top menu located on the upper left side of every page.

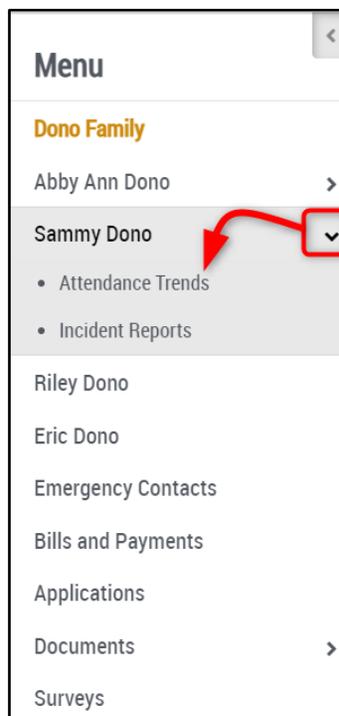


Family Menu

A parent can view the information that has been entered either by himself/herself or their agency administrators concerning their family, as well as manage his/her documents. The Hubbe Parent Portal has placed these activities into an easily accessible “Menu” located to the left side of your screen.

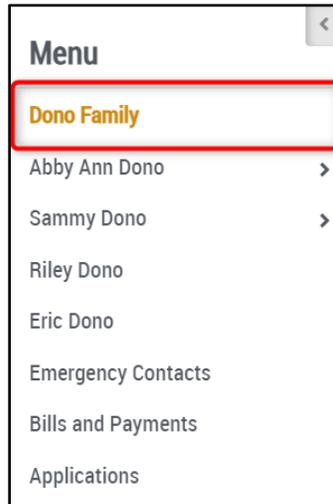


The menu holds records for viewing your child’s attendance data, incident reports, parent records, emergency contacts, family fees, family applications, documents requested by your agency, and parent surveys. Think of these items as buttons that, when pressed, will direct you to the activity associated with each title. If you notice the carrot next to a menu item, this indicates that the main menu item has a sub-menu that will appear when clicked.



Account Landing Page - Family Overview

The first menu item in the Family Menu is your family's name. This is the landing page for your parent portal account, which means it is the first page you will view once you have logged in.



This item gives you access to family information in one, easy location.

Riley Dono

rileydono@noemail.com

[View Latest Application](#) [Download Application Template](#)

General Announcements

We are now accepting applications for the 2021-2022 school year! Please [fill out our re-application](#) to express interest in receiving early learning and care services from our program.

To Do Items (3)

- [Sign ELCD-9600](#)
- [Upload all requested documents in Enrollment Documents \(5\)](#)
- [Fill out the DRDP Parent Survey 2021-2022](#)

Contact Info

Address  
232 Vista Mar
Mapleton CA, 90001-4528

Home Phone: (555) 359-6620
Mobile Phone: (555) 213-6263
Email: rileydono@noemail.com

Children Enrolled

Parents Non-Participating Children Emergency Contacts

Abby Ann Dono

Active **IEP/IFSP** **Medical Risk**

Student ID: ST16297213 **Initial Entry Date:** 7/1/2020
Age: 3 years **Subsidy Type:** CSPP
Date of Birth: 10/4/2017
Gender: Female
Ethnicity: Not Hispanic or Latino

English Learner: No **QRIS Consent:** No
Language: English **Parent Decline ASQ:** No

Medical Risks:
• Allergies: grass
• Asthma: Abby has exercise-induced asthma so she must take her inhaler prior to physical activity.

Agency: Applebank USD
Site: Riverbank CDC
Session: Koalas AM
Schedule: Fixed Schedule

Sammy Dono

Active

Student ID: ST16503273 **Initial Entry Date:** 7/1/2021
Age: 3 years **Subsidy Type:** CCTR
Date of Birth: 10/4/2017
Gender: Male
Ethnicity: Not Hispanic or Latino

English Learner: No **QRIS Consent:** No
Language: English **Parent Decline ASQ:** No

Agency: Applebank USD
Site: Riverbank CDC
Session: Koalas AM
Schedule: Fixed Schedule

At the top, you can click on the blue “View Latest Application” button to navigate to the application page.

Riley Dono
rileydono@noema

1 View application online

View Latest Application Download Application Template

2 Download application template to complete by hand

Applebank USD
Family Application

1

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up photos. A good head shot photo will ensure we can clearly identify the adult / child, and this will improve our ability to ensure children are being released to approved adults. When you are finished, hit the "Submit" button. We will have access to your application as you work on it. We will wait to contact until you have submitted it. We look forward to working with you to support the needs of your family. Gracias por su interés en el Programa Preescolar Applebank USD. Complete toda la información en esta solicitud. Necesitamos que incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares. Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto / niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados. Cuando haya terminado, presione el botón "Enviar". Tendremos acceso a su aplicación mientras trabaja en ella. Le contactaremos cuando la haya enviado. Esperamos trabajar con usted para satisfacer las necesidades de su familia.

Application Status: **In Process** **The status of your application can be found here**

Document Checklists [Download All Checklists](#)

- > Enrollment Documents (10 out of 14 uploaded) **i** **↓**
- > Preliminary Application Documents (2 out of 3 uploaded) **i** **↓**

[Download Application Template](#) [Continue Application](#) [Continuar la Aplicación](#)

Applebank USD
Family Application

2

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up photos. A good head shot photo will ensure we can clearly identify the adult / child, and this will improve our ability to ensure children are being released to approved adults. When you are finished, hit the "Submit" button. We will have access to your application as you work on it. We will wait to contact until you have submitted it. We look forward to working with you to support the needs of your family. Gracias por su interés en el Programa Preescolar Applebank USD. Complete toda la información en esta solicitud. Necesitamos que incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares. Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto / niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados. Cuando haya terminado, presione el botón "Enviar". Tendremos acceso a su aplicación mientras trabaja en ella. Le contactaremos cuando la haya enviado. Esperamos trabajar con usted para satisfacer las necesidades de su familia.

Application Information **Date Submitted:**

Applicant First Name: _____ Applicant Middle Name: _____ Applicant Last Name: _____

School year you're applying for 2021-2022 2022-2023 Did your student attend "Applebank USD" a previous year? Yes No

Gross Monthly Income: _____ Family Size: _____
(Include all sources of income such as child support, spousal support, government benefits, etc.)

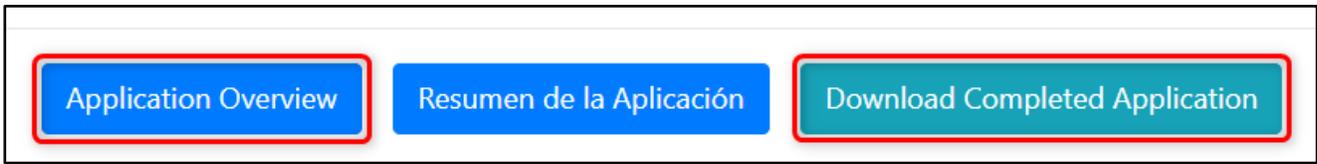
If Gross Monthly Income is \$0, please explain: _____

CalFresh Case Number: _____ CalWORKS Case Number: _____ FDIR Case Number: _____

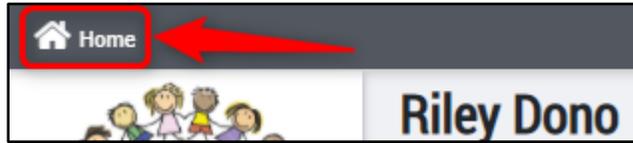
Rank the site/locations in order of preference (1st, 2nd, 3rd) where you would like to receive early care and education services.

| | | | |
|--------------------------------------|--|--------------------------------------|----------------------------------|
| ___ Allen State Preschool (93467) | ___ Central State Preschool (90001) | ___ Lewis State Preschool (90001) | ___ Riverbank CDC (920371234) |
|--------------------------------------|--|--------------------------------------|----------------------------------|

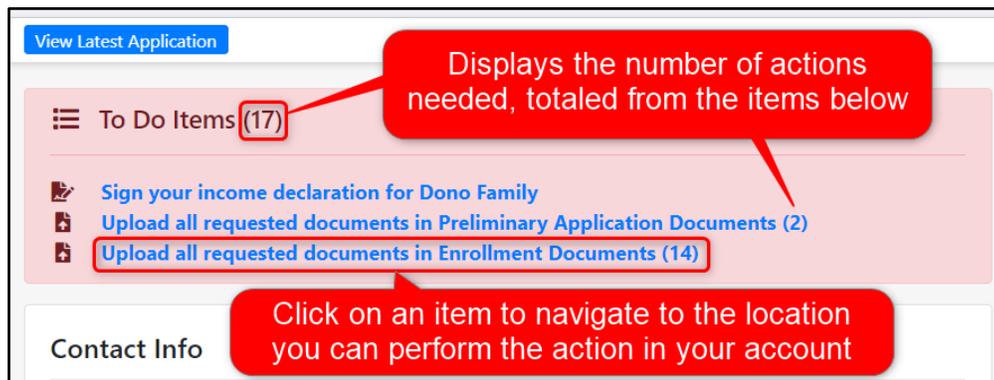
Note: Once you have submitted your application, you can access a “Download Completed Application” option with the buttons at the bottom of this application page.



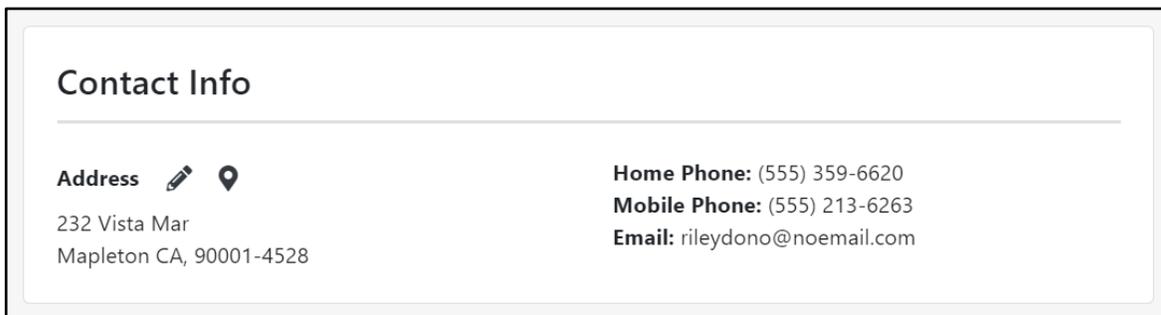
To navigate back to the “Family Overview” page, click on the “Home” button in the top menu located on the upper right of your screen.



The “To Do Items” box serves as important reminders of actions needed from you. Agency administrators will send items to this box when they require a signature, a document upload, or parent survey responses from your family, among other actions. The box will appear red if you need to complete an action with a list of the specific actions. Once you have completed all the actions in the box, it will change to green. You can click on any item in the box to navigate to the location where you can provide a signature or upload a document, for example. It is important to complete the actions needed in this box to complete the family intake process.



The “Contact Info” box will display the address, home phone, mobile phone, and email of the parent whose account is logged into. Check to make sure that this information is accurate. If the address displayed is inaccurate, click the pencil icon to edit it. If the remaining contact information is inaccurate, contact your child’s preschool or child care administrator.



The tabs at the bottom of your Family Overview page will include “Children Enrolled,” “Parents,” “Non-Participating Children,” and “Emergency Contacts.” Each tab will contain a tile for each person assigned to this family in the appropriate section. These tiles will display the information entered about the individual by the parent or agency administrator. Check to make sure all of this information is correct and contact your agency enrollment personnel if anything needs to be updated.

| Children Enrolled | Parents | Non-Participating Children | Emergency Contacts |
|--|---------|--|--------------------|
| Abby Ann Dono Active IEP/IFSP Medical Risk | | Sammy Dono Active | |
| Student ID: ST16297213 Age: 3 years Date of Birth: 10/4/2017 Gender: Female Ethnicity: Not Hispanic or Latino | | Student ID: ST16503273 Age: 3 years Date of Birth: 10/4/2017 Gender: Male Ethnicity: Not Hispanic or Latino | |
| Initial Entry Date: 7/1/2020 Subsidy Type: CSPP | | Initial Entry Date: 7/1/2021 Subsidy Type: CCTR | |
| English Learner: No Language: English | | English Learner: No Language: English | |
| Medical Risks: <ul style="list-style-type: none"> Allergies: grass Asthma: Abby has exercise-induced asthma so she must take her inhaler prior to physical activity. | | QRIS Consent: No Parent Decline ASQ: No | |
| Agency: Applebank USD Site: Riverbank CDC Session: Koalas AM Schedule: Fixed Schedule | | Agency: Applebank USD Site: Riverbank CDC Session: Koalas AM Schedule: Fixed Schedule | |

Note: The tag below the child’s name that reads “Active” means that this child has been enrolled into a session. If the child shows “Inactive,” then they have been waitlisted but have not yet been enrolled into a classroom/session. This tag will change to “Active” once the child has been enrolled.

Parent A / Parent B

The next menu items are the Parent Records, with Parent A’s name followed by Parent B’s name. If there is only one parent assigned to this family, then you will only see Parent A’s name listed.

Menu

Dono Family ▾

- Dono Family Overview
- Riley Dono
- Eric Dono
- Emergency Contacts
- Incomplete Documents
- Completed Documents
- Surveys

Abby Ann Dono >



These items allow you to view the information entered for each parent listed. Make sure to check that the information listed in each parent card is correct and contact your agency enrollment personnel if anything needs to be updated.

Riley Dono
Dono Family

Parent Information

| | | | |
|--|--|---|---|
| Parent ID PA16297212 | Unique Identifier Mother | Parent Best Described As None | Parent A or B Parent A |
| Head of Household No | Highest Education Level Completed a Baccalaureate or Advanced Degree | Language English | Ethnicity Not Hispanic or Latino |
| Race Native Hawaiian or Other Pacific Islander | Home Phone Number (555) 359-6620 | Mobile Phone Number (555) 213-6263 Preferred Contact Method Allow Texting | Work Phone Number |
| Parent Gender Female | Email rileydono@noemail.com | Address 232 Vista Mar Mapleton CA, 90001-4528 | Authorized to sign official documents Yes Authorized to pickup the children Yes Currently a member of the United States Military on active duty No Currently a member of a National Guard or Military Reserve Unit No Parent is a veteran of the United States Military No |

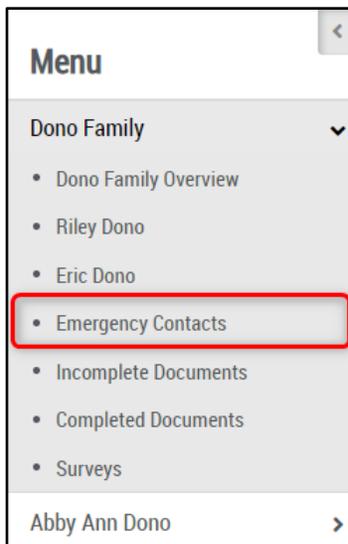
Parent Portal

| | |
|----------------------|---|
| Pin RD1234 | Portal Username rileydono@noemail.com Update Username Reset Password |
|----------------------|---|

For details and instructions on updating your account login details (i.e., username, password, or PIN), please refer to the following instruction sheet: [“Updating Your Account Details.”](#)

Emergency Contacts

The “Emergency Contacts” menu item gives you access to all emergency contacts assigned to your family.



Make sure to check that the information listed in each emergency record is correct. If emergency contact information needs to be updated, click on the blue “Edit” button at the top of the page. In the modal that appears, enter/edit the appropriate information and then click “Save.”

Riley Dono
rileydono

[Add Emergency Contact](#)

Jean Dono [Edit] [Delete]

Carl Dono [Edit] [Delete]

Jean Dono
Emergency Contact Id: EC16297214
Relationship: Grandmother
Phone 1: (555) 785-1697
Gender: Female
Primary Lanugage: English

Carl Dono
Emergency Contact Id: EC16297215
Relationship: Grandfather
Phone 1: (555) 278-4531
Gender: Male
Primary Lanugage: English

Click the pencil to edit the contact

Click the trash can to delete the contact

Update Emergency Contact

Photo

[Upload](#) [Remove](#)

Emergency Contact Id: EC16297214

First Name: Jean

Last Name: Dono

Relationship to Child: Grandmother

Gender: Female

Phone Number 1: (555) 785-1697

Phone Number 2:

Email:

Portal Pin:

Example: AA1234

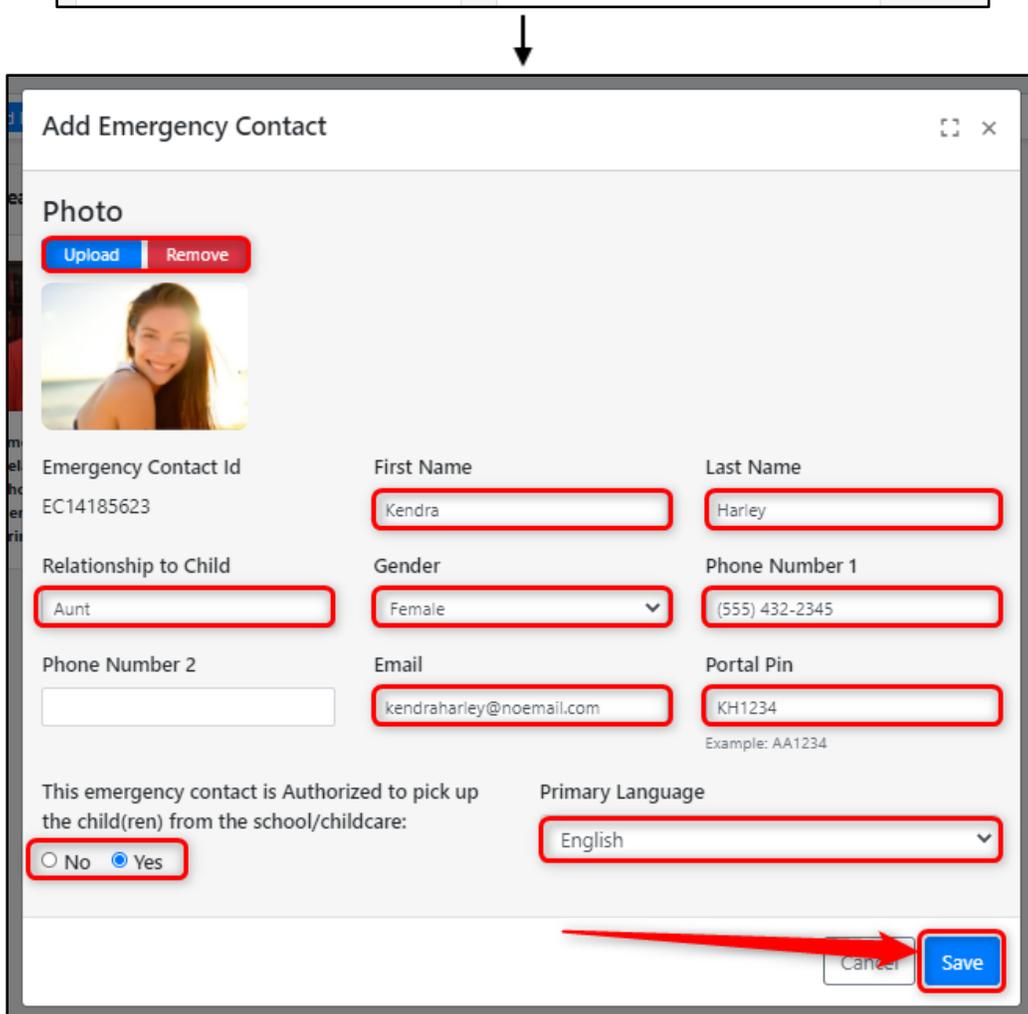
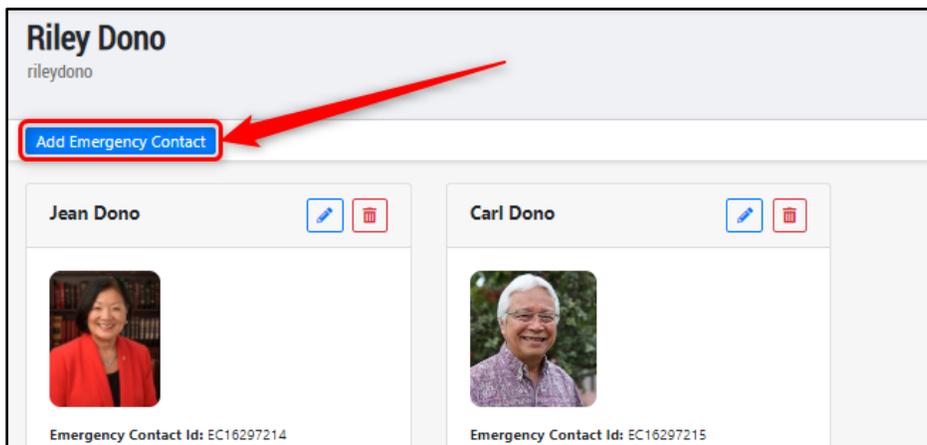
This emergency contact is Authorized to pick up the child(ren) from the school/childcare:
 No Yes

Primary Language: English

[Cancel](#) [Save](#)

Upload or remove profile images

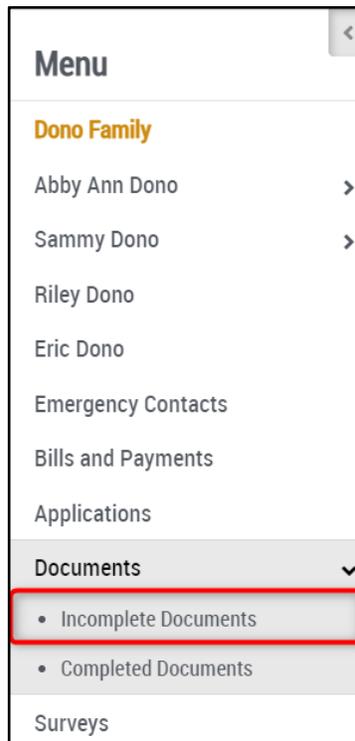
To add a new emergency contact, click the blue “Add Emergency Contact” button at the top of the page. In the modal that appears, fill in the fields with the emergency contact’s information. You must enter the following fields to be able to click “Save” and create the contact: First Name, Last Name, Phone Number, and Relationship to Child.



Note: The “Portal PIN” should be unique and begin with the person’s initials followed by 4-6 numbers. This PIN is used to sign-in/out the child in the eSignature Portal. If your emergency contact will be dropping off/picking up the child from class, provide them with a Portal PIN here.

Incomplete Documents

The “Incomplete Documents” menu item gives the parent access to all the documents that still need to be uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent needs to eSign at the top.

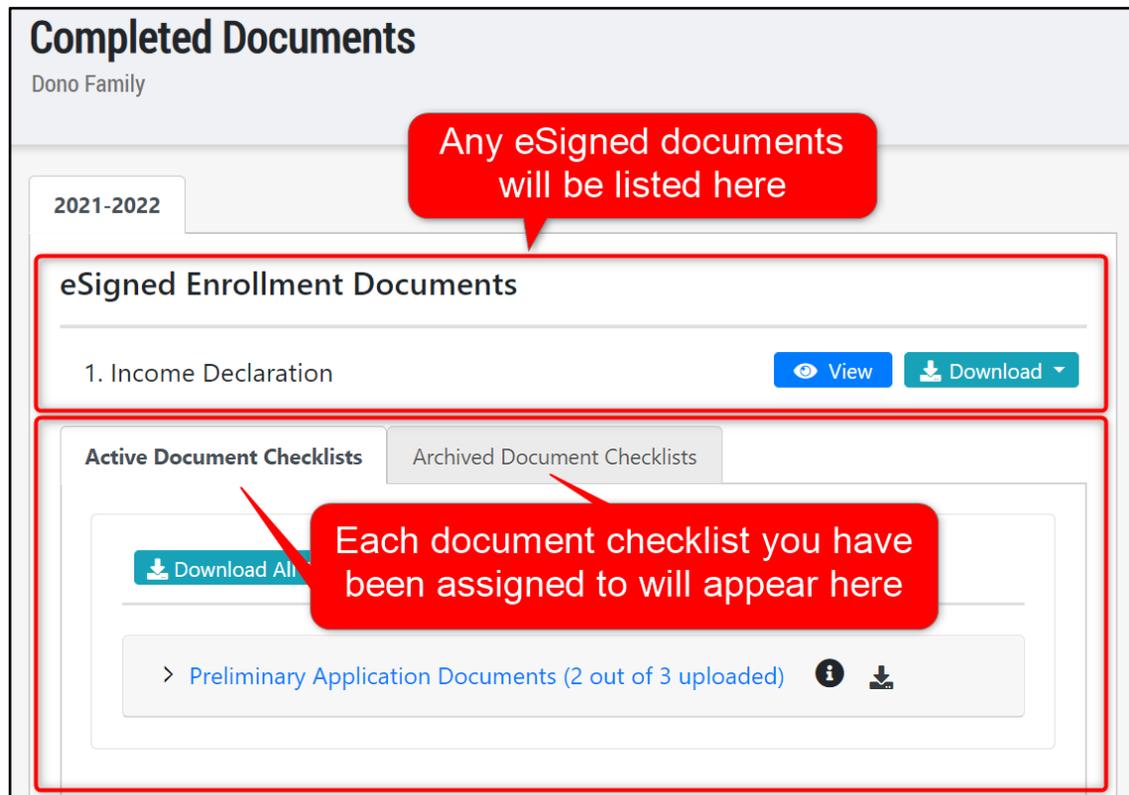
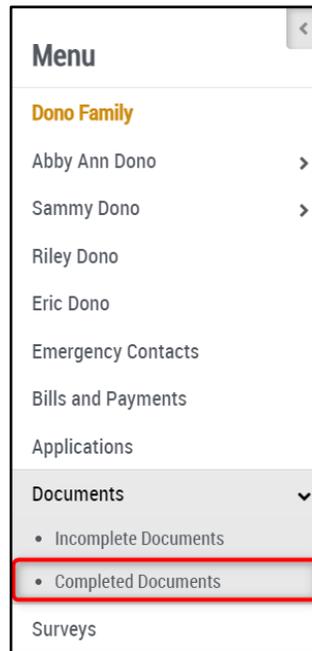


A screenshot of the "Incomplete Documents" page for the "Dono Family". The page title is "Incomplete Documents" and the subtitle is "Dono Family". A red callout bubble points to the page title with the text: "Any forms that need to be eSigned will be listed here". Below the title is a section titled "eSign Documents" containing a list item: "1. Certification for services (ELCD-9600)". To the right of this item are two buttons: "Sign" and "Download". Below this section is another red callout bubble with the text: "Each document checklist you have been assigned to will appear here until completed". Below the callout is a button labeled "Download All Checklists". At the bottom of the page is a section titled "Enrollment Documents (10 out of 14 uploaded)" with an information icon and a download icon.

For detailed instructions on managing your documents, please refer to the instruction sheet entitled, [“Managing Documents in Parent Portal.”](#)

Completed Documents

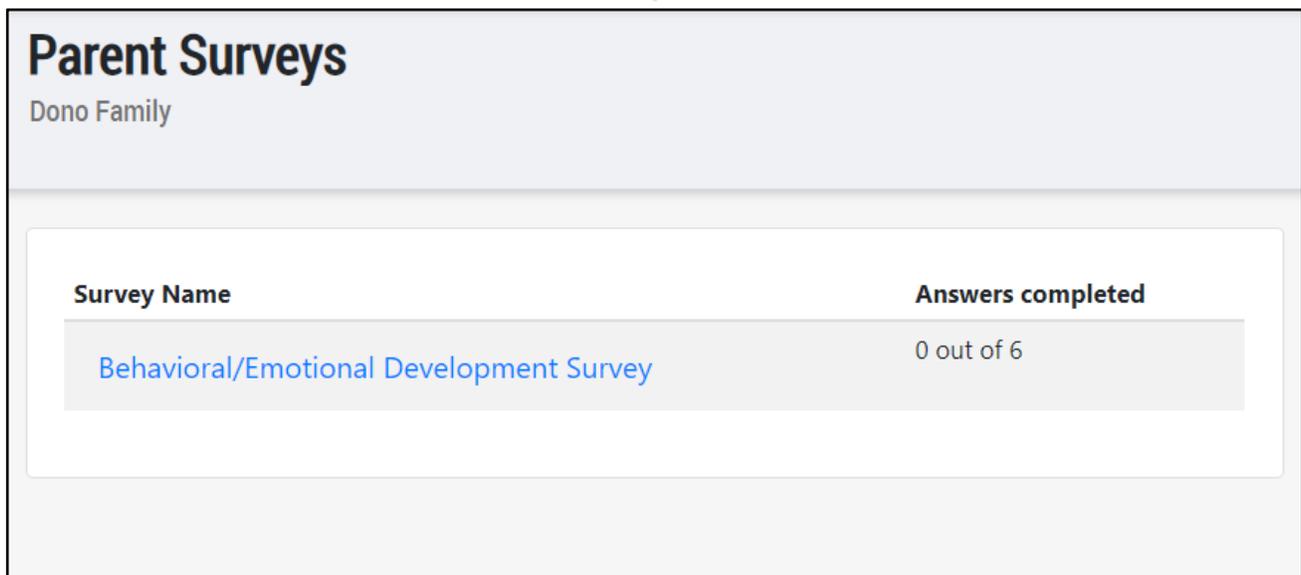
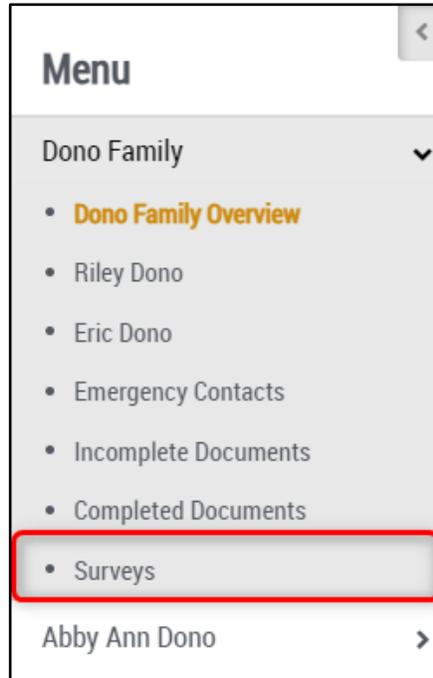
The “Completed Documents” menu item gives the parent access to all the documents that have been uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent has eSigned at the top.



For detailed instructions on managing your documents, please refer to the instruction sheet entitled, [“Managing Documents in Parent Portal.”](#)

Surveys

The “Surveys” menu item will appear once you have been invited to complete a parent survey. All surveys that you are assigned to will appear on this page. Simply click on the survey you would like to work on from the grid in this record. You will be able to view your responses at the end, download a copy if desired, and submit your responses right from your parent portal.

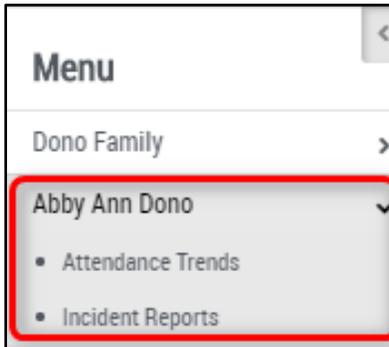


For detailed instructions on how to complete a parent survey, please refer to the instruction sheet titled, [“How to Complete a Parent Survey.”](#)

Student Menu

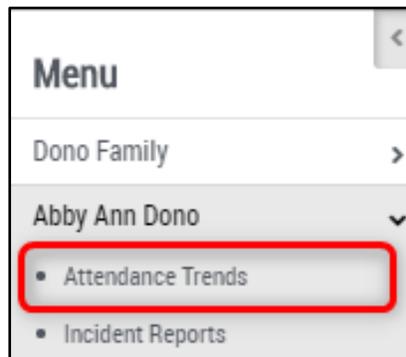
There can be one or more student drop-down menu items below the Family Menu depending on the number of children that are receiving services in your family. If the family has one child, there will only be one student menu displayed in the overall Menu on the left side of your screen.

Each student menu includes two (2) items: “Attendance Trends” and “Incident Reports.”

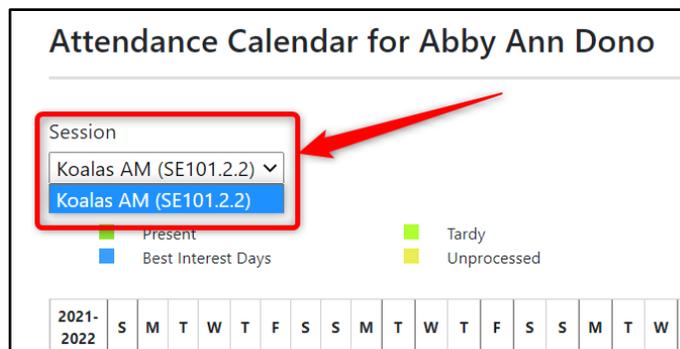


Attendance Trends

The first item in the student drop-down menu is “Attendance Trends.” Click on this item to view the attendance data for your child during the current school year.



If your child has been assigned to more than one session, you can select which one you'd like to view in the calendar by using the drop down option to select the correct session.



The data will be presented in both a table view at the top of the page and a calendar view below. You can use these features to check the attendance data and make sure it has been recorded correctly. If you notice any issues, contact your classroom/session teacher.

Riley Dono

rileydono@noemail.com

Attendance Table

| | Present | Excused | Unexcused | Best Interest | Vacation | Not Enrolled |
|-----|---------|---------|-----------|---------------|----------|--------------|
| Jul | 20 | 1 | | | | |
| Aug | 1 | | | | | |
| Sep | | | | | | |
| Oct | | | | | | |
| Nov | | | | | | |
| Dec | | | | | | |
| Jan | | | | | | |
| Feb | | | | | | |
| Mar | | | | | | |
| Apr | | | | | | |
| May | | | | | | |
| Jun | | | | | | |

Attendance Calendar for Abby Ann Dono

Session: Koalas AM (SE101.2.2) ▾

Present

Tardy

Excused Absences

Unexcused Absences

Best Interest Days

Unprocessed

Vacation Days

Not Enrolled

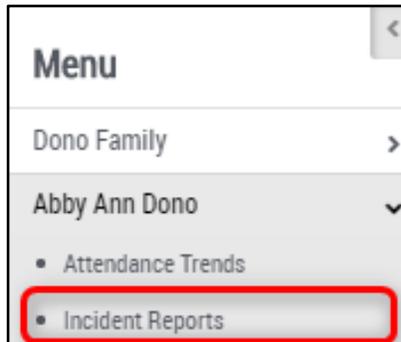
| 2021-2022 | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | | | | | |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Jul | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Aug | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |
| Sep | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| Oct | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| Nov | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | |

Note: If your child has **not** been enrolled into a classroom/session, you will be led back to the “Family Overview” landing page upon clicking “Attendance Trends” because there is no attendance data yet.

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Incident Reports

The “Incident Reports” item will allow you to view all incident reports that have been filed for your child and shared by agency administrators. This grid will appear empty if there has not been an incident report filed on your child or shared with you.



You can select which incident report in the grid you would like a PDF copy of by clicking on the “Download Incident Report” button next to that incident. You can then select to download the PDF in either English or Spanish.

Incident Reports

Abby Ann Dono

Incident 7/7/2021 [Download Incident Report](#)

Description
Abby stood up on a chair during playtime and fell off. She hit her knee on the carpet and bruised it slightly, I held a pack of ice on her knee and had her rest for the remainder of playtime. She seemed ok and back to her usual self within 20 minutes!

Follow Up Notes
I contacted Abby's mother a few minutes after it happened and she said Abby knows better than to stand on chairs, so she will talk to her after class.

Reported By: Ivory Montgomery

Incident 3/17/2021 [Download Incident Report](#)

Description
Abby was playing on the playground when she tripped over her shoe laces. She has a small abrasion on her left elbow. She was very brave after falling! We cleaned the abrasion and placed antibiotic ointment and a bandaid over it. She went right back to the playground to join her friends and seems happy and unaffected.

Follow Up Notes
We contacted Abby's mother about an hour later to inform her of what happened. Her mother told us that she will tie Abby's shoes in a double knot tomorrow.

Reported By: Ivory Montgomery



Incident Report

Abby Dono

Applebank USD | Riverbank CDC | Koalas AM



General Information

| | |
|-----------------------------|----------------------|
| Time of Incident | 7/7/2021 11:04 AM |
| Parents Informed | 7/7/2021 11:08 AM |
| Reported By | Ivory Montgomery |
| Location of Incident | Inside the classroom |

Incident Details

| | |
|--------------------|---|
| Categories | Injury by Accident |
| Description | Abby stood up on a chair during playtime and fell off. She hit her knee on the carpet and bruised it slightly, I held a pack of ice on her knee and had her rest for the remainder of playtime. She seemed ok and back to her usual self within 20 minutes! |
| Follow-Up | I contacted Abby's mother a few minutes after it happened and she said Abby knows better than to stand on chairs, so she will talk to her after class. |