



Signing up for KidCheck is easy and free for parents. Once you've created your account, add your children's information and any pertinent medical/allergy alerts, and designate authorized and unauthorized guardians. Please upload photos of yourself, your children, and the guardians to help with identification.

### **Helpful Tips**

- Have photos of parents and children ready to upload as you make your account.
- Include as guardians those people whom you regularly authorize to pick up your children.
- Hit the save button each time you complete a step of the account process.

### **Sign-up**

1. Go to [www.brookwood.org/preschool](http://www.brookwood.org/preschool) and select **Kidcheck** from the side bar.
2. Select **Create Account**
3. Select **Register Now**
4. Fill in the requested fields and create your password
5. Agree to the license agreement and then go to **Choose Your Account Options**
6. Select Save **Changes**

### **My Account Page**

1. Click on **My Kids**  
This is where you will input your child's information and upload photos. Select "Save Changes" when done.
2. Click on **My Guardians**  
This is where you will input additional guardians and upload photos. Remember to "Save Changes" when you are done adding guardians.

**Your account is now complete!** When you go to check in for the first time, type your 10 digit home or cell phone number onto the check-in screen, and your account will appear.