UCSB Early Childhood Care & Education Services
COVID-19 Screening & Sign In/Out Instructions

1. Go to the UCSB Early Childhood Care & Education Services COVID-19 Screening [here](#). Link can also be found on the Children's Centers website. The screening can be completed prior to arriving at the center. However, the sign in should be completed on your mobile device once you arrive at the center, just before you check in.

2. Read the “Introduction and Privacy Notice,” then click “Next.”

3. Enter your “Family Information.” If you have more than one child to sign into the Centers, be sure to select “Yes” to “Are you bringing another child today?” Then click “Next.”
4. Complete the “COVID-19 Screening,” and click “Submit.”

5. You will get a message that your form was successfully submitted.

6. Once the COVID-19 screening is complete, you will get an email to either sign in in child(ren) or a message saying you are not clear to attend the center.

7. If you cleared to attend, once you arrive at the center, go to your email and complete the sign in for each child. If you are signing in more than one child, you will receive a sign in email for each child.
8. You will get a message that your signature was submitted successfully.

9. To check your child(ren) into the center, go to your email and pull up the Green pdf message that says, “You May Attend the Children’s Center” and show this to the person at the check in station.

10. When you arrive at the center to pick up your child, complete the “Sign Out” via email. Same process as when you signed in. This email will be received as soon as you sign in, but **DO NOT** complete until you pick up your child(ren).