

Preschool Kiosk Solution for Schools

March, 2026

Contents

Overview	3
How does it work?	3
Configure Kiosk for preschool sign-in and sign-out	4
Overview	4
Prerequisite	4
Activate Flexible Classes	4
Steps	4
Configure Kiosk	5
Prerequisite	5
Steps	5
Activate a Kiosk Profile for preschool sign-in and sign-out	7
Customise other settings for Kiosk preschool	8
Overview	8
Prerequisite	8
Steps	8
Manage access	9
Overview	9
Manage staff member access	9
Manage parent and carer access	10
Grant parents/carers access to the Kiosk	10
Revoke parents/carers access from the Kiosk	11
Manage OOSH Providers	11
Create an OOSH Provider	11
Link a student to an OOSH provider	12
Edit or remove an OOSH provider	12
Kiosk sign-in/out process for staff members	13
Overview	13
Sign-in/out register – managing attendance	13
Manage sign-in/out records	13
Kiosk sign-in/sign-out process for parents and carers	14
Overview	14
Morning setup	14
Kiosk setup interface	14
Sign-in or sign-out preschool students	15
Reset a forgotten PIN	17
Sign-in/sign-out process for OOSH providers	18
Overview	18
Manage sign-in/out for OOSH providers	18

Overview

Sentral's Preschool Kiosk solution enables authorised parents or caregivers to digitally mark student attendance upon arrival and departure each day. It allows an approved vendor product to securely collect, store, and track attendance records, including:

- the identity of the authorised person signing the child in or out
- the exact time of each check-in and check-out.

Our Preschool Kiosk solution includes data retention for a minimum of three years following the child's final preschool enrolment, ensuring compliance with regulatory and funding requirements.

Implementing this digital solution will enhance accuracy, streamline administrative processes, and support data-driven decision-making, aligning preschool attendance tracking with best practices in the early childhood education sector.

How does it work?

Sentral's Preschool Kiosk solution allows an authorised parent/carer of preschool student to digitally mark student attendance as they sign-in and sign-out daily onsite.

If the Preschool Kiosk feature is activated:

- Sentral's automated process marks all expected flexible class students as Absent in the early hours of each day.
- When a parent or carer signs a student in via the Kiosk, the Absent status is removed, indicating the student is now 'Present'.
- Attendance statuses continue to update until the teacher submits the official roll. At that point, all signed-in students are officially marked as Present, while any remaining students are marked as Absent.
- Once the roll has been submitted by the teacher, the Preschool Kiosk sign-in process no longer updates attendance statuses. In such cases, the teacher must manually Unsubmit the roll and adjust the attendance status as needed.
- Any partial attendance must be manually recorded by the teacher.

Sentral also collects and retains which authorised person has signed children in and out each day and their arrival and departure time.

Configure Kiosk for preschool sign-in and sign-out

Overview

Use the information in this topic to set up Kiosk for preschool sign-in/sign-out.



Note: If you are setting up a kiosk for the first time, please refer to the [Kiosk Setup Guides](#) for comprehensive instructions on using the Sentral Kiosk Service.

Prerequisite

To activate Sentral Kiosk for preschool, your school must be configured to use Flexible Classes.



Note: If your school is not configured to use Flexible Classes, please contact the Department of Education (DoE) or our Sentral Support Team for assistance.

Activate Flexible Classes

Steps

1. Select the menu icon  and choose **Flexible Classes** in the Attendance group.
2. Select  **Setup** and choose **Flexible Classes Setup**.
3. Select **Setup** in the left menu and choose **Settings**.
4. Specify whether to use flexible classes kiosk for student pick-up and drop-off.



Note: Once the Preschool Kiosk feature is activated, your school must manually mark the roll until the sign-in/out process begins. Ensure students are marked present where applicable, as the system will mark all expected flexible class students as absent by default.

[← Back to Flexible Classes](#)

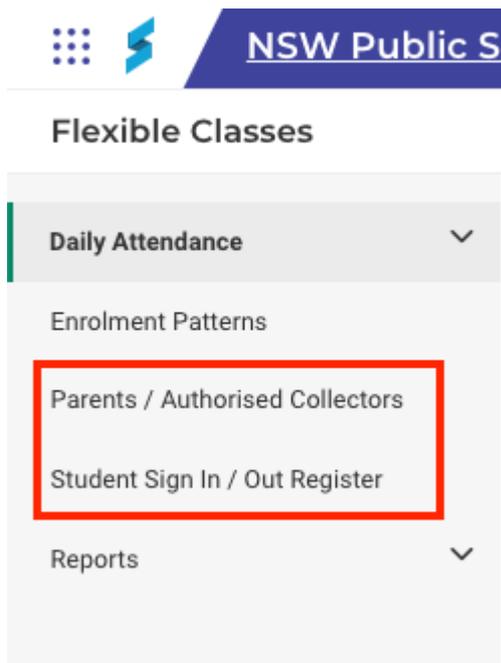
Flexible Classes Setup Settings	
Use School Times	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Controls if class start and end times are locked to the school default, or if they c</small>
Use flexible classes kiosk for student pick-up/drop-off	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Controls if allow parents to pick-up/drop-off student via Kiosk.</small>

5. Select **Save**.

Two additional menu options display in the Flexible Classes left menu.

6. Select **Back to Flexible Classes** in the left menu.

The additional menu options remain visible in the left menu.



Note: Information about these menu options is provided in the Manage Access section.

Configure Kiosk

Prerequisite

Flexible Classes is activated at your school.

Steps

1. Select the menu icon  and choose **School Attendance** in the **Attendance** group.
2. Select  **Setup** and choose **School Attendance Setup**.
3. Select **Setup** in the left menu and choose **Kiosk Setup**.
4. Do one the following:
 - a. Scroll down to **Kiosk Configuration** and select **Add Profile** to create a new Kiosk Profile for Flexible Classes.
 - b. Select **Edit** to modify an existing Kiosk Profile.

5. Do one of the following:
 - a. Select **Flexible Class** from the Kiosk Profile Type menu.
 - b. Select **Student/Visitor/Flexible Class** for a combined Kiosk Profile.

The screenshot shows the 'Edit Profile' window. The 'Kiosk Profile Name' field contains 'Flexible_Classes'. The 'Kiosk Profile Type' dropdown is open, with 'Flexible Class (x)' selected. Below it, 'Student' is highlighted. The 'Sentral Username' is 'Visitor', and the 'Pin' is 'Flexible Class'. The 'Menu Configuration' is set to 'Attendance Main Menu'. There are three toggle sections: 'Enable Camera' with 'Yes' selected, 'Virtual Keyboard' with 'No' selected, and 'Hide Logout Button in' with 'No' selected. At the bottom, there are 'Save' and 'Cancel' buttons.

6. Complete the remaining details and select **Save**.

The Kiosk Profile is ready for the preschool sign in/out process.
7. Save and bookmark the Kiosk URL on the mobile device that will be used for parent sign-in and sign-out.



Tip:

The Kiosk URL is visible under the profile you've created.

When setting up the mobile device in the morning for parents and carers to sign in/out, use the direct URL to the Kiosk where you enter the PIN. We recommend creating a bookmark on the mobile device browser.

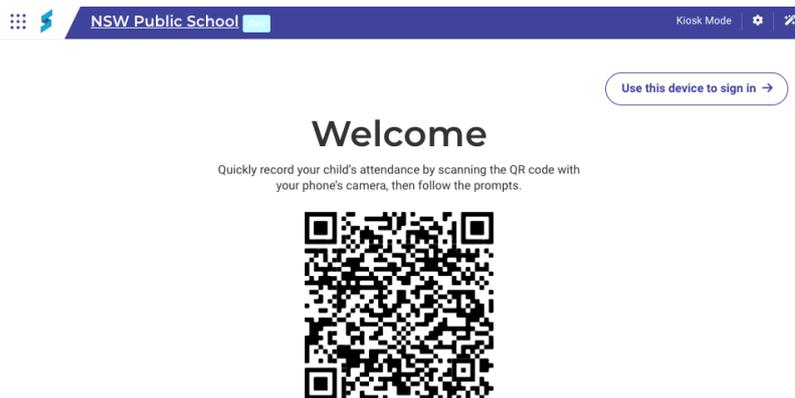


Warning: Staff Sentral accounts should not be used to access the kiosk as this poses a security risk. Providing a device to parents while a staff account is logged into Sentral could expose sensitive information.

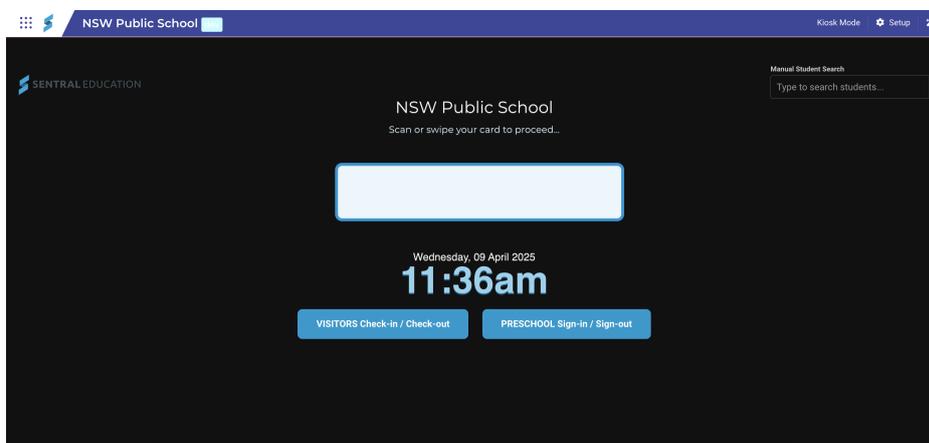
Activate a Kiosk Profile for preschool sign-in and sign-out

1. Select the menu icon  and choose **Kiosk** in the Attendance group.
2. Select the Kiosk Profile for flexible classes.
3. Enter the PIN number and log in.

For the Flexible Class only Kiosk Type, the preschool sign-in/sign-out page displays along with a QR code.



For the combined Kiosk Type, the preschool sign-in/sign-out button displays along with the combined Kiosk menu.



Tip: If Parents/Carers receive the following error after scanning the QR code, please repeat this process to reload the QR code.

SENTRAL

Central Attendance Kiosk Login

Error: The kiosk login URL is invalid or incomplete.
Please contact the Central Education helpdesk for assistance.

Customise other settings for Kiosk preschool

Overview

Use the information in this topic to customise default settings based on your school's specific requirements.

Prerequisite

Flexible Classes is activated at your school.

Steps

1. Select the menu icon  and choose **School Attendance** in the Attendance group.
2. Select  Setup and choose **School Attendance Setup**.
3. Select **Setup** in the left menu and choose **Kiosk Setup**.
4. Scroll down to Flexible Classes.
5. Make the necessary adjustments to the following settings:
 - a. QR code refresh time
This is the frequency at which the QR code is refreshed and regenerated for security purposes.
 - b. Idle session time
This is the duration for the parents/collectors sign-in/sign-out session interval.
 - c. Sign in start/end time
Parents/collectors are permitted to drop-off only during the specified time interval.
 - d. Sign out start/end time
Parents/collectors are permitted to pick-up only during the specified time interval.



6. Select **Save**.

Manage access

Overview

Use the information in this topic to manage access for:

- staff members
- parents and carers
- OOSH providers.

Manage staff member access

1. Select  **Setup** and choose **Administrative Data**.
2. Select User Accounts in the left menu and choose Manage Permissions.
3. Choose Flexible Classes from Modify Access Levels For dropdown menu.
4. Make the necessary adjustments to the following access permission settings.

Viewer	Teacher	Coordinator	Executive
<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> Edit	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> Edit	<input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> Edit	<input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> Edit
<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> Edit	<input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> Edit	<input type="radio"/> None <input checked="" type="radio"/> View <input type="radio"/> Edit	<input type="radio"/> None <input type="radio"/> View <input checked="" type="radio"/> Edit

Manage parent and carer access

1. Select the menu icon  and choose **Flexible Classes** in the Attendance group.
2. Select **Parents / Authorised Collectors** in the left menu.



Note: A list of parents / authorised collectors displays.

Contacts are displayed based on the following criteria.

- Residential guardians are listed as contacts.
- Emergency contacts who are authorised for pick-up are included.



Note: If one or more contacts appear disabled (greyed out):

- The contact has not registered a mobile number in the school system.
- The contact has not registered an email address in the school system.

To resolve this issue, ensure that all contacts have both a **registered email address** and mobile number in the school system.



Note: If you have recently linked contacts in ERN, however they do not appear in the list of authorised collectors, you can perform a manual synchronisation. Master data syncs are scheduled daily before school hours.

For steps to perform a manual sync, see [Data sources](#)



Tip: Any non-residential guardian who needs to be designated as an authorised collector must be assigned as an emergency contact and given permission to pick-up.

Grant parents/carers access to the Kiosk

1. Search and select contact names from the list.
2. Select **Action** and choose the menu option to send the registration link via email.



Tip: You can send the registration link by email, SMS or in both formats.

An email and/or SMS is sent to the registered email address or mobile phone number of the selected contacts. It contains a registration link for setting a PIN for the preschool sign-in/out process.



Note: The registration link remains valid for three days.



Tip: If an Emergency Contact does not appear in the list, it may be due to the Emergency Contact 'Authorised to Collect' checkbox wasn't ticked on the student's enrolment form.

Revoke parents/carers access from the Kiosk

1. Search and select contact names from the list.
2. Select **Action** and choose the menu option to revoke PIN number.

The screenshot shows the 'Parents / Authorised Collectors' interface. On the left, there is a table with columns: Contact Name, Email, Mobile, Linked Students, and Status. The table lists several contacts, including Ankundung, Mr Finn; Ankundung, Miss Polly; Bahringer, Miss Cordia; Bahringer, Mr Demario; Batz, Mr Kamryn; and Batz, Miss Susan. On the right, there is a search and filter sidebar with a search box containing 'Contacts, students, relationship', a filter dropdown set to 'Any', and 'Filter' and 'Reset' buttons.



Note: Once a parent or carer sets a PIN, the contact status is updated to Registered.

Manage OOSH Providers

OOSH (Out of School Hours) refers to a childcare provider authorised to collect multiple, unrelated children. OOSH providers may drop off or pick up several children at once.

Staff with access to Kiosk access for preschool parents and authorised collectors will have permission to add or edit OOSH providers. Multiple OOSH providers can be added.

Create an OOSH Provider

1. Select the menu icon  and choose **Flexible Classes** in the Attendance group.
2. Select **Parents / Authorised Collectors** in the left menu.
3. Select the **OOSH Provider** tab.
4. Select **Add OOSH Provider**. The **Add OOSH Provider** form displays.

The screenshot shows the 'Parents / Authorised Collectors' interface with the 'OOSH Provider' tab selected. The 'OOSH Provider' tab is highlighted with a red box. Below the tabs, there is a table with columns: Provider Name, Email, Mobile, and Linked Students. The table lists one provider: Provider A, with email ProviderA@OOSH.com and two linked students: nadia2.child01 (Parent) and nadia2.child02 (Parent). To the right of the table, there are 'Edit' and 'Remove' buttons. A red box highlights the 'Add OOSH Provider' button in the top right corner.

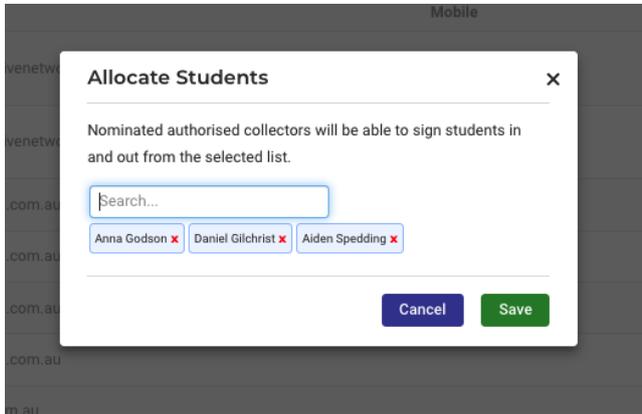
5. Complete the required details.

The screenshot shows the 'Add OOSH Provider' form. The form has a title bar with 'Add OOSH Provider' and a close button (X). The form contains three input fields: 'Provider Name: *' (required), 'Email:', and 'Mobile:'. At the bottom of the form, there are 'Save' and 'Cancel' buttons.

6. Select **Save**.

Link a student to an OOSH provider

1. Select the menu icon  and choose **Flexible Classes** in the Attendance group.
2. Select **Parents / Authorised Collectors** in the left menu.
3. Select the **OOSH Provider** tab.
4. Select the required OOSH provider.
5. Search for and select the required student name.
6. Select **Save**.



Edit or remove an OOSH provider

1. Select the menu icon  and choose **Flexible Classes** in the Attendance group.
2. Select **Parents / Authorised Collectors** in the left menu.
3. Select the **OOSH Provider** tab.
4. Select the required OOSH provider.
5. Select **Edit** to update details.
6. Select **Remove** to delete the provider.

Kiosk sign-in/out process for staff members

Overview

Use the information in this topic for staff members signing in and out of the Kiosk sign in/out.

Sentral Preschool Kiosk solution allows an authorised parent or carer of a preschool student to digitally mark student attendance as they sign-in and sign-out daily onsite. It also collects and retains which authorised person has signed children in and out each day and their arrival and departure time.

Sign-in/out register – managing attendance

If you're an authorised staff member, you can:

- view all sign-in and sign-out records along with activity logs
- sign-in and sign-out preschool students on behalf of their parents or carers
- sign-in and sign-out preschool students on behalf of a person other than listed parents or carers
- add an additional note to a sign-in or sign-out record.



Example: Adding contact person's name if picked up or dropped off by a contact who is not listed.

Student Sign In / Out Register 01/04/2025

[Student list](#) [Activity log](#)

Student name	Class name	Status	Last update	Performed by	Search by surname	Go
Amina ANKUNDING	1-female	Signed In	Signed In 15:25	Virgil Van Dijk (Staff)		Sign Out Edit Remove
Willow BHRINGER	y12-female	Signed In	Signed In 15:25	Alison Becker (Staff)		Sign Out Edit Remove
Bernice BATZ	K-female	Signed Out	Signed Out 15:26	Jurgen Klopp (Parent)		Sign In Edit Remove
Elsa BREITENBERG	K-female					Sign In Edit Remove
Emmie CARTWRIGHT	y12-female					Sign In Edit Remove
Jayden CARTWRIGHT	202501					Sign In Edit Remove
Chesley CASPER	202501					Sign In Edit Remove

- update or remove any sign-in or sign-out record.



Note: If a parent arrives outside the configured sign-in/out kiosk times, they will not be permitted to sign their child in on the kiosk. Instead a staff member should sign the student in on the parent's behalf.

Manage sign-in/out records

1. Select the menu icon  and choose **Flexible Classes**.
2. Select **Student Sign In/Out Register** in the left menu.
A list of all expected flexible class students for the day displays.
3. Use the Sign In/Out, Edit, and Remove buttons to enter, update, or delete sign-in/out records.

Kiosk sign-in/sign-out process for parents and carers

Overview

Use the information in this topic to understand how parents use the Kiosk to sign children in and out.

Morning setup

When setting up the mobile device in the morning for parents and carers to sign in/out, use the direct URL to the kiosk where you enter the PIN.



Tip: We suggest that you create a bookmark on the mobile device browser.

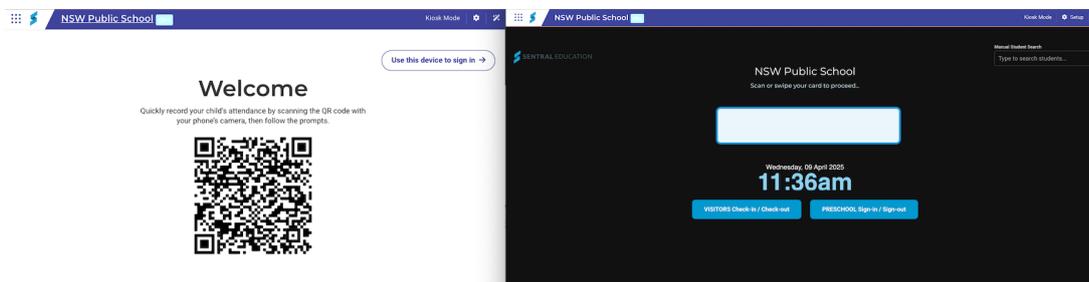


Alert: Staff Sentral accounts should not be used to access the kiosk as this poses a security risk. Providing a device to parents while a staff account is logged into Sentral could expose sensitive information.

Kiosk setup interface

Depending on your school's kiosk setup, parents or carers can sign their children in or out from either:

- a dedicated kiosk sign in/out interface
- a combined interface.



Sign-in or sign-out preschool students

Parents or carers follow these steps to sign a child in or out of preschool.

1. Scan the QR code displayed on the kiosk device or use the kiosk device directly to sign in/out.
2. Enter your mobile number and PIN to log in.

Sign In / Out

To sign in / out, login with your phone number and your 4 digit PIN number

Phone number

PIN

[Forgot PIN?](#)

[Login](#)



Note: Parents and carers must use the mobile number officially recorded in the school system. Any updates or changes to contact numbers require assistance from school staff.

If within the allowed sign-in/out time range, you will see the available sign-in and sign-out options.

Hi Sammy Casper

Are you signing your children in or out?

[➔ Signing in](#)



[\[← Signing out](#)



[← Logout](#)

3. Select **Signing In** or **Signing Out** to proceed.

A list of available preschool students displays.



Note: If you are unable to see any students in the sign-in/sign-out list, please verify the following:

- Your child has already been signed in or out.
- You have at least one child enrolled in a preschool flexible class.
- Your child has scheduled classes for today.

If you need further assistance, please consult a staff member.

Sign in selection

Please confirm the children you are **signing in**

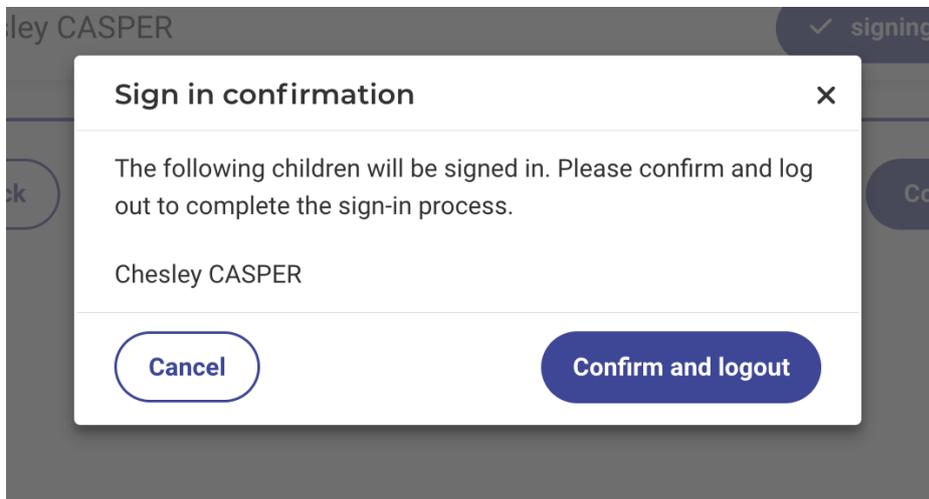
Chesley CASPER Tap to sign in

← Back

Confirm

4. Tap **Sign In/Out** for the relevant student and select **Confirm**.

5. Review your selection and log out.



Reset a forgotten PIN

Parents or carers follow these steps to reset a forgotten PIN.



Warning: If a parent/carer does not have a registered email address, you will need to send them a Registration SMS to reset their PIN.

1. Select **Forgot PIN** from the Sign-In / Sign-Out form.
2. Enter your mobile number (if not already entered) and select **Request new PIN**.

Request new PIN

Please type in your mobile phone number, a PIN reset email will be sent to your registered email address

Phone number

Request new PIN

Sentral sends an email to your registered email addresses with the instruction to reset your PIN number.

Sign-in/sign-out process for OOSH providers

Overview

Use the information in this topic to understand how staff can sign students in or out on behalf of an OOSH provider.



Note: Only staff can sign students in or out on behalf of an OOSH provider. There is no Kiosk facility for an OOSH provider to sign students in or out through the Kiosk.

Manage sign-in/out for OOSH providers

1. Select the menu icon  and choose **Flexible Classes**.
2. Select **Student Sign In/Out Register** in the left menu.
3. Select the required OOSH provider name from the dropdown menu located in the top right corner. A list of linked students displays.



Note: Only students who have classes scheduled on that day will appear.

Student Sign In / Out Register

28/10/2025

No Filter With Selected

<input type="checkbox"/>	Student Name	Class Name	Status	Last Update	Performed By			
<input type="checkbox"/>	nadia2.child01	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	nadia2.child02	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	ABBOTT Clemmie	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	ABBOTT Fiona	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	ANDERSON Erick	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	AUER Orlando	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	BAILEY Rey	7-female				<input type="button" value="Sign In"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

student name

dropdown menu: No Filter, Provider A, Provider B, Provider C

4. To sign in or sign out an individual student, select **Sign In** or **Sign Out** next to the required student.
5. To update or remove an individual students record, select **Edit** or **Remove** next to the required student.

6. To sign in or sign out multiple students,
 - a. Select **All** to select all linked students
 - b. Then select the **With Selected** dropdown menu and choose **Sign In** or **Sign Out** to sign in or sign out all selected students.

Student Sign In / Out Register

28/10/2025

Student list Activity log No Filter Go **With Selected** ↓

Search by student

<input type="checkbox"/>	Student Name	Class Name	Status	Last Update	Performed By	
<input type="checkbox"/>	nadia2.child01	7-female				Sign In Edit Remove
<input type="checkbox"/>	nadia2.child02	7-female				Sign In Edit Remove
<input type="checkbox"/>	ABBOTT Clemmie	7-female				Sign In Edit Remove
<input type="checkbox"/>	ABBOTT Fiona	7-female				Sign In Edit Remove
<input type="checkbox"/>	ANDERSON Erick	7-female				Sign In Edit Remove
<input type="checkbox"/>	AUER Orlando	7-female				Sign In Edit Remove
<input type="checkbox"/>	BAILEY Rey	7-female				Sign In Edit Remove



Note: When using **Select All**, the action will only apply to students who are eligible for that action. For example, if seven students are listed, but only five are currently signed in, selecting **Sign Out** will only sign out those five students.

7. Add notes if required, then select **Confirm Sign In / Out**.

Signing in Amina ANKUNDING

Select from approved contact list: *

Provider1

Add Notes

Cancel Confirm Sign in