

HiMama Director Daily Checklist



Tip: Check the boxes as you complete them!

Morning:

Engage with Families

- Check your recent messages from families in the Messaging Center
- Reply to parent messages and communicate to teachers as needed
- Follow up with any absent children

During the Day:

Track HiMama Usage

Make sure to check your dashboard throughout the day to get a summary of attendance & enrollment.

- Are present children checked in?
- How many total Daily Reports have been created?
- Are all classrooms and expected children active on the App?

Monitor Content

Visit **Classroom Actions** → **Daily Reports** to get an overview of how the teachers are using the app throughout the day

- Monitor content such as meals, diapers, and activities
- Review photos and videos that were taken by teachers
- Spend time in classrooms with your teachers using HiMama

End of Day:

Ensure that all children have been checked out and the Daily Reports have been sent. Double check that all Tablets/Devices are in their assigned classrooms and are being charged overnight.

Plan Ahead!

Update your HiMama center information including menus and events by clicking on Menus & Calendars on the navigation bar from your Director login.

Need Help?

Check out our HiMama Help Center by clicking on 'Help Center' in your blue menu bar or you can contact our Support Team **1-844-975-1275** or **support@himama.com**