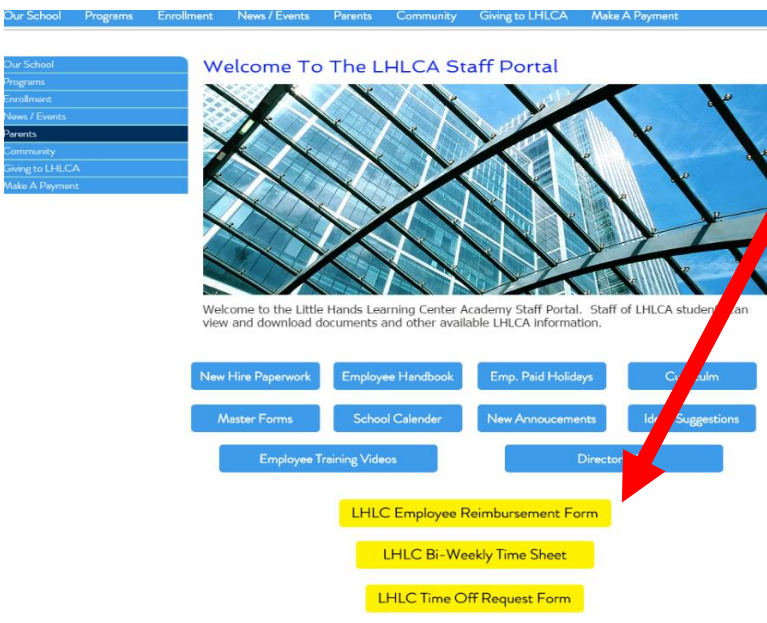
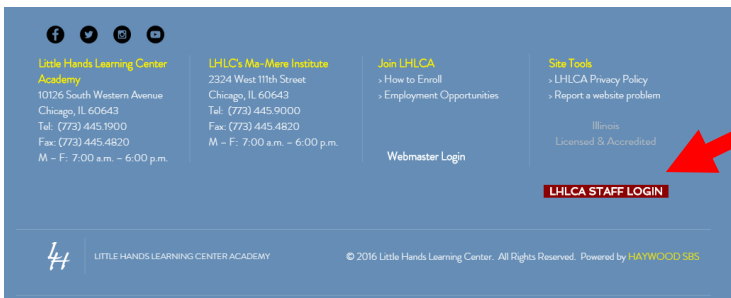


# HOW TO ACCESS EMPLOYEE FORMS/TIME SHEETS & EMPLOYEE CALENDAR

1. You can Access on Computer or Mobile Device. (**Page 1:** Instruction on Desktop, **Page 2:** Mobile APP)
2. Goto [www.littlehandspreschool.com](http://www.littlehandspreschool.com) & Scroll all the way to the down to the RED box - **LHLCA STAFF LOGIN**
3. **CLICK** and input password: 1234 (*Do not give out password to anyone*)



Employee Time Off Calendar (See Below)

- **RED** = NO Call off Date &/or Do NOT SUBMIT Request (Another team Member is off.)
- **Blue** = No School Closure Dates
- Your name Appears on Calendar then you have been APPROVED (Unless it states Pending approval.)
- Employees will also receive an email confirmation.
- **Note:** Call Offs on any day where Red appears on that day equals a possible Write-up & Saturday Training. Please be respectful of your co-workers and the operational needs of the school. Thank you.

May 2017							Today
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
30	1 Emily Wozniczka	2 Tuesdays - No c	3 NO CALL OFF D	4 NO CALL OFF D	5 NO CALL OFF D	6	
7	8 NO CALL OFF D	9 Tuesdays - No c	10	11 Twana Hamblet	12 Twana Hamblet	13	
14	15 NO CALL OFF D	16 Tuesdays - No c	17	18 Bobbie Johnson	19 Bobbie Johnson	20	
21	22 NO CALL OFF D	23 Tuesdays - No c	24	25	26 Teacher Institut	27	
28	29 Memorial Day	30 Tuesdays - No c	31	1	2 NO CALL OFF D	3	
4	5 NO CALL OFF D	6 Tuesdays - No c	7 Twana Hamblet	8 Twana Hamblet	9 Amanda Guevar	10 Angelica Zavala	

Employee Time Off Calendar (See Below)

- **RED** = NO Call off Date &/or Do NOT SUBMIT Request (Another team Member is off.)
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- Please be respectful of your co-workers and the operational needs of the school.

# Little Hands Learning Center Mobile APP

1. Download the Little Hands Learning Center APP on your Android or Iphone & Open
2. Insert your assigned login and password (If not received, email griffin@littleshandspreschool.com)
3. Click OPEN (in upper lefthand corner)
4. On left Scroll Down to LHLCA Staff Forms
5. Select Desired form and submit

