# KinderConnect – Child Detail Customized Schedules

You can assign existing **Customized Schedules** to a Child as well as review, edit or remove **Customized Schedules** already assigned to a Child. Locate the Child you would like to review using Child Search. For additional information, refer to the Child Search QRC.

**A** Once you locate the desired Child in the Search Results, click on the name to open the corresponding Child **Detail**.

**Search Results**

| Child Name | Child ID | CIN | Case Number | Date of Birth | Age Group | Phone Number | Providers | Sponsors | Type | Customized Schedule | Account |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Aaron, Billy | 531 | | | 3/3/2013 | PreSchool | | Little Kites Day Care | Dace, Beckie test, herp | Non-Subsidized | | Account |
| DeWitt, Aaron | 560 | | | 3/3/2013 | PreSchool | | Provider2 R | DeWitt, Wally | Non-Subsidized | | Account |

**B** Press **Add Customized Schedule**. This button will only display if there are customized schedules available.

**Child Detail**

New   Save   Cancel   Merge   Upload Picture   Add Customized Schedule

**C** The list of the available **Customized Schedules** the **Provider** has created displays. Click to select the **Customized Schedule** that you would like to add to this Child.

Add Customized Schedule

Carter Middle School
Del Rio Elementary
Empresa Elementary
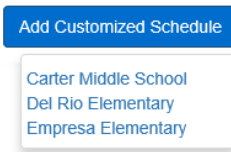
**D** When needed, make adjustments to the *Start Date* and *End Date*. Enter the *Start Time* and the *End Time* or, if they are the same for every day of the week, use the **Fill M-F** or the **Fill** buttons to add the *Start Time* and the *End Time* to the **Customized Schedule**.

Anthony's First Steps - Half-Day School - AAA Child Care   History   Remove
Updated 08/05/2019 by System Admin

| | Mon X | Tue X | Wed X | Thur X | Fri X | Sat X | Sun X | |
|---|---|---|---|---|---|---|---|---|
| Start Date | 01/01/2019 | | End Date | 10/24/2018 | | | | |
| Start Time | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 PM | 12:00 AM | 07:00 AM | Fill M-F  Fill  Clear |
| End Time | 04:00 PM | 04:00 PM | 04:00 PM | 03:00 PM | 04:00 PM | 02:00 PM | 04:00 PM | Fill M-F  Fill  Clear |

**E** Press **Save** after making all desired changes.

**Child Detail**

New   Save   Cancel   Merge   Upload Picture   Add Customized Schedule

**F** Press **History** to review all changes made to a **Customized Schedule**.

History   Remove

**G** The table displays the details of all changes made to the **Customized Schedule**. The scroll bar allows you to review additional columns. Depending on the number of records, there might be several pages. In that case, move among the pages by pressing on the appropriate page number link.

**History**

| Provider ID | Provider Name | Schedule Name | Status | Category Description | Start Date | End Date | Monday Range | Tuesday Range |
|---|---|---|---|---|---|---|---|---|
| 41 | AAA Child Care | Anthony's 18th | True | Children attending public school all day | 10/3/2019 12:00:00 AM | 11/5/2019 12:00:00 AM | 7:00a-3:00p | 7:00a-9:00p |
| 41 | AAA Child Care | Anthony's 18th | True | Child attends public school all day | 10/3/2019 12:00:00 AM | 11/5/2019 12:00:00 AM | 7:00a-3:00p | 7:00a-9:00p |
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| 41 | AAA Child Care | Anthony's 18th | True | Children attending public school all day | 10/3/2019 12:00:00 AM | 11/5/2019 12:00:00 AM | 7:00a-3:00p | 7:00a-9:00p |

1  2  3  4  5

Close

**H** Press **Close**.

**I** Press **Remove** to eliminate a **Customized Schedule** from a Child. Note: The **Remove** button only appears if no payments have been processed for attendance that uses this **Customized Schedule**.

History   Remove
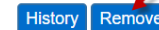
**J** Press **Save**.

**Note**: You can add multiple **Customized Schedules** to a Child. Each Provider defined **Customized Schedule** will display separated by its name and a horizontal line.