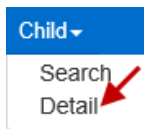


## KinderConnect - Adding Private Pay Children

Private pay children are children who are not currently authorized to your program to receive publicly funded child care.

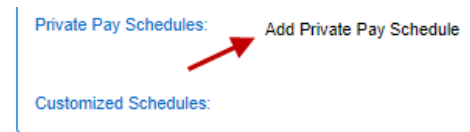
- A** Click **Detail** under Child. Note: A child must be added before the **Caretaker/Sponsor** is added.



- B** Add a private pay child by pressing **New** to create a new record. Enter the required information for the child indicated by a red asterisk (\*).

A screenshot of the 'Child Detail' form. At the top, there are three buttons: 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons, there is a form with several fields. A legend at the top left states '\* denotes a required field'. The fields are: 'Child ID:', 'First Name: \*', 'Middle Name:', 'Last Name: \*', 'Date of Birth: \*', 'Age Group:', 'Phone Number:', 'Child Type:', 'CIN:', 'Subsidized Schedules:', 'Private Pay Schedules: Add Private Pay Schedule', and 'Customized Schedules:'. There is also a placeholder for a profile picture on the right side of the form.

- C** Click on **Add Private Pay Schedule**.



- D** Enter a **Start Date** and **End Date**. We recommend setting the **End Date** out one year. Press **OK** to return to the child **Detail** page.

A screenshot of the 'Child Schedule' form. It has a title 'Child Schedule' and a legend '\* denotes a required field'. The form contains: 'Provider: \* Happy Thyme's Day Care [Select >>](#)', 'Start Date: \*' with a date picker, and 'End Date: \*' with a date picker. At the bottom, there are 'OK' and 'Cancel' buttons.

- E** Press **Save**. A message will display indicating the record saved successfully.