KinderConnect – Adding Customized School Schedules

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Enter the required information:

- Select the *Provider*.
- The name of the new Customized Schedule in the Schedule Name field.
- The Active checkbox must be selected.
- Press the *Category* drop-down arrow and select the appropriate School Age category.

Note: When selecting the appropriate category, a message will appear below the *End Date* field. This checkbox must be selected. This will enable the Save button.

• Enter the *Start Date* or use the calendar to select.

Note: You must select the correct Start Date, which cannot be modified once you hit Save. Any modification to the Start Date will require a new schedule.

• Enter the *End Date* or use the calendar to select.

Note: The End Date cannot exceed one year from the Start Date.

Start Date:	*	
End Date:	*	

*	
*	

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.

he Start Time and the End Time for
ay of the week.

Enter t

each d

Mon Start Time: 08:45 AM End Time: 05:00 PM

If your schedule has hours that are the same Monday through Friday, enter the hours for Monday, then press the Fill M-F button located to the right of the **Customized Schedule** to automatically populate both the Start Time and End Time in the remaining days. Otherwise, enter the hours for each day, Monday through Friday.

If the hours are the same for all days of the week, enter the hours for Monday, then press the Fill button located to the right of the Customized Schedule to automatically populate both the Start Time and End Time in the remaining days. Otherwise, enter the hours for each day, Monday through Sunday.

If you make a mistake when entering the times, you can use the following options to clear the incorrect times:

- Press the Clear button to the right of the Customized Schedule to remove all times entered in the Start Time or End Time fields and re-enter the times.
- Press the X button on top of each day of the week to remove all times entered.

	Mon 🗙	Tue 🗙	Wed X	Thur 🗙	Fri X	Sat 🗙	Sun 🗙	
Start Time:								Fill M-F Fill Clear
End Time:								Fill M-F Fill Clear



Assign or unassign children to a **Customized Schedule**. Refer to the Assigning or Unassigning Children to a Customized Schedule QRC for additional information.



Press Save. Once you hit Save, any modifications to the Start Date will require a new schedule. Note: If the Save button is not enabled, ensure the checkbox is selected under the End Date field.

> New Delete Save Cancel



Enter the reason for adding the Customized Schedule, then press OK.