

KinderConnect – Modify a Customized School Schedule from the Child Detail

You first need to locate the Child whose **Customized Schedule** you want to modify or delete 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
Appleton, Abbey	137	110000002663	555555	1/1/2017	Toddler		AAA Child Care Provider2 R	Appleton, Ashley Appleton, Zane	Subsidized	Anthony's First Steps half day
Martin, John	632			1/21/2015	PreSchool	(888) 999-1111	AAA Child Care		Private Pay	Anthony's First

- B** You can now make changes to the **End Date** of the **Customized Schedule** for the selected child. However, if both the **Start Date** and the **End Date** are grayed out, the schedule is old and cannot be used. The child will need to be assigned to a new schedule.

You may also make changes to the **Start Time** and the **End Time** fields or remove the **Customized Schedule** if no payments are linked to it. **Note:** The **Remove** button only appears if no payments are tied to the schedule.

Child Detail

New Save Cancel Merge Upload Picture Add Customized Schedule

Child ID: 137
 First Name: Abbey
 Middle Name:
 Last Name: Appleton
 Date of Birth: 1/1/2017
 Age Group: Toddler
 Phone Number:
 Child Type: Subsidized
 CIN:
 Subsidized Schedules:
 Private Pay Schedules: Add Private Pay Schedule

Provider	Start Date	End Date	Status	
AAA Child Care	2/1/2019	12/1/2019	Active	Edit Delete

Customized Schedules:

half day - Half-Day School - AAA Child Care
 Updated 08/14/2019 by System Admin History Remove

Start Date: 01/01/2019 End Date: 07/26/2019

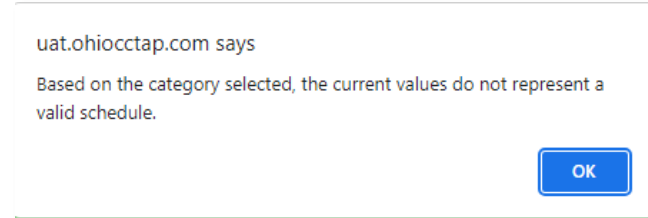
Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 PM	04:00 PM	X	X	X	X	X	X	X

Anthony's First Steps - Half-Day School - AAA Child Care
 Updated 08/14/2019 by System Admin History Remove

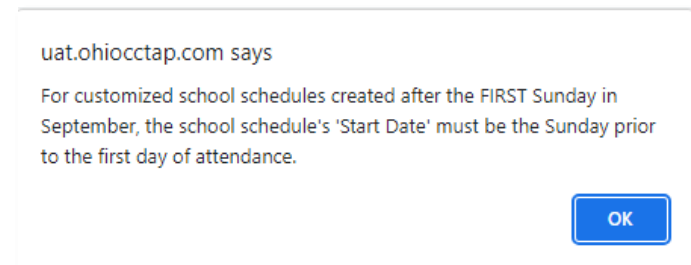
Start Date: 01/01/2019 End Date: 07/26/2019

Start Time	End Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12:00 PM	04:00 PM	X	X	X	X	X	X	X

Note: You will receive an error message if the **End Date** exceeds one year from the **Start Date** (as shown below).



You **must** also confirm that for customized school schedules created after the **FIRST Sunday in September**, the school schedule's **Start Date** must be the **Sunday prior to the first day of attendance**. A warning may be displayed for your acknowledgment.



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.

- C** Press **Save** after making all desired changes.



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



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

- E** 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
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
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	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
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	11/7/2019 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	Children attending public school all day	11/7/2019 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	11/7/2019 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	Children attending public school all day	11/7/2019 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

- F** Press **Close**.
- G** 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**.



- H** Press **Save**.