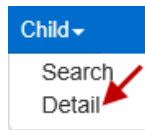# KinderConnect - Adding Private Pay Children

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 (*).

C Click on *Add Private Pay Schedule*.
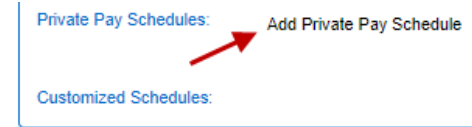
D Enter a *Start Date* and *End Date*. We recommend setting the *End Date* out one year. Press **OK** to return to the child **Detail** page.

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