

KinderConnect - Adding New Parents/Sponsors to a Child

A Click **Detail** under Sponsor. Remember to always **Search** before adding a Parent/Sponsor to avoid creating duplicate records for the same person.



B Press **New** to create a new parent/sponsor record. Enter the required information about the new parent/sponsor indicated by a red asterisk (*). If adding children to an existing sponsor, open his/her **Sponsor Detail** page and follow steps C to G.

Sponsor Detail

New Save Cancel

* denotes a required field

Sponsor ID: _____

First Name: * _____

Middle Name: _____

Last Name: * _____

Eligibility Start: _____

Eligibility End: _____

Sponsor Type: * _____

Street Address 1: _____

Street Address 2: _____

City: _____

State: _____

Zip code: _____

County: _____

Primary Phone: * _____

Alternate Phone 1: _____

Alternate Phone 2: _____

Email Address: _____

Inactive:

Sponsored Children: * [Add Children](#)

D From the search results, click to select the name of the child you would like to add to this Parent/Sponsor, then press **OK**.

S	Child Name	DCN	Date of Birth
<input type="checkbox"/>	Albertson, Amy	DCN-Amy-Albertson	1/1/2016

OK Cancel

E In the Sponsor Detail page, press the drop-down arrow next to the **Child Name** to select the relationship between the parent/sponsor and the child.

Child Name	DCN	Relationship to Child	Delete
Albertson, Amy	DCN-Amy-Albertson	<input type="text"/>	Delete
Albertson, Betty	DCN-Betty-Albertson	Babysitter	Delete
Arden, Bae	147258	Facility	Delete
		Neighbor	
		Other	
		Relative	

Notes: All children need to have one Parent/Sponsor with a relationship of parent. All attendance recorded by this Parent/Sponsor is automatically approved. The Sponsor identified as the first parent will manage permissions for other sponsors using the My Information page in KinderConnect or the Sponsor Options activity in KinderSign or KinderSmart. For children receiving Child Care Subsidy, KinderConnect automatically assigns the Parent relationship to a Sponsor designated as the first parent. You can only set one Sponsor for a Private Pay child with the Parent relationship. A Sponsor with a relationship of Facility is a member of the Provider staff authorized to enter attendance.

C Click on **Add Children**. Enter the first name, last name and/or DCN of the child. Press **Search**.

Sponsored Children: * [Add Children](#)

Select Children

First Name: _____

Last Name: _____

DCN: _____

Search

OK Cancel

F Repeat steps C through E as many times as necessary to add more children to the Sponsor.

G Press **Save**. KinderConnect will display a message indicating the record saved successfully.