

KinderConnect – Adding Private Pay Children

Private pay children are children who do not receive Child Care Subsidy.

- A** Click **Search** under Child.



- B** Search for the child you would like to add to avoid duplication.

Child Search

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
DCN:	<input type="text"/>
Schedule Date:	<input type="text" value="5/23/2019"/>
Provider:	Barney's Day Care (Barney123) Select >>

- C** If there is no record of the child you are searching for, you must create a new child. Click **Detail** under Child.



- D** 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 (*).

Child Detail

* denotes a required field		Special Needs:	
Child ID:	<input type="text"/>	Functional Age:	
DCN:	<input type="text"/>	Annual Sliding Fee:	
First Name: *	<input type="text"/>	Full-Time Sliding Fee:	
Middle Name:	<input type="text"/>	Half-Time Sliding Fee:	
Last Name: *	<input type="text"/>	Part-Time Sliding Fee:	
Date of Birth: *	<input type="text"/>		
Child Type:			
Attending	<input checked="" type="checkbox"/>	MOPProvider5RS (DVN05)	

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