

## KinderConnect – Adding Private Pay Children

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

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

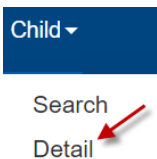


- B** Search for the child you would like to add to avoid duplication.

### 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) <a href="#">Select &gt;&gt;</a>

- 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

Child ID:	<input type="text"/>	Special Needs:	<input type="text"/>
DCN:	<input type="text"/>	Functional Age:	<input type="text"/>
First Name: *	<input type="text"/>	Annual Sliding Fee:	<input type="text"/>
Middle Name:	<input type="text"/>	Full-Time Sliding Fee:	<input type="text"/>
Last Name: *	<input type="text"/>	Half-Time Sliding Fee:	<input type="text"/>
Date of Birth:	<input type="text"/>	Part-Time Sliding Fee:	<input type="text"/>
Child Type:	<input type="checkbox"/> Attending <input checked="" type="checkbox"/> MOProvider5RS (DVN05)		



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