

Family Record, Child Tab- More, Daily Sheets

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The Daily sheet section on the child record displays daily insites that have been added for children and also allows staff/admin to add individual insites.

From the child record, select the more tab- then select Daily Sheets.

The screenshot shows the top navigation bar with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, Merge. Below this is the family header for 'Doolittle Family' (Family ID 320241, 1 Student(s), Regular Statement Type, Balance Outstanding 375.00). The main content area shows a profile for 'Eliza Doolittle' (Age 7) with an 'Add Sibling' button. Below the profile are tabs for 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The 'More' dropdown menu is open, listing various options. The 'Child Daily Sheet' option is highlighted with a mouse cursor. Below the dropdown, the 'Incident Report' section is visible, with a 'New Incident' button and a 'General Incident Information' form with fields for Date of Incident, Time of Incident, Parent Name that was Notified, Date Parent Notified, Time Parent Notified, and checkboxes for 'Was first aid provided?' and 'Was medical attention required?'.

In order for detail to display the child must be attached to a program/room that has a daily sheet added.

Categories and attributes will display according to the room that is selected in the Room Assignment field.

The screenshot shows the 'Daily Sheet' section. It has a 'Room Assignment' dropdown menu with 'AM, Before School Care' selected. To the right is a 'Daily Sheet Date' field with a calendar icon and the date '04/03/2018'.

If insites were added they would display in each section. To add a new insite go to the category and start completing the fields. Then scroll to the bottom of the page and save.

Room Assignment

 AM, Before School Care

Daily Sheet Date

 04/03/2018


Reading

Book read Reading Level

Clifford the Big Red Dog	1	✖
<input type="text"/>	<input type="text"/>	

[+ Add Additional Row](#)

Notes




Homework

Homework was

[+ Add Additional Row](#)

Notes




Extra Note

Note

[+ Add Additional Row](#)

Notes



Save

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