

# Family Record, Child Tab- More, Manage Program Templates

Last Modified on 04/03/2018 8:49 am EDT

Program Templates allow a user to setup a custom attendance schedule for a specific child- attending every other week or allow a center to associate a specific set of weeks to one sponsor or the other.

From the family record, select the Children tab. Then select the More drop down box and select Manage Program Templates.

The screenshot displays a user interface for a family record. At the top, a header bar shows 'Beanstalk Family' with Family ID 323499, 1 student(s), a Regular statement type, and a balance outstanding of 25.00. Below this is a navigation menu with tabs for Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, showing a profile for Jack Beanstalk, age 6. A 'More' dropdown menu is open, listing various options such as Additional Information, Health, Incidents, Contacts, Sponsors, Information Record - PDF, Info Cards loaded, Daily Sheets, Daily Log, Attendance, Manage Program Templates (highlighted with a mouse cursor), Documents, CACFP, Registration - Excel, and Camps. A callout box points to the 'Manage Program Templates' option.

To add a new template select the Add New Template option-

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

 **Jack**  
Beanstalk  
Age 6 

Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More ▾

+ Add New Template

Program Templates for Jack Beanstalk

Classroom	Rate	Create Date
-----------	------	-------------

Page 1 50 rows per page

Select the Classroom, semester, schedule type and rate.

Room number, copay amount, sponsor and override amount are optional if a family is split due to divorce or sponsored. Select the specific days, expected arrival and departure date- then press Save Template.

## Add New Program Template

Classroom

Schedule Type

Semester

Rate  
 [Expand Rates](#)

Room Number

Copay Amount

Sponsor

Override Amount

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expected Arrival	<input type="text"/>				
Expected Departure	<input type="text"/>				
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Expected Arrival	<input type="text"/>				
Expected Departure	<input type="text"/>				
Week 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expected Arrival	<input type="text"/>				
Expected Departure	<input type="text"/>				
Week 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expected Arrival	<input type="text"/>				
Expected Departure	<input type="text"/>				

[Save Template](#)

To apply this template to a specific time open the template, then add from and to dates in the Create/Update Room Assignments Based on This Template section.

Summary Family **Children** Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

**Eliza**  
Doolittle  
Age 7

Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More

+ Add New Template

**Program Templates for Eliza Doolittle**

Classroom	Rate	Create Date
 AM, Before School Care	AM Kids Club	04/03/2018 8:42 AM 

Edit Program Template

Records from 1 to 1 Page 1 50 rows per page

Press Save Template & Apply to set the schedule for a child's program/room assignment-

Create/Update Room Assignments Based On This Template

From Date: 04/09/2018 To Date: 05/11/2018

Save Template & Apply Save Template & ReApply Apply Only (Do Not Save Template)

Saves the template and creates room assignments based on template.

A confirmation box will display when application has been completed.

**Success**

Template has been saved.  
Template has been applied to room:  
AM, Before School Care

OK

The child's program/room assignment page will display the updated schedule-

[Summary](#)
[Family](#)
[Children](#)
[Parents](#)
[Third Party](#)
[Volunteers](#)
[Communication](#)
[Auto-Pay](#)
[Vacation](#)
[Financials](#)
[Receipts](#)
[Merge](#)


**Eliza**  
 Doolittle  
 Age 7 

[Add Sibling](#)

---

[Admission/Personal](#)
[Doctor/Health](#)
[Program/Room Assignment](#)
[Calendar View](#)
[More](#)

Discount [Setup Discount](#) Special Classroom Note

**Active Classroom Assignments - Doolittle, Eliza**

Active	Classroom	Effective Date	End Date	M	T	W	R	F	Rate	Override	Semester	Create Date
 	AM, Before School Care ~ DCW Transactional- Center 1	04/08/2018	04/14/2018						AM Kids Club (\$47.00)		17-18 School Aged Child Care	  04/03/2018 08:44
 	AM, Before School Care ~ DCW Transactional- Center 1	04/15/2018	04/21/2018						AM Kids Club (\$47.00)		17-18 School Aged Child Care	  04/03/2018 08:44
 	AM, Before School Care ~ DCW Transactional- Center 1	04/22/2018	04/28/2018						AM Kids Club (\$63.00)		17-18 School Aged Child Care	  04/03/2018 08:44
 	AM, Before School Care ~ DCW Transactional- Center 1	04/29/2018	05/05/2018						AM Kids Club (\$31.00)		17-18 School Aged Child Care	  04/03/2018 08:44
 	AM, Before School Care ~ DCW Transactional- Center 1	05/06/2018	05/12/2018						AM Kids Club (\$47.00)		17-18 School Aged Child Care	  04/03/2018 08:44

< < Records from 1 to 5 > > Page 1 50 rows per page

If changes must be made to the child's program/room assignment schedule on an on-going basis, go back to the manage program template screen.

Open the schedule template.

Make changes to the days or times scheduled.

Scroll to the bottom of the page and enter the start and end date of the schedule. Then press Save and Re-Apply. The changes that have been made will update the child's program/room assignments.