

Family Record, Child Tab- More, Parent Managed Calendar

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The parent managed calendar option on the more drop down menu allows admin/staff users to add parent managed calendar days for children/families from the admin side.

From the family record, select the more tab- then select the Parent Managed Calendar option.

The screenshot displays a software interface with a top navigation bar containing tabs: 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The 'Admission/Personal' tab is active, showing a 'Personal Information' form for a child named Anna Frozen, born 12/31/2011. A 'More' dropdown menu is open, listing various options. The 'Parent Managed Calendar' option is highlighted with a mouse cursor. Other options in the menu include 'Additional Information', 'Health', 'Incidents', 'Contacts', 'Sponsors', 'Information Record - PDF', 'Info Cards loaded', 'Daily Sheets', 'Daily Log', 'Attendance', 'Manage Program Templates', 'Documents', 'CACFP', 'Registration - Excel', 'Camps', 'Reservation Weeks', and 'Download Transportation Profile'. The background form includes fields for Last Name, First Name, Middle Name, Preferred Name, Date of Birth, Gender (Female selected), Include in Directory (No selected), and Address 1 (1 Frozen Way).

On the Parent Managed page, the calendar will display. In order for the calendar to display the child must be added to the parent managed registration room.

- Select the Classroom drop down menu if the child is involved in multiple registration room
- The calendar options will display available days for selection
- As days are selected fees will automatically be added to the family's

financial ledger for the day once Save is selected

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

Parent Managed Calendar

Classroom
 DCW Transactional- Center 1 - Flexible Child Care Registration ▾

← Jan 2018 - School Age Child Care →

Start of Week	Mon	Tue	Wed	Thu	Fri
Sun 12/31/2017 Flexible Child Care Registration	01	02	03	04	05
Flexible Care, AM					
Flexible Care, PM					
Sun 01/07/2018 Flexible Child Care Registration	08	09	10	11	12
Flexible Care, AM	<input type="checkbox"/>				
Flexible Care, PM	<input type="checkbox"/>				
Sun 01/14/2018 Flexible Child Care Registration	15	16	17	18	19
Flexible Care, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Flexible Care, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sun 01/21/2018 Flexible Child Care Registration	22	23	24	25	26
Flexible Care, AM	<input type="checkbox"/>				
Flexible Care, PM	<input type="checkbox"/>				
Sun 01/28/2018 Flexible Child Care Registration	29	30	31	01	02
Flexible Care, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flexible Care, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save

- Make sure to save selected days in each month before moving to the next month.

Parent Managed Calendar

Classroom
 DCW Transactional- Center 1 - Flexible Child Care Registration ▾

← January 2018 - School Age Child Care →

Start of Week	Mon	Tue	Wed	Thu	Fri
Sun 12/31/2017 Flexible Child Care Registration	01	02	03	04	05
Flexible Care, AM					

Next Month

- Once save is selected the blue boxes change to green check marks to

show the day has been selected for the child

Parent Managed Calendar

Classroom
DCW Transactional- Center 1 - Flexible Child Care Registration

Start of Week	< January 2018 - School Age Child Care >				
	Mon	Tue	Wed	Thu	Fri
Sun 12/31/2017 Flexible Child Care Registration	01	02	03	04	05
Flexible Care, AM					
Flexible Care, PM					
Sun 01/07/2018 Flexible Child Care Registration	08	09	10	11	12
Flexible Care, AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Care, PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 01/14/2018 Flexible Child Care Registration	15	16	17	18	19
Flexible Care, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Flexible Care, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Sun 01/21/2018 Flexible Child Care Registration	22	23	24	25	26
Flexible Care, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Care, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun 01/28/2018 Flexible Child Care Registration	29	30	31	01	02
Flexible Care, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Flexible Care, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save

- To remove a day press the remove box then save. The day will no longer display as selected

Parent Managed Calendar

Classroom

 DCW Transactional- Center 1 - Flexible Child Care Registration ▼

Start of Week	◀ January 2018 - School A		
	Mon	Tue	Wed
Sun 12/31/2017 Flexible Child Care Registration	01	02	03
Flexible Care, AM			
Flexible Care, PM			
Sun 01/07/2018 Flexible Child Care Registration	08	09	10
Flexible Care, AM	<input checked="" type="checkbox"/> Remove: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible Care, PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Remove: <input type="checkbox"/>	<input type="checkbox"/>
Sun 01/14/2018 Flexible Child Care	15	16	17