## Family- How to add a day for a child from a parent managed calendar

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From the admin side days can be added for children involved in parent managed programs. To add a day to a child's record, the child must already be associated with the parent managed registration room.

On the family record, select the child tab. Then select the More drop down menu and select the Parent Managed Calendar link-

| Admission/Personal   | Doctor/Health | Program/Room Assignment | Calenda   | ar View    | More 👻                           |         |
|----------------------|---------------|-------------------------|-----------|------------|----------------------------------|---------|
| Personal Informa     | tion          |                         |           | Adı        | Additional Information<br>Health |         |
| Last Name *          |               |                         |           | Status     | Incidents                        |         |
| 🛔 Frozen             |               |                         | *         | ⇒          | Contacts                         |         |
| First Name *         |               |                         |           | Enrollmer  | Sponsors                         |         |
| 🛔 Anna               |               |                         | *         | (†         | Information Record - PDF         |         |
| Middle Name          |               |                         |           | Start Date | Info Cards loaded                |         |
|                      |               |                         |           | en Date    | Daily Sheets                     |         |
| -                    |               |                         |           |            | Daily Log                        |         |
| Preferred Name       |               |                         |           | Withdraw   | Attendance                       |         |
| 2                    |               |                         |           |            | Manage Program Template          | s       |
| Date of Birth *      |               | 6 years or (            | 6.2 years | Date of L  | Documents                        |         |
| ₩ 12/31/2011         |               |                         | *         |            | CACFP                            |         |
| Gender               |               |                         |           | Voucher/   | Registration - Excel             |         |
| Male 🔘 Female        | None given    |                         |           |            | Camps                            |         |
| Include in Directory |               |                         |           | Voucher/l  | Parent Managed Calendar          | 0       |
| 🔾 Yes ( No           |               |                         |           | X          | Reservation Weeks                | m       |
| Address 1            |               |                         |           | Food Prog  | Download Transportation I        | Profile |
| 1 Frozen Way         |               |                         |           | 44         | CACFP - Free                     |         |

Check the days the child should be registered for, then press save. Adding days from the admin side will automatically bill the parent for the days selected. The financial ledger will display the total due for the selections that have been made.

| Admission/Personal                                    | Doctor/Health Prog                      | ram/Room Assignment Ca    | lendar View More -        |            |     |
|---|---|---------------------------|---------------------------|------------|-----|
| Parent Managed<br>Classroom                           | Calendar<br>tional- Center 1 - Flexible | Child Care Registration 💌 |                           |            |     |
|   |   | K Febr                    | uary 2018 - School Age Ch | ild Care 🔉 |     |
| Start of Week   | Mon                                     | Tue                       | Wed                       | Thu        | Fri |
| Sun 01/28/2018<br>Flexible Child Care<br>Registration | 29                                      | 30                        | 31                        | 01         | 02  |
| Flexible Care, AM                                     |   |                           |                           |            |     |
| Flexible Care, PM                                     |   |                           |                           |            |     |
| Sun 02/04/2018<br>Flexible Child Care<br>Registration | 05                                      | 06                        | 07                        | 08         | 09  |
| Flexible Care, AM                                     |   |                           |                           |            |     |
| Flexible Care, PM                                     |   |                           |                           |            |     |
| Sun 02/11/2018<br>Flexible Child Care<br>Registration | 12                                      | 13                        | 14                        | 15         | 16  |
| Flexible Care, AM                                     |   |                           |                           |            |     |
| Flexible Care, PM                                     |   |                           |                           |            |     |
| Sun 02/18/2018<br>Flexible Child Care<br>Registration | 19                                      | 20                        | 21                        | 22         | 23  |
| Flexible Care, AM                                     |   |                           |                           |            |     |
| Flexible Care, PM                                     |   |                           |                           |            |     |
| Sun 02/25/2018<br>Flexible Child Care<br>Registration | 26                                      | 27                        | 28                        | 01         | 02  |
| Flexible Care, AM                                     |   |                           |                           |            |     |
| Flexible Care, PM                                     |   |                           |                           |            |     |
| Save  |   |                           |                           |            | •   |

Once the page updates, the days that have been selected with display with a green check mark-

| DCW Transa  | ctional- Center 1 - Flexible C | hild Care Registration 🝷 |  |            |     |
|---|--------------------------------|--------------------------|--|------------|-----|
| Start of Week   | Mon                            | Febru<br>Tue             | ary 2018 - School Age Ch<br><sub>Wed</sub> | ild Care 🔉 | Fri |
| Sun 01/28/2018<br>Flexible Child Care<br>Registration | 29                             | 30                       | 31   | 01         | 02  |
| Flexible Care, AM                                     | Remove:                        |                          |  |            |     |
| Flexible Care, PM                                     |                                |                          | Remove:                                    |            |     |
| Sun 02/04/2018<br>Flexible Child Care<br>Registration | 05                             | 06                       | 07   | 08         | 09  |
| Flexible Care, AM                                     |                                |                          |  |            |     |
| Flexible Care, PM                                     |                                |                          |  |            |     |
| Sun 02/11/2018<br>Flexible Child Care<br>Registration | 12                             | 13                       | 14   | 15         | 16  |
| Flexible Care, AM                                     | Remove:                        |                          |  |            |     |
| Flexible Care, PM                                     |                                |                          |  |            |     |
| Sun 02/18/2018<br>Flexible Child Care<br>Registration | 19                             | 20                       | 21   | 22         | 23  |
| Flexible Care, AM                                     |                                |                          |  |            |     |
| Flexible Care, PM                                     |                                |                          |  |            |     |
| Sun 02/25/2018<br>Flexible Child Care<br>Registration | 26                             | 27                       | 28   | 01         | 02  |
| Flexible Care, AM                                     |                                |                          |  |            |     |
| Flexible Care, PM                                     |                                |                          |  |            |     |

Family financial ledger-

| <           | Fn<br>Fai<br>Int | ozen Family<br>mily ID 317246<br>ærnal Note: |                  |             | 2<br>Stude                          | nt(s)                    |                   | Regular<br>Statement Typ  | e        | Ad    | 575.00<br>Balance Outstar<br>d/View Journal N | nding<br>Notes | >               |
|-------------|------------------|--|------------------|-------------|-------------------------------------|--------------------------|-------------------|---------------------------|----------|-------|---|----------------|-----------------|
| nmary       | Family           | Children Paren                               | ts Third Party   | Volunteers  | Communication                       | Auto-Pay                 | Vacation          | Financials                | Receipts | Merge |   |                |                 |
| ear<br>1111 | 2018             | • list                                       |                  |             |                                     |                          |                   | Total Outsta<br>\$ 605.00 | anding:  |       |   | Action         | 15 <del>-</del> |
| Jul         | U                | lser   | Post D           | Date        | Description                         |                          |                   |                           |          | Fee   | Payment                                       | Balance        |                 |
| ✓ Sta       | atement          | ID: 4389689 - Da                             | te Range: 01/01/ | 2018 to 12/ | /31/2018                            |                          |                   |                           |          |       |   |                |                 |
| 0           |                  |  | 01/              | /01/2018    | Normal Fee<br>Previous Balanc       | e Owed - 0               | 1/01/2017         | 7 - 12/31/2               | 017      | 545.0 | 0   | 545.0          | 0               |
| 0           | d                | cw_kgass                                     | 01/              | /04/2018    | Late Pickup Fee<br>Late Fee Adjust  | e<br>ment                |                   |                           |          | 10.0  | 10  | 555.0          | 0               |
| 0           | С                | GTransactional                               | 01/              | /04/2018    | Anna Frozen - N<br>Flexible Care, A | Normal Fee<br>M - 01/08/ | - DCW Tra<br>2018 | nsactional-               | Center 1 | 10.0  | 10  | 565.0          | 0               |
| 0           | с                | GTransactional                               | 01/              | /04/2018    | Anna Frozen - N<br>Flexible Care, P | Normal Fee<br>M - 01/09/ | - DCW Tra<br>2018 | nsactional-               | Center 1 | 10.0  | 10  | 575.0          | 0               |
| 0           | d                | cw_kgass                                     | 02/              | /01/2018    | Anna Frozen - N<br>Flexible Care, A | Normal Fee<br>M - 01/29/ | - DCW Tra<br>2018 | nsactional-               | Center 1 | 10.0  | 10  | 585.0          | 0               |
| 0           | d                | cw_kgass                                     | 02/              | /01/2018    | Anna Frozen - N<br>Flexible Care, P | Normal Fee<br>M - 01/31/ | - DCW Tra<br>2018 | nsactional-               | Center 1 | 10.0  | 10  | 595.0          | 0               |
| 0           | d                | cw_kgass                                     | 02/              | /01/2018    | Anna Frozen - N<br>Flexible Care, A | Normal Fee<br>M - 02/12/ | - DCW Tra<br>2018 | nsactional-               | Center 1 | 10.0  | 10  | 605.0          | 0               |
|             | 4                |  |                  |             | Total                               |                          |                   |                           |          | 605.0 | 0.00  | 605.0          | 0               |

Note: on this screen the remove option displays, if you want to be able to remove days for children or have parents able to remove days go to setup > system config, general config- family tab and then change the option for allowing removal of days -

| tement | Daycare Works Family Integra  | tion - Gateway/OCN | Miscellaneous | Registration |          |  |
|--------|-------------------------------|--------------------|---------------|--------------|----------|--|
|        |                               |                    |               |              |          |  |
|        | Daycare Works Family Se       | tup                |               |              |          |  |
|        | Auto Approval Child Requests: | 🔍 Yes 🖲 No         |               |              |          |  |
|        | Allow Days to be removed:     | ● Yes ○ No         |               |              |          |  |
|        | Allow Autopay:                | N₀                 |               |              |          |  |
|        | Allow Credit Card Removal:    | Yes  No            |               |              |          |  |
|        | Allow Vacation Request        | ● Yes ○ No         |               |              |          |  |
|        | Recheck Registration Rules:   | ● Yes ○ No         |               |              |          |  |
|        | Allow Discount Selection:     | O Yes 🖲 No         |               |              |          |  |
|        | Allow Third Party Selection:  | O Yes 🖲 No         |               |              |          |  |
|        | Allow Over Payments:          | ● Yes ○ No         |               |              |          |  |
|        | Auto-Pay Summary Text:        |                    |               |              | <b>.</b> |  |
|        |                               |                    |               |              |          |  |
|        | Child Request Message:        |                    |               |              |          |  |
|        |                               |                    |               |              | -        |  |
|        |                               |                    |               |              | 11       |  |
|        |                               |                    |               |              |          |  |
|        |                               |                    |               |              |          |  |