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-

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	Program/Room Assignment	Calendar View	More ▾

Parent Managed Calendar

Classroom

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

Start of Week	‹ February 2018 - School Age Child Care ›				
	Mon	Tue	Wed	Thu	Fri
Sun 01/28/2018 Flexible Child Care Registration	29	30	31	01	02
Flexible Care, AM	☑	☐	☐	☐	☐
Flexible Care, PM	☐	☐	☑	☐	☐
Sun 02/04/2018 Flexible Child Care Registration	05	06	07	08	09
Flexible Care, AM	☐				
Flexible Care, PM					
Sun 02/11/2018 Flexible Child Care Registration	12	13	14	15	16
Flexible Care, AM	☑				
Flexible Care, PM					
Sun 02/18/2018 Flexible Child Care Registration	19	20	21	22	23
Flexible Care, AM		☐			
Flexible Care, PM					
Sun 02/25/2018 Flexible Child Care 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-

Family financial ledger-

		Frozen Family		2		Regular		575.00		
<		Family ID 317246		Student(s)		Statement Type		Balance Outstanding		>
		Internal Note:						Add/View Journal Notes		

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

Year

📅 2018 ▼

Total Outstanding:
$ 605.00

Actions ▾

Statement List

	User	Post Date	Description	Fee	Payment	Balance	
⌄ Statement ID: 4389689 - Date Range: 01/01/2018 to 12/31/2018							
ℹ️		01/01/2018	Normal Fee Previous Balance Owed - 01/01/2017 - 12/31/2017	545.00		545.00	
ℹ️	dcw_kgass	01/04/2018	Late Pickup Fee Late Fee Adjustment	10.00		555.00	✖
ℹ️	CGTransactional	01/04/2018	Anna Frozen - Normal Fee - DCW Transactional- Center 1 Flexible Care, AM - 01/08/2018	10.00		565.00	✖
ℹ️	CGTransactional	01/04/2018	Anna Frozen - Normal Fee - DCW Transactional- Center 1 Flexible Care, PM - 01/09/2018	10.00		575.00	✖
ℹ️	dcw_kgass	02/01/2018	Anna Frozen - Normal Fee - DCW Transactional- Center 1 Flexible Care, AM - 01/29/2018	10.00		585.00	✖
ℹ️	dcw_kgass	02/01/2018	Anna Frozen - Normal Fee - DCW Transactional- Center 1 Flexible Care, PM - 01/31/2018	10.00		595.00	✖
ℹ️	dcw_kgass	02/01/2018	Anna Frozen - Normal Fee - DCW Transactional- Center 1 Flexible Care, AM - 02/12/2018	10.00		605.00	✖
📄			Total	605.00	0.00	605.00	

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 -

Setup -> *System Config* -> General Configuration

Statement | **Daycare Works Family** | Integration - Gateway/OCN | Miscellaneous | Registration

Daycare Works Family Setup

Auto Approval Child Requests:	○ Yes ● No
Allow Days to be removed:	● Yes ○ No
Allow Autopay:	● ○ No
Allow Credit Card Removal:	● Yes ○ No
Allow Vacation Request:	● Yes ○ No
Recheck Registration Rules:	● Yes ○ No
Allow Discount Selection:	○ Yes ● No
Allow Third Party Selection:	○ Yes ● No
Allow Over Payments:	● Yes ○ No
Auto-Pay Summary Text:	
Child Request Message:	

SAVE