Family Record, Child Tab- Program/Room Assignment, Assignment Actions

Last Modified on 03/28/2019 11:49 am EDT

You can use the Assignment Actions tab to make changes to existing child/student schedules. From the child record, go to the Program/Room Assignment tab and then select the Assignment Actions tab.

If Change Classroom is selected, the system will end date the current Program/Room assignment and create a new one as of the start date that is entered.

Once Apply Change is selected the screen will refresh, once on the program/room assignment tab old room assignment will be end dated and the new room assignment will display.

Change rate will update the assigned rate to a schedule-

Select Apply Change and navigate back to the program/room assignment page to see the change, the rate has been updated in accordance to the assignment action.

Change Days Scheduled allows users to change the days a child is scheduled to attend. **Please Note**: if a From Program is not selected, the schedule will be updated in all PRAs with a matching From Schedule

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled days have been updated in accordance to the assignment action.

Change scheduled hours allows users to change the hours a child is scheduled to attend

	Discount	Setup Discount	Special Classroom Note

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Active Classroom Assignments - McTest, Test

	Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester			Create
✏✖	✔	BC - After Care Rooms ~ Central Falls	07/24/2017	07/25/2017	✔	✔	✔	✔	✔			Full Day - Preschool ($175.00)		2016 Year	⇄ ⓘ	07
✏✖		BC - After Care Rooms ~ Central Falls	07/26/2017	07/26/2017	✔	✔	✔					School Age - Full Day ($84.00)		2016 Year	⇄ ⓘ	07
✏✖		BC - After Care Rooms ~ Lincoln	07/27/2017	07/28/2017	✔	✔	✔					School Age - Full Day ($84.00)		2016 Year	⇄ ⓘ	07

|◁ ◁   Records from 1 to 3   ▷ ▷| 📄 Page 1 ▼   ☰ 50 rows per page ▼

Show All

Add New Classroom/Rate | **Assignment Actions**

Change Classroom   Change Rate   Change Days Scheduled   Change Co-pay   **Change Scheduled Hours**

		Expected Arrival	Expected Departure
Monday	☑	7:00 AM	3:00 PM
Tuesday	☑	7:00 AM	3:00 PM
Wednesday	☐		
Thursday	☐		
Friday	☐		

Start Date

📅 07/27/2017

☑ Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled hours have been updated in accordance to the assignment action.

Add New Classroom/Rate | **Assignment Actions**

Change Classroom   Change Rate   Change Days Scheduled   Change Co-pay   **Change Scheduled Hours**

	Expected Arrival	Expected Departure
Monday ☑	7:00 AM	3:00 PM
Tuesday ☑	7:00 AM	3:00 PM
Wednesday ☐		
Thursday ☐		
Friday ☐		

Start Date

📅 07/27/2017

☑ Apply Change

* The change will only apply to existing assignments that are still available after the start date.

☑ Save   ✖ Delete

Change co-pay will update the copay amount for a family if not using template type billing for third parties-

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled days have been updated in accordance to the assignment action.