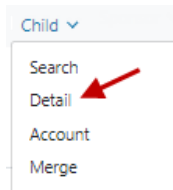


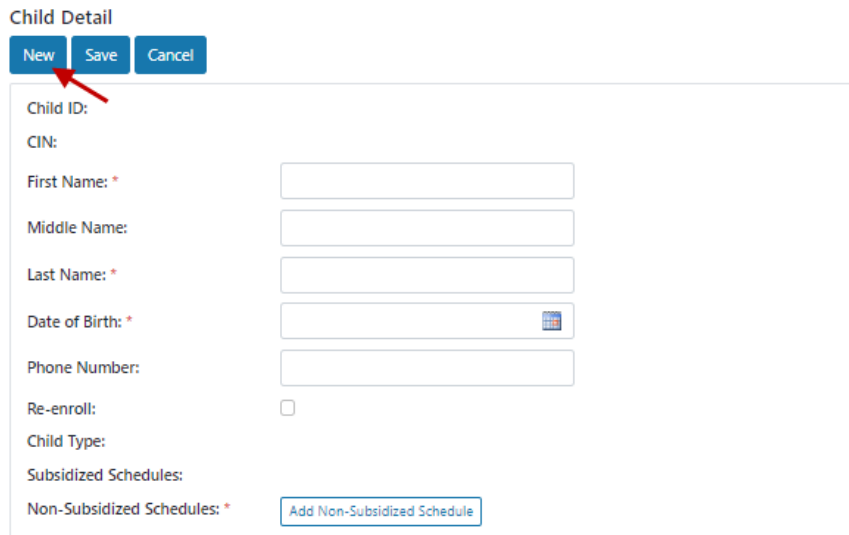
KinderConnect - Adding Private Pay Children

Private pay children are children who are not currently authorized to your center to receive publicly funded child care.

- A** Click **Detail** under Child. Note: A child must be added before the **Caretaker/Sponsor** is added.



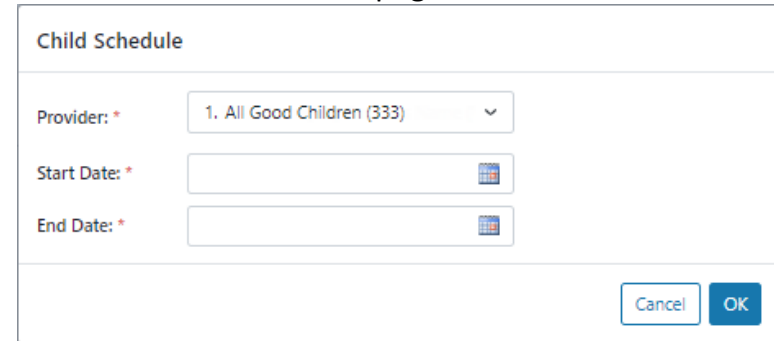
- B** Add a private pay child by pressing **New** to create a new record. Enter the required information for the child indicated by a red asterisk (*).

A screenshot of the 'Child Detail' form. At the top, there are three buttons: 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons, the form contains several input fields: 'Child ID:', 'CIN:', 'First Name: *', 'Middle Name:', 'Last Name: *', 'Date of Birth: *' (with a calendar icon), 'Phone Number:', 'Re-enroll:' (with a checkbox), 'Child Type:', 'Subsidized Schedules:', and 'Non-Subsidized Schedules: *' (with an 'Add Non-Subsidized Schedule' button).

- C** Click on **Add Non-Subsidized Schedule**.



- D** Enter a **Start Date** and **End Date**. We recommend setting the **End Date** out one year. Press **OK** to return to the child **Detail** page.

A screenshot of the 'Child Schedule' form. It has three main input fields: 'Provider: *' (a dropdown menu showing '1. All Good Children (333)'), 'Start Date: *' (with a calendar icon), and 'End Date: *' (with a calendar icon). At the bottom right, there are two buttons: 'Cancel' and 'OK'.

- E** Press **Save**. A message will display indicating the record saved successfully.

For more information, visit <https://azcces.info>, email us at supportAZ@kindersystems.com or call us at 1-833-859-3433.