

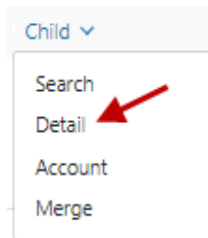
## KinderConnect - Adding Missing Child Records

When a child's authorization is **Missing** or **Not Active** in KinderConnect, attendance cannot be entered for that child. While waiting for a child's record to be updated, Providers should create a Non-Subsidized account to enable Sponsors to enter attendance for that child.

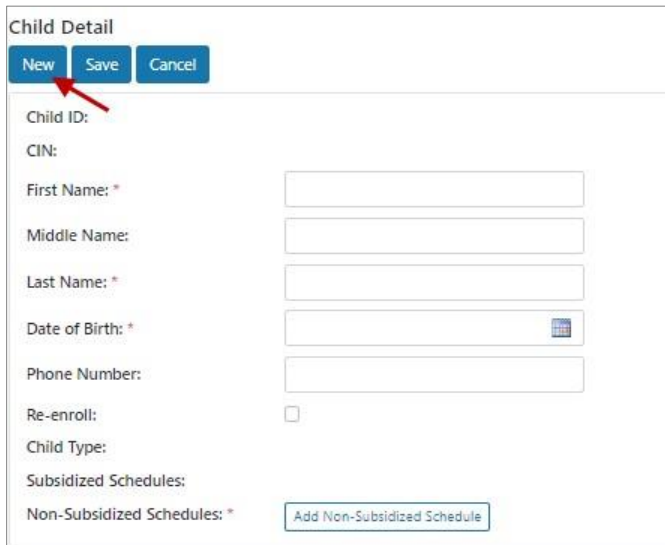
**Note:** Providers should verify that the child has an active authorization with LDOE before creating a non-subsidized account for that child.

**A** Press **Detail** under **Child**.

**Note:** A child must be added before the **Caretaker/Sponsor** is added.



**B** Press **New** to create a new record. Enter the required information for the child indicated by the red asterisk (\*).

A screenshot of the 'Child Detail' form. At the top left, there are three buttons: 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons are 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).


**Note:** This account will be **Merged** with the subsidized account once the child's record is updated. If a Sponsors sees two children accounts with the same information appear when entering attendance, then a Provider may merge the subsidized account with the non-subsidized account.

### QRC – Merging Child Records

**C** Press **Add Non-Subsidized Schedule**.

Non-Subsidized Schedules: \* 

**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 contains three input fields: 'Provider: \*' (with 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 'Cancel' and 'OK' buttons.

**E** Email [SupportLA@kindersystems.com](mailto:SupportLA@kindersystems.com) with the name and date of birth of the child.

**[Continue HERE to link this new Non-Subsidized Child Account to a Sponsor](#)**