

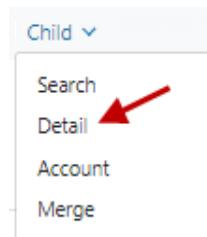
KinderConnect - Adding Missing Child Records

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.

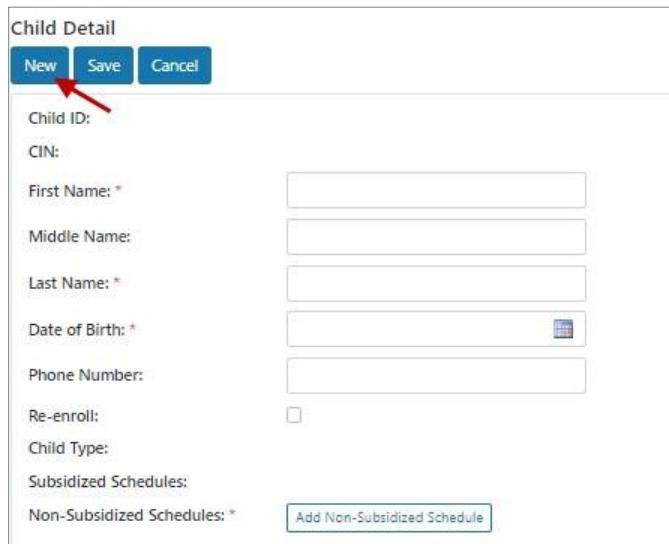
Note: Providers should verify that the child has an active authorization with LDOE before creating a non-subsidized account for that child.

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. The 'New' button is highlighted with a red arrow. The form includes fields for Child ID, CIN, First Name, Middle Name, Last Name, Date of Birth, Phone Number, Re-enroll, Child Type, Subsidized Schedules, and Non-Subsidized Schedules. The 'Non-Subsidized Schedules' field contains a link to 'Add Non-Subsidized Schedule'.

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: * [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 shows a dropdown for 'Provider' (1. All Good Children (333)), and fields for 'Start Date' and 'End Date' with calendar icons. At the bottom are 'Cancel' and 'OK' buttons.

E Email 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](#)