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## OnCare Office Ver 3.0.4

### Release Notes: Aug 31, 2015

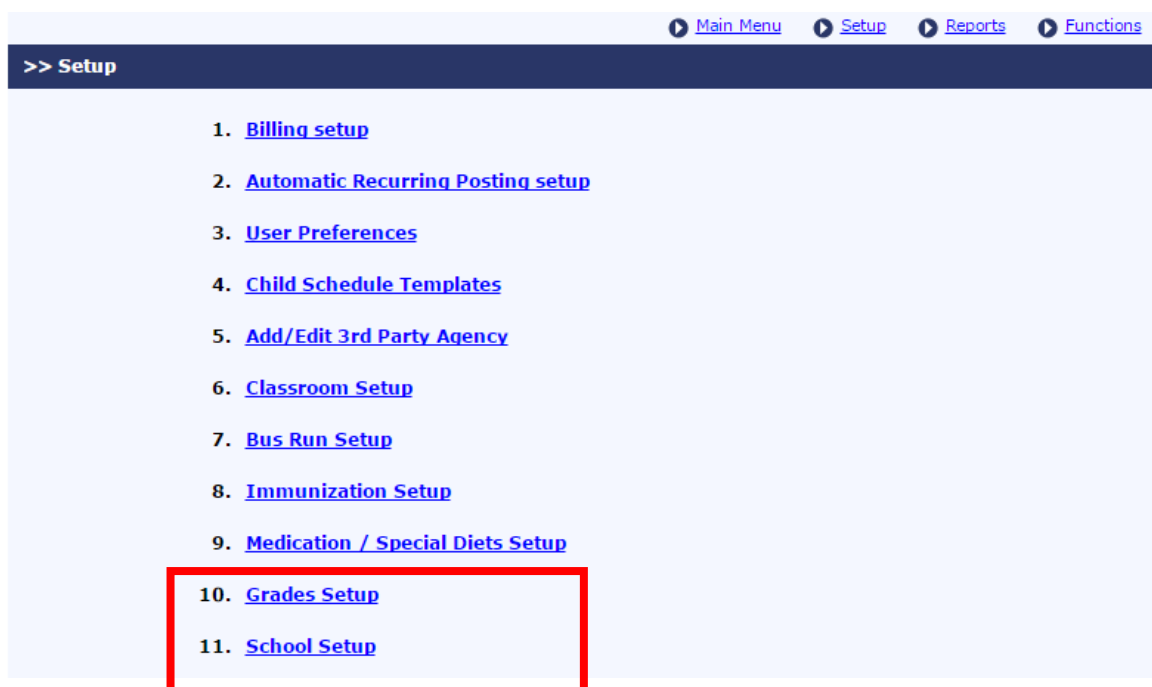
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## 1. **New:** Grade and School Field Added in Child Record

This new feature is applicable to clients with Before and After School programs

Note: This feature is NOT automatically enabled for all clients. If you are a school age program and would like to take advantage of this new feature, please send a request to support@oncare3.com. We can enable the new feature on a requested basis.

This new feature helps to track the child's grade and school in the child record. Once the grade and school features are enabled for your center, you will see the setup option below where you can setup the grades and schools applicable for your center.

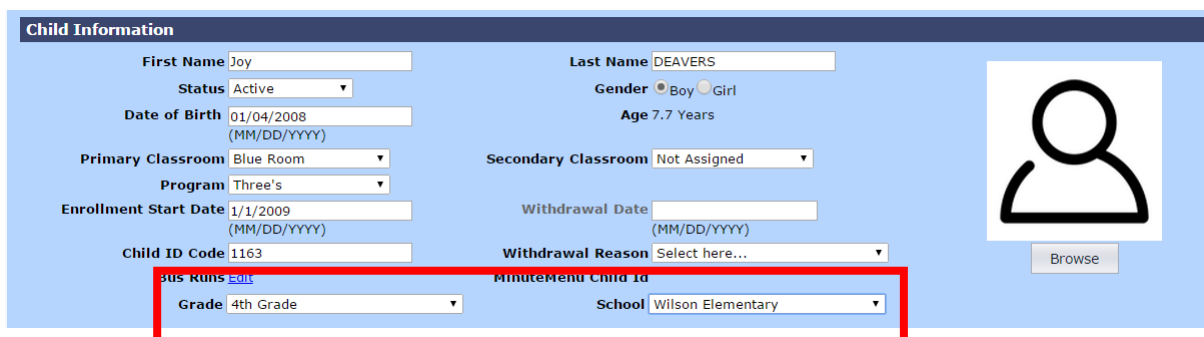


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>> Setup

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The grade and school field will appear in the child information section as shown below:



**Child Information**

First Name: Joy Last Name: DEAVERS  
Status: Active Gender: ☒ Boy ☐ Girl  
Date of Birth: 01/04/2008 (MM/DD/YYYY) Age: 7.7 Years  
Primary Classroom: Blue Room Secondary Classroom: Not Assigned  
Program: Three's  
Enrollment Start Date: 1/1/2009 (MM/DD/YYYY) Withdrawal Date: (MM/DD/YYYY)  
Child ID Code: 1163 Withdrawal Reason: Select here...  
[Bus Runs](#) [Edit](#) [Print Menu](#) [Child ID](#)  
Grade: 4th Grade School: Wilson Elementary

The 2 new fields (Grade and School) are available in the data download function for

- Family and Child Basic
- Child Basic

**>> Selection List**

Select Data:

Status:

Child Status:

**Data Fields**

- Parent #2 Home Phone
- Parent #2 Cell Phone
- Parent #2 Email
- Child First Name
- Child Last Name
- Child Status
- Child DOB
- Child Gender
- Primary Classroom
- Secondary Classroom
- Program
- Enrollment Date
- Withdrawal Date
- Additional Reason
- Grade**
- School**
- Child Allergy
- Child Allergy Description
- Child Medication
- Child Special Diets

**Field(s) to Download**

Buttons: Add >>, All >>, << Remove, << All

Download

## 2. Enhanced: Allow Flexible Time Entry in Child Schedule

Previously the child schedule time selection is fixed at certain interval in the drop down.

**Child Schedule**

Select a Schedule: Preschool M-F

**Old: Fixed time interval**

Day	Time In	Time Out	Time In	Time Out	Total Hrs
MON	07:00 AM	06:00 PM			11.00
TUE	07:00 AM	06:00 PM			11.00
WED	07:00 AM	06:00 PM			11.00
THU	07:00 AM	06:00 PM			11.00
FRI	07:00 AM	06:00 PM			11.00
SAT	07:00 AM	06:00 PM			
SUN	07:00 AM	06:00 PM			
	06:30 AM				
<b>Grand Total</b>					<b>55.00</b>

**Child Schedule**

Select a Schedule: Full-Time

**New: Flexibility to enter time in hour and minutes**

[Child Schedule Templates Setup](#)

Day	Time In	Time Out	Time In	Time Out	Total Hrs
MON	08 : 40 am	05 : 10 pm			8.00
TUE	09 : 15 am	06 : 00 pm			8.80
WED	08 : 20 am	05 : 00 pm			9.00
THU	08 : 00 am	05 : 00 pm			9.00
FRI	08 : 35 am	05 : 30 pm			9.00
SAT					
SUN					
<b>Grand Total</b>					<b>43.80</b>

Same flexibility has been implemented in the Child Schedule Template as shown below:

**>> Add / Edit Child's Schedule Template**

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Child Schedule Template Name: 4 Day Schedule

Status: Active

Day	Time In	Time Out	Time In	Time Out	Total Hrs
MON	08 : 00 am	05 : 00 pm			9.00
TUE	08 : 15 am	04 : 35 pm			8.33
WED	08 : 00 am	05 : 00 pm			9.00
THU	08 : 00 am	05 : 00 pm			9.00
FRI					
SAT					
SUN					
<b>Grand Total</b>					<b>35.33</b>

**Save** **Cancel**

### 3. Enhanced: 2 New Filters Added for the Family Notes Report

2 new filters have been added to the Family Notes Report:

- Family Status
- Child Name

>> Reports

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4. [Classroom/School Directory Report](#)

5. [Employer Report](#)

6. [Family Information Sheet / Family Notes Report](#)

7. [Full Time Equivalency Report](#)

Family Notes Report

Family Notes Report

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Select Report: Family Notes

Select Dates: Current Month

From: 08/01/2015 To: 08/31/2015

Family Status: Active

Search by Child First Name: sa

Category: All

Recorded By: All

Sort Order 1: Family Account Key

Sort Order 2: Recorded Date

Sort Order 3: Parent #1 Last Name

Sort Order 4: Parent #1 First Name

Report Type: Pdf Html

Submit

2 new reporting filters

#### 4. **Enhanced:** 2 New Filters Added for the Child Time Card with Absences Report

Under Time and Attendance Tracking Reports, 2 new filters have been added:

- Child Status
- Individual Child selection



**Attendance**

1. [Children Currently Checked In](#)
2. [Children Sign In Report by Time and Date Range](#)
3. [Sign Out \(Late Pick-up\) Report](#)
4. [Failure to SignOut](#)
5. [Center Attendance Summary](#)
6. [Billing By Attendance](#)
7. [Child Time Card with Absences Report](#)
8. [Child Time Card Report](#)

This Report has been enhanced

**Child Time Card with Absences**

Select Dates

From   To  

Select Classroom

Select Child Status

Select Child

Report Type ☒ Pdf ☐ Html

## 5. Fixed: User can Record "Child Not Coming" for Today

**Background:** The "Child Not Coming" feature was designed to help providers to record future child absences so they can use the information in staff scheduling. This feature was originally designed for preschool in mind where the future absences are in the future. Per feedback from our school-age program clients, often the centers get notifications from school age parents on the same day (i.e. Today) that the child is not coming.

**Fixed:** The Director can not record child not coming for the same day (i.e. Today). Once the absence is recorded, the child WILL NOT show in the **5. Group Sign In with Absence Alert** function. However, the child with future absence will still shown up in the **2. Group Sign In**.

Access to record child not coming:

No.	Family Acct Key	Parent Name	Child L	Child F	Child S	Action
1	BARNES	Richardson Barnes	Barnes			<a href="#">View Timecard</a> <a href="#">Not Coming</a>
2	BLOOM	Aaron Bloom	Bloom	Piper	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
3	BLOOM	Aaron Bloom	Bloom	Silas	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
4	BRIGGS	Richard Briggs	Briggs	Iris	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>

>> Child Time Card Details

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Search by Child First Name:

[Print Child Time Card](#) [Record Not Coming](#)

Child Name Irene Curie  
Child Status Active  
Family Account Key CURIE  
Classroom Name Purple Room

Select Dates

From 08/24/2015  To 08/30/2015

Record Future Child Absence:

☒ Today ☐ Other Dates

From Date 08/29/2015  To Date 08/29/2015

Reason Code

Notes (Max. 36 Chars)

## 6. **Fixed:** Parent Portal Login - Multi-Center Login with one email + Inactive Parent Login

**Background #1:** Multi-site clients with families who have children in different centers within the company.

Previously, the parents will need an unique email to login to the respective center to access their children informaton.

**Fixed:** The parents now only need to have one common email to access their children's records across the multiple centers. Whenever a parent with children in multiple center is added to OnCare, the system will assoiate that parent's email register with multiple centers. Whenever that parent login to the Parent Portal, he/she will be presented with option to select the center they would like to access.

**Background #2:** Previously whenever a family is made "inactive" the inactive parent is NOT able to access the Parent Portal.

**Fixed:** Inactive families can now login to the OnCare Parent Portal.