



Detailed Schedule Implementation Guide

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1 Introduction

OnCare has now replaced the existing Child Schedule method with the Detailed Schedule method. This document will tell you the benefits of this new method and the changes in existing reports due to this.

Please note that all facilities that is available in the existing method are available in this method also. This is just an enhancement to the existing feature.

2 Benefits

There are 2 main benefits of this new Detailed Schedule. They are:

- 1. A Child can be assigned with different schedule for different periods. Previously only one schedule can be selected for a child at a time.
- 2. Now we can add 'n' number of Time In and Time Out sessions for a single day. Previously, only 2 sessions can be added.

3 Updated Child Schedule Setup Page

Before:

Day	Time In	Time Out	Time In	Time Out
MON	: : am	: : am	: : pm	: : pm
TUE	: : am	: : am	: : pm	: : pm
WED	: : am	: : am	: : pm	: : pm
THU	: : am	: : am	: : pm	: : pm
FRI	: : am	: : am	: : pm	: : pm
SAT	: : am	: : am	: : pm	: : pm
SUN	: : am	: : am	: : pm	: : pm

No	Child Schedule Template Name	Status	Action
1	After	Active	Edit
2	Before/After	Active	Edit
3	Before/After MWF	Active	Edit

Now:

Days	Time In	Time Out	Action
Mon			+ - @
Tue			+ -
Wed			+ -
Thu			+ -
Fri			+ -

No	Child Schedule Template Name	Status	Action
1	AprilTest	Active	Edit
2	FM	Active	Edit

4 Updated Child Info → Schedule and Billing Section

Before:

Child Name: **Leslie M. Ramirez**

Select Type: **Select Schedule Type** (dropdown menu)

Vacation Days:

Monthly Contracted Hours:

Select the Schedule Type



Select Type: **Regular Schedule**

[Child Schedule Templates Setup](#)

Select a Schedule: **Full Time** (dropdown menu)

Select the specific schedule and the schedule will be populated below

Day	Time In	Time Out	Classroom	Action
MON	08 : 30 am	05 : 30 pm		
TUE	08 : 30 am	05 : 30 pm		
WED	08 : 30 am	05 : 30 pm		
THU	08 : 30 am	05 : 30 pm		
FRI	08 : 30 am	05 : 30 pm		
SAT				
SUN				
Grand Total				45.00

Vacation Days:

Monthly Contracted Hours:

FTE Value : 1

Now:

Child Name: **Huang Voohees**

Select Type: **Regular Schedule** (dropdown menu)

Vacation Days:

Monthly Contracted Hours:

Select the Schedule Type and then click Add New

Add New (button)



Add/Edit Detailed Child Schedule

Select a Schedule: **Regular Schedule** (dropdown menu)

[Child Schedule Templates Setup](#)

Start Date: **Select here...** (dropdown menu)

End Date:

Days	Time In	Time Out	Classroom	Action
Mon	9:00 AM	2:00 PM	Green Room	+ - @
Tue	9:00 AM	2:00 PM		
Wed	9:00 AM	2:00 PM		
Thu	9:00 AM	2:00 PM	Green Room	+ -
Fri	9:00 AM	2:00 PM	Green Room	+ -

Select the Schedule, enter the start date and end date and then click Save

Save **Cancel** (buttons)

5 Changes in Reports / Functions

The following reports will be based on the 'Start Date', 'End Date' and 'Classroom' selected for the child while adding the schedule:

Days	Time In	Time Out	Classroom	Action
Mon	9:00 AM	2:00 PM	Green Room	+ - 📅
Tue	9:00 AM	2:00 PM	Green Room	+ -
Wed	9:00 AM	2:00 PM	Green Room	+ -
Thu	9:00 AM	2:00 PM	Green Room	+ -
Fri	9:00 AM	2:00 PM	Green Room	+ -

Following reports will be based on the start date and end date of the schedule:

1. Family Accounting → Child Care Facility Report
2. Time / Attendance Tracking → Billing By Attendance

Following reports will be based on the classroom selected in the schedule section and not the Primary Classroom selected:

1. Family Accounting → Child Care Facility Report – When 'All schedule' is not selected
2. Family Accounting → Classroom / School Directory Report
3. Family Accounting → Sign In/Out Sheet

Following functions will be based on the start date and end date of the schedule:

1. Group Sign in with absence alert → Children scheduled to attend for the current day
2. Record Child Absence → Children who were scheduled to attend but did not have a sign-in record