

CenterTrack – Create a New Child Schedule

Use the **Family > Schedule** page to create a new schedule for a child in your care. A schedule defines the days and times the child is expected to attend.

A Click on **Family > Schedule** page.



B Choose the name of the child in the **Child** dropdown menu, then press the **New** button.

C Use the calendar icon to enter the **Schedule Start Date** and **Schedule End Date**.

Note: Required fields are in red and are indicated by a red asterisk (*).

D If the child attends the Provider Full-time, use the **Non-School Day Schedule**. Enter the time they arrive and leave the Provider in the **From** and **To** fields for the corresponding days.

E If the child attends the Provider before and after School, use the **School Day Schedule** as well to enter the times the child is at school, and assign the schedule to the child's calendar.

F After verifying the information entered, press **Save** at the top left corner of the page.