

CareConnect - How to Remove a Child From Your Roster

When a child is no longer attending your program, there are a couple steps necessary to remove them from your CareConnect account, please see the below information for a step by step guide on how to remove a child from your roster.

A. Contact your Child Care Agency if the child is appearing in your Subsidies Tab

If children appear inside of your Subsidies Tab, it means your Child Care Agency has not terminated care with that family yet, and they are still authorized to receive Care with you. Often times this can lead to having less enrollment than you are capable of, or simply just a more full list than who is actually attending. Your Child Care Agency is responsible for maintaining the list of children in your Subsidies Tab

Subsidies

Claim & Time Sheet

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Feb 2021 Agency Site

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
	CZAP		/ YVONNE's Day C.		Ready	1 2 0 0	--/--	
Demi, Priscilla	#130785 CZAP	New	APCB2 / YVONNE's Day C.	--	Ready	1 2 0 0	--/--	
Demo, Alexander S	#130763 - New CZAP	New	APCB2 / YVONNE's Day C.	--	Not Ready	0 0 0 0	--/--	
Demo, Andrew B	#130775 - New CZAP	New	APCB2 / YVONNE's Day C.	--	Not Ready	0 0 0 0	--/--	
Steeles, Amalie	#134631 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Ready	1 0 0 0	--/--	
Steeles, Anissa	#134596 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Ready	1 0 0 0	--/--	
Steeles, Randall	#134557 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Ready	1 0 0 0	--/--	
Steeles, Richard	#134583 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Ready	0 1 0 0	--/--	
Steeles, TJ	#134570 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Ready	1 0 0 0	--/--	
Test, Jessie	#125697 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Not Ready	0 0 0 0	--/--	
Test, Max	#125713 - New CAPP	New	APCB2 / YVONNE's Day C.	--	Not Ready	0 0 0 0	--/--	

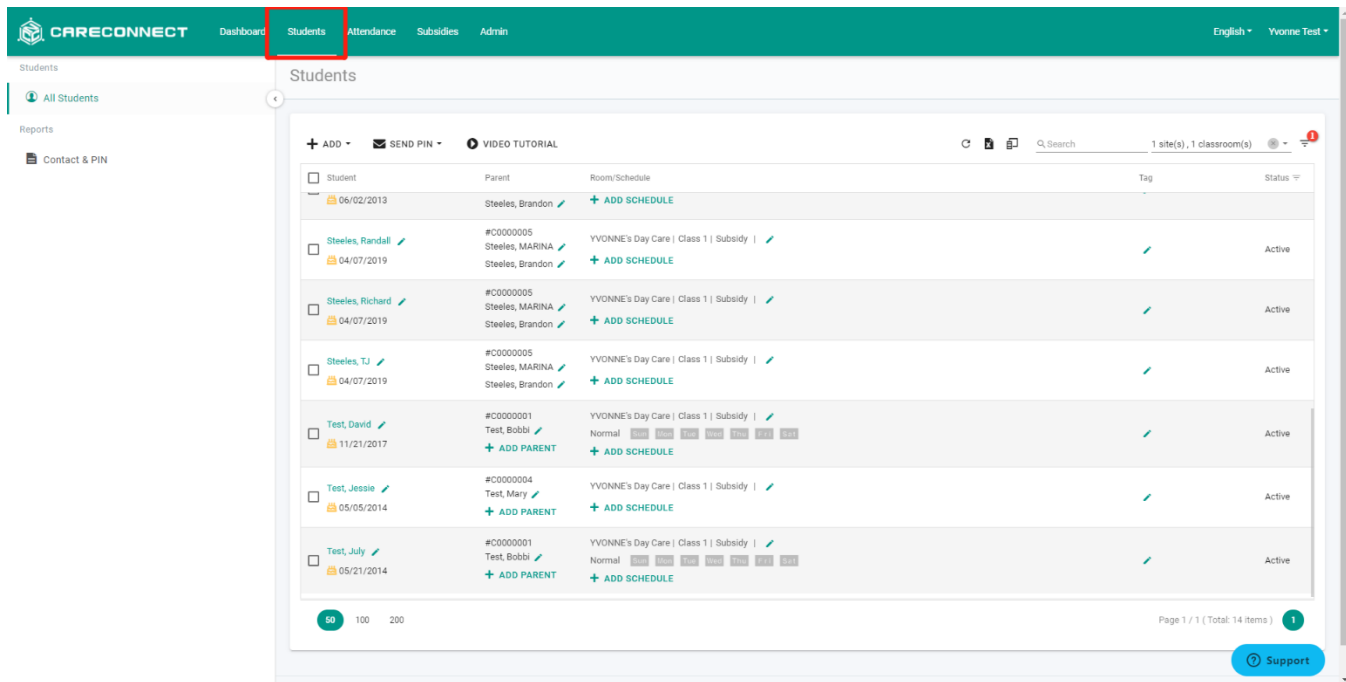
50 100 200 Page 1 / 1 (Total: 13 Items) 1 Support

B. Set the child's Schedule and Status to Inactive

CareConnect automatically creates an account for families who are enrolled with your Child Care Agency, so if you choose to use Contactless Attendance for your Time Sheets, they are able to have a PIN created and be signed in and out by their guardians. When a child leaves your program, you have to set their profile to Inactive to remove them from your CareConnect

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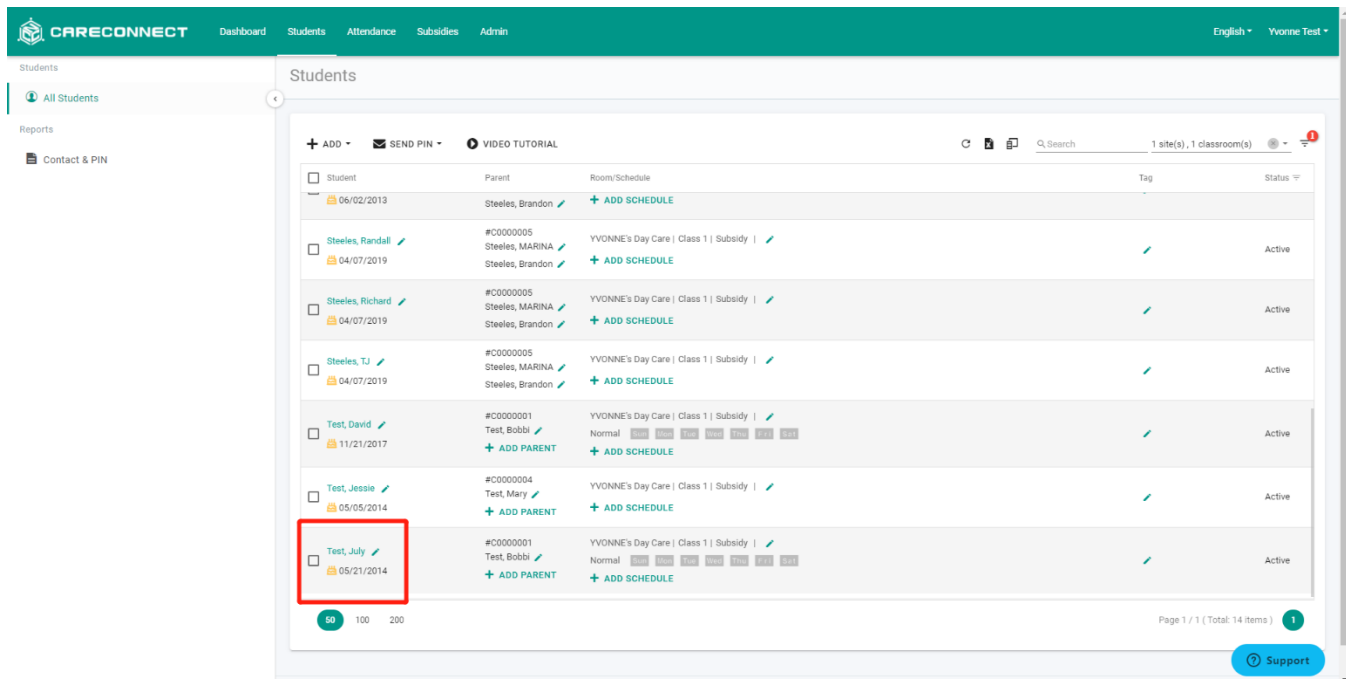
1. Open your Students Tab inside of CareConnect



The screenshot shows the CareConnect dashboard with the 'Students' tab highlighted in the top navigation bar. The main content area displays a list of students with columns for Student, Parent, Room/Schedule, Tag, and Status. The student 'Test, David' is highlighted in blue. A red box highlights the 'Students' tab in the navigation bar.

Student	Parent	Room/Schedule	Tag	Status
06/02/2013	Steeles, Brandon	+ ADD SCHEDULE		
Steeles, Randall	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Steeles, Richard	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Steeles, TJ	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Test, David	#C0000001 Test, Bobbi	YVONNE's Day Care Class 1 Subsidy		Active
Test, Jessie	#C0000004 Test, Mary	YVONNE's Day Care Class 1 Subsidy		Active
Test, July	#C0000001 Test, Bobbi	YVONNE's Day Care Class 1 Subsidy		Active

2. Click on the name of the child you wish to remove



The screenshot shows the CareConnect dashboard with the 'Students' tab highlighted in the top navigation bar. The main content area displays a list of students with columns for Student, Parent, Room/Schedule, Tag, and Status. The student 'Test, David' is highlighted in blue. A red box highlights the name 'Test, David' in the list.

Student	Parent	Room/Schedule	Tag	Status
06/02/2013	Steeles, Brandon	+ ADD SCHEDULE		
Steeles, Randall	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Steeles, Richard	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Steeles, TJ	#C0000005 Steeles, MARINA	YVONNE's Day Care Class 1 Subsidy		Active
Test, David	#C0000001 Test, Bobbi	YVONNE's Day Care Class 1 Subsidy		Active
Test, Jessie	#C0000004 Test, Mary	YVONNE's Day Care Class 1 Subsidy		Active
Test, July	#C0000001 Test, Bobbi	YVONNE's Day Care Class 1 Subsidy		Active

3. Click Edit to change the Child's status from Active to Inactive

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The screenshot shows the 'STUDENT PROFILE' page for Family ID C0000001 - Test, July (#S0000001). The page is divided into three main sections: STUDENT PROFILE, NOTES, and LOGS. The STUDENT PROFILE section is further divided into PERSONAL INFO and SCHEDULE. The PERSONAL INFO section includes fields for Gender (Female), DOB (05/21/2014), Allergy, Diet Restriction, Race, Enroll Date, and Tags. The SCHEDULE section includes fields for Status (Active), Student ID (S0000001), Medication, Grade, Ethnicity, End Date, and Notes. A red box highlights the 'EDIT' button in the top right corner of the PERSONAL INFO section. Below the PERSONAL INFO section is the 'Parents/Guardians' section, which includes a list of parents/guardians (BT Test, Bobbi (Biological Father)) and a '+ ADD PARENT' button. The page also includes a 'DELETE FAMILY' button in the top right corner and a 'Support' button in the bottom right corner.

The screenshot shows the 'Edit Student' page for Family ID C0000001 - Test, July. The page is a form for editing student information. The form includes fields for Photo, First Name (July), Middle Name, Last Name (Test), DOB (05/21/2014), Gender (Female), Enroll Date, Student ID (S0000001), Grade, Race, Allergy, Medication, Diet Restriction, Tags, and Notes. A red box highlights the 'Status' dropdown menu, which is currently set to 'Active' and has options for 'Active', 'Inactive', and 'Pending'. The page also includes 'SAVE', 'CANCEL', and 'DELETE' buttons at the bottom. The footer of the page includes the copyright information: © 2021 - MCT | CareConnect Version: 4.2.2102-4 and a 'Support' button.

Make sure to press Save when finished

CareConnect - How to Remove a Child From Your Roster

Students / Family ID C0000001 - Test, July

Photo:

First Name: *
July

Middle Name:
Last Name: *
Test

DOB: *
05/21/2014

Gender: *
Female

Status: *
Inactive

Student ID: *
S0000001

Enroll Date:
End Date:

Grade:
Select a value...

Race:
Select a value...

Ethnicity:
Select a value...

Allergy:
Select or Enter a value...

Medication:
Select or Enter a value...

Diet Restriction:
Select or Enter a value...

Tags:
Select or Enter a value...

Notes:

[SAVE](#) [CANCEL](#) [DELETE](#)

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4. Click on Schedule above the Edit button

Family ID C0000001 - Test, July (#S0000001) [DELETE FAMILY](#)

STUDENT PROFILE PERSONAL INFO NOTES LOGS

Gender: Female ● Status: Inactive [EDIT](#)

DOB: 📅 05/21/2014 Student ID: S0000001

Allergy: Medication:

Diet Restriction: Grade:

Race: Ethnicity:

Enroll Date: End Date:

Tags: Notes:

DT Test, David

ST Test, Scott

[+ ADD SIBLING](#)

Parents/Guardians [+ ADD PARENT](#)

BT Test, Bobbi (Biological Father) [EDIT](#)

Pin: 0001 [Re-Pin](#) [Email Sign in Guide](#) [Text Sign in Pin](#)

Email: wed.adams22@gmail.com - Primary

Home Phone:

Work Phone:

Cell Phone:

[Support](#)

5. Click the Pencil icon to Edit and change the Schedule status from Active to Inactive

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Family ID C0000001 - Test, July (#S0000001) DELETE FAMILY

STUDENT PROFILE PERSONAL INFO NOTES LOGS

PERSONAL INFO SCHEDULE

+ ADD SCHEDULE

Site	Classroom	Program	Period	Status	Action
YVONNE's Day Care	Class 1	Subsidy		Active	

Normal

DT Test, David
ST Test, Scott
+ ADD SIBLING

Support

Edit Schedule

Program: Subsidy

Status: **Active** | Pending | Inactive

Period: Start Date: End Date:

Classroom: Class 1

Normal

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

ADD NORMAL TIME
ADD SCHOOL TIME
SAVE CANCEL VOID

Support

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Make sure to press Save when finished

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The screenshot shows the 'Edit Schedule' page in the CareConnect system. The interface includes a top navigation bar with 'CARECONNECT', 'Dashboard', 'Students', 'Attendance', 'Subsidies', and 'Admin'. The user is logged in as 'Yvonne Test'. The left sidebar shows 'All Students' and 'Contact & PIN'. The main content area is titled 'Edit Schedule' and shows the following details:

- Program: -
- Subsidy: -
- Status: **Inactive** (highlighted with a red box)
- Period: Start Date - End Date -
- Site: YVONNE'S Day Care -
- Classroom: Class 1 -
- Normal (Total: 6 Days) with toggle switches for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday.
- Buttons: ADD NORMAL TIME, ADD SCHOOL TIME, SAVE, CANCEL, and VOID.

At the bottom of the page, there is a copyright notice: © 2021 - MCT | CareConnect Version: 4.2.2102-4 and a Support button.

6. That Family and Child has been successfully removed from your Roster!