

## Child Schedule

In Edlevo, you as guardian and other responsible adult, can register a schedule for your children who have placements in preschool or leisure center.

### Register schedule

You start by choosing the child that you want to register the schedule for and then select *Child Schedule*. If the child has multiple placements, select the placement you wish to register a schedule to. If your child has only one placement you don't need to select the placement.

Use the arrows to navigate to the month and week for which you want to register the schedule. The municipality's barring time determine how close in time you can start registering the schedule from. Select the week you want to register a schedule for and then select the time.

### Copy schedule to siblings

If you have more than one child and you want to copy the schedule you have been working on to more siblings, you can do it at the step after *Confirm changed schedule weeks*. In that case, you need to check the *Copy schedule to siblings* and choose the siblings that you want to copy the schedule to. If the siblings have more than one placement you need to choose the placement that the schedule will be assigned to. After that you can click on *Send*.

### Register more than one time interval

If you want to register more than one time interval, click the plus sign. You can enter up to 3 time intervals. If you want to delete a time interval, click the minus sign.

### Leave

If the child is going to be free one day, you can leave that day empty. If the child is going to be free all week, select *Free all week*.

### Copy, Paste and Reset

You can undo the time by clicking *Reset Changes*. If you want to copy a week's schedule, navigate to the week you want to copy and select *Repeat week*. Select one, several or *All available weeks* you want to copy to.

### Undecided time

If you don't know exactly your working schedule for a week, you have the possibility to register how many hours you are going to need the child at pre-school/leisure time center for the week. To do that you need to click on the *Undecided Time* collapse, so you expand it. According to how many hours the child needs, you register the hours and minutes. If the child needs night undecided hours, then you fill them in as well. As night hours are estimated the hours between 22.00 and 06.00 when the child is present over midnight.

### **Shared placement – guardians have a separate schedule**

If the child has guardians living at different addresses, the guardians may submit a separate schedule. When a guardian has registered time, the other guardian can see the time that are registered. The view shows the initials of the second guardian next to the time that the other guardian has registered. Should guardians register time in a day where there is already registered time, a conflict is created. A red text is displayed *The week has time conflicts*. The week cannot be registered until the conflicts are resolved. Change the time so that there is no conflict.

### **Confirm and submit**

When you are done, click *Confirm changed schedule weeks*. In the button's right-hand corner you can see the number of weeks you are submitting a schedule for. Before submitting the

schedule, you can choose to show the time in order to have an overview of the schedule times you are about to submit as well as the average attendance time per week. If you want to change something, select *Back* and correct the times.

When you are satisfied with the schedule, select *Submit*. If the submission has been completed successfully you will receive information telling you how many weeks that have been registered and that the schedule is submitted.

### **Reminders**

When your child's schedule is about to expire you will receive reminders for this. These reminders are sent out based in the settings that your municipality has chosen.

**Any questions?** Please contact your child's municipality.