

Care Center (Kentucky)

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Viewing Care Centers | Create a New Care Center | Inactivate a Care Center

Tool Search: Care Center

The Care Center tool allows users to view, create and inactivate care centers used in Early Learning/Prior Settings records.

Care Center Search			
Search Criteria			
Care Center Name test	License Number	Search	
record(s) found.			
Care Center List			
Name	Address	License Number	Active

Image 1: Care Center Tool (District View)

Viewing Care Centers

The Care Center tool is read-only for district users. To view what Care Centers are available for use within Early Learning/Prior Settings records, enter the **Care Center Name** and/or **License Number** and click the **Search** button. Search results will appear in the Care Center list (see Image 2).

District users are only able to view Care Centers. State users can modify and save existing Care Centers.



Care Center				
Care Center Search		_		
Search Criteria				
Care Center Name test	License Number		Search	
1 record(s) found.				
Name	Address	•	License Number	Active
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, K	Y 40228	L358161	x
Care Center Detail	· · ·			
*Туре	05: Child Care	Inactive		
*Name	My Little Testimonies Child			
*License Number	L358161			
Address Information				
Number	6210			
Prefix				
*Street	Shepherdsville			
Tag	Road			
Direction				
*City	Louisville			
State	KY			
Zip	40228			
	, ,			

Image 2: Searching for and Viewing a Care Center

Create a New Care Center

Care Centers can only be created within the Kentucky State Edition of Campus.



+ New Save			
Care Center Search			_
Search Citeria			
Care Center Name	License Number	Search	
	,		
Care Cen er List	Address	License Number	Active
Name	Address	License Number	Active
Care Center Detail			
Care Center Detail ∗Type	03: Head Start ▼	Inactive	
Care Center Detail *Type *Name	03: Head Start ▼ Test Care Center	Inactive	
Care Center Detail *Type *Name *License Number	03: Head Start ▼ Test Care Center	Inactive	
Care Center Detail *Type *Name *License Number Address Information	03: Head Start ▼ Test Care Center	Inactive	
Care Center Detail *Type *Name *License Number Address Information Number	03: Head Start ▼ Test Care Center	Inactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix	03: Head Start Test Care Center	lnactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street	03: Head Start ▼ Test Care Center	☐ Inactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag	03: Head Start ▼ Test Care Center Fake Street	☐ Inactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction	03: Head Start ▼ Test Care Center Fake Street	Inactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *Cty	03: Head Start ▼ Test Care Center Fake Street	lnactive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *City State	03: Head Start ▼ Test Care Center Fake Street Blaine	Inactive	

Image 3: Creating a New Care Center

Infinite Campus

To create a new Early Learning/Prior Settings record:

- 1. Select the **New** icon. The Care Center Detail editor will appear below (see Image 3).
- 2. Select a **Type** (State Funded Preschool, Head Start or Child Care).
- 3. Enter the care center's License Number.
- 4. Enter the care center's address **Number** (optional).
- 5. Enter the care center's **Prefix** (optional).
- 6. Enter the care center's **Street**.
- 7. Enter the care center's **Tag** (optional).
- 8. Enter the care center's **Direction** (optional).
- 9. Enter the **City** where the care center is located.



- 10. Enter the **State** where the care center is located (optional).
- 11. Enter the care center's **Zip** (optional).
- 12. Select the **Save** icon.

Field	Description
Туре	The type of care center (State Funded Preschool, Head Start or Child Care).
Name	The name of the care center.
License Number	The care center's state License Number.
Number	The number of the care center's address. For example, 7750 South Barstow St, where 7750 is the number.
Prefix	The direct of the street in the address. For example, South Barstow Street, where South is the prefix.
Street	The name of the street where the care center is located.
Тад	The label of the entered street (i.e., Avenue, Street, Blvd., etc.).
Direction	Direction indicating the placement of the street within the city limits.
City	The city in which the care center is located.
State	The state in which the care center is located.
Zip	The zip code of the care center.
Inactive	If marked, the care center is no longer active and can no longer be assigned to student Early Learning/Prior Settings records. Existing records with a care center made inactive will continue to exist within Campus for historical reporting purposes.

Once a care center is created at the State level it is sent down to all DIS-linked districts for use within student Early Learning/Prior Settings records (see Image 4).

Care Center							
🕀 New 🖺 S	ave						
Care Center Search	h						
Search Criteria							
Care Center Name tes	st	License Nu	umber	Sear	ch		
2 record(s) found.							
Care Center List	Address			License 1	lumber	Active	
My Little Testimonies (Child 6210 S	hepherdsville Road L	ouisville, KY 40228	L35816	1	X	
Development Center			,				
Test Care Center	123456	Fake Street Blaine,	MN 12345	124354		х	
Vaiver Record	ds Transfer	Gifted & Talented	at the State La to DIS-linked within Early	evel it is sent down d districts for use / Learning/Prior	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr arly Learning/Prior Type	ds Transfer hing/Prior Setting Settings List	Gifted & Talented	once the Care at the State Le to DIS-linked within Early Setting	e center is created evel it is sent down d districts for use 7 Leaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr Early Learning/Prior Type	ds Transfer ning/Prior Setting Settings List Name	Gifted & Talented	A dress	even is treated evel it is sent down d districts for use 7 Learning/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr Early Learning/Prior Type Early Learning/Prior Type	ds Transfer ning/Prior Setting Settings List Name	Gifted & Talented	A dress	venier is created evel it is sent down d districts for use / Learning/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr Early Learning/Prior Type Early Learning/Prior Type Name	ds Transfer ning/Prior Setting Settings List Name	Gifted & Talented	A dress	venier is created evel it is sent down d districts for use / Learning/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr Early Learning/Prior Type Early Learning/Prior Type Name Address	ds Transfer ing/Prior Setting Settings List Name r Settings Detail 03: Head Start Test Care Center	Gifted & Talented	Conce the Care at the State Le to DIS-linker within Early Setting	d districts for use teaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learr Early Learning/Prior Type Early Learning/Prior Type Name Address	ds Transfer ning/Prior Setting Settings List Name r Settings Detail 03: Head Start Test Care Center 123456 Fake Stre	Gifted & Talented	A dress	d districts for use teaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learn Early Learning/Prior Type Early Learning/Prior Type Name Address License	ds Transfer ning/Prior Setting Settings List Name r Settings Detail 03: Head Start Test Care Center 123456 Fake Stree 124354	Gifted & Talented	A dress	d districts for use teaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recor Add Early Learn Early Learning/Prior Type Early Learning/Prior Type Name Address License "Start Date	ds Transfer ning/Prior Setting Settings List Name r Settings Detail 03: Head Start Test Care Center 123456 Fake Stre 124354	Gifted & Talented	A dress	d districts for use teaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting
Vaiver Recorr Add Early Learn Early Learning/Prior Type Early Learning/Prior Type Name Address License Start Date End Date	ds Transfer ning/Prior Setting Settings List Name r Settings Detail 03: Head Start Test Care Center 123456 Fake Stree 124354	Gifted & Talented	A dress	d districts for use teaming/Prior gs records.	e 1 Services	Early Lear	ning/Prior Setting

Image 4: Example of a State-published Care Center Being Used within a Early Learning/Prior Settings Record

Inactivate a Care Center

Care Centers can only be made inactive within the Kentucky State Edition of Campus.

Care centers cannot be deleted but can be made inactive. To inactivate a care center, select the care center from the Care Center List, mark the **Inactive** checkbox and click the **Save** icon (see Image 5).

🕂 New 🗈 Save			
Care Center Search			
Search Criteria			
Care Center Name test	License Number	Search	
2 record(s) found.			
Care Center List	Address	License Number	Active
My Little Testimonies Child	6210 Shepherdsville Road Louisville, KY 40228	L358161	X
Development Center	123456 Falva Street Blaine MN 12345	124354	~
Test care center	125450 Fake Suleet Dialite, Mix 12545	124334	~
Care Contor Detail			
Care Center Detail	03: Head Start	ctive	
Care Center Detail	03: Head Start ▼	ctive	
Care Center Detail *Type *Name	03: Head Start ▼ Test Care Center	ctive	
Care Center Detail *Type *Name *License Number	03: Head Start ▼ Test Care Center 124354	ctive	
Care Center Detail *Type *Name *License Number Address Information	03: Head Start ▼ Test Care Center 124354	tive	
Care Center Detail *Type *Name *License Number Address Information Number	03: Head Start ▼ Test Care Center 124354 123456	tive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix	03: Head Start ▼ Test Care Center 124354 123456	ctive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street	03: Head Start ▼ Test Care Center 124354 123456 Eake Street	ctive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tao	03: Head Start ▼ Test Care Center 124354 123456 Fake Street	ctive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction	03: Head Start ▼ Test Care Center 124354 123456 Fake Street	tive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *22***	03: Head Start ▼ Test Care Center 124354 123456	tive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *City	03: Head Start ▼ Test Care Center 124354 123456 Fake Street Blaine	ctive	
Care Center Detail *Type *Name *License Number Address Information Number Prefix *Street Tag Direction *City State	03: Head Start ▼ Test Care Center 124354 123456 Fake Street Blaine MN	ctive	

Image 5: Inactivating a Care Center

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Once a care center is made inactive, the X within the Active column will be removed (Image 6) and district users can no longer assign this care center to Early Learning/Prior Settings records. Existing records assigned this care center will remain within Campus for historical reporting purposes.

Care Center List				
Name	Address	License Number	Active	
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x	
Test Care Center	123456 Fake Street Blaine , MN 12345	124354		

Image 6: Example of a Care Center Made Inactive

