

Care Center (Kentucky)

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Tool Search: Care Center

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

The screenshot shows a web-based application window titled 'Care Center'. At the top, there is a 'Care Center Search' section with 'Search Criteria' fields for 'Care Center Name' (containing 'test') and 'License Number'. A 'Search' button is to the right. Below this, a message says '1 record(s) found.' A 'Care Center List' table is displayed with one row. The table has columns for 'Name', 'Address', 'License Number', and 'Active'. The single record shows 'My Little Testimonies Child Development Center' as the name, '6210 Shepherdsville Road Louisville, KY 40228' as the address, 'L358161' as the license number, and an 'x' in the 'Active' column.

Name	Address	License Number	Active
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x

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
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1 record(s) found.

Care Center List

Name	Address	License Number	Active
My Little Testimonies Child Development Center	6210 Shepherdsville Road Louisville, KY 40228	L358161	x

Care Center Detail

*Type	05: Child Care	<input type="checkbox"/> 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.

State Edition users can create Care Centers which are published down to districts for use within [Early Learning/Prior Settings](#) records.

The screenshot shows a software interface for managing care centers. At the top, there is a header bar with the title 'Care Center'. Below the header, there are two buttons: a green 'New' button with a plus sign and a green 'Save' button with a floppy disk icon. A red box highlights the 'New' button, and a red arrow points downwards to the 'Care Center Detail' form.

The interface is divided into several sections:

- Care Center Search:** Contains fields for 'Care Center Name' and 'License Number' with a 'Search' button.
- Care Center List:** A table with columns for 'Name', 'Address', 'License Number', and 'Active' status.
- Care Center Detail:** A detailed form for creating a new care center. It includes fields for:
 - Type:** A dropdown menu showing '03: Head Start'.
 - Name:** A text input field containing 'Test Care Center'.
 - License Number:** An empty text input field.
 - Address Information:** Fields for 'Number', 'Prefix', 'Street' (containing 'Fake Street'), 'Tag', 'Direction', 'City' (containing 'Blaine'), 'State' (containing 'MN'), and 'Zip' (containing '12345').
 - Inactive:** A checkbox that is not checked.

Image 3: Creating a New Care Center

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
Type	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.
Tag	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).

The image displays two screenshots of the Infinite Campus software interface. The top screenshot shows the 'Care Center' module. It has a 'Care Center Search' section with fields for 'Care Center Name' (set to 'test') and 'License Number', and a 'Search' button. Below this is a 'Care Center List' table with columns: Name, Address, License Number, and Active. It shows two entries: 'My Little Testimonies Child Development Center' with address '6210 Shepherdsville Road Louisville, KY 40228', license 'L358161', and active status; and 'Test Care Center' with address '123456 Fake Street Blaine, MN 12345', license '124354', and active status (indicated by an 'x'). The bottom screenshot shows the 'Early Learning/Prior Settings' module. It has a 'Early Learning/Prior Settings List' table with columns: Type, Name, Address, Start Date, and End Date. Below this is a 'Early Learning/Prior Settings Detail' form. The 'Type' dropdown is set to '03: Head Start'. The 'Name' dropdown is set to 'Test Care Center'. The 'Address' field contains '123456 Fake Street Blaine, MN 12345'. The 'License' field contains '124354'. The 'Start Date' and 'End Date' fields have calendar icons. A red box highlights the 'Early Learning/Prior Settings Detail' form, and a red arrow points from the 'Test Care Center' entry in the Care Center list to this form. A red callout box contains the text: 'Once the Care Center is created at the State Level it is sent down to DIS-linked districts for use within Early Learning/Prior Settings records.'

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 deactivate 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
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2 record(s) found.

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	X

Care Center Detail

*Type	03: Head Start	Inactive <input checked="" type="checkbox"/>
*Name	Test Care Center	
*License Number	124354	
Address Information		
Number	123456	
Prefix		
*Street	Fake Street	
Tag		
Direction		
*City	Blaine	
State	MN	
Zip	12345	

Image 5: Inactivating a Care Center

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	<input type="checkbox"/>

Image 6: Example of a Care Center Made Inactive

