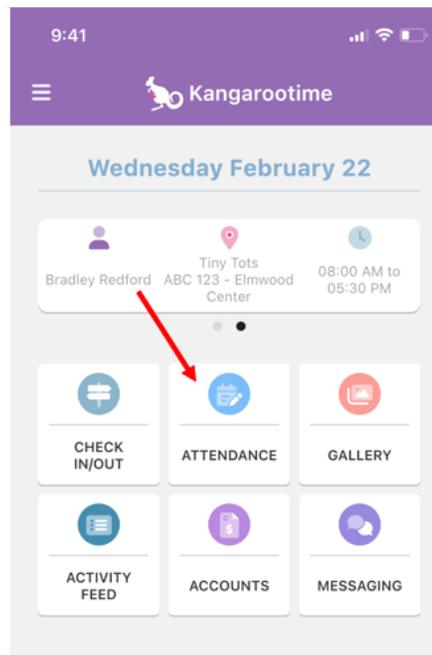


# KT Connect Parent Scheduling Guide

Follow the steps on this guide to schedule Before and After Care for your AXIS International Academy student(s). Please note that you will only have the ability to register for Before and After Care if you indicated that you would be using it on your

## Step 1

Open the KT Connect app and select *Attendance*.

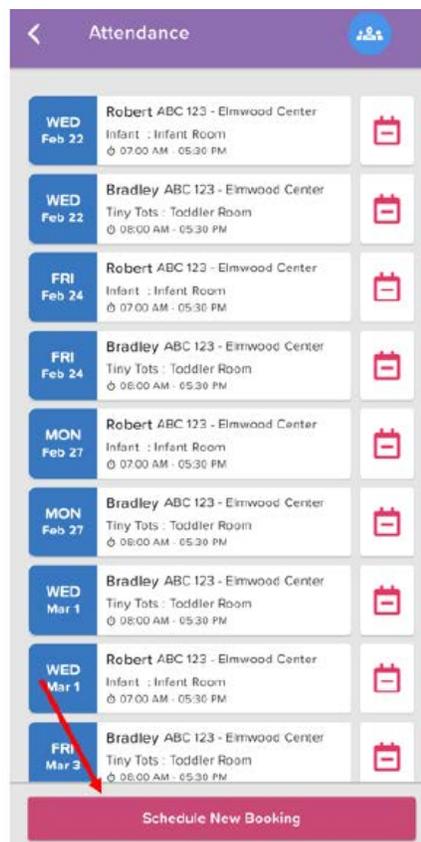


## Step 2

Select Schedule New Booking to select Before and After Care sections.

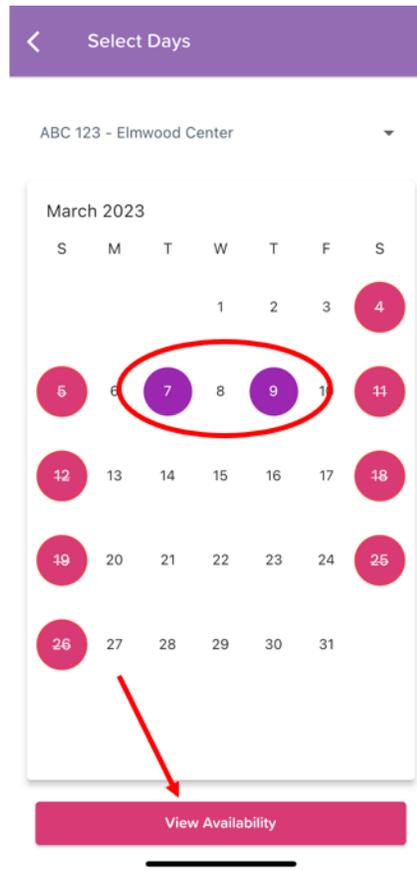
### **Preschool Families**

Your Preschool schedule is already set. You only need to manually schedule Before and After Care when you need it.



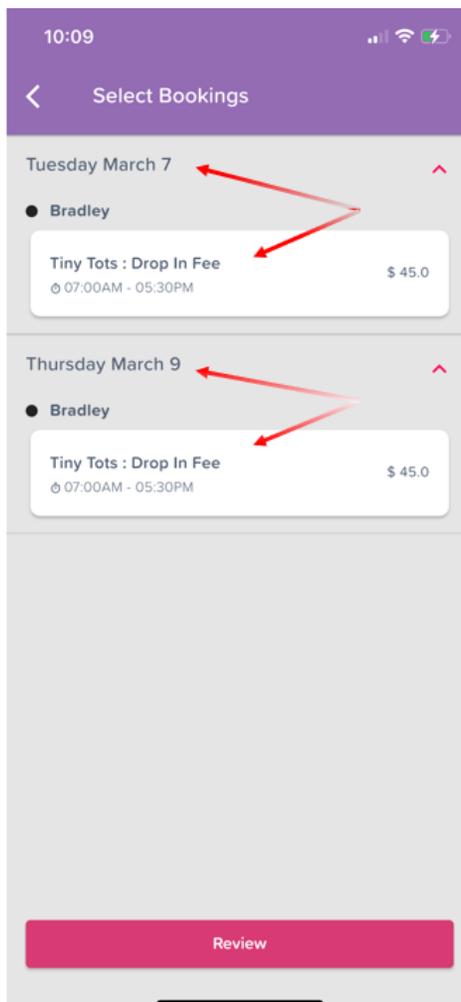
### Step 3

Select the dates you would like to register and select View Availability.



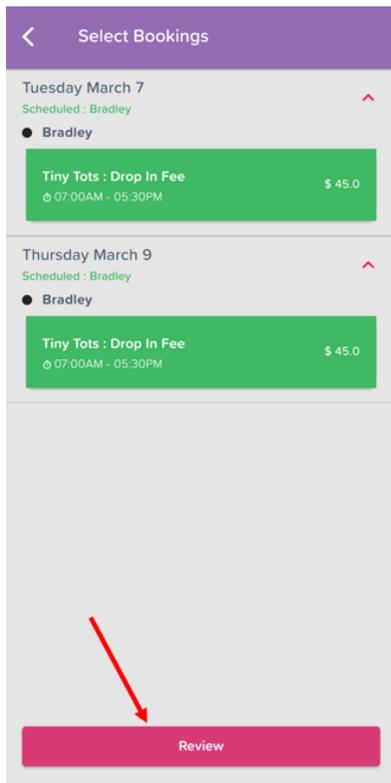
### Step 4

Available dates will display on a class tile(s). Tap the carrot icon next to the date to expand the availability information. Tap the class tile to schedule



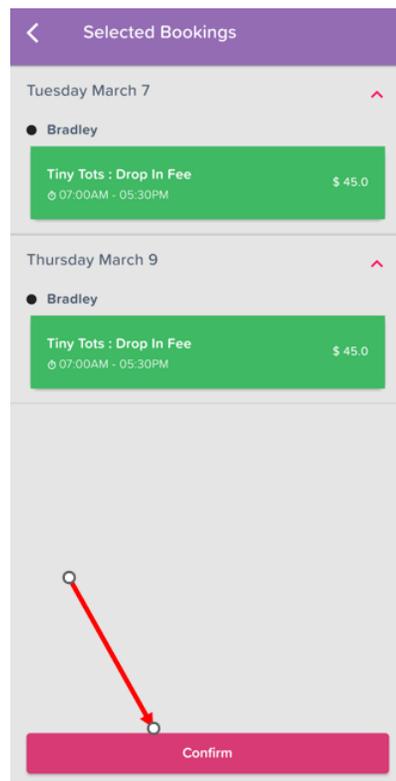
## Step 5

When you have finished selecting the scheduled dates, select *Review*.



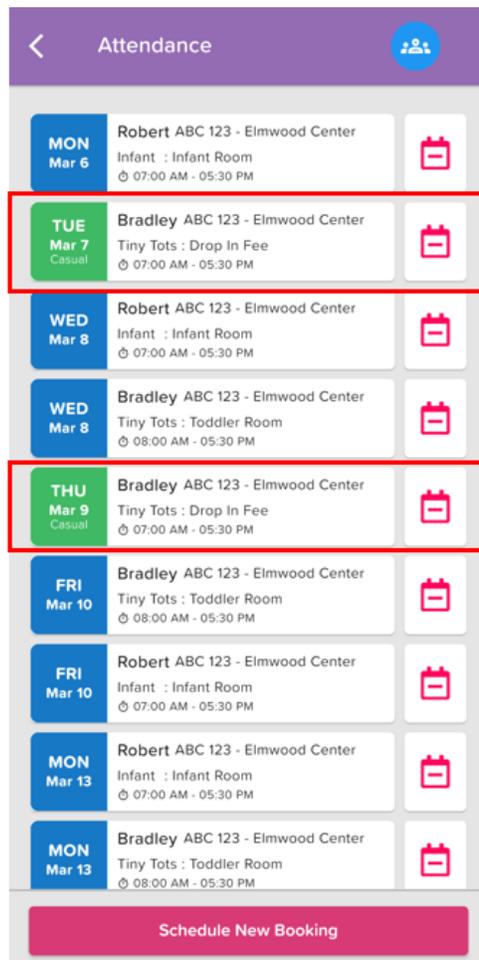
## Step 6

Review dates and select *Confirm*.



## Final View

Scheduled dates will be marked with a green box and the word *Casual* will be listed under the date.



### Scheduling Time Frame

- Before & After Care can be scheduled as soon as 1 hr in advance subject to available open spots.
- Cancellation must happen at least 20 hours in advance of care, or the full fee will be charged.
- Please ONLY register for what you need, and be considerate of other families.