



# User Manual

Request to add children to the  
Childcare Support Product

## Add Children

Go to the "My Children" page to add children  
(Add a Child)

The screenshot shows a user interface for a 'Control Panel'. On the left is a sidebar with a user profile for 'soha Salman' and a list of navigation items: 'Control Panel', 'My Children' (highlighted with a red circle), 'Bookings', and 'Support'. The main content area has an orange header with the title 'Control Panel'. Below the header are two white cards: 'Children' with a red circle containing '0' and a link 'Add a Child', and 'Added to Support' with a red circle containing '0' and a link 'Add a Child to Support'. Below these cards is a section titled 'Latest Bookings' with a 'View All Bookings' button. A table with columns 'Booking', 'Child', 'Center Name', 'Booking Type', 'Date', and 'Status' is shown below the section title.

**Control Panel**

soha Salman  
[View Profile](#)

[Control Panel](#)  
[My Children](#)  
[Bookings](#)  
[Support](#)

**Children**  
[Add a Child](#)

**Added to Support**  
[Add a Child to Support](#)

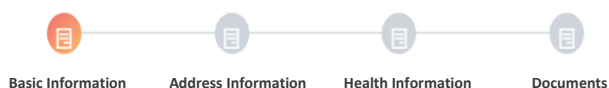
**Latest Bookings** [View All Bookings](#)

Booking	Child	Center Name	Booking Type	Date	Status
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## Enter Child Information

Complete Basic Information and Ensure Information Accuracy

### Add a Child



First Name

Noura

Father's Name

Salman

Last Name

Al Baqmi

Date of Birth

25/01/2022



Gender

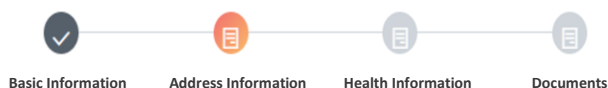
Female



## Enter Child Information

### Complete Address Information

#### Add a Child



##### Address

☒ Use My Address

Region

Riyadh

City

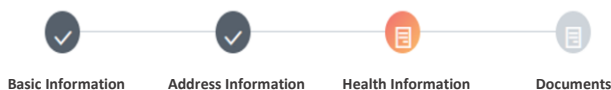
Ain Al Soana

##### Contact Information

## Enter Child Information

Complete Health Information if Available

### Add a Child



#### Health Details

##### Special Health Conditions

- ☐ Attention Deficit Disorder   ☐ Autism   ☐ Hearing Impairment
- ☐ Speech Disorders   ☐ Physical Disability   ☐ Mental Disability

##### Other Health Conditions

##### Allergies

## Attach Child's Documents

After attaching all the required documents and agreeing to the accuracy of the data and the program's terms and conditions, please click the Send icon.

### Add a Child



#### Child documents

Child's documents

Child's Photo

Limit: 1 File

Drag and drop the file here or click to add a file  
OR

Choose File

Child's Birth Certificate


Limit: 1 File

## Add the Child to Support

After completing the child's addition, please click "Add to support."




### Your child's profile has been created

Child name <b>Noura</b>	 To enroll the child in the program, go to the "Support" icon and click "Add to Support". Qurrah's team will verify the data accuracy.
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Add to Support

[Go to Home](#)



soha Salman
View Profile

Control Panel
My Children
Bookings
Support

A request to add a child to the support has been submitted and is awaiting approval. Approval will be given within 24 hours.

# Support

## Support Information

End of Support	Support Amount (as of today's date)
30/09/2024	SAR 600.00

## Child Support Status

Add your children to the support program before booking. You may add up to two children under the age of 6 as a maximum.

It takes up to 24 hours for a child to be approved after being added to support.

<div> Al-Rashid 1 year </div>	Added to Support
<div> Ghada 8 year </div>	Not Eligible for Support.
<div> Sara 1 years </div>	Awaiting support approval.

## Parent Information

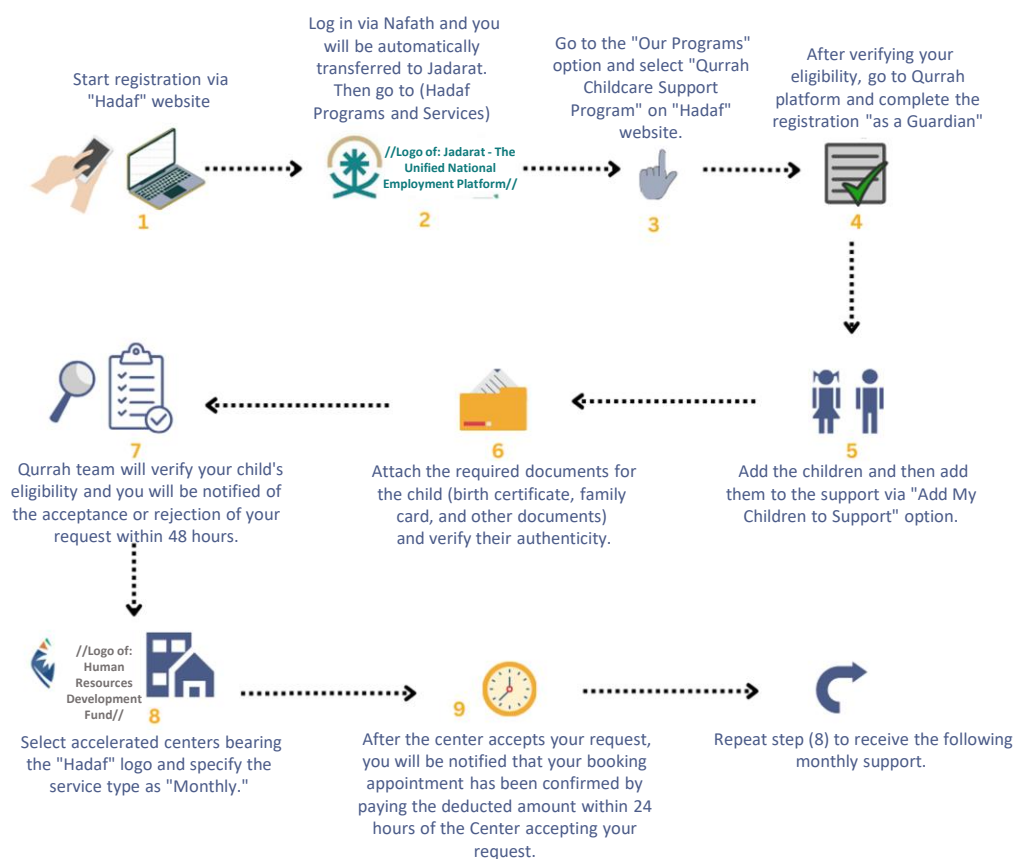
ID Number	1024287492
Eligibility Status	Eligible for Support

## Support Date

Year 1 – Completed 25/10/2020- 30-09/2021 Support Amount: SAR 800.00
Year 2 – In Progress 01/10/2021- 30-09/2022 Support Amount: SAR 600.00
Year 3 – In Progress 01/10/2022- 30-09/2023



## Booking Summary and Children Addition to the Childcare Support Product



صندوق تنمية  
الموارد البشرية  
HUMAN RESOURCES  
DEVELOPMENT FUND

