


# Enroll Child



# Enroll child 2

Manage Child Information - Microsoft Internet Explorer

Help **Enroll New Child** 

**Child** Parent Schedule Special

First Name  MI  Last Name

Date of Birth  [...]

Address

City  State  Zip Code

Relation to Provider

Sex   Participates in CACFP

Child RACE (check all that apply)


White  Asian  Pacific Islander  Black  Hispanic  American Indian  Not Given

Enrollment Date  [...]

Ready Internet

# Enroll Child 3

Manage Child Information - Microsoft Internet Explorer

**Help** **Enroll New Child** 

Child Parent Schedule Special

Smith, John 2-3 Age: 5y 3m

First Name  MI  Last Name

Address

City  State  Zip Code

Sex

Home Phone  Alternate Phone


Work Phone  Work Phone Ext

Email

Ready Internet

# Enroll Child 4

Manage Child Information - Microsoft Internet Explorer

**Help** **Enroll New Child** 

Child Parent **Schedule** Special

Smith, John 2-3 Age: 5y 3m

Typical Attendance

Drop Off 05:30 AM

Pick Up 6:00 PM

Times Vary

Days Vary

Days

Sunday  Thursday

Monday  Friday

Tuesday  Saturday

Wednesday

Meals

Breakfast  PM Snack

AM Snack  Dinner

Lunch  Ev Snack

School If this child is not yet attending school or kindergarten, please leave this section blank

School District Elk Grove Unified - B

Grade Level / School Type School

School Name Number


Delete Back **Next** Close for Now

Ready Internet

# Enroll Child 5

Note: Once an enrollment form has been Finalized, most changes will need to be made by: Printing out the enrollment form, make the changes "In Pen", the Parent must then sign both the changes and the signature line. New enrollment forms must be dated by the parent so that it corresponds with the first day of care. Mail to Central Office.

**Finalize Enrollment - Microsoft Internet Explorer**

 You must finalize this enrollment in order to begin claiming this child. However, in order to receive reimbursements for this child's meals, you must mail a printed copy of the child's enrollment report, signed by the parent, to your Sponsor.

Once you finalize enrollment, you will only be able to update school and parent contact information for this child. So please click the [Print Temporary Enrollment Report] to confirm this child's information is accurate before you continue. Click [Close for Now] if you need to make any changes to this child.

If you are certain that all of the information you've entered for this child is accurate, then:

1. Click [Finalize Enrollment] below. This will generate the child's Enrollment Report to screen.
2. Print the Enrollment Report on your Printer
3. Have the parent sign the form (and sign it yourself)
4. Mail the signed form to your Sponsor

If you have a problem printing, you can re-print this enrollment report any time you like from the Reports menu.

[Print Temporary Enrollment Report](#) [Finalize Enrollment](#) [Close](#)

Done Internet