

Set Up Siblings in KidKare

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Before you can add multiple children to a single invoice, those children must have the same contact in their enrollment information. This contact can then be added as a Payer on the Accounts page. Children with the same Payer will populate the secondary Select Child drop-down menu when you're creating an invoice and select Add Child.

Set Up Siblings in KidKare for Homes

To set up siblings in KidKare using an existing contact:

1. From the **My Participants** page, select the child to update.
2. Click **Edit** in the **Primary Guardian** section.
3. Click **+ Add Another Contact**.
4. Click **Existing**.
5. Click the **Select Existing Contact** drop-down menu and select the contact to associate with this account.
6. Select **Primary Guardian**, **Guardian**, or **Other**.
7. When finished, click **Update**.
8. Designate the contact as a Payer of invoices. See [Designate Payers for Invoices](#) for more information.

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Set Up Siblings in KidKare Food Program

If you are a commercial childcare center, use these instructions to set up siblings in KidKare.

1. From the Participants page, select the child to update. The View Participant page opens.
2. Click **Add Contact** in the **Contacts** tab.
3. Enter the contact's name in the **First Name** and **Last Name** boxes. These must match the contact on the sibling record.
4. Click the **Relationship** drop-down menu and select this contact's relationship to the participant.
5. Click **Save**.
6. Designate the contact as a Payer of invoices. See [Designate Payers for Invoices](#) for more information.

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