

[VIDEO] Enroll Children into Centers

Last Modified on 03/21/2024 3:31 pm
CDT

You, the sponsor, and centers can both enroll children. Centers can also import children from another program, such as Procure. When centers enroll children, those children are automatically set to Pending, you must review and activate these children. For more information, see [Activate Children](#).

IMPORTANT! Check with your center to see if they have Procure before you enroll children. Do not enroll children if your center is planning to import from Procure, as this can result in duplicate records.

Instructions below walk through enrolling new participants from the sponsor level. To see how to enroll new participants from the center level, see [Add Participants Manually](#) for center users.

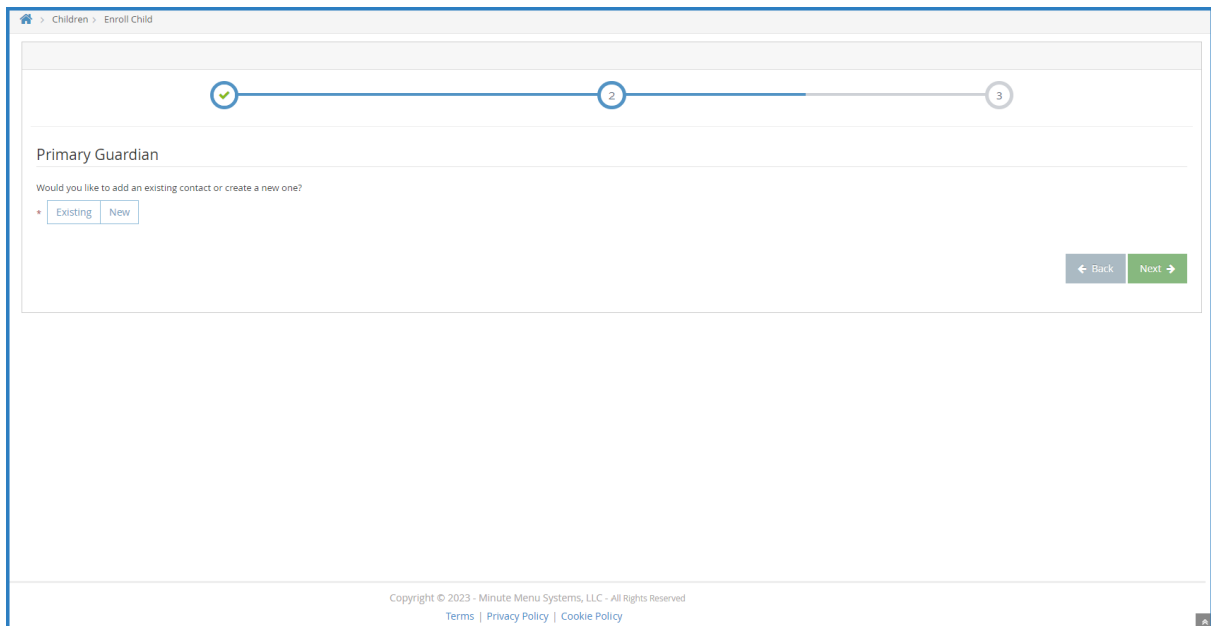
1. From the menu to the left, click **Children**.
2. Select **Enroll Child**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center for which to enroll children. The Enroll Child page opens. The page is broken into three (3) steps with separate sections, as shown in the image below.

The screenshot shows the 'Enroll Child' form interface, which is divided into three steps: 1. Personal Details, 2. In/Out Times, and 3. Enrollment Details. Step 1 includes fields for First Name, Middle Name, Last Name, Ethnicity (Hispanic or Latino, Not Hispanic or Latino), Gender (Male, Female), Child #, Classroom (None), Birth Date, and Race (choose all that apply) with options: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White. Step 2 includes In/Out Times (Meals: Breakfast, AM Snack, Lunch, PM Snack, Dinner, Eve. Snack), Will pick up and drop off times vary?, Overnight Approved?, and a list of days (Monday through Sunday). Step 3 includes Enrollment Details (Enrollment Date, Enrollment Expiration Date, IEF Expiration Date) and Infant Food Details (Formula offered, Will the parent provide breastmilk?, Will the parent provide formula?, Will the parent provide food?).

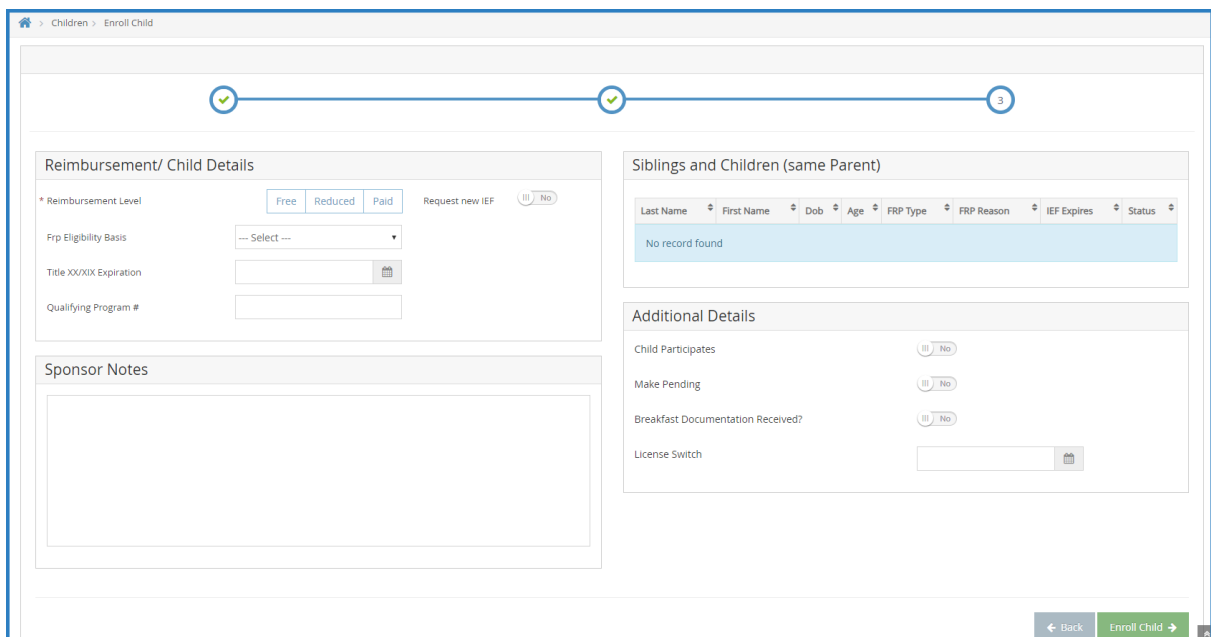
4. In the **Personal Details** section:
 - a. Click the **First Name**, **Middle Name** (optional), and **Last Name** boxes and enter the child's full name.
 - b. In the **Ethnicity** section, check the **Hispanic/Latino** box or the **Not Hispanic** box.
 - c. In the **Race** section, click next to each option that applies.
 - d. Click the **Child #** box and enter a child number, or accept the system-generated number. You can enter up to four characters in this box.
 - e. Click the **Classroom** drop-down menu and select the classroom to which to assign this child. You can also enter a new classroom name.
 - f. Click the **Birth Date** box and select the child's date of birth. Their age displays to the right of this box


automatically.

5. In the **In/Out Times** section:
 - a. Select the Meals for which this child participates.
 - b. Click next to **Will pick up and drop off times vary?** to indicate that pick up and drop-off times may vary from what is entered here.
 - c. Click next to **Overnight Approved?** if this child is approved to remain in care overnight.
 - d. Select each day the child will be in care and enter their in and out times in the corresponding box that display.
6. In the **Enrollment Details** section, select the child's **Enrollment Date**, **Enrollment Expiration Date**, and **IEF Expiration Date**. The Enrollment Date box defaults to today's date.
7. If this is an infant, complete the Infant Food Details section. If this is not an infant, continue to **Step 8**.
 - a. Click the Formula Offered box and enter the formula offered to this child.
 - b. Click next to each of the options below that apply:
 - Will the parent provide breastmilk?
 - Will the parent provide formula?
 - Will the parent provide food?
 - c. Click next to **Infant Form of File** to indicate you have an infant form on-file for this child. This option may not be required in all states. Contact your State Agency for guidance.
8. Next, complete **Special** and **Diet Information** sections, as needed. Click next to each option in these sections that apply to the child you are enrolling. You can also add a **Diet Expiration Date** and **Notes** to the child's Diet Information.
9. In the Doctor Information, enter the child's primary care physician's name and phone number, if needed.
10. If this is a school age child, complete the **School Details** section. If this is not a school age child, go to **Step 11**.
 - a. Click the **School Name** drop-down menu and select the school this child attends.
 - b. Click the **School District** drop-down menu and select the child's school district.
 - c. Click the **School #** box and enter the school's identifying number.
 - d. Click the **Type/Level** box and select the child's school level. You can also select **No School** or **School Age**.
11. In the Pay Details section:
 - a. Click the **Pay Source** drop-down menu and select **Paid by County/State**, **Paid by Parent**, or **No Pay**.
 - b. Click the **Start** and **End Date** boxes to set dates for this payment method.
 - c. Click the **Additional Notes** box and enter any additional notes about the pay details for this child.
12. Click **Next**. The Primary Guardian form displays.



13. Add a primary guardian.
 - Click **Existing** to select an existing parent/guardian. Then, select the contact.
 - Click **New** to add a new parent/guardian and enter their information.
14. Click **Next**. The final enrollment page opens. If any siblings are found (children with the same parent), they display in the **Siblings and Children (Same Parent)** section.



15. In the **Reimbursement/Child Details** section:
 - a. Select the child's reimbursement level: **Free**, **Reduced**, or **Paid**.
 - b. Click the **FRP Eligibility Basis** drop-down menu and select the basis for the child's reimbursement level.
 - c. Add a **Title XX/XIX Expiration Date** and **Qualifying Program #**, if needed.
16. Click the **Sponsor Notes** box and add any additional notes about the child's reimbursement details.
17. In the **Additional Details** section, click  next to each option that applies.
18. When finished, click **Enroll Child**. The Manage Child Information window opens and displays the

information you completed. Children you enroll as a sponsor are automatically set to Active status. You can update the child's status as needed in this window.


Children > Manage Child Information

Active Pending Withdraw After 07/12/2022 < Lee_Dong-wook >

[Print](#)

Lee, Dong-wook (#789) [Edit](#)

Age: 1 year
Classroom: Blue



Date of Birth: 11/06/2021
Original Enrollment Date: 07/12/2023
Enrollment Date: 07/12/2023
Enrollment Expiration: 07/31/2024
Status: Active
Enrollment/EF Form

Schedule [Edit](#)

Day	Schedule
Monday <input checked="" type="checkbox"/>	08:00 AM - 05:00 PM
Tuesday <input checked="" type="checkbox"/>	08:00 AM - 05:00 PM
Wednesday <input checked="" type="checkbox"/>	08:00 AM - 05:00 PM
Thursday <input checked="" type="checkbox"/>	08:00 AM - 05:00 PM
Friday <input checked="" type="checkbox"/>	08:00 AM - 05:00 PM

Times Vary No At-Risk After School No Overnight Approved No

[Contacts](#) [CACFP](#) [Forms](#) [School](#) [Allergies/Conditions](#) [Demographics](#) [Oversight](#)

Mi-ja Kim (Primary Guardian) [Edit](#) [+ Add Contact](#)

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