

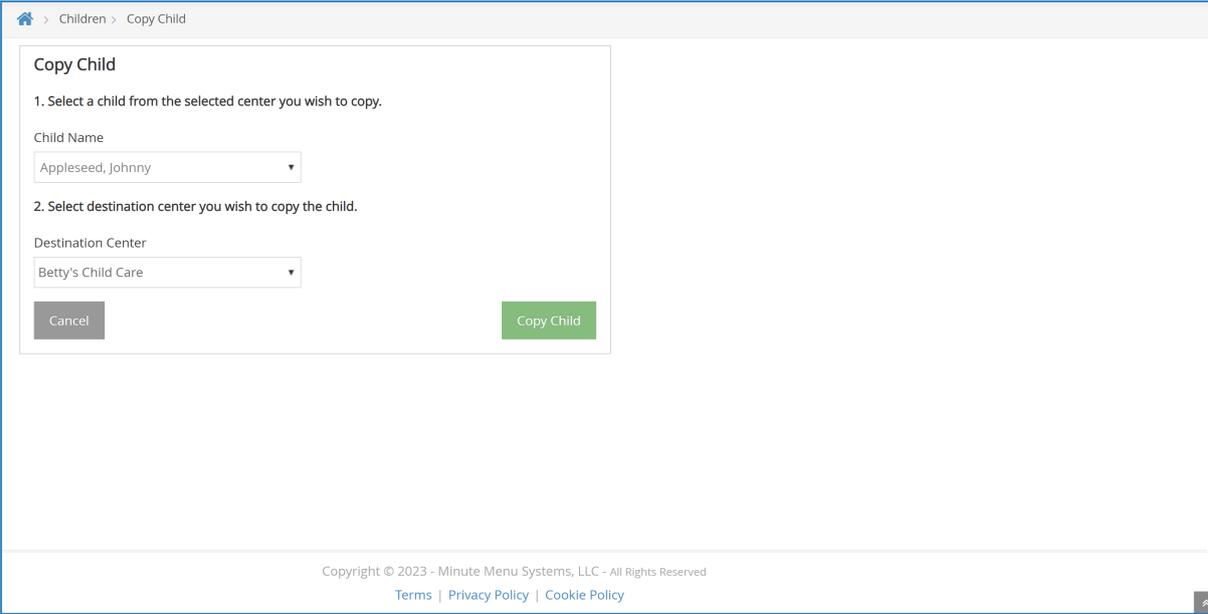
## Transfer or Copy Children Between Centers

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You can transfer children from one center to another with the Copy Child feature.

Once you copy the child to the new center in which they are enrolled, you must withdraw the child from the original center.

1. From the menu to the left, click **Children**.
2. Select **Copy Child**. The Copy Child window opens.
3. Click the **Child Name** drop-down menu and select the child to copy.
4. Click the **Destination Center** drop-down menu and select the center to which to copy the child.



The screenshot shows a web application interface for copying a child. At the top, there is a breadcrumb trail: Home > Children > Copy Child. The main content area is titled "Copy Child" and contains two instructions: "1. Select a child from the selected center you wish to copy." and "2. Select destination center you wish to copy the child." Below the first instruction is a "Child Name" dropdown menu with "Appleseed, Johnny" selected. Below the second instruction is a "Destination Center" dropdown menu with "Betty's Child Care" selected. At the bottom of the form are two buttons: "Cancel" (grey) and "Copy Child" (green). The footer of the page contains the text "Copyright © 2023 - Minute Menu Systems, LLC - All Rights Reserved" and links for "Terms", "Privacy Policy", and "Cookie Policy".

5. Click **Copy**. The child is copied to the new center. If the child is no longer attending the original center, you should withdraw them from that center.