Manage Infant Information

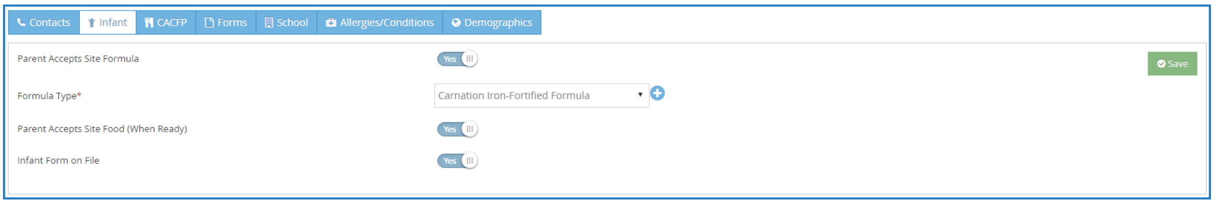
Last Modified on 11/24/2020 1:53 pm

Required Permissions: All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

1. From the menu to the left, click **Participants**. A list of participants displays.

   Note: According to your display settings, this option may be called something else, such as Kids. For more information, see Set Display Settings.

2. Click a name. The Participant Details page opens.
3. Click the **Infant** tab at the bottom of the window. This tab only displays if the participant you selected is an infant.
4. Click **Edit**.



5. Add formula information.
   a. Click next to **Parent Accepts Site Formula** if the parent allows you to serve formula you provide to their infant.
   b. Click the **Formula Type** drop-down menu and select the formula type you serve. To add a formula, click and type the formula name. Then, click to save it.
6. Click next to **Parent Accepts Site Food (When Ready)** if the parent allows you to serve food to their infant when the infant is developmentally ready.
7. Click next to **Infant Form on File** to indicate that you have an infant form on file.
8. When finished, click **Save**.