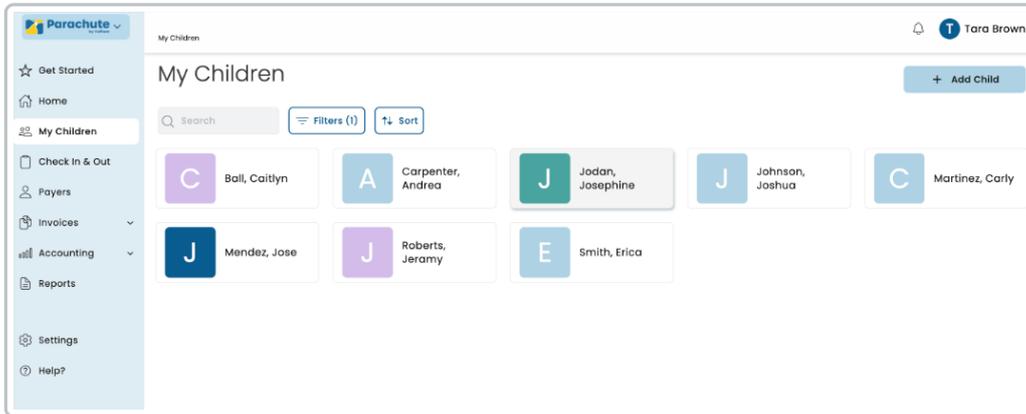


Manage Child Information

Last Modified on 03/04/2024 4:25 pm
CST

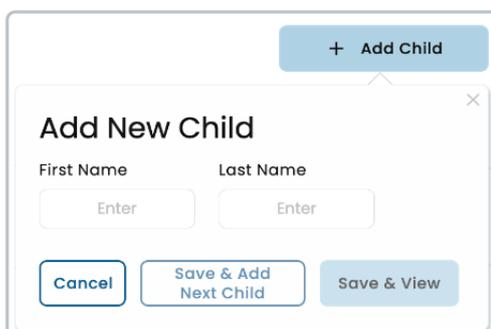
To view a list of all your participants click **My Children** from the menu on the left. From here, you can use the filter and search options to find and organize children easily. Filter options include searching active/inactive children as well as searching by age. If you search by age, it will show all children the age you selected and younger.



Add Children

Adding children to Parachute is fast and simple. Store as much or as little data as you need. If you are using a **KidKare Food Program** account you can onboard children unaffiliated with the Food Program to Parachute as well. To onboard children:

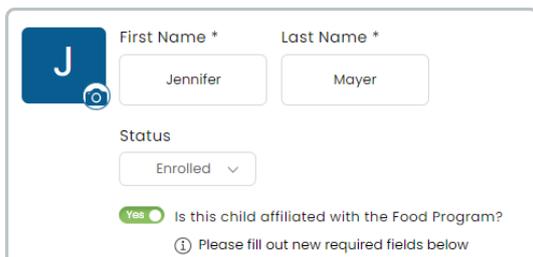
1. From the menu to the left, click **My Children**.
2. Click **+ Add Child** in the top right corner of the screen.
3. Enter **First** and **Last Name**.
4. Click one of the **Save** options.
 - o **Save & Add Next Child:** Use this to add multiple children quickly.
 - o **Save & View:** This allows you to edit the child's profile.

A screenshot of the 'Add New Child' form. At the top right is a '+ Add Child' button. The form has a title 'Add New Child' and a close button (X). Below the title are two input fields: 'First Name' and 'Last Name', each with an 'Enter' placeholder. At the bottom are three buttons: 'Cancel', 'Save & Add Next Child', and 'Save & View'.

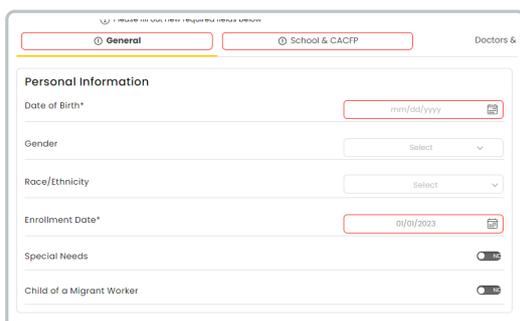
Add Children to KidKare Food Program

If you are using the **KidKare Food Program** in addition to Parachute, you can add a child to your Food Program account after they have been added to Parachute.

1. From the **My Children** screen, click on the name of the child you are adding to the Food Program.
2. Click the  **Edit** button in the top right corner.
3. Under the child name, toggle **Is this child affiliated with the Food Program** to **Yes**.



4. Once toggled to **Yes**, new required fields will show in red. Fill out all required fields and click **Save** in the top right corner. If the **Save** button is greyed out, this means there are still required fields that need to be filled out. Make sure to check both the **General** and **School & CACFP** tabs in the child profile before you save.



5. Once **Saved**, the child will show up in your **KidKare Food Program** account for you to start marking meals and attendance.

Note: Children will show up as **Pending** or **Active** depending on Sponsor settings.

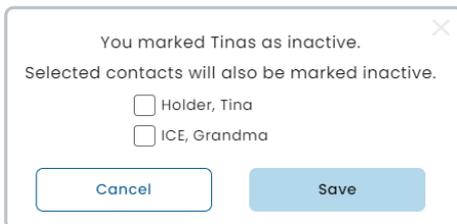
Add Child Photo to Profile

1. From the **My Children** screen, click on the name of the child you are adding a photo for.
2. Click the  icon next to the child name to add a photo.
3. Select the photo to add from your files/gallery on your device and click **Open**.
4. The child photo loads into the child profile.
5. To delete the photo, click **Delete** under the image and it will be removed and set back to the default.



Update Child Status

1. From the **My Children** screen, click on the name of the child you are updating status for.
2. Click the  **Edit** button in the top right corner.
3. The **Status** option appears underneath the child name.
4. Here, you have the option to set the status to **Enrolled** or **Inactive**.
5. Click **Save**.
6. If a child status is changed to **Inactive**, a pop-up appears asking if the contacts should be marked as inactive as well. Choose any contacts that should be marked as inactive and click **Save**.



View and Edit Child Profile

1. From the **My Children** screen, click on the name of the child you are needing to edit.
2. Click the  **Edit** button in the top right corner.
3. Edit any information that needs to be updated.
4. Click **Save** in the top right corner.

General Information

- **Personal Information**
 - **Date of Birth:** Select date on calendar or enter in MM/DD/YYYY.
 - **Gender**
 - **Race/Ethnicity**
 - **Enrollment Date:** The date they started in your program.
 - **Special Needs:** Select whether the child has any special needs or not.
 - **Child of a Migrant Worker:** This information may be necessary for different grant or subsidy

programs.

- **Parent/Guardian**

- A quick view of all associated Parent/Guardian names, contact information and notes.
- The **Checkmark Icon** indicates authorized to pick child up.
- The **X Icon** indicated they are not authorized to pick child up.
- Click the **+ Icon** to add either:
 - An **Existing Guardian**: If the Guardian has already been onboarded click on their name in the Associated Guardian dropdown.
 - A **New Guardian**: Quickly onboard a new Guardian by filling out the required fields. You can also add other associated children to this payer by selecting the appropriate child from the **Associated Child** dropdown.

- **Agency**

- A quick view of all associated Agency information.
- Click the **+ Icon** to add either:
 - An **Existing Agency**: If the Agency has already been onboarded click on their name in the **Associated Agency** dropdown.
 - A **New Agency**: Quickly onboard a new Agency by filling out the required fields. You can also add other associated children to this payer by selecting the appropriate child from the **Associated Child** dropdown.

School & CACFP

- **Child Care Attendance**

- **Meals**: Select all meals the child is enrolled to attend.
- **Will Pick up/Drop off times vary?**
- **Will days vary weekly?**
- **Overnight Child?**
- **Days in Care**: Select all that apply based on child enrollment form.

- **CACFP**

- **Enrolled in CACFP**: Select **Yes** if this child is enrolled and participating in the CACFP (food program).

- **School Details**(for school-aged children):

- **School Name**: Enter School Name.
- **District**: Select applicable school district.
- **Grade/Level**
- **Depart Time**: Select time child is expected to leave for school.
- **Return Time**: Select time child is expected return from school.
- **Days in School**: Select all that apply.

Doctors & Insurance

- **Doctors**

- **Name:** Enter name of Doctor.
- **Practice Type:** Select what type of doctor they are.
- **Clinic Name:** Enter in name of Practice.
- **Phone Number:** Doctor's phone number.
- **Address:** Address of the Clinic and any special notes for this doctor.
- **Notes:** Enter any notes that may be relevant.
- Click the button to add multiple doctors and doctors with different specialties.

- **Insurance Information**

- **Primary Account Holder:** Name of the person on the insurance card.
- **Insurance Name:** Name of the insurance company.
- **ID Number:** Found on the back of the insurance card.
- **Group Number:** Found on the back of the insurance card.
- **Phone Number:** Phone number to contact insurance company.
- Click to add additional insurance if child is covered by multiple plans.

Allergies & Immunizations

- **Allergies/Conditions:** Enter the name of the child allergy or condition. Use the **Notes** section to add additional details about the allergy or condition.
 - Click to add additional allergies/conditions.
- **Immunizations**
 - Record dates of all applicable immunizations.

Payments

- **Tuitions/Fees**

- **Default Rate:** This is where you enter the default billing rate for the child. Use the fields below to set the default billing rate.
 - **Amount (\$)**
 - **Unit:** This is where you select if the default rate is billed by the hour, week, month, etc.
- **Discounts:** Use this to indicate if the child receives an discounts in care, subtracts from the invoice total. Discounts can be entered as a dollar amount (\$) or a percentage (%).
 - Click the dropdown switch between \$ and %.

Discounts 70 %

\$ %

- **Subsidy:** Use this to indicate the child receives subsidized care billed on a different invoice our outside of Parachute, subtracts from the invoice total. Subsidies can be entered as a dollar amount (\$) or a percentage (%).
 - Click the dropdown switch between \$ and %.

Subsidy %

Note: Data entered into this section will be used to auto-populate rate and tuition fees when creating an invoice for this child

- **Default Payers:** Here you should see a list of all Payers associates with the child with Payer Permissions enabled
 - If there are multiple payers you can add a default split by % or \$.
 - Click the **down arrow icon** to switch between % and \$.
 - If you split by \$ you will be asked to select who should be charged if the Invoice total is larger than the amounts selected.

Tuition/Fees

Default Rate	Amount <input type="text" value="\$"/>	Per Unit <input type="text" value="Select"/>
Discounts	<input type="text" value="0"/>	% <input type="button" value="v"/>
Subsidy	<input type="text" value="0"/>	% <input type="button" value="v"/>
Default Payers	Split Amount	
	Ball, Tommy	<input type="text" value="50"/> % <input type="button" value="v"/>
	Rockett, Melinda	<input type="text" value="50"/> % <input type="button" value="v"/>