

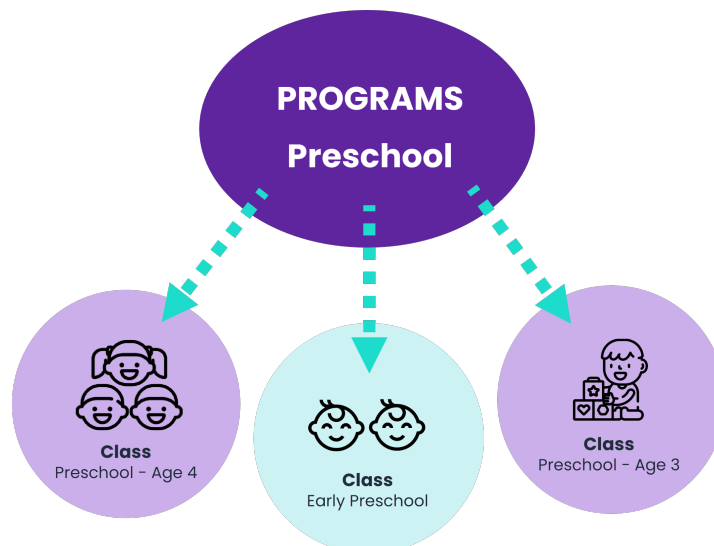
Programs & Classes

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Organizing a childcare business can be time-consuming and complicated. Jackrabbit Care has simplified the way you create and organize your center. The system's **Programs & Classes** link (left menu) is the place to set up Programs (high-level categories), Classes, Schedules, and create Online Registration forms. In addition, Online Registration forms can also be created using the **Enrollment** link (left menu).

Permissions are created automatically depending on the **role** assigned to the user:

- **Owner** - Can create and add Programs, Classes, and Online Registration forms at the business and site levels.
- **Administrator** - Can create Programs, Classes, and Online Registration forms at the site level. An admin is limited to the site(s) they are assigned to in a multi-site childcare business.



Programs

Think of Programs as an umbrella containing categories. All the classes in your organization are created and fall into categories under that umbrella.

Here are some examples of Programs you may offer at your childcare center:

- Infants
- Preschool
- Before and After School Care

Programs are set up first, then classes are created and assigned to a program. Online Registration forms can be created for all your programs using the Programs & Classes link on the left menu.

- Learn how to [Create, View & Manage Programs](#).
- Learn how to [Create an Online Registration Form](#).

Classes

Classes fall into different categories under Programs. If you have a Program labeled Preschool, you could create classes under Preschool that might look like these:

- Early Preschool - Age 2
- Early Preschool - Age 3
- Preschool - Age 4

- Learn how to [Navigate the Classes Page](#).
- Learn how to [Create & Manage Classes](#).

Depending on the size of your childcare center, you may have multiple schedules for the same class. For example, you offer Preschool - Age 4 with morning and afternoon sessions. You will need to create a schedule for each class option and modify the times/dates to match the class offering, for example:

Schedules and Spaces

- Preschool - Age 4 (MWF, 8:00 am - 12:00 pm)
- Preschool - Age 4 (MWF, 1:00 pm - 5:00 pm)
- Preschool - Age 4 (T, Th, 8:00 am - 12:00 pm)
- Preschool - Age 4 (T, Th, 1:00 pm - 5:00 pm)

Spaces are the rooms or areas where classes are held at your facility, for example, Classroom 1, Classroom 2, Cafeteria, Library, etc. Schedules and Spaces tabs are located under Programs & Classes (left menu) > View All Schedules.

- Learn how to [Work with Schedules](#).
- Learn how to [Work with Spaces](#).

After programs are created, classes are added, and schedules and spaces are set for the classes, it's time to [Enroll Children in Classes](#), [Find & Create Class Openings](#), [Drop a Child from a Class](#), or [Move a Child to a Different Class](#)

Enrollment

- Learn how to [Create an Online Registration Form](#).
- Learn how to [Review & Process Online Registrations](#).

To see all Enrollment reports, go to **Reports** (left menu) > the **Real Time Reports** card, and click the **Enrollment** link. Here, you can:

Reports

- Go to the [Child Snapshot Report](#).
- Go to the [Enrollment Report](#).
- View and Manage [Received Registrations](#).



Help is just a few clicks away! Go to [Jackrabbit Care Support - Resource Center](#) to select the help option that works best for you.
