

Enroll Children in Classes





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There are multiple ways to enroll children into classes in Jackrabbit Care. Each option starts with a click on the main left menu. Then select one of the following: Enrollment, Family Accounts, or Programs & Classes.

Both Owners and Administrators have the permissions to enroll, move, and drop children from classes.

Note: Be sure you have the right site selected at the top of the page before you start.

1. Go to the **Left Menu** and select one of the following:

Enrollment	On the Openings & Enrollment card: <ol style="list-style-type: none">1. Click Find and Create Openings.2. Locate the class and schedule and click the + Enroll link, the green circle, or the green horizontal bar to start the enrollment.
	On the Online Registration card: <ol style="list-style-type: none">1. Click View Received Registrations.2. Click Review on the child you want to enroll.3. Click Actions menu  > Approve and Enroll.4. Locate the class and schedule and click the + Enroll link, the green circle, or the green horizontal bar to start the enrollment.
Family Accounts	On the Profiles card: <ol style="list-style-type: none">1. Click the View # Active Family Accounts link and select the family.2. Click the Actions menu  > Enroll on the Family Details page.
	OR <ol style="list-style-type: none">1. Click the View # Active Family Accounts link and select the family or use the <i>Search</i> field at the top of the page to locate the child.2. Select the child you wish to enroll in a class.3. Click the Actions menu  > Enroll on the Child Details page.
Programs & Classes	On the Programs & Schedules card: <ol style="list-style-type: none">1. Click View All Classes.2. Select a class card.3. Click Actions menu  > Enroll from any tab on the class page.

2. Complete the selections in the Enroll window.

- Start typing a child's name under **Who are we enrolling?** and a list of names will drop down. A warning icon ⚠ appears if the child does not meet the age requirements for the class.
 - Repeat this step to enroll multiple children at once.
Note: Enrollment settings such as program, class, and schedule selection, dates, amounts, tuition, and discounts will apply to all children selected.
- Select the **Program**, **Class**, and **Schedule** if they are not already chosen based on the method used to enroll the child.
- Select the **Start Date**.
 - Current Date - The date defaults to the current date if the class is in session on the date of enrollment and the enrollment is being done by an Administrator or Owner.
 - Back Date - When enrollment is being done by an Administrator or Owner, they can use the calendar to select a date in the past for situations when you need to backdate an enrollment. **Time entries** must be manually added to the class attendance for this scenario.
 - Online Registration Form - The date defaults to the preferred start date the caregiver selected in the Online Registration form, or a new date can be selected using the calendar.

3. Click **Enroll**.

The screenshot shows the 'Enroll' window with the following elements:

- Who are we enrolling?**: A text input field with a warning icon ⚠. Below it, two child names are listed: 'Ashton Poke' and 'Griffin McDonald', each with a close button (x). A speech bubble points to this field with the text 'Click to enroll multiple children.'
- Which Program?**: A dropdown menu showing 'After School Program'.
- Which Class?**: A dropdown menu showing '2nd and 3rd Graders'.
- Which Schedule?**: A dropdown menu showing 'All Day Care Schedule'.
- Start Date**: A text input field showing 'Mar 18 2024' with a calendar icon.
- At the bottom, there are two buttons: 'Cancel' and 'Enroll'. The 'Enroll' button is green and has a hand cursor icon pointing to it.

4. Decide on adding a Tuition or Registration Fee.

- Select **Yes, Add a Tuition Fee**, and follow the steps to **Add a New Tuition Fee During Enrollment** for the child.
- Click **No** to immediately enroll the child in the class without tuition and go directly to **Add a Registration Fee**.

Note: No tuition will be added to the Family Account during this enrollment. The tuition can be added at a later date. Refer to **New Tuition Fees, Recurring & One-Time Fees** for additional steps and details.

An email is sent to the child's Legal GuardianContact and to the teacher confirming the enrollment has been completed. The email includes the class name and start date. The Start/End Date is shown on the class with a black diamond.



Go to [Find & Create Class Openings](#) to learn more about the Enrollment page.
