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:

On the Openings & Enrollment card:

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.

Enrollment On the Online Registration card:

- 1. Click View Received Registrations.
- 2. Click **Review** on the child you want to enroll.
- 3. Click Actions menu ◆ Actions → > 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.

On the Profiles card:

- 1. Click the View # Active Family Accounts link and select the family.
- 2. Click the **Actions** menu ◆ Actions > **Enroll** on the Family Details page.

Family Accounts OR

- 1. Click the **View # Active Family Accounts** link and select the family or use the *Search* 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 ► Actions ► > **Enroll** on the Child Details page.

On the Programs & Schedules card:

Programs &

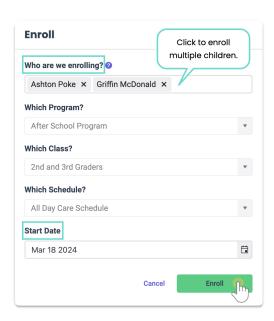
1. Click View All Classes.

Classes

- 2. Select a class card.
- 3. Click **Actions** menu ► Actions ► > **Enroll** from any tab on the class page.

- 2. Complete the selections in the Enrollwindow.
 - - 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
 - 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.



- 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 toAdd 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 Feesfor 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 ${\bf Find\ \&\ Create\ Class\ Openings}$ to learn more about the Enrollment page.