Drop a Child from a Class

Last Modified on 02/27/2025 5:04 pm EST

Sometimes, a child's needs change, and they have to unenroll from a class. The process of unenrolling and removing a child from a class is known as dropping a class. Drop reasons are automatically listed in your Jackrabbit Care system and include:

- Behavior issues
- Class size
- Family moved
- Late/non-payment
- Withdrawal
- Other

Ensure you have the right site selected at the top of the page, then follow these steps from one of these areas in your system to drop a child from a class:

Expand/Collapse All

From Enrollment

- 1. Go to Enrollment (left menu) > Openings & Enrollments card > Find and Create Openings.
- 2. Click the Schedule name the child is enrolled in.

967908 > 208 > Openings Over Time 12 months →					
Q Search	Classes p	er pa	age: 2	25	•
		FEB	'25	MA	R '25
		T 27	F 28	S 1	S 2
Class: Accelerated Achievers					
Sched: All Day Care					
Show Students 🗸 🔱 🕛 F	ULL				

3. Click the **Options** icon (:) next to the child's name and select**Drop**.

Q Search 📎 Science	e Kids (Sou 🗸	×
967908 > 208 > Openings Over Time		ALL DAY CARE
12 months -		Days & Times
Q Search	Classes per page: 25 FEB '25 T F 27 28	→ Mon 7.30AM-SPM → T_30AM-SPM → Med- 7.30AM-SPM → T_10 7.30AM-SPM → T_10
Sched: All Day Care		→ Fri 7:30AM-5PM
Show Students 🗸 💽 FU		Showing 10 of 10 Child Age: Oldest •
Class: Adventure Kids Club		
Sched: All Day Care		Aaron Peterson Enrolled
Show Students + Enro		i Child Details
Class: Growing Minds		→ Move
Show Students V + Enro		Marley >
	•	Ashton Poke Enrolled : >

- 4. Select the child's last day of class and clickNext.
 - Use the toggle to indicate if the child will attend today's class.
- 5. Select the **Drop Reason** from the options in the drop-down menu and click**Drop**.
- Click Ok to finish the drop process. Otherwise, clickReview Billing to go to the Family Account > Billing tab to see if the account has a balance due.

Drop Completed					
Aaron Peterson has been successfully dropped.					
Class Name	Drop Date	9			
Accelerated Achievers	02/27/20	25			
Schedule	Family				
All Day Care	Peterson				
	Peview Billing		Ok	304	
	Neview Dining		ÖK		
				\bigcirc	

If the child is scheduled to drop after today's date, a Drop Scheduled badge Drop Scheduled shows on the class card. Click the **Options** icon (:) to **Update Drop Date**, **Update Drop Reason**, or **Undo Drop**.

From Family Accounts

- 1. Go to Family Accounts (left menu) > Profiles card > View # Active Family Accounts
- 2. Click the family the child is a part of, then click the name of the child.
- 3. Click the Enrollments tab and locate the class the child should be dropped from. Click the **Options** icon (:) on the class card and select**Drop**.

Leigh	na Alman			
DETAILS	ENROLLMENTS	CONTACTS 2	FILES	
2	5th 7th and 8th Afterschool	Care (3-6 PM)	[→ Drop	Enrolled
	After School Program			Y
的 Class: Tue Jan 02, 2024 - Fri May 31, 2024				
→] (→) Child start: Fri Feb 16, 2024			
	Computer Lab			

- 4. Select the child's last day of class and clickNext.
 - If selecting today, use the toggle to indicate if the child will attend today's class.
- 5. Select the Drop Reason from the options in the drop-down menu and clickDrop.

If the child is scheduled to drop after today's date, a Drop Scheduled badge Drop Scheduled appears next to the child's name. Update Drop Date, Update Drop Reason, or Undo Drop by clicking the Options icon (:) again.

From Programs & Classes

- 1. Go to Programs & Classes (left menu) > Programs & Schedules card > View All Classes.
- 2. Click the **Details** link located on the card for the class the child is currently enrolled in.
- 3. Click the **Enrollment** tab.
- 4. Locate the child, and click the **Options** icon (:) to the right. Select **Drop** from the list.

Kinde	rgarten c	and 1st			
DETAILS	ENROLLMENT	ROSTER			
AFTERSCH	OOL CARE (3-6 PM)			
Showing 3 of	3		Last Name: A	-Z	•
Pra	ank Pham			i Child Details	×
🙆 Flo	ora Rentz			→] Move	Σ
Ja	ke Traska			[→ Drop Enrolled	
					\bigcirc

- 5. Select the child's last day of class and click**Next**.
 - If selecting today, use the toggle to indicate if the child will attend today's class.
- 6. Select the **Drop Reason** from the options in the drop-down menu and click**Drop**.

 Click Ok to finish the drop process. Otherwise, click Review Billing to go to the Family Account > Billing tab to see if the account has a balance due.

Drop Completed				
Jake Traska has been succes	ssfully dropped.			
Class Name Kindergarten and 1st	Drop Date 05/31/2024			
Schedule Afterschool Care (3-6 PM)	Family Traska			
		ala.		
R	eview Billing	ok 🍈		

If the child is scheduled to drop after today's date, a Drop Scheduled badge Drop Scheduled shows on the child's card. Undo the drop by clicking the **Options** icon again (:) and selecting **Undo Drop**.