

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:

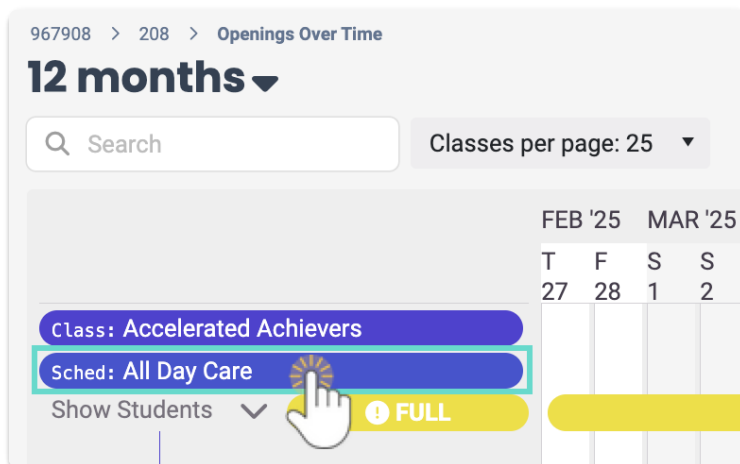
- Behavior issues
- Class size
- Family moved
- Late/non-payment
- Withdrawal
- Other

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:

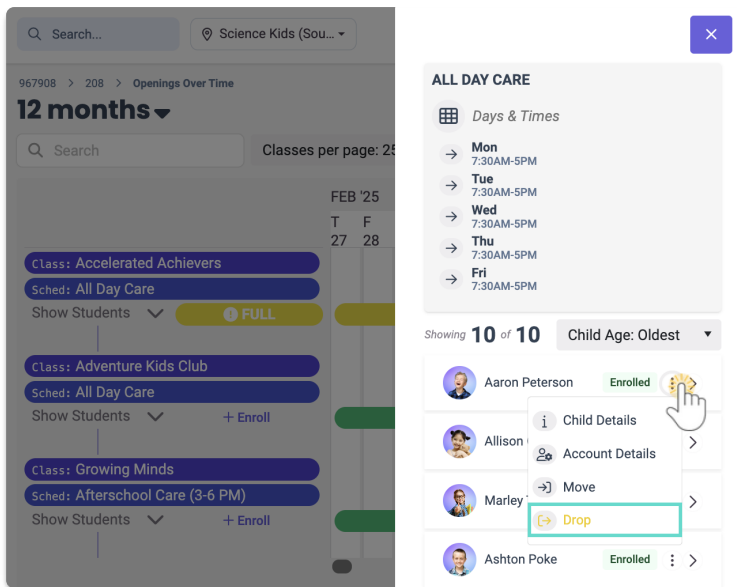
[Expand/Collapse All](#)

From Enrollment

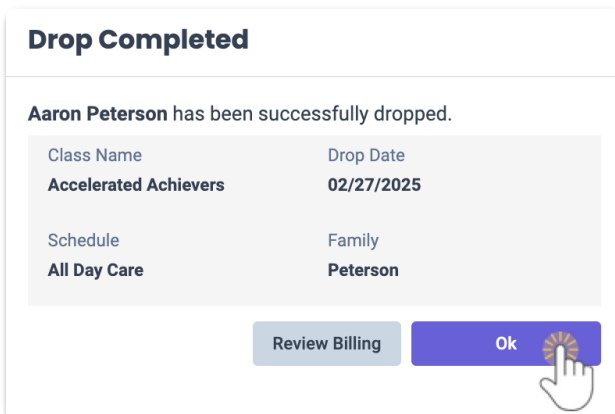
1. Go to **Enrollment** (left menu) > **Openings & Enrollments** card > **Find and Create Openings**.
2. Click the Schedule name the child is enrolled in.




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



4. Select the child's last day of class and click **Next**.
 - o 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**.
6. 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.




 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**.

Leigha Alman

DETAILS **ENROLLMENTS 1** CONTACTS 2 FILES

6th 7th and 8th Afterschool Care (3-6 PM) Enrolled 

 Drop

After School Program


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 click **Next**.
 - 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 click **Drop**.



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.

Kindergarten and 1st

DETAILS **ENROLLMENT** ROSTER

AFTERSCHOOL CARE (3-6 PM)


Showing 3 of 3 Last Name: A-Z

 Frank Pham	
 Flora Rentz	
 Jake Traska	Enrolled 

Child Details

Account Details

Move

 Drop

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**.

7. 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 successfully dropped.

Class Name	Drop Date
Kindergarten and 1st	05/31/2024
Schedule	Family
Afterschool Care (3-6 PM)	Traska

[Review 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**.
