

Move a Child to a Different Class

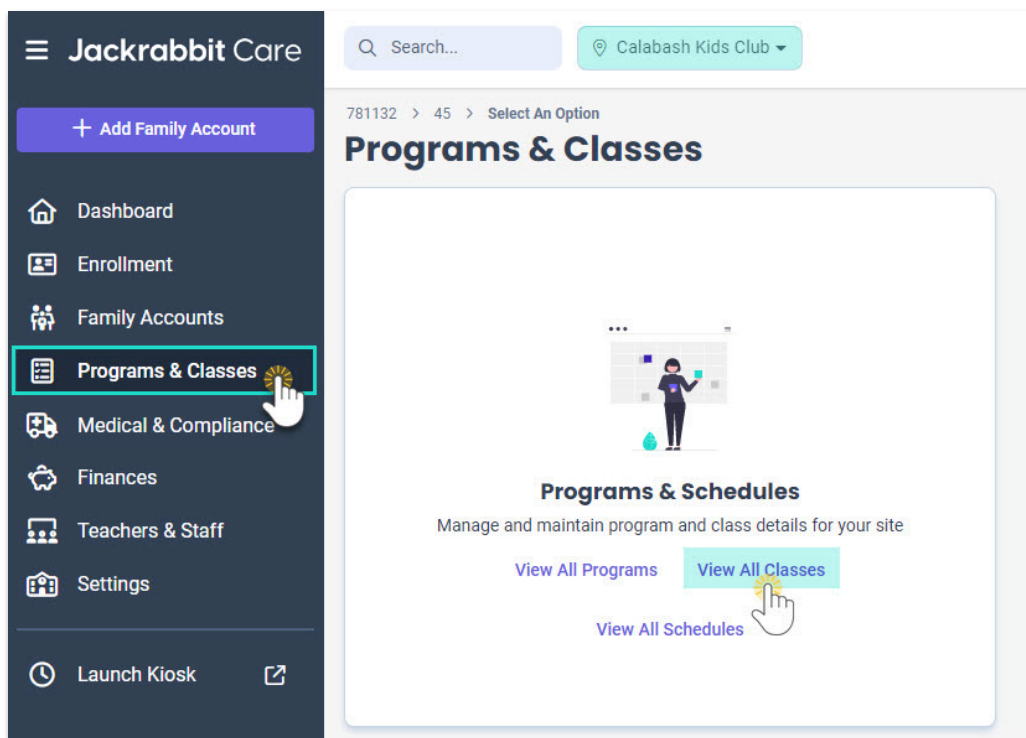
Last Modified on 09/06/2023 8:07 am EDT

Depending on a child's age and birthday, they may start in a one-year-old class and age out in the middle of the year. Jackrabbit Care gives you the option to move a child between classes with a few clicks. As an Owner or Admin, you automatically have the permissions to move children from one class to another.

Follow these steps to move a child from one class to a different class:

1. Go to **Left Menu > Programs & Classes**.

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



2. Click the **View All Classes** link located on the **Programs & Schedules** card to open the **Classes** page.
3. Select the class the child is currently enrolled in.
4. Click the **Enrollment** tab.
5. Locate the student, click the **Options** icon (⋮) to the right, and select **Move** from the list. This opens the **Move Child** window.

CKC - Ones

DETAILS

ENROLLMENT

ROSTER

Actions

WEEKDAY DAILY SCHEDULE

Showing 4 of 4

Last Name: A-Z

Jem Kane

Joey Kane

Able Schmidt

Frankie Zaxby

Child Details

Account Details

Move

Drop

6. Enter the required details into the **Move Child** window.

- **Who are we moving?** - the child's name is pre-populated.
- **Current Class/Schedule** - this information is pre-populated.
- **Which Class are we moving to?** - select one of the classes from the drop-down menu.
- **Are they attending the current class today?** - use the toggle to select **Yes** or **No**.
- **Which schedule are we moving to?** - select an option from the drop-down menu.
- **Start Date** - click to select the date the child will start in the new class.
- **Drop Reason** - select the reason why the child is dropping from the current class to the new class.

Move Child

Who are we moving? *

Franklin "Frankie" Zaxby

Current Class/Schedule

Weekday Daily Schedule

CKC - Ones

Which Class are we moving to? *

CKC - Twos

Are they attending CKC - Ones today?

Yes

Which schedule are we moving to? *

Weekday Daily Schedule

Start Date *

Mar 01 2023

Drop Reason *

Other

Cancel

Move

7. Click **Move**. The **Move completed** window opens to confirm the child has been moved from the current class to the new class with additional details. Click **Ok** to close the window.

