

# Move a Child to a Different Class

Last Modified on 02/27/2025 12:52 pm EST

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. Move reasons are automatically listed in your Jackrabbit Care system and include:

- Age up
- Class size
- Emotional & behavioral needs
- Program change
- Schedule change
- Other

Ensure you have the correct site selected at the top of the page, then follow these steps to move a child from one class to another:

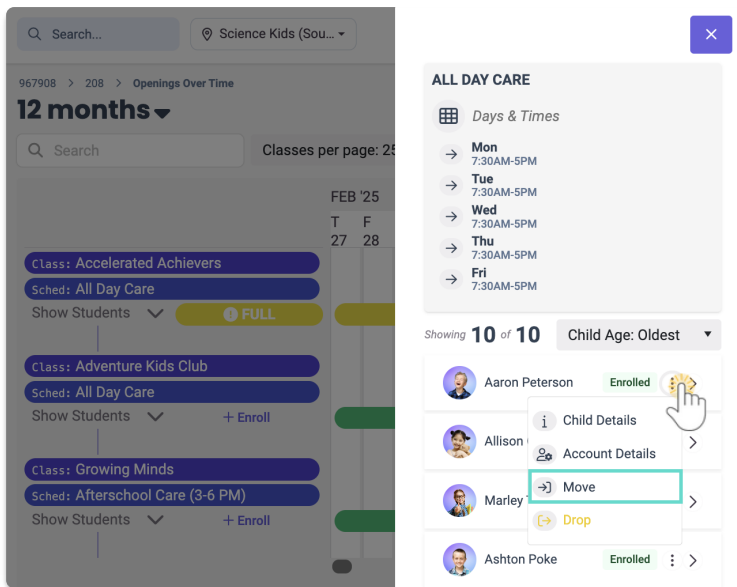
[Expand/Collapse All](#)

## 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.

The screenshot shows a user interface for managing enrollments. At the top, there is a breadcrumb trail: 967908 > 208 > Openings Over Time. Below this is a large heading '12 months' with a dropdown arrow. A search bar and a 'Classes per page: 25' dropdown are also visible. The main content area displays a class card for 'Accelerated Achievers' with a schedule of 'All Day Care'. The card includes a 'Show Students' dropdown and a yellow 'FULL' status indicator with a warning icon. To the right of the card is a calendar grid for February and March 2025, showing dates 27, 28, 1, and 2. A hand cursor is pointing at the 'FULL' status indicator.

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



4. Enter the required details into the *Move Child* window:

- Select **Which Class** are we moving to?.
- Use the toggle to select **Are they attending class today?**
- Select **Which schedule** are we moving to?.
- Choose the **Start Date**.
- Choose the **Move Reason**.


5. Click **Move**.

## Move Child

**Who are we moving? \***

Aaron Peterson ▼


**Current Class/Schedule**

 **All Day Care**  
Accelerated Achievers

**Which Class are we moving to? \***

Growing Minds ▼


**Are they attending Accelerated Achievers today?**

Yes 

**Which schedule are we moving to? \***

Afterschool Care (3-6 PM) ▼

**Start Date \***

Feb 28 2025 

**Move Reason \***

Class size ▼

[Cancel](#) [Move !\[\]\(78e68b81ca16b512092fd98f7971399e\_img.jpg\)](#)

6. Click **Ok** in the *Move Completed* window to finish the move process. Otherwise, click **Review Billing** to go to the Family Account > Billing tab to see if the account has a balance due.

## From Programs & Classes

1. Go to **Programs & Classes** (left menu) > **Programs & Schedules** card > **View All Classes**.
2. Select the class the child is currently enrolled in, then click the **Enrollment** tab.
3. Locate the child and click the **Options** icon (⋮) > **Move**.




967908 > 208 >

## 2nd and 3rd

DETAILS **ENROLLMENT** ROSTER Actions ▾


### AFTERSCHOOL CARE (3-6 PM)

Showing 3 of 3 Last Name: A-Z ▾

 Jerome Dennis	Enrolled	⋮ >
 Jake Hernandez	Enrolled	⋮ >
 Frank Pham	Enrolled	⋮ >

### AFTERSCHOOL CARE (3-6 PM)

Showing 1 of 1 Last Name: A-Z ▾

 Marley Traska	Enrolled	⋮ >
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- Child Details
- Account Details
- Move**
- Drop

4. Enter the required details into the *Move Child* window:

- Select **Which Class** are we moving to?.
- Use the toggle to select **Are they attending class today?**.
- Select **Which schedule** are we moving to?.
- Choose the **Start Date**.
- Choose the **Move Reason**.

5. Click **Move**.

## Move Child

Who are we moving? \*

Marlene "Marley" Traska

Current Class/Schedule

 **Afterschool Care (3-6 PM)**  
2nd and 3rd

Which Class are we moving to? \*

Baker's Dozen

Are they attending 2nd and 3rd today?



Which schedule are we moving to? \*

All Day Care Schedule

Start Date \*

Aug 05 2024

Move Reason \*

Program change

Cancel

Move 

6. Click **Ok** in the *Move Completed* window to finish the move process. Otherwise, click **Review Billing** to go to the Family Account > Billing tab to see if the account has a balance due.
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