





How to Get Started - An Overview

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Jackrabbit makes child care center management easy. Run your business from anywhere with Jackrabbit Care's cloud-based management software. To get started, follow these easy steps to get the most out of Jackrabbit Care:

-  Sign up for a free demo to see all Jackrabbit Care has to offer.
 -  Use our Jackrabbit Care Startup Guide to walk through setting up your system.
 -  Read more information on Jackrabbit Care, such as how to manage your subscription and legal details.
 -  Use additional resources to get the most out of your new favorite care management software.
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Schedule a Free Demo

Visit our [Jackrabbit Care](#) website and click **Schedule a Demo**  to sign up for a demo.

Once you've begun, our goal is to make it easy for you to get around the system and find what you need quickly. Use the information below to help you get started:

- Learn how to [Sign In and Sign Out](#).
- Learn how to [Navigate Jackrabbit Care](#).

Jackrabbit Care Startup Guide

Click on the title next to each checkbox for more details, and mark off each step as you set up your Jackrabbit Care system.

[Expand/Collapse All](#)

Family Accounts

- [▶ Add a New Family Account](#)
 - Add new Family Accounts to add new children, contacts, and details related to a single family.

Programs & Classes

- [▶ Add Programs](#)
 - Programs are the top-level categories which classes are then assigned to at your childcare center.
- [▶ Add Schedules](#)
 - Schedules are designated blocks of time during the day that match the classes you offer.
- [▶ Add Classes](#)
 - Classes are created to offer varying schedules and assigned to different programs.

Teachers & Staff

- [▶ Add Staff Members](#)
 - The number of team members that can be added to your Jackrabbit Care system is unlimited.
- [▶ Set User-Based Permissions](#)
 - After adding a team member, an Owner can adjust the permissions for each user to fit their specific needs.

Settings

- [▶ Check Business Settings](#)
 - Confirm the business details from when your account was created.
- [▶ Check Site Details](#)
 - Confirm your site's address, phone number, and hours of operation.
- [▶ Manage Kiosk Settings](#)
 - The Kiosk provides a simple electronic method for team members to clock in/out for the workday and for parents to check their children in and out of your facility.
- [▶ Manage Policies](#)
 - Policies are agreements between families and your business before a child is enrolled.

Enrollment

- ☐ [▶ Enroll Children](#)
 - Now that your system's basics are set up, learn how to enroll children in classes.
- ☐ [▶ Create an Online Registration Form](#)
 - Create an Online Registration Form so families can register with ease.
- ☐ [▶ Review and Process Registrations](#)
 - Now that the registrations are rolling in, learn how to process and manage them.
- ☐ [▶ Invite Parents to the App](#)
 - CircleTime is an app for parents included with your monthly Jackrabbit Care subscription.

Process Payments

- ☐ [▶ Jackrabbit Pay](#)
 - ePayments in Jackrabbit lets you process and automatically record credit card and bank payments directly in the system, saving you time. Contact the Jackrabbit Pay team to get your questions answered and to set up online payments.
- ☐ [▶ Collect Payments](#)
 - Learn how to apply payments to a family's account balance.

Additional Resources

We've got you covered when you need help! Click any of the links below for additional support:



Schedule a quick call with someone from our [Jackrabbit Care Support Team](#).



Join the [Jackrabbit Child Care Management Software](#) page on Facebook.
