

# Enroll Children

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You, the sponsor, and centers can both enroll children. Centers can also import children from another program, such as Procure. When centers enroll children, those children are automatically set to Pending. You must review and activate these children. For more information, see [Activate Children](#).

**IMPORTANT!** Check with your center to see if they have Procure before you enroll children. Do not enroll children if your center is planning to import from Procure, as this can result in duplicate records. For more information, see [Procure Import](#).

1. Click the **Select Center** drop-down menu at the top of the window and select the center for which to enroll children.
2. Click **Enroll Child** from the toolbar at the top of the window. The Enroll New Child window opens.
3. In the **Child** tab:
  - a. Click the **Child #** box and enter a child number, or accept the system-generated number. You can enter up to four characters in this box.
  - b. Click the **Classroom** drop-down menu and select the classroom to which to assign this child. You can also enter a new classroom name.
  - c. Click the **Child First Name** and **Child Last Name** boxes and enter the child's first and last name.
  - d. Click the **Birth Date** drop-down menu and select the child's birth date. The **Age** box updates automatically.
  - e. In the **Race** section, check the box next to each option that applies.
  - f. In the **Ethnicity** section, check the **Hispanic/Latino** box or the **Not Hispanic** box.
  - g. In the **Enrollment Info** section, click each drop-down menu to set the child's enrollment dates and enrollment expiration date.
  - h. In the **Child In/Out Times** section, check the box next to each day of the week the child is present in daycare. Then, click the **In** and **Out** boxes and enter the child's usual in and out times.

**Note:** If the child's In/Out times are the same for all selected days, enter the first In/Out times, and then click **Copy In/Out Times** to copy the times to the remaining selected days.
  - i. Check the box next to each meal in which this child participates.
  - j. Complete the remaining fields, as needed.

Enroll New Child

View Children Who Are: ☒ Active ☐ Pending ☐ Withdrawn after:

**Child** | Parent | Oversight

Child #  Classroom  Child First Name  Middle Name  Child Last Name  Birth Date  Age  Gender  Child Status

[ Race ] (Choose all that apply) ☐ American Indian / Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian / Pacific Islander ☒ White ☐ N/A [ Ethnicity ] ☐ Hispanic / Latino ☒ Not Hispanic

**[ Enrollment info ]**  
 Original Enrollment Form Date / First Day in Care   
 Current Enrollment Form Date   
 Enrollment Expiration

Infant Food Serving Preference   
 Infant Formula Serving Option   
 Formula Offered by Center   
 Parent's Preferred Formula   
☐ Infant Form on File

**[ Specials ]**  
☐ Special Needs  
☐ Special Needs Statement on file  
☐ Migrant Workers Child  
☐ At-Risk Child  
☐ Special Diet ☐ Milk Allergy  
 Diet expiration date   
☐ Diet Statement on file  
 Special Diet Notes

**[ Child In/Out Times ]**  
 Copy In/Out Times  

Days of Week	IN	OUT	IN	OUT	Meals
Monday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM			Breakfast <input type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM			AM Snack <input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM			Lunch <input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM			PM Snack <input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/> 2:00 PM	5:00 PM			Dinner <input type="checkbox"/>
Saturday					Eve Snack <input type="checkbox"/>
Sunday					

☐ Child Times Vary ☐ Overnight Approved

**[ Doctor Info ]**  
 Name   
 Phone #

Name  #  School District   
 Type/Level

Pay Source   
 Start   
 End

Next Close

4. Click **Next**. The **Parent** tab opens.

5. In the **Parent** tab:

- Click the **Select Parent** drop-down menu and select an existing parent, or select **Add New Parent**. If you select an existing parent, go to **Step 6**.
- If you are adding a new parent/guardian, click the **Primary Contact** drop-down menu and select Mother, Father, or Alternate.
- Click the **Home Phone** box and enter a good phone number for the parent/guardian.
- Click the **Address**, **City**, and **State** boxes and enter the parent/guardian's address information.
- Click the **Name** boxes in the **Mother Info**, **Father Info**, or **Alternate Contact Info** section and enter the parent/guardian's first and last name. The required box depends on your selection in **Step 5.b**.
- Complete the remaining fields, as needed.

Enroll New Child

View Children Who Are: ☐ Active ☐ Pending ☐ Withdrawn after:

Child | **Parent** | Oversight

[ Child Info ]  
 Child: Watson, John Classroom: Blue Birth Date: 1/28/2014

Select Parent: Add New Parent Language: --- Select ---

[ Primary Guardian Info ]  
 Note: changing this child's parent information will automatically update parent information for all the child's siblings.

Primary Contact: Father Home Phone: (817) 456-1234 Address: 456 Sunny St  
 E-mail: City: Dallas TX 75001

[ Mother Info ]  
 Name: SSN: Comments:  
 Work Name: Work Phone: x

[ Father Info ]  
 Name: Bob Watson SSN: Comments:  
 Work Name: Work Phone: x

[ Alternate Contact Info ]  
 Name: Relationship:

Back Next Close

6. Click **Next**. The Oversight tab opens.

7. In the Oversight tab:

- Click the **Reimbursement Level** drop-down menu and select the child's reimbursement level according to their income eligibility form. You can also use the income eligibility calculator at the bottom of this tab to calculate the child's reimbursement level. For more information, see [Income Eligibility Calculator](#).
- Complete the remaining fields, as needed.

Enroll New Child

View Children Who Are: ☐ Active ☐ Pending ☐ Withdrawn after:

Child | Parent | **Oversight**

[ Child Info ]  
 Child: Watson, John Classroom: Blue Birth Date: 1/28/2014 Help

☐ Make Pending? ☒ Child Participates

**Reimbursement Level**  
 Paid IEF Expiration  
 FRP Eligibility Basis Enrollment Expiration: 10/14/2019  
 Title XX / XIX Expiration ☐ Request New IEF  
 Qualifying Program #

IEF Application: --- Select --- ☐ Include Siblings ☐ This Child Only Add New

Signature Date HH Size Income

Program Case # Program Case #

☐ Foster Income Signer SSN ☐ No SSN ☐ Incomplete ☐ Refused Delete

Last Name	First Name	DOB	Age	FRP Type	FRP Reason	IEF Expires	Status

Comments Evaluate + Save

Entered: FRP: Reason: Expires:

Back Save Close

**Note:** Children are made active automatically unless you check the **Make Pending** box in the Oversight tab.

8. When finished, click **Save**.

For more information about the fields in each tab of the Child Information window, see [Understand Child Information](#).