

Withdraw Children

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When a child leaves a child care center, they should be withdrawn from the program. Withdrawing a child removes them from future rosters. However, you can still access a withdrawn child's information and claim history (select the **Withdrawn** option in the **View Children Who Are** section of the Manage Child Information window).

1. Click the **Select Center** drop-down menu and select the center.
2. Click **Children** from the toolbar at the top of the window. The Manage Child Information window opens.
3. Click the drop-down menu and select the child to withdraw.
4. Click **Withdraw** in the bottom-left corner of the window. The Withdraw Child dialog box opens.
5. Click the **Withdrawal Date** and select the withdrawn effective date. This defaults to today's date.

The screenshot shows the 'Manage Child Information' window for 'Center: Jess Center 123'. The child selected is 'Murdoc, Matthew M.'. The 'View Children Who Are' section has 'Active' selected. The 'Withdraw Child' dialog box is open, prompting for an effective withdrawal date, which is set to '2/28/2019'. The dialog box has 'Continue' and 'Cancel' buttons. The background window shows various fields for child information, including enrollment dates, race, ethnicity, and meal preferences.

Week	IN	OUT	IN	OUT	Meals
	9:00 AM	5:00 PM			Breakfast <input checked="" type="checkbox"/>
	9:00 AM	5:00 PM			AM Snack <input checked="" type="checkbox"/>
	9:00 AM	5:00 PM			Lunch <input checked="" type="checkbox"/>
	9:00 AM	5:00 PM			PM Snack <input checked="" type="checkbox"/>
	9:00 AM	5:00 PM			Dinner <input checked="" type="checkbox"/>
					Eve Snack <input type="checkbox"/>
Saturday					
Sunday					

6. Click **Continue**. The child is withdrawn from the program.