

Family Record, Child Tab- Admission/Personal

Last Modified on 07/07/2020 1:08 pm EDT

When navigating to a child's record, the first tab that will display by default is the Admission/Personal Information tab. On this screen the only detail that is required are the fields marked with *.

Search... Business Level - DCW - Transactional

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff Setup Q

Beanstalk Family 1 Student(s) Regular Statement Type 0.00 Balance Outstanding Add/View Journal Notes

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

Jack Beanstalk Age 6 Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More

Personal Information Admission Child/Student ID: 419207

Last Name * Beanstalk

First Name * Jack

Middle Name

Preferred Name

Date of Birth * 09/27/2011 6 years or 6.3 years

Gender Male Female None given

Include in Directory Yes No

Address 1

Address 2

City

State N/A

Zip

Home Phone

Email

Custody papers provided? Yes No N/A

The following person(s) may not remove my child from the facility

Picture browse

Status Active

Enrollment Date * 10/01/2017

Start Date * 10/01/2017

Withdraw Date

Date of Last Registration/Re-Registration Charge

Voucher/EAN Exp Date

Voucher/EAN Exp Hours

Food Program --

Accounting ID

Student ID/Record Number

SIS Status

SIS Teacher

Center DCW Transactional- Center 1

School Attending Other

If Other

Grade Select A Grade

Save Delete

- Personal Information
 - Last Name*- Last name of the child
 - First Name*- First name of the child

- Middle Name- Middle name of the child
 - Preferred Name- Nickname of the child
 - Date of Birth- Child's birthday
 - Gender- Child's gender
 - Include in Directory- by default this will be set to No once the child is saved- to include the child in a site-wide directory select Yes.
 - Address 1- First line of the child's address
 - Address 2- Second line of the child's address
 - City - Child's city
 - State - Child's state
 - Zip- Child's zip code/postal code
 - Home Phone- Child's home phone number
 - Email- (the main contact email)
 - Custody Papers Provided- Have custody papers been given to the center. If they have the documents can be uploaded to the child's record ([more > documents](#))
 - Do Not Remove fields- Names of people that are unable to pickup the child
 - Picture- The child's photo
 - Status- If the child is active, inactive, pending or withdrawn
 - Enrollment Date- Date the child enrolled in programs
 - Start Date- Date the child will be starting programs (this date does not change to match program/room assignment start dates)
 - Withdraw Date- Date the child left the center
 - Date of Last Registration/Re-registration- Last date of registration
 - Voucher/EAN Date
 - Voucher/EAN Hours
 - Food Program- If the child participates in the CACFP program, this field can display if the child is free, paid or reduced
 - Accounting ID
 - Student ID/Record Number
 - SIS Status
 - SIS Teacher
 - Center- Center the child is attending
 - School Attending- Center the child is attending
 - If Other
 - Grade- Grade level of the child
-