Family Record, Child Tab- Admission/Personal

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 *.

- 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- Status- If the child is active, inactive, pending or withdrawn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