Family Record, Summary Tab

The summary tab on the family record displays basic information about a child, including child detail- doctor, dentist, basic health information, program/room assignments, parent and contact information.   This detail can be exported from the summary page by selecting the Actions menu.

Each child will have their own summary page. Select the child's name to change views.

| Summary | Family | Children | Parents | Third Party | Volunteers | Communication | Auto-Pay | Vacation | Financials | Financials2 | Receipts | Merge |

Eliza
Doolittle
Age

[Actions ▾]

📇 General Information

Name:	Doolittle, Eliza 🚩
Birthday:	09/14/2011
Admission:	09/01/2017
Phone:	734-111-1111
Grade:	Grade 1
SIS Teacher:	
Call First:	Dad

👥 Guardian Information

Guardian 1	Name:	Henry Doolittle
	Home:	222-222-2222
	Cell:	111-111-1111
	Email	doolittle@cirrusgroup.com

Guardian 2	Name:	Mary Doolittle
	Home:	222-222-2222
	Cell:	111-111-1111
	Email	mary@cirrusgroup.com

⚕ Doctor/Dentist Information

Doctor	Dr. Fleur	📞 734-123-1234
Dentist		📞

☰ Active Session Assignments

Session/Program	Effective Date	End Date	Mon	Tue	Wed	Thu	Fri
AM, Before School Care ~ DCW Transactional- Center 1	09/01/2017	05/25/2018	✔	✔	✔	✔	✔
Learn to Draw, Fall Session ~ DCW Transactional- Center 1	09/11/2017	10/20/2017			✔		

☰ Contacts

DOCT	Name:	Dr. Fleur
	Work:	734-123-1234

EMRG	Name:	Henry Higgins
	Home:	123-123-1234
	Work:	123-123-1234
	Cell:	345-345-3455

☰ Additional Information

Allergies	Allergic to dust and peanut butter
Medications	Medication required every three hours, provided to school nurse
Physical Conditions	Gets tired easily.

If another child needs to be added to the family select the Add Sibling option. This will open a blank Child record page- click here to see how an admin can add in a sibling.

From the Actions menu select Export to PDF, this will open a branded summary page for each child.