

# Family Record, Summary Tab

Last Modified on 10/10/2017 12:37 pm EDT

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.

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

**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](mailto:doolittle@cirrusgroup.com)

Guardian 2

Name: **Mary Doolittle**

Home: 222-222-2222

Cell: 111-111-1111

Email: [mary@cirrusgroup.com](mailto: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.](#)

The screenshot shows a navigation bar with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Financials2, Receipts, Merge. Below the navigation bar is a profile card for **Eliza** Doolittle, showing her name, age, and a red status indicator. An **Actions** dropdown menu is open, showing options for **Add Sibling** and **Export to PDF**. Below the profile card are two green panels: **General Information** (Name: Doolittle, Eliza) and **Guardian Information** (Guardian Name: Henry Doolittle).

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

This screenshot is identical to the one above, showing the profile for Eliza Doolittle. The **Actions** dropdown menu is open, and the **Export to PDF** option is highlighted with a mouse cursor, indicating it is the selected action.