

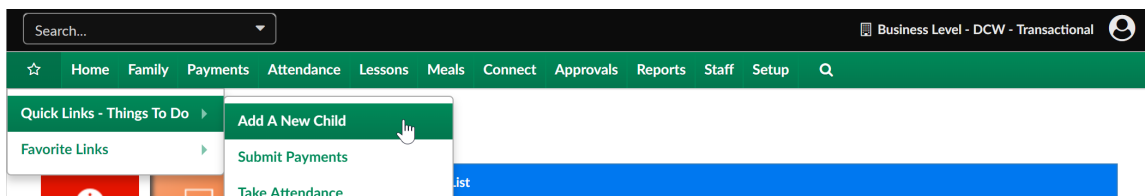
Quick Links- Add A New Child

Last Modified on 05/30/2018 2:23 pm EDT

Families/New Children can be added to a center/site several ways.

1. Through the center's new registration page- parents/guardians must add all detail and submit payment (in most cases) before their submission is sent to the center. The family would be approved into the center by a staff or admin user from the [Home > Information, Registration tile](#) or the [Approval > Registration](#) menu option.
2. Once a family is in the system for a school, the option to allow parents to add new children can be enabled on the family portal (connect.schoolcareworks.com or family.daycareworks.com). Once the child's detail is entered into the system the child will need to be approved into the system from the [Approval > Child](#) screen .
3. The family or child can be added to the system from the admin side of the system (schoolcareworks.com or daycareworks.com).

To add a new family to the system from the admin side select the star icon from the home screen, then select the option to Add a new child.



This will open an empty child record. The first step in creating a family record is to add a child. The ONLY detail that is required to add a child is marked with an *. All of the other fields are not mandatory- it will be up to a center what is required when a staff or admin user manually adds a child to the system.

- Last Name
- First Name
- Date of Birth

- Start Date- date the child will begin at the site
- Enroll Date- date the child registered

Children

Add a New Child

Admission/Personal Doctor/Health Program/Room Assignment

Personal Information

Last Name *

First Name *

Middle Name

Preferred Name

Date of Birth *

Gender
 Male Female None given

Include in Directory
 Yes No

Admission Child/Student ID: 0

Status

Enrollment Date *

Start Date *

Withdraw Date

Date of Last Registration/Re-Registration Charge

Voucher/EAN Exp Date

Voucher/EAN Exp Hours

Once this information is entered into the system press **Save**.

After pressing Save, the family record will expand and additional fields will display. The staff or admin user should enter available information to the Doctor/Health tab, add a program/room assignment for the child and add any Parent information on the Parent/Guardian tabs for Parent 1 and Parent 2. Be sure to scroll to the bottom of the page and press Save on each page before moving onto the next screen.

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

Upthehill Family
Family ID 334656
Internal Note:

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

SUCCESS
Save was successful.

Jill
Upthehill
Age 11

Add Sibling

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

Personal Information

Last Name *
Upthehill

First Name *
Jill

Middle Name

Preferred Name

Date of Birth *
12/16/2006 11 years or 11.2 years

Status
Active

Enrollment Date *
12/18/2017

Start Date *
12/18/2017

Withdraw Date

Date of Last Registration/Re-Registration Charge

Admission Child/Student ID: 434264

To add a child to an existing family select the Add Sibling button.

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

Upthehill Family
Family ID 334656
Internal Note:

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

SUCCESS
Save was successful.

Jill
Upthehill
Age 11

Add Sibling

Enter required and optional information as available, then scroll to the bottom of the page and press Save.

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


Jill
 Upthehill
 Age 11

New Sibling

- Admission/Personal
- Doctor/Health
- Program/Room Assignment

Personal Information

Last Name *
 ★

First Name *
 ★

Middle Name

Preferred Name

Date of Birth *
 ★

Gender
 Male Female None given

Include in Directory
 Yes No

Address 1

Admission Child/Student ID:

Status
 ▼

Enrollment Date *
 ★

Start Date *
 ★

Withdraw Date

Date of Last Registration/Re-Registration Charge

Voucher/EAN Exp Date


Voucher/EAN Exp Hours

Food Program

Once saved a confirmation box will appear and the new child will have an icon display next to the original child.

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


SUCCESS
 Save was successful.


Jill
 Upthehill
 Age 11


Jack
 Upthehill
 Age 5

Add Sibling