

Update Child Information

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Once you enroll children, you can update them at any time in the Child Information window.

1. Click the **Providers** menu and select **Child Information**. The Child Information window opens.
2. Click the **Provider** drop-down menu and select the provider.
3. Click the **Child** drop-down menu and select the Child to change. The child's information displays.

The screenshot shows a software window titled "Child Information" with a close button in the top right corner. At the top, there are two sections: "Select Provider:" and "Select Child:". The "Select Provider:" section includes a dropdown menu set to "Active", a date field, an "A #" field, and a dropdown menu for "Provider:" set to "Shelley, Mary 998894". The "Select Child:" section includes a dropdown menu set to "Enrolled", a date field, an "A #" field, and a dropdown menu for "Child:" set to "Woodville, Mathilda 1". To the right of the "Child:" dropdown is a button labeled "Enroll Child".

Below these sections is a tabbed interface with five tabs: "Child", "Parent", "Schedule", "Special", and "Rules". The "Child" tab is active and contains the following fields:

- *First Name: Mathilda; Middle Initial: [empty]; *Last Name: Woodville
- *Date of Birth: 08/01/2015; Age: 3y 7m; Status: Active
- Address: 456 ABC Way; Use Sibling's Address [checkbox]
- City: Beverly Hills; State: CA; Zip Code: 90210-0000
- Gender: Female; *Child's Relation to Provider: Not Related/Day Care Child
- *Ethnicity: Hispanic/Latino, Not Hispanic or Latino; Participating in CACFP [checkbox]
- *Race: American Indian / Alaska Native, Asian, Black or African American, Native Hawaiian / Pacific Islander, White, Not Supplied
- *Enrollment Date: 03/25/2019; Enrollment Expiration Date: 03/31/2020; Number: 1; Child Group: 1; Enrollment Report Printed: 3/25/2019
- Alternate Child Id: [empty]

At the bottom of the window are four buttons: "Print", "Withdraw", "Save", and "Close". On the right side of the window, there are two buttons: "Child Number" and "Calendar".

4. Click each box to change and enter new information over the existing information. You can change information in each tab.
5. When finished, click **Save**.