

**Task: Enrolling Children**

Task	Person Responsible	Date to be Completed
<p>1. Accept the next eligible participant according to Report 2025 Assign the accepted applicant to a classroom in ChildPlus by:</p> <ul style="list-style-type: none"> <li>- Selecting the applicant's name in ChildPlus</li> <li>- Selecting the enrollment icon or "Clipboard"</li> <li>- Ensure the "Programs" tab is activated is the accurate year</li> <li>- Move cursor to "Class Name"</li> <li>- Click on desired classroom name</li> <li>- Save changes</li> </ul> <p>2. Email the accepted notification to the Family Advocate and include the following information:</p> <ul style="list-style-type: none"> <li>- Child's first and last name as entered in ChildPlus</li> <li>- Desired date in which enrollment must be completed</li> <li>- Classroom child is accepted into</li> </ul> <p><b>Note: The enrollment date of a replacement child should not be prior to the termination date of the child he/she is replacing, but must be within 30 days following the termination.</b></p> <p><b>Exception: If a vacancy occurs within 60 days prior to the last classroom day, the vacancy does <u>NOT</u> have to be filled.</b></p> <p>3. The child's health records must be reviewed to ensure that the child has an up to date immunization record and physical exam.</p> <p>4. Check to determine enrollment interview and initial education home visit has been completed (Routine contacts in Family Service history)</p> <p>5. Enroll the child by doing the following:</p> <ul style="list-style-type: none"> <li>- Select the applicant's name in ChildPlus</li> <li>- Click on the "Enroll" button</li> <li>- Enter the desired enrollment and entry date</li> <li>- Save changes</li> </ul> <p>6. Ensure sign in/out sheet have been updated to include newly enrolled child.</p>	<p>Family Service Manager</p> <p>Family Service Manager</p> <p>Family Advocate</p> <p>Family Service Manager</p> <p>FSM</p> <p>Family Advocate</p>	<p>When a slot becomes available</p> <p>As soon child is accepted.</p> <p>Prior to enrolling child</p> <p>Prior to enrolling</p> <p>When child attends for their first day.</p> <p>After enrollment is completed.</p>