

Task: Enrolling Children

| Task | Person Responsible | Date to be Completed |
|---|---|---|
| <p>1. Assign the accepted applicant to a classroom in ChildPlus by:</p> <ul style="list-style-type: none"> - Selecting the applicant's name in ChildPlus - Selecting the enrollment icon or "Clipboard" - Ensure the "Programs" tab is activated is the accurate year - Move cursor to "Class Name" - Click on desired classroom name - Save changes <p>2. Email the enrollment request to the Family Service Manager and include the following information:</p> <ul style="list-style-type: none"> - Child's first and last name as entered in ChildPlus - Desired enrollment date - Desired entry date which is the first day the child is present <p>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.</p> <p>Exception: If a vacancy occurs within 60 days prior to the last classroom day, the vacancy does <u>NOT</u> have to be filled.</p> <p>The entry date will default to the enrollment date unless otherwise specified.</p> <p>3. The child's health records must be reviewed to ensure that the child has an individual health plan developed and that the child's physical results have been entered into ChildPlus</p> <p>4. Check to determine initial home visit has been made. (Routine contacts in Family Service History)</p> <p>5. Enroll the child by doing the following:</p> <ul style="list-style-type: none"> - Select the applicant's name in ChildPlus - Click on the "Enroll" button - Enter the desired enrollment and entry date - Save changes <p>6. Reply to the enrollment request email stating that the request has been completed.</p> | <p>Family Advocate</p> <p>Family Advocate</p> <p>FSM/Health Svs. Manager & Family Advocate</p> <p>FSM</p> <p>FSM</p> <p>FSM</p> | <p>As far in advance as possible</p> <p>As soon as enrollment and entry dates are determined</p> <p>Prior to enrolling child</p> <p>Prior to enrolling</p> <p>When ready to enroll/enter classroom</p> <p>After enrolling the child</p> |