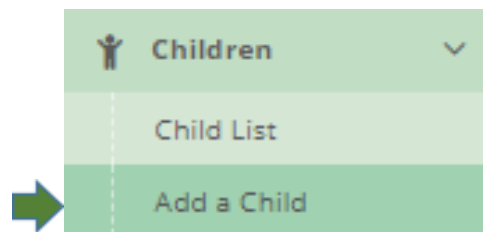




Hello again, Lily here! Let's learn about the Children Tab.

To **Add Children:**

- Click **Add a Child**
- Enter child information
- Enter room name/number
- Enter primary/secondary parent information,
- Enter billing information on this page.



Add a Child

First Name

Last Name

Date Of Birth

Gender

Child Type

Room

Primary Parent

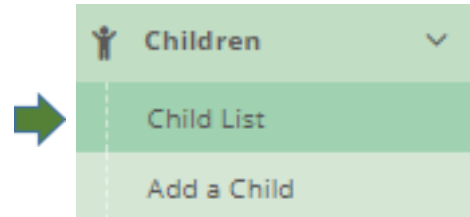
Recurring Billing Amount

Billing Frequency

Other Parent(s) assigned to this Child











Elizabeth Beckett

Now that you have added children, go to the **Child List**.



Here, you can see all of the children you have enrolled.

Child List for Ellie's Furs and Feathers Care

Child Name	Parent(s)	Room	
 Alexis Andrews	Aiden Andrews	Young 3's	De-Activate
 Alex Andrews	Aiden Andrews	Infants	De-Activate
 Harlow Brown	Reid Brown	School Agers	De-Activate
 Hunter Gardner	Ellie Wright	School Agers	De-Activate
 Elizabeth Spence	Ashley Spence , John Smith	School Agers	De-Activate
 Taco Who	Cindy Lou who	School Agers	De-Activate
 Yahtzee Who	Cindy Lou who	Infants	De-Activate
 Lyric Wright	Ellie Wright	Tiny 2 tots	De-Activate
 Chicken Boo Wright	Ellie Wright	Young 3's	De-Activate
 Aleister Wright	Ellie Wright	Tiny 2 tots	De-Activate

[View Inactive Children](#)

When you select **De-Activate** from the **Child List**, the child's profile will be moved to the inactive list. you can view inactive children by selecting **View Inactive Children**.

Child List for Ellie's Furs and Feathers Care

Child Name	Parent(s)	Room	
 Alexis Andrews	Aiden Andrews	Young 3's	De-Activate
 Alex Andrews	Aiden Andrews	Infants	De-Activate

To re-activate a child, select **Activate** on the right side of the screen.

Child List for Ellie's Furs and Feathers Care

Child Name	Parent(s)	Room	
 Alexis Andrews	Aiden Andrews	Young 3's	De-Activate
 Alex Andrews	Aiden Andrews	Infants	De-Activate

Edit the child's profile by selecting their name.

Edit Child Elizabeth Spence

Child Info | Notes | Documents

First Name

Last Name

Date Of Birth

Service Price

Gender

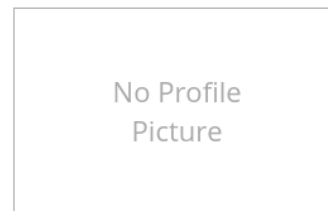
Child Type

Room

Active

[Update Child Info](#)

[Load New Profile Picture](#)



Daily Sheets

[←](#) March, 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 	23	24	25	26	27
28	29	30	31			

Now that you've got your children set up, let's jump into the **Provider Admin Tab!**