

Exiting Children in Cocoa

When a child leaves an agency, the child must be exited in Cocoa. This important step indicates that the child is no longer enrolled at the agency and ensures the ELS payment is accurate. To exit a child:

1. Find the child's Information page and select the Enrollment tab.

Bob Fergie

Child Enrollment Family Attendance Education Reports Screenings & Assessments Forms Notes [Edit Child Info](#) [Delete Child](#)

Child Information Summary Report Emergency Contacts

ID#: 43096 Gender: Male Grace Fergie (Mother) 45-215-6854 (H) 447-562-8752 (W) 475-693-1287 (M)

Date Of Birth: 04/08/2014 Age: 3 years, 4 months

Ethnicity: Black/African American Other Ethnicity:

First Language: English Second Language:

Other First Language: Other Second Language:

City-Funded : Yes Limited English Proficient:

Home Zip Code: 94117

Special Circumstances:

Kindergarten Application Submitted:

SSID:

Physician's Report Due Date:

Immunizations: 0 complete, 7 Incomplete

Allergies / Food Restrictions:

Child's Medications:

Pediatrician Name:

Pediatrician Phone:

Medical Insurance Provider:

Policy Number:

2. On the Enrollment tab, select Exit Session under the child's Current Enrollment.

Child Enrollment Family Attendance Education Reports Screenings & Assessments

Add to New Waitlist Additional Enrollment Additional Title 5 Enrollment

Current Waitlist Status

Note: These non-required Enrollment Forms have not been marked Completed: Transfer Up Form, Application Forms, Important Medical Form, Photo Release, PGandE Bill, Comcast Bill, and Photo Consent Form

Current Enrollment

Exit Session Exit & Copy to New Enrollment Edit Enrollment Delete Enrollment

Start Date: 08/02/2017 End Date: 07/31/2018

School Start Time: 08:00 AM School End Time: 05:00 PM

Vacation Start Time: Vacation End Time:

Session: MICASITA Infant/Toddler Full Day Site: YOLANDA'S CARE

Funding Source(s): ELS City (Reserved) - Center

ELS Time Period: Full Time

Adjustment Factor(s) : Limited and Non-English Proficient and At Risk of Abuse or Neglect

Days of attendance: M|T|W|Th|F

Adjustment Hours Per Day: Full Time

Exiting Children in Cocoa (Continued)

3. Enter End date. The date is the last day of the child's enrollment.
Select a Reason for the child's exit. Multiple reasons may be selected.
Select Exit Session.

Exit Session

Child: Bob Fergie
Session: MICASITA Infant/Toddler

End date * ←

(MM/DD/YYYY)

→

Select Reason(s) *

<input type="checkbox"/> Transferred Within Agency	<input type="checkbox"/> Termination Child Late 3 Times
<input type="checkbox"/> Transferred to NEW Agency	<input type="checkbox"/> Medical Problems
<input type="checkbox"/> Family Has Moved	<input type="checkbox"/> Termination for Lack of Immunizations
<input type="checkbox"/> No Qualifying Need or Eligibility	<input type="checkbox"/> Kindergarten Age
<input type="checkbox"/> 10 Best Interest of Child Days Exceeded	<input type="checkbox"/> Failure to Pay Delinquent Fees
<input type="checkbox"/> End of Program Year	<input type="checkbox"/> Failure to Complete Recertification
<input type="checkbox"/> Non-Attendance	<input type="checkbox"/> Failure to Complete Basic Data File
<input type="checkbox"/> Non-CPS	<input type="checkbox"/> Duplicate Schedules
<input type="checkbox"/> Parent's Request to Terminate	<input type="checkbox"/> Other
<input type="checkbox"/> Termination Notice	<input type="checkbox"/> Aged Up Adjustment Factor

Exit Session
Cancel

4. The Enrollment page will say, "Successfully exited the enrollment" and the enrollment will now be listed as Previous Enrollment.

Successfully exited the enrollment.

Child
Enrollment
Family
Attendance
Education Reports
Screenings & As

Add to New Waitlist
New Enrollment
New Title 5 Enrollment

Current Waitlist Status

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Previous Enrollment

Copy to New Enrollment
 Edit Enrollment
 Delete Enrollment

Start Date: 08/02/2017 End Date: 08/17/2017

School Start Time: 08:00 AM School End Time: 05:00 PM

Vacation Start Time: Vacation End Time:

Session: MICASITA Infant/Toddler Full Day Site: YOLANDA'S CARE

Funding Source(s): ELS City (Reserved) - Center

ELS Time Period: Full Time

Adjustment Factor(s) : Limited and Non-English Proficient and At Risk of Abuse or Neglect

Days of attendance: M|T|W|Th|F

Adjustment Hours Per Day: Full Time