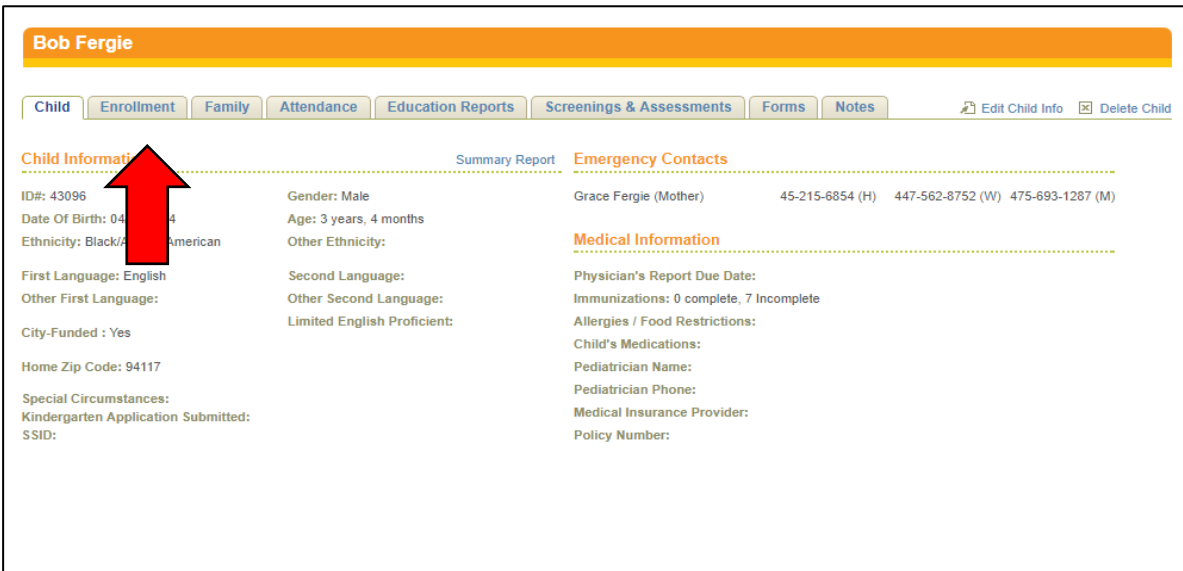


## Exiting Children in Cocoa

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](#)

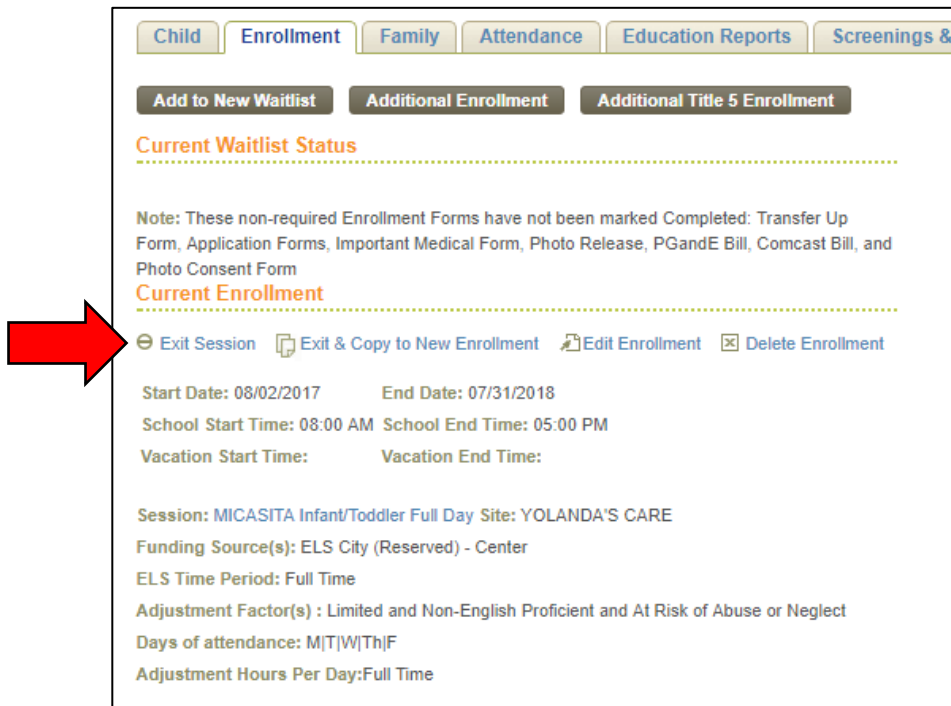
**Child Information** Summary Report Emergency Contacts

ID#: 43096 Gender: Male Grace Fergie (Mother) 45-215-6854 (H) 447-562-8752 (W) 475-693-1287 (M)  
 Date Of Birth: 04/14/2014 Age: 3 years, 4 months  
 Ethnicity: Black/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:

**Medical Information**

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


**Questions?** Contact the Help Desk at Children's Council.  
 415-343-4669 or [support@childrenscouncil.org](mailto:support@childrenscouncil.org)

## Exiting Children in Cocoa

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

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

**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

**Previous 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

**Questions?** Contact the Help Desk at Children’s Council.  
415-343-4669 or [support@childrenscouncil.org](mailto:support@childrenscouncil.org)