



# Education and Early Childhood Development

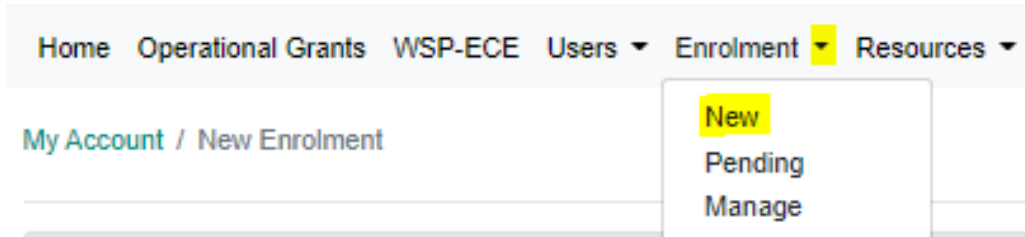
Online Child Enrolment User Guide

# Enrolment

The system enables you to manage the enrolment of children attending your facility(ies). The Enrolment information gathered is used to calculate Operating Grants and other subsidy-related programs.

## Send an Offer to a Parent/Guardian

Once you've received a request for enrolment from a parent, access the *My Account* page and select **Enrolment -> New**



**Note:** The new enrolment form can also be accessed through Manage Enrolment screen by clicking on the New Enrolment button.

## Complete the Enrolment Form

A screenshot of the 'New Enrolment' form. The form is titled 'New Enrolment' and contains the following fields and options:

- Existing Registration [?](#)
- Parent First Name:
- Parent Last Name:
- Parent Email:
- Parent does not have an Email Address
- Licensed Facility:
- Start Date:
- Age Category:
  - Infant 0-23 Months
  - Preschool 2 Years
  - Preschool 3 Years
  - Preschool 4 Years
  - Preschool 5 Years
  - School Age

At the bottom of the form are two buttons: 'Save and Send' (blue) and 'Cancel' (grey).

Because this function is new, it is expected that most of the children you register initially will already be attending your facility(ies). If the child is already attending, check the Existing Registration box.

Once the form has been saved, an email will be sent to the email registered in the enrolment. The links contained within the email will direct the parent to a screen with instructions on how to register and accept the offer. Note: The link in the email must be used by the parent. It associates their Parent Portal account to the offer you just sent.

If the parent has no email address, check the appropriate box, and a form with instructions for the parent to contact EECD for assistance will appear. Print it and hand/send it to the parent. The printed form will contain a code enabling an EECD representative to link your offer to the parent's Parent Portal account and to enable the representative to complete and accept the enrolment offer on behalf of the parent.

When you select the age group you will have to complete the information in the table below.

Enrolment Frequency and Daily Fees
<p><b>Does the child normally attend on a regular schedule every week?</b></p> <p><input checked="" type="radio"/> Yes, this child normally attends the same days every week</p> <p><input type="radio"/> No, the child attends only on a drop-in basis</p>
<p><b>Is the Base Childcare Fee the same for every day of the week?</b></p> <p><input type="radio"/> Every day of the week has the same fee</p> <p><input type="radio"/> The fee is different for different days of the week</p> <p><input type="radio"/> No fee is charged for this Enrolment</p>

If you select “Yes, this child normally attends the same days every week” you will have to complete the enrolment frequency and the daily fees.

If you select “Every day of the week has the same fee”, you will just need to enter the fee in the bottom of the form. If you select “The fee is different for different days of the week” you will have to enter the fees beside the day the child is enrolled for. If you select “No fee is charged for this Enrolment”, no text box for fees will show in the form.

Frequency

Select All

Day	AM	PM	Daily Fee*
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.00

Daily Fee

[?](#)

\* Optional fees are not included in this amount

Maximum Daily Fee (\$) Full Day ( 30.00 ); Part Day ( ----)

[View all daily fees](#)

Frequency

Select All

Day	AM	PM	Daily Fee* <a href="#">?</a>
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="30"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="30"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="25"/>

\* Optional fees are not included in this amount

Maximum Daily Fee (\$) Full Day ( 30.00 ); Part Day ( ----)

[View all daily fees](#)

### Frequency

Select All

Day	AM	PM
Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you select “No, this child attends only on a drop-in basis”, you are ready to submit the form with no further interaction.

### Enrolment Frequency and Daily Fees

Does the child normally attend on a regular schedule every week?

- Yes, this child normally attends the same days every week  
 No, the child attends only on a drop-in basis

Save and Send

Cancel

**Note:** Depending on whether the parent has an email address, the button will either read:

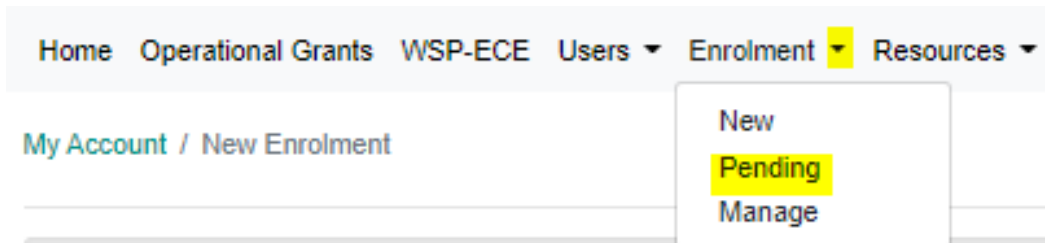
- **Save and Send:** An email with instructions will be sent to the parent by the system.
- **Save and Print:** A form with instructions for the parent will appear. You will need to print it and give/send it to the parent.

Once you've sent the offer to the Parent, you'll be redirected to the *Pending Offers* screen where you'll be able to review/resend the offers you've submitted that haven't yet been actioned by the parent/guardian.

## Review, Revoke and/or Resend an Offer

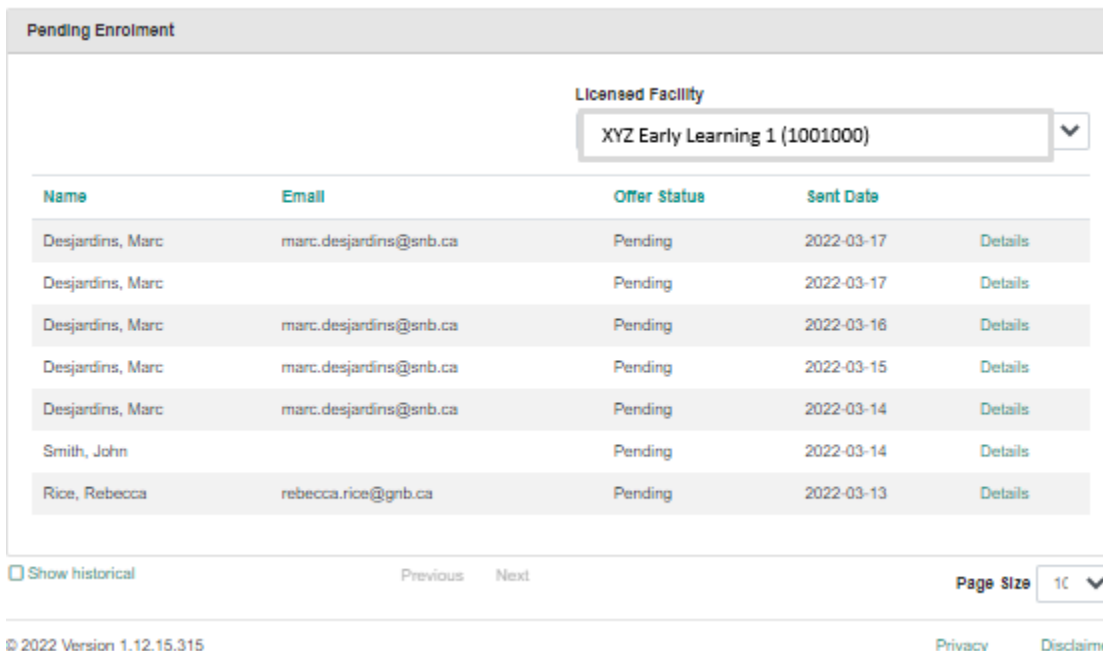
If the parent loses track of the emailed offer, you can resend it by accessing it through the *Pending Offers* screen. You can also Revoke an offer for enrolment through the same screen.

The *Pending Offers* screen can be accessed through the top menu by selecting **Enrolment -> Pending**.



**Note:** You are automatically redirected to the Pending Offers screen when you send a new offer. The screen can also be accessed by clicking on the Pending Enrolment of a facility's details page.

From the *Pending Enrolment* screen, click on **Details** next to the offer you want to review/resend/revoke.



The screenshot shows the 'Pending Enrolment' screen. At the top, there is a 'Licensed Facility' dropdown menu with 'XYZ Early Learning 1 (1001000)' selected. Below this is a table with the following columns: Name, Email, Offer Status, Sent Date, and Details. The table contains seven rows of data. At the bottom of the screen, there is a 'Show historical' checkbox, 'Previous' and 'Next' navigation buttons, and a 'Page Size' dropdown menu set to '10'. The footer of the page includes the copyright notice '© 2022 Version 1.12.15.315' and links for 'Privacy' and 'Disclaimer'.

Name	Email	Offer Status	Sent Date	Details
Desjardins, Marc	marc.desjardins@snb.ca	Pending	2022-03-17	<a href="#">Details</a>
Desjardins, Marc	marc.desjardins@snb.ca	Pending	2022-03-17	<a href="#">Details</a>
Desjardins, Marc	marc.desjardins@snb.ca	Pending	2022-03-16	<a href="#">Details</a>
Desjardins, Marc	marc.desjardins@snb.ca	Pending	2022-03-15	<a href="#">Details</a>
Desjardins, Marc	marc.desjardins@snb.ca	Pending	2022-03-14	<a href="#">Details</a>
Smith, John		Pending	2022-03-14	<a href="#">Details</a>
Rice, Rebecca	rebecca.rice@gnb.ca	Pending	2022-03-13	<a href="#">Details</a>

The offer *Details* screen will open up. The screen contains the same information you entered when creating the new offer, but the buttons at the bottom will have changed.



If you want to change the information contained in the offer, edit the change and click **Save** to commit the changes.

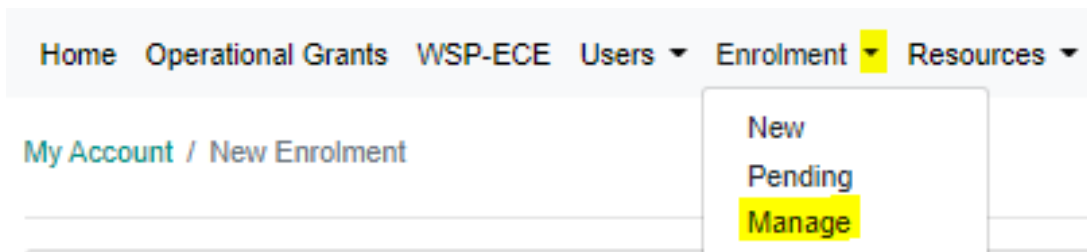
If you want to resend an offer, click the **Resend** button, and an exact copy of the original email will be resent to the parent.

If you want to revoke an offer, click the **Revoke** button; the offer will cancel and the parent will receive an email informing them that the offer has been revoked.

**Note:** If this was done by error, a new offer would have to be sent to the parent because clicking revoke invalidates the code for the original offer.

### Manage Your Enrolments

Once a Parent has accepted an offer, it becomes Active and will no longer be accessible from the *Pending Offers* screen. To View/Change/Deactivate an Active enrolment access the *Manage Enrolment* screen by selecting **Enrolment -> Manage**



**Note:** The Manage Enrolment screen can also be accessed through the Facility Details screen by clicking on the Enrolment button.

All Licensed Facility ▼

Enrolment Details					
Name	Age Group	Age Category	Date Of Birth	Status	
Anderson, Melody	Preschool	Preschool 3 Years	2016-08-24	Active	<a href="#">Details</a>
Parent, Timmy	Preschool	Preschool 3 Years	2016-05-18	Active	<a href="#">Details</a>

Page Size  ▼

[Previous](#) [Next](#)

Show historical

[New Enrolment](#)

A new enrolment offer can be submitted from this screen. Clicking the button will open the *New Enrolment* screen and behave the same way as if you had accessed it through the top menu.

To view/change/deactivate an active enrolment, click on **Details** next to the Enrolment child.

**Enrolled Child Details** [Print](#)

[View Enrolment History for Melody Anderson](#)

**Child's Name**

**Date of Birth**

**Enrolment Status**  
 ▼

**Effective Date**

**Licensed Facility**  
 ▼

**Age Category**

- Infant 0-23 Months
- Preschool 2 Years
- Preschool 3 Years
- Preschool 4 Years
- Preschool 5 Years
- School Age



**Enrolment Frequency and Daily Fees**

Does the child normally attend on a regular schedule every week?

- Yes, this child normally attends the same days every week
- No, the child attends only on a drop-in basis

Is the Base Childcare Fee the same for every day of the week?

- Every day of the week has the same fee
- The fee is different for different days of the week
- No fee is charged for this Enrolment

**Frequency**

Select All

Day	AM	PM
Monday	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>

[Edit](#) [Cancel](#)

All the information for that child’s enrolment will appear. If you would like to make a change, click on the **Edit** button at the bottom. The button opens a modifiable version of the form.

To begin, you will need to select a reason why you are making a change. If the change is occurring due to an error, fields like the Effective Date will be pre-populated whereas if the details have changed (e.g. a change to the frequency the child will be attending, a change to the age category, etc.), the form will require a new effective date for when to activate the changes.

**Enroled Child Details**

[View Enrolment History for Melody Anderson](#)

**Child's Name**

Anderson, Melody

**Date of Birth**

2016-08-24

**Why are you updating the Enrolment Details**

- The Enrolment Details have changed
- There is an error with the current Enrolment Details

**Note:** Only a parent can make changes to a child's name and child's date of birth through their Parent Portal account.

After you are done with the change click the **Save** button to save the changes made to the Enrolment and to send an email to the Parent informing them of the changes or of the deactivation.