

Children's Hunger Alliance
Enrollment Renewal Instructions for Online Providers

1. Print the Enrollment Renewal Worksheet.

- At the grey bar at the top of the screen click on: **Reports**
- Click on **Child**
- Click on **Enrollment Renewal Worksheet**
- In the “choose a date field”, type **MM/DD/YYYY** and click **ok**
- Once the report has loaded, **print** it and ask your daycare child's parents to update all information as needed. (Addresses, times, days, etc.)

2. Once you have received all updated information, you must make the changes in Minute Menu.

To update each child:

- Click on **List Child**
 - **Choose one** of the children from the drop down menu
- Providers can update the following:*
- Everything on the “parent tab” and the “schedule tab”
 - Click **save**
 - Follow the instructions to update each child.

Note: There are a few fields that you will not be able to update electronically:

- *Child's name*
- *Child's date of birth*
- *Child's relation to the provider*
- *Infant preferences*

3. Print a new Enrollment Renewal Worksheet that contains the updated information:

- At the grey bar at the top of the screen click on: **Reports**
- Click on **Child**
- Click on **Enrollment Renewal Worksheet**
- In the “choose a date field”, type **MM/DD/YYYY** and click **ok**.
- Once the report has loaded, click **print**

Please make any changes to the following fields directly on the new worksheet:

- *Child's name*
- *Child's date of birth*
- *Child's relation to the provider*
- *Infant preferences*

4. Ask the parents of each child to sign the Enrollment Renewal Worksheet for their children in order to renew their child's status. (You will sign for your own children.)

Please mail forms to:

Children's Hunger Alliance
370 South Fifth Street
Columbus, OH 43215

If you would like to *fax* the Enrollment Renewal Worksheet; you may fax it to: 614-358-7701