

Dear Providers:

It is time again for enrollment renewal. Enrollment renewal is a MANDATORY requirement of the CACFP; this process ensures that the information on file is current. To complete enrollment renewal, please follow the steps listed below. The first set of directions is for Kids Pro, which is for the people using the downloaded apple on your home screen. The second set of directions is for providers still using Web Kids, which uses internet explorer.

KIDS PRO DIRECTIONS (DOWNLOADED APPLE)

- LOG ON TO KIDS PRO
- GO TO REPORTS ON THE TOP TOOL BAR
- CLICK ON ENROLLMENT RENEWAL WORKSHEET
- PRINT THE ENROLLMENT RENEWAL WORKSHEET. IT PRINTS BETTER IN LANDSCAPE MODE

WEB KIDS DIRECTIONS (INTERNET EXPLORER)

- LOG ON TO MINUTE MENU WEBSITE
- GO TO REPORTS ON TOP TOOL BAR
- GO TO CHILD
- CLICK ON ENROLMENT RENEWAL WORKSHEET
- CHOOSE MONTH (02/01/2014)
- PRINT OFF THE ENROLLMENT RENEWAL WORKSHEET. IT PRINTS BETTER IN LANDSCAPE MODE

DIRECTIONS AFTER WORKSHEET HAS PRINTED

- EVERY PARENT MUST CHECK THEIR CHILD'S INFORMATION, ADDRESS, PHONE AND SCHEDULE
- IF ANY INFORMATION IS NOT CORRECT, THE PARENT MUST MAKE THE CHANGES ON THE WORKSHEET
- PARENT MUST SIGN AND DATE NEXT TO EACH OF THEIR CHILDREN'S UPDATED INFORMATION
- PROVIDER SIGN AND DATE THE TOP OF THE FORM WHEN IT IS COMPLETED

All children that do not have a parent's signature next to their corrected information will be withdrawn from your roster.

Completed enrollment worksheets need to be in our office NO LATER THAN 03/18/2014 Failure to have your worksheet completed and returned by then will result in ALL of your children being withdrawn from your site.

Thank You,
Jriscia Willard