

SR View/Edit Enrollments

View SR Certificate (voucher) or End (terminate) a Child Enrollment

This is how/where a provider can view the SR certificate/voucher or end (terminate) a child enrollment.

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Home Business Profile Contracts **Enrollments** Attendance Documents

Sites: [Dropdown] Profile: 2019 - 2020 [Dropdown] Hello kingdomkids@bellsouth.net! Log Off [Settings] [Help]

- Manage VPK Enrollments
- Manage SR Enrollments**
- SR Enrollment Requests
- View/Edit SR Enrollments**

Common Tasks

- Manage Sites**
[Manage All Sites](#)
- Manage Users**
[Manage All Users](#)
- Manage VPK Applications and Contracts**
[VPK Provider Application](#)
[Manage VPK Instructors, Calendars, and Classes](#)
[Statewide VPK Provider Contract](#)
[VPK Contract Amendment](#)
- Manage SR Contracts**
[Statewide SR Provider Contract](#)
[SR Contract Amendment](#)

Broadcast Messages

No messages to display.

Coalition Messages

No notifications or alerts to display.

Provider Site Summary

Business name:	LIVINGWAY CHRISTIAN AC
Doing business as:	Livingway Christian Academy
Provider ID:	18305
License number:	
SSN / Federal ID number:	465209725

Frequently-Used Links

- [Bright Beginnings](#)
- [Core Competencies](#)
- [DCF Provider Training](#)
- [Early Learning Performance Funding Project](#)
- [Provider Portal User Guide](#)
- [VPK Provider Readiness Rate Website](#)

Please contact your [early learning coalition](#) for immediate assistance.

Scroll down to the bottom of the screen then scroll to the far right of the screen for the View Payment Certificate and End Enrollment buttons to be visible.

View Payment Certificate:

- The blue button is the View Payment Certificate (Voucher). Only in the Enrolled status is the certificate/voucher available to be viewed (visible). The Pending Parent Acceptance record have to be accepted by the parent before they are viewable (visible) by the provider.
- To view, click the blue View Payment Certificate button.

End Enrollment:

- The orange/yellow button is for ending (terminating) a child's enrollment from your facility.
- To end, (terminate) a child enrollment click the orange/yellow button. **Screen shots below.**

SR Enrollments

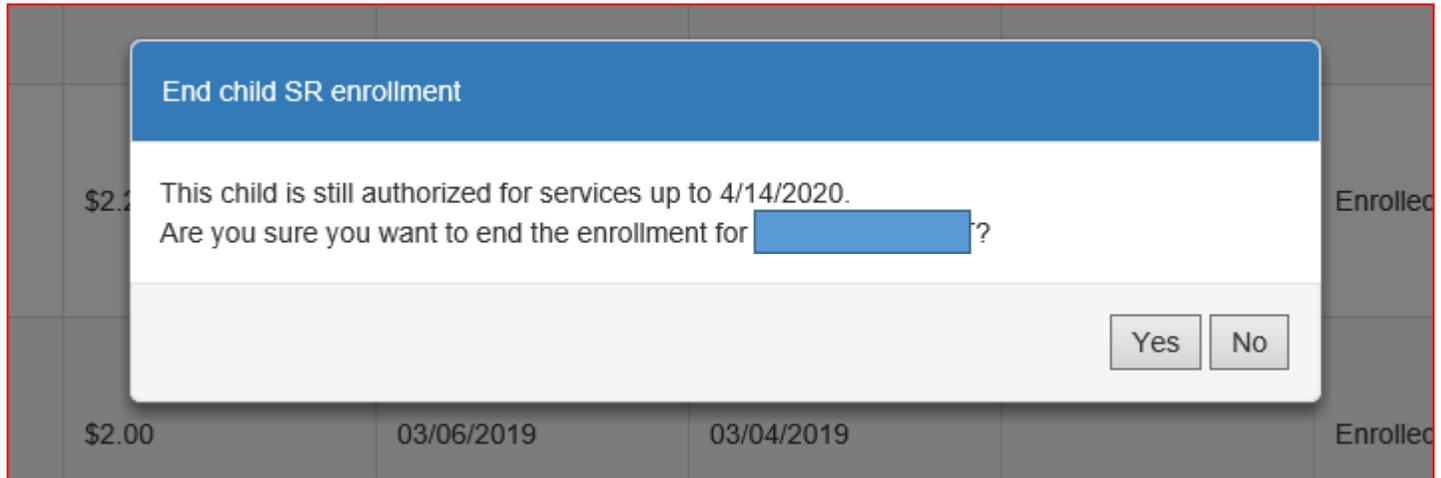
SR Enrollments For

Show 10 entries Clear All Filters Search:

Child Care Schedule	Full Time CoPayment	Part Time CoPayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
Mon, Tues, Weds, Thurs, Fri	\$3.00	\$2.00	06/29/2018	09/24/2018		Enrolled	View Payment Certificate End Enrollment
Mon, Tues, Weds, Thurs, Fri	\$5.94	\$2.97	01/24/2019			Enrolled	View Payment Certificate End Enrollment

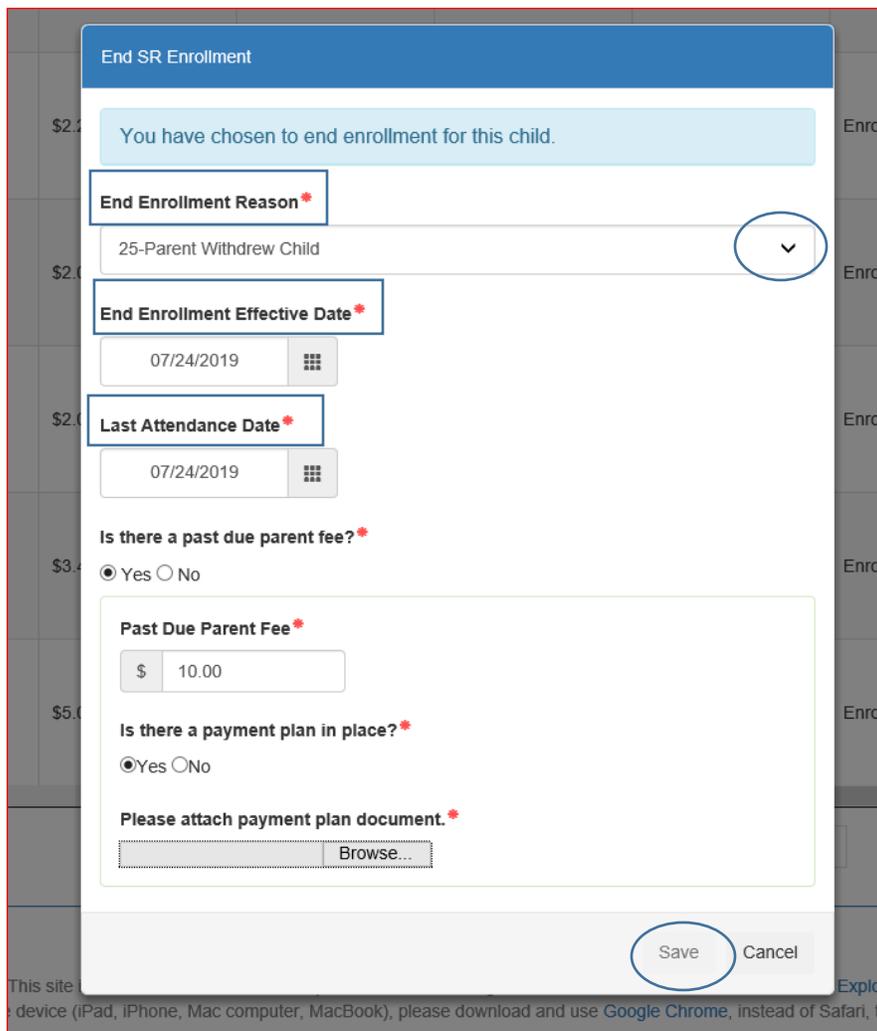
Page 3 or 4

Click yes when the End child SR Enrollment box appears. The child name is under the blue shaded box but I had to exclude it from this example document.

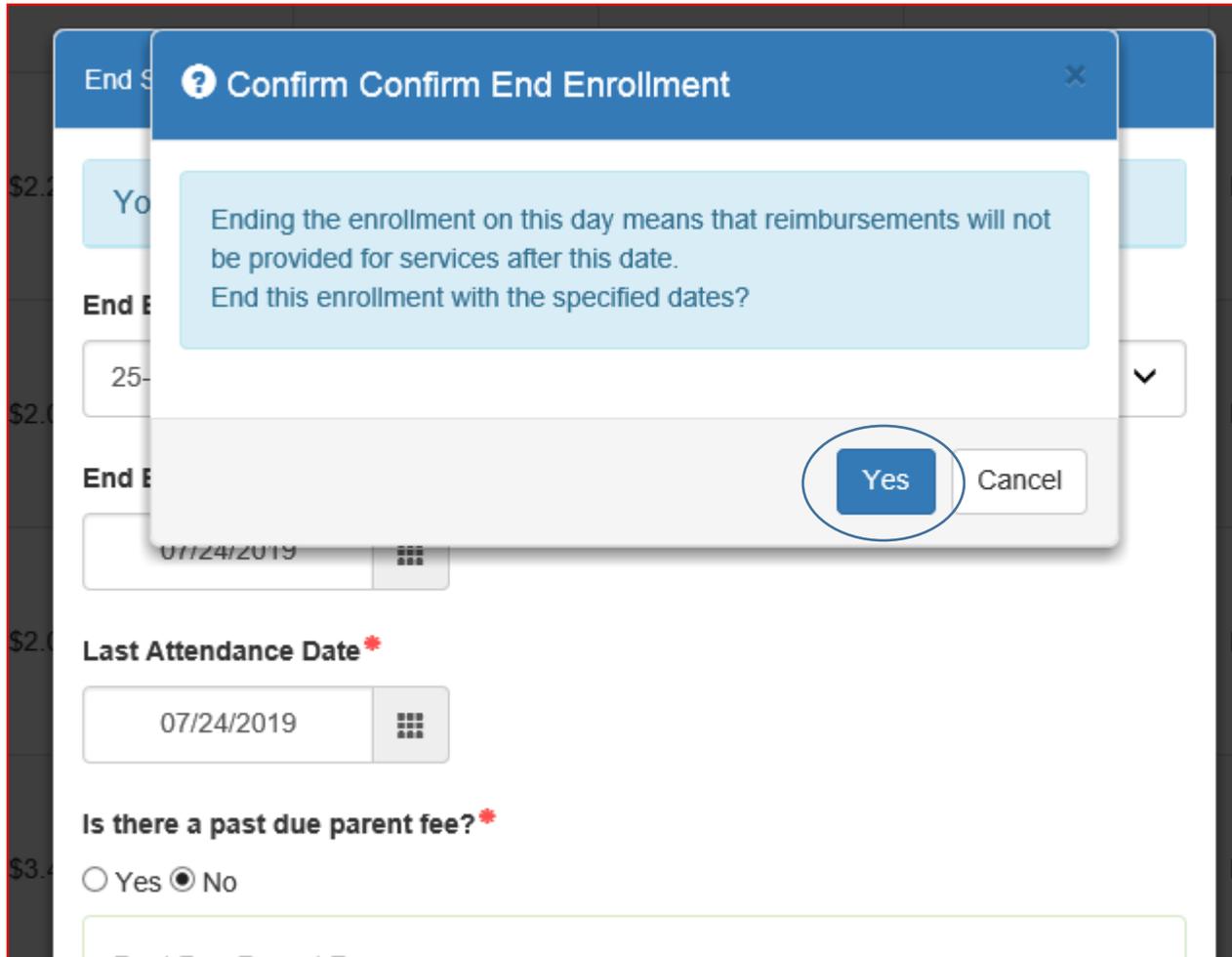


Enter the fields that apply to your end (terminate) enrollment situation then click the Save button.

Special Note: If there is a past due parent fee and a payment plan is in place then that documentation must be uploaded to continue/click Save. If no, click the No buttons and continue.



Click the blue Yes button to confirm your end (terminate) enrollment.



Once complete this box will appear, click Ok.

