Children’s Records
Once you have set up your class(es), you can begin adding children’s names as well as demographic and other relevant information.

Add a Child’s Record

1. To add a child, select MY CHILDREN from the Manage My Class sub-navigation and select the ADD CHILD button.

2. For infants, toddlers, and twos classes, the system will automatically generate an age or class/grade designation based on the child’s birth date. For all other classes you will need to assign a class/grade for each child.

3. If applicable, select YES to track Spanish language and literacy objectives for this child.

Select ADD+ to add a guardian to the child’s profile.