



Program Enrollment - Enhancement

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1 Program Enrollment – Enhancements

Now, OnCare provides two options in Program Enrollment:

- Parent can select a Program and submit the registration for a child.
- Parent can select the schedule and the Program Director will assign the Program for the child

Both options are explained below, and the setup differs in each option.

Access Path: Center Home → Setup → Program Enrollment → Program Portal Setup

1.1 Parent can select a Program and submit the registration

With this option selected, parents can select a program by themselves during the registration process.

Program director will then review the registration and proceed.

>> Parent Portal Setup

<< Back

How do you want to accept program registration? Parents can select a program and submit the registration
 Parents can submit the desired schedule and we assign the right program

New Parents Program Registration URL

https://test.oncareoffice.com/ParentPortal/PP/ProgramEnrollment/EnrollmentProgram.aspx?ID=0C082707-A089-407C-8f...

Parent Portal Setup

Change Program Request Applicable? Yes No

Cc Registration Confirmation To Location Director Yes No

Additional Ccs To Send the Confirmation (Separate the email addresses with ;)
charulatha.d@beyonduniverse.in

Your message to the parents at the registration (Optional & 500 characters limit)

Please contact the School Director if you have any queries.

[Where does it show?](#)

Save

If this option is selected, parent can enroll in a new program for the existing child.

Company Level Dashboard will be as follows:

A new link has been provided here to invite a **Parent to Enroll**

[Company Home](#) [Feedback](#) [Help](#) [Logout](#)

>> Program Enrollment Management

[Invite a Parent to Enroll](#)

No.	Center Name	New Requests	Waitlist	Enrolled	Change Request	Offered
1	Center 1	1	1	30	0	4
2	Center 2	0	0	0	0	0
3	Center 3	0	0	2	0	0
4	Center 4	0	0	60	0	7
5	Center 5	0	0	2	0	0

Center Level Dashboard:

Earlier, you need to select the program status. Now, the program statuses are listed as links for ease of use.

[Company Home](#) [Feedback](#) [Help](#) [Logout](#)

Center 4 [Center Home](#) [Change Center](#)

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>> Program Enrollment Management

[Back](#) [Invite a Parent to Enroll](#)

Export As: 

 Mouse over to see parent notes

[New Applications](#) [Change Program Requests](#) [Waitlist](#) [Enrollment Offered](#) [Enrolled](#) [Declined](#)

No.	Parent Name	Child Name	DOB	Age Group	Program Selected	Date Submitted	Notes / Comments	Action
1	Christopher Martin	Leslie Jaden	01/05/2016	Preschool	Preschool-AM Only-5 Days	01/23/2020		Process Delete

New Application can have the following statuses:

- Offer Enrollment (**Newly introduced**)
- Enrollment
- Add to Waitlist
- Decline Registration

Center 4 [Center Home](#) [Change Center](#)

[Setup](#) [Reports](#) [Functions](#)

>> Process New Registration

[Back](#)

Registration Date 01/23/2020

Parent Info

First Name Christopher Last Name Martin
 E-mail christmar@beyonduniverse.in Mobile Phone (456) 789-8765

Child Info

First Name Leslie Last Name Jaden
 Gender Boy Date of Birth 01/05/2016
 Age 4 Years - 0 Months

Program Info

Enrollment Start Date 01/01/2020 Enrollment End Date 06/30/2020
 Age Group Preschool Program Name Preschool-AM Only-5 Days
 Monthly Fee \$100.00 Weekly Fee \$0.00

Program Director can modify the status of application as desired.

Clicking on Enrollment will take you to the following screen:
 Either you can **Send the Enrollment Offer to Parent (newly introduced feature)**
 Or
 You can **Enroll the Child Now**

Enrollment X

Child Name Malcolm Gretchen DOB 07/22/2015

Enrollment Start Date 01/01/2020

Assign Classroom Class A

Age Group Three - Five Years

Select Program Three - Five Years-Full Day-4 Days

Billing Cycle Monthly

Monthly Tuition \$499.00

Program Schedule

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

Registration Fee \$50.00

Do you want to waive off registration fee for this family? Yes No

“Send the Enrollment Offer to Parent” will send the following email to the parent.

★ Enrollment Offer for Malcolm Gretchen from Center 1 (8 k) < >

"support@oncareoffice.com" [support@oncareoffice.com]

Sent: 12:20 pm

To: "gretchen@beyonduniverse.in"

Center 1 01/22/2020

Dear Schaefer Family,

It is our pleasure to inform you that we have a place for your child here at our Center 1. Malcolm Gretchen is scheduled to start at our center on 01/01/2020 . To confirm acceptance of this offer you will need to complete the enrollment steps by 01/24/2020. Please visit the link below to enroll your child.

<https://test.oncareoffice.com/ParentPortal/PP/ProgramRegistration/ParentOfferedProgram.aspx?ID=65d46cf4-9d32-4937-8f20-9b4b1cc459bf>

In order to ease your child’s transition and make their experience here as pleasant as possible, I will be reaching out to schedule three one-hour visits prior to your child’s first day. During these visits, Malcolm Gretchen will have the opportunity to meet the children and the teachers that will be in their class. Parents will have the opportunity to ask any questions you may have and get a small glimpse of your child’s day with us. We will also schedule an orientation meeting with your child’s teacher and review all necessary paperwork. **All paperwork must be completed in full prior to your child’s first day of care.**

If you have any questions or concerns, please feel free to give us a call anytime. We thank you for allowing us to join you in the nurturing and education of your child. Welcome to Center 1!

Thank you,
customer support
Director
Center 1

Parent can click the link to complete the enrollment process

1.2 Parent can submit the desired schedule and the Director will assign the Program for a child

Access Path: Center Home → Setup → Program Enrollment → Program Portal Setup

>> Parent Portal Setup

<< Back

How do you want to accept program registration? Parents can select a program and submit the registration
 Parents can submit the desired schedule and we assign the right program

New Parents Program Registration URL

Company Level

Center Level

Parent Portal Setup

Cc Registration Confirmation To Location Director Yes No

Additional Ccs To Send the Confirmation
(Separate the email addresses with ;)

Provide the **Company Level URL** to your parents if you want to allow them the Location (Center) preference.

Provide the **Center Level URL** to your parents if the Location (Center) is fixed.

When this is selected, Parent can select the Program Schedule, Location (Center) and send the request to the Director.

Company Level Dashboard will be as follows

[Company Home](#) [Feedback](#) [Help](#) [Logout](#)

>> Program Enrollment Status

[Invite a Parent to Enroll](#)

[New Applications](#)
 Waitlist
 Enrollment Offered
 Enrolled
 Declined
 Mouse over to see parent notes

No.	Parent Name	Child Name	DOB	Desired			Notes	Action
				Program Type	Schedule Days	Start Date		
1	Arellano Jason	Lowell Arellano	01/04/2016		M,W,Th,F	01/01/2020		Process Delete

Center Level Dashboard will be as follows

[Company Home](#) [Feedback](#) [Help](#) [Logout](#)

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>> Program Enrollment Management

[Back](#) [Invite a Parent to Enroll](#)

Mouse over to see parent notes

Enrollment Offered
 Enrolled

Center 1

No.	Parent Name	Child Name	Program Name	Offered Date	Notes	Action
1	Senorita Jhonson	Sonal Jhonson	Three - Five Years-Full Day-4 Days	01/23/2020		View Delete
2	Jeffery Sham	Diana Jeffery	Three - Five Years-Full Day-4 Days	01/06/2020		View Delete
3	Brenett Jones	Janet Ron	Three - Five Years-Full Day-4 Days	01/06/2020		View Delete
4	Steve Helms	Hannah Steve	Three - Five Years-Full Day-M,W,Sa,Su	01/03/2020		View Delete

Access Path: Center Home → Setup → Program Enrollment → Other Fees and Discount Setup

> > Other Fees and Discount Setup

[← Back](#)

The below fees and discounts will be applied at the time of application/enrollment

Do you collect Registration Fee? Yes No

GI Account No 9999; Acct To Be Determined (s ▾)

Billing Description Registration Fees

Registration Fee \$50.00

How do you collect? Per Family Per Child

When do you collect? Every School Year Only Once

Do you collect Security Deposit at the time of enrollment? Yes No

Billing Description Deposit Charge

Security Deposit Based on Tuition Fees Fixed Amount

Percentage 50% ▾

Save

If Yes, then the **Security Deposit** will be collected at the time of the enrollment.

>> Program Enrollment Status

[Invite a Parent to Enroll](#)

[New Applications](#) [Waitlist](#) [Enrollment Offered](#) [Enrolled](#) [Declined](#) Mouse over to see parent notes

No.	Parent Name	Child Name	DOB	Desired			Notes	Action
				Program Type	Schedule Days	Start Date		
1	Janet Howard	Robert Howard	01/05/2016	Regular Program	M,Tu,W,Th	01/07/2020		Process Delete

New Application can have the following statuses:

- Offer Enrollment (**Newly introduced**)
- Enrollment
- Add to Waitlist
- Decline Registration

>> Process New Registration

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Registration Date 01/23/2020

Parent Info

First Name Howard

Last Name Kenneth

E-mail howard@beyonduuniverse.in

Mobile Phone (456) 789-0098

Child Info

First Name Jennifer

Last Name Howard

Gender Girl

Date of Birth 12/29/2015

Age 4 Years - 0 Months

Program Info

Desired Program Schedule Regular Program (M,Tu,W,Th,F)

Desired Start Date 01/24/2020

Desired Location(s) **1st Preference** Center 1

2nd Preference Center 4

How did you hear about Us? Google Search

Notes Please enroll my child

[Offer Enrollment](#) [Add to Waitlist](#) [Decline Registration](#)

Click **Offer Enrollment** to offer the program for the child.

Offer Enrollment

Child Name
Jennifer Howard

DOB
12/29/2015

Preferred Schedule
Regular Program (M,Tu,W,Th,F)

Select Center Center 1(Preference 1)

Enrollment Start Date 01/24/2020

Assign Classroom Irregular Class

Age Group Three - Five Years

Select Program Three - Five Years-Full Day-4 Days

Billing Cycle Monthly

Monthly Tuition \$499.00

Program Schedule

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

Registration Fee \$50.00

Submit

Director can offer the **Location, Age Group** and **Program** for the child and send an enrollment offer to the parent.

1.3 Invite a Parent to Enroll

This is a newly introduced feature in which Program Director can invite the parents to enroll in to the program. This feature is available for both options described above.

>> Program Enrollment Management

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Center 1

No.	Parent Name	Child Name	Program Name	Enrolled Date	Notes	Action
1	Fabian Prout	William Prout	Three - Five Years-Full Day-4 Days	01/03/2020		View
2	James Howard	Jennie Jordan	Two Years-Drop-In	01/02/2020		View
3	Tama Brazer	Ava Wein	Drop-In-Full Day-M,W,F	01/02/2020		View
4	Kenvin Sam	Sunny Larry	Drop-In-Drop-In	01/02/2020		View
5	kelly Shang	Deborah Prout	Drop-In-Drop-In	01/02/2020		View
6	Richard Jones	Clara Jordan	Three - Five Years-Full Day-4 Days	01/02/2020		View
7	Janet Ron	Simon Ron	Three - Five Years-Full Day-4 Days			
8	Jennie Jordan	Mills Fabian	Three - Five Years-Full Day-4 Days			
9	Kevin Watson	Chase Watson	Three - Five Years-Full Day-M,W,Th			

Now, Program Director can invite a **Parent to Enroll** in to the program

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>> Invite a Parent to Enroll

Family Info **Program Info** **Confirm & Send**

Parent Info

* First Name: * Last Name:
* Email: * Confirm Email:
* Mobile Phone:

Child Info

* First Name: * Last Name:
* Gender: Boy Girl * Date of Birth:

Enter Parent Info, Child Info and click **Next**.



Program Info

Center Name Center 1

Enrollment Start Date 01/01/2020

Assign Classroom Regular Class

Age Group Three - Five Years

Select Program Three - Five Years-Full Day-4 Days

Billing Cycle Monthly

Monthly Tuition \$499.00

Program Schedule

Sel.	Days	Time In	Time Out
<input checked="" type="checkbox"/>	Mon	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Tue	08:00 AM	03:00 PM
<input type="checkbox"/>	Wed	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Thu	08:00 AM	03:00 PM
<input checked="" type="checkbox"/>	Fri	08:00 AM	03:00 PM
<input type="checkbox"/>	Sat	08:00 AM	03:00 PM
<input type="checkbox"/>	Sun	08:00 AM	03:00 PM

Registration Fee \$50.00

Security Deposit \$249.50

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Select **Enrollment Start Date**, **Classroom**, **Age Group**. Select the **Program** listed based on the Age Group. Click **Next** to confirm the offer.

>> Invite a Parent to Enroll



Please review and confirm the information entered is correct before sending the enrollment offer to the parent.

Parent Info

First Name Jeffery

Last Name Sham

Email jeffery@beyonduniverse.in

Mobile Phone 456-789-0098

Child Info

First Name Diana

Last Name Jeffery

Gender Girl

Date of Birth 12/27/2015

Program Info

Center Center 1

Age Group Three - Five Years

Enrollment Start Date 01/01/2020

Program Three - Five Years-Full Day-4 Days

Assigned Classroom Regular Class

Tuition \$499.00 (Monthly)

Registration Fee \$50.00

Security Deposit \$249.50

Program Schedule

Days	Time In	Time Out
Mon	08:00 AM	03:00 PM
Tue	08:00 AM	03:00 PM
Thu	08:00 AM	03:00 PM
Fri	08:00 AM	03:00 PM

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Confirm & Send

Click **Confirm & Send** to send the Enrollment Offer to the parent.

>> Invite a Parent to Enroll



Enrollment Offer Sent!

An email has been sent to the prospective parent with an offer to enroll their child in the program.

Done

★ Enrollment Offer for Diana Jeffery from Center 1

(8 k)



"support@oncareoffice.com" [support@oncareoffice.com]

Sent: Mon, 3:27 pm

To: "jeffery@beyonduniverse.in"

Center 1

01/06/2020

Dear Sham Family,

It is our pleasure to inform you that we have a place for your child here at our Center 1. Diana Jeffery is scheduled to start at our center on 01/01/2020 . To confirm acceptance of this offer you will need to complete the enrollment steps by 01/08/2020. Please visit the link below to enroll your child.

<https://test.oncareoffice.com/ParentPortal/PP/ProgramRegistration/ParentOfferedProgram.aspx?ID=2015ec91-7be0-4e88-bafc-026b5cca7355>

In order to ease your child's transition and make their experience here as pleasant as possible, I will be reaching out to schedule three one-hour visits prior to your child's first day. During these visits, Diana Jeffery will have the opportunity to meet the children and the teachers that will be in their class. Parents will have the opportunity to ask any questions you may have and get a small glimpse of your child's day with us. We will also schedule an orientation meeting with your child's teacher and review all necessary paperwork. **All paperwork must be completed in full prior to your child's first day of care.**

If you have any questions or concerns, please feel free to give us a call anytime. We thank you for allowing us to join you in the nurturing and education of your child. Welcome to Center 1!

Thank you,
customer support
Director
Center 1
300 Cassara Avenue

Parent to click the link to complete the enrollment

Note: Director will receive the email once the Parent has completed the enrollment process.