

## Steps to Annual Enrollment Renewal Report

1. Left of KidKare Home Page Select **Reports**
2. Select Worksheet
3. Select Enrollment Renewal
4. Enter Dates October 1 and the current year
5. Report will generate with 10/01/?? of Current Year and 9/30/?? of the Next year
6. **Click Run**
7. **Save on Computer to Folder of your choice (Download folder is best choice)**
8. **Print for Parent Signature and have them make any necessary corrections on Printout**
9. **Complete, Mail and Submit** with October Enrollment Renewal Report to Sponsor, **No later than November 3<sup>rd</sup> Annually** along with other support documents.

Enrollment Renewal Report (10/1/2021 - 9/30/2022)												
Provider Name and Address		Test, Provider 111 concuh street auburn, AL 368300000				Prov #: 12345 Phone: (334) 111-1234 Monitor: Tarver, William			Provider Signature:			
No	Child Name	DOB	DOE	Relation	Age	Status	Ethnicity	Race	Sex	School Type	School District	
6	timikia long	03/03/2014	10/01/2016	NotRelated	7y 5m	Active	NotHispanic	White	F	Unspecified		
Address: 1234 some stree any AL 367770000 Home Phone: (343) 434-2222 Work Phone: (343) 121-2121 Alternate Phone: (343) 222-3323 Email:		Drop Off:	Weekday Times	Pick Up:	Participation							May long
		7:00am		6:00pm	Days	<input checked="" type="checkbox"/> Mo	<input checked="" type="checkbox"/> Tu	<input checked="" type="checkbox"/> We	<input checked="" type="checkbox"/> Th	<input checked="" type="checkbox"/> Fr	<input type="checkbox"/> Sa <input type="checkbox"/> Su	
		Weekend Times		Meals	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> D	<input type="checkbox"/> E	Parent Name	
				Days vary:	<input type="checkbox"/>	Times vary:					<input type="checkbox"/>	
		Depart:	School Times	Return:	Days Attending School							Parent Signature
						<input type="checkbox"/> Mo	<input type="checkbox"/> Tu	<input type="checkbox"/> We	<input type="checkbox"/> Th	<input type="checkbox"/> Fr	Date	
											Withdrawal Date	
7	William Jones	07/04/2006	10/01/2016	NotRelated	15y 1m	Active	NotHispanic	Black	F	Unspecified		
Address: 932 Pleasant Ave Auburn AL 368300000 Home Phone: (332) 342-4322 Work Phone: Alternate Phone: Email:		Drop Off:	Weekday Times	Pick Up:	Participation							Alcada Jones
		7:30am		5:00pm	Days	<input checked="" type="checkbox"/> Mo	<input checked="" type="checkbox"/> Tu	<input checked="" type="checkbox"/> We	<input checked="" type="checkbox"/> Th	<input checked="" type="checkbox"/> Fr	<input type="checkbox"/> Sa <input type="checkbox"/> Su	
		Weekend Times		Meals	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> P	<input checked="" type="checkbox"/> D	<input type="checkbox"/> E	Parent Name	
				Days vary:	<input type="checkbox"/>	Times vary:					<input type="checkbox"/>	
		Depart:	School Times	Return:	Days Attending School							Parent Signature
						<input type="checkbox"/> Mo	<input type="checkbox"/> Tu	<input type="checkbox"/> We	<input type="checkbox"/> Th	<input type="checkbox"/> Fr	Date	
											Withdrawal Date	
8	William Tarver	05/03/2018	08/01/2018	NotRelated	3y 3m	Active	Hispanic	Indian,Black	M	Unspecified		
Address: 932 Pleasant Ave Auburn AL 368300000 Home Phone: (332) 342-4322 Work Phone: Alternate Phone: Pay Source: Private Email:		Drop Off:	Weekday Times	Pick Up:	Participation							Alcada Jones
		8:00am		5:00pm	Days	<input checked="" type="checkbox"/> Mo	<input checked="" type="checkbox"/> Tu	<input checked="" type="checkbox"/> We	<input checked="" type="checkbox"/> Th	<input checked="" type="checkbox"/> Fr	<input type="checkbox"/> Sa <input type="checkbox"/> Su	
		Weekend Times		Meals	<input checked="" type="checkbox"/> B	<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> L	<input checked="" type="checkbox"/> P	<input type="checkbox"/> D	<input type="checkbox"/> E	Parent Name	
				Days vary:	<input checked="" type="checkbox"/>	Times vary:					<input checked="" type="checkbox"/>	
		Depart:	School Times	Return:	Days Attending School							Parent Signature
						<input type="checkbox"/> Mo	<input type="checkbox"/> Tu	<input type="checkbox"/> We	<input type="checkbox"/> Th	<input type="checkbox"/> Fr	Date	
											Withdrawal Date	

**Note to Parent: If your child attends any type of school, school information is required.**

School Type Legend	A = A.M. Kindergarten D = A.M. Headstart H = Home School K = Kindergarten L = All Day Headstart	Meals Legend	B = Breakfast A = A.M. Snack L = Lunch
	M = P.M. Kindergarten P = P.M. Headstart N = No School S = School Age Y = Year Round School		P = P.M. Snack D = Dinner E = Evening Snack

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

08 / 23 / 2021 Note to Parent: By signing this form, hereby certify that the information given here is true & correct to the best of your knowledge. Page 3 of 3