

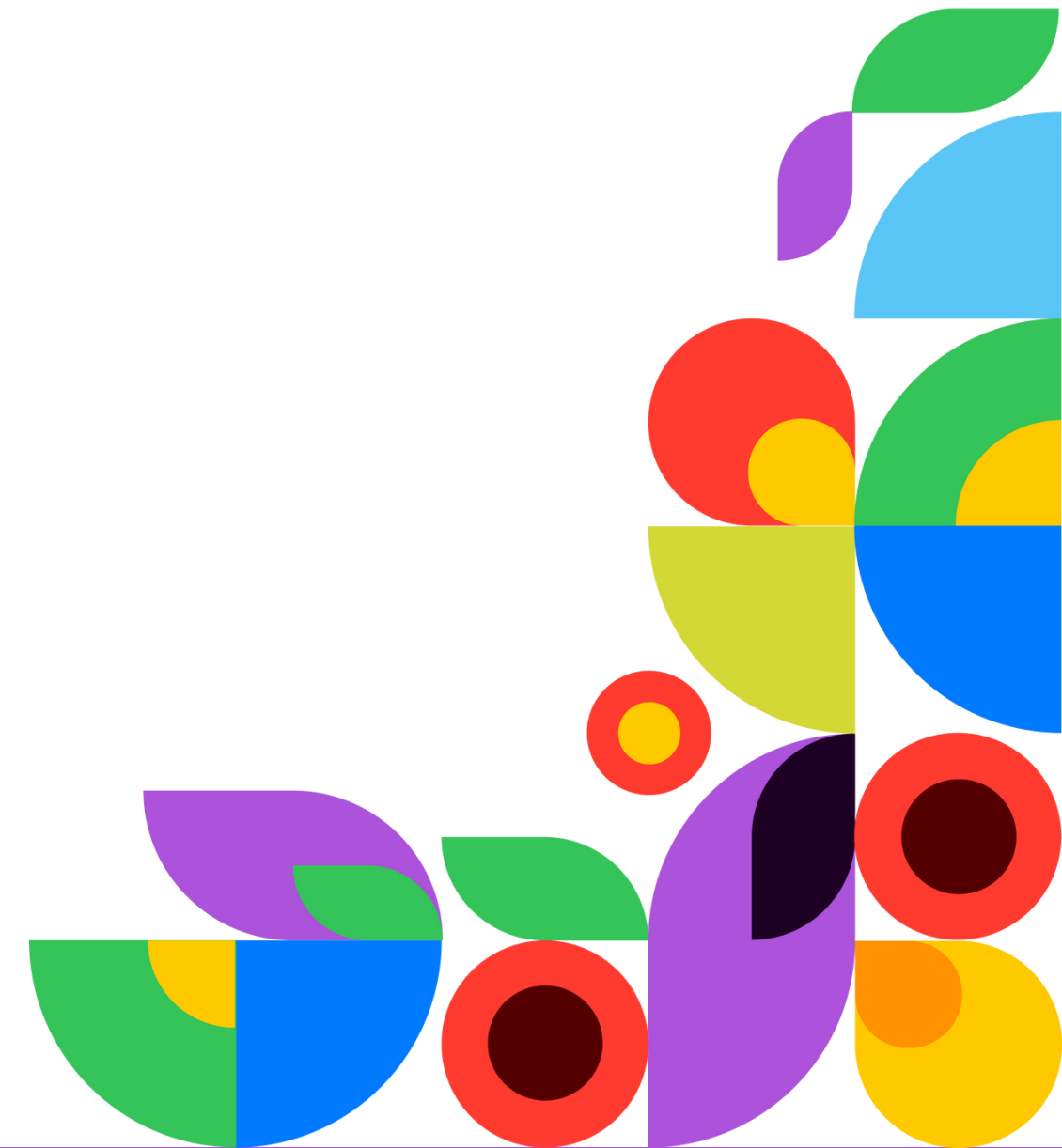


Build the Best Childcare Enrollment Packet

The Ultimate Guide

PART 1

Enrollment Packet Details



What Should Your Childcare Enrollment Packet Include...

Your enrollment packet includes the application forms that parents must complete to get their children started in a new childcare program. A complete enrollment packet should cover every aspect of the enrollment process, including:

Enrollment Application: Get basic identifying information about parents and children so you know who they are and can contact them.

Emergency Contacts/Release Authorization: Collect contact information in case of an emergency.

Consents and Agreements: Verify that parents have been made aware of important information about your center, including mandatory disclosures, policies and standard operating procedures.

Medical Information: Collect medical information about the child that is necessary to ensure the child's safety and meet regulatory requirements.

About the Family: Understand more about the child you're enrolling and prepare to make them feel welcome during their first week.



What Should Your Childcare Enrollment Packet Include...

Required State Forms: Some states require childcare centers to collect certain information and retain records about the children they care for and their families. Other states have mandatory disclosure laws that require childcare centers to provide specific notifications or disclose certain information to parents.

Offer Multi-Language Support: Ensure your enrollment forms cater to families that speak a language other than English.

Outline Pre-Enrollment Fees and Expenses: Inform your parents of waitlist fees, registration fees, application fees, and supply to provide transparency.



Why Your Enrollment Packet is Important

A detailed childcare enrollment packet can have a positive impact on your business. Here's what you can accomplish with registration forms that meet parent expectations:



Make a good first impression



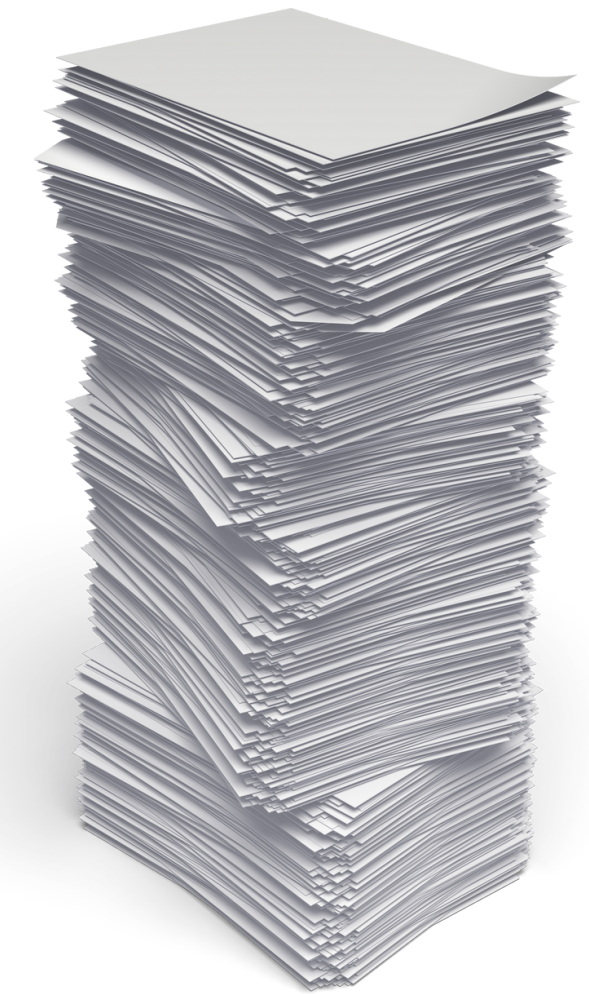
Ensure child safety



Learn about the child

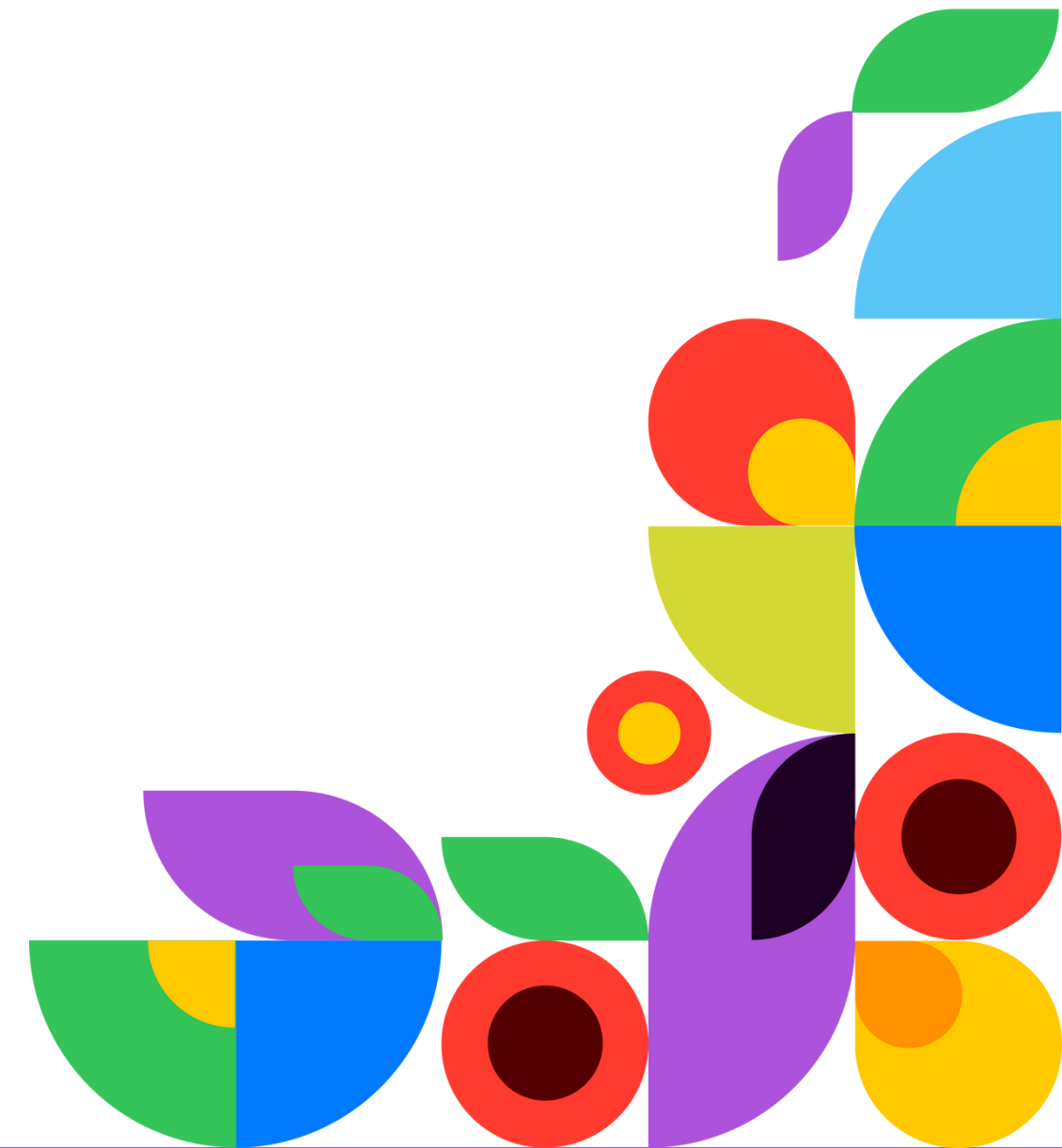


Comply with local and state regulations



PART 2

Embrace the Future of Digital Registration with LineLeader



Digitize Your Enrollment Forms to Increase Completion Rates and Save Staff Time

* Child's First Name

* Child's Last Name

* Child's Date of Birth



Now that you know what to include in your enrollment packet, [use LineLeader to make the entire process digital.](#)

The enrollment process is inconvenient, time-consuming, and long for families. Parents have to complete a stack of enrollment paperwork and either drop packets off at the center or fax them back. Many parents give up along the way.

Plus, center staff are wasting time on enrollment paperwork—deciphering handwriting, chasing down missing information, and manually entering information from paper packets into spreadsheets or other software.

Enroll More Families with Digital Childcare Forms

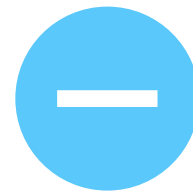
- **Increase the number of families completing registration** by making the experience digital, convenient, and mobile.
- **Reduce incomplete forms and errors** with an industry-standard online enrollment packet including required fields.
- **Save time** with pre-filled form fields, automated payment reminders, and digital fee payments.



Industry-Standard Digital Enrollment Packet



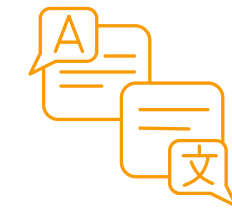
Necessary State Forms



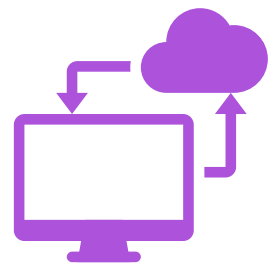
Flexibility to Remove Sections, Questions, State Forms



Branded Login Page



Multi-Language Enrollment Forms



Completed Packets Available in ChildcareCRM



Parent E-Signature



Pre-Filled Form Fields



Automated Enrollment Communications



Digital Childcare Fee Payments



Investing in the Parent Experience

Save time, grow enrollment, and simplify center management with LineLeader, the first and only platform to offer full-featured customer relationship management (CRM) software, a family engagement app, and childcare management software (CMS) in one unified platform.

With LineLeader, you can optimize your staff and family experience while managing your business more efficiently. And LineLeader is trusted by more than 5,000 childcare centers worldwide. To learn more, visit www.lineleader.com.

[Learn More](#)

[Schedule Demo](#)



The first and only unified platform to manage your entire childcare business.



One platform. One login.

Login once to easily search, manage, and report on pre- and post-enrollment information.



Consistent user experience.

Easily toggle between Enroll and Manage modules with one familiar and consistent user experience.



Unified search and data.

Search for families in both Enroll and Manage modules to access their data in just a click.