



CHILD RE-ENROLLMENTS

It's that time of year again! Every year all your childcare children need to be re-enrolled and we would like to remind you that the time is soon coming up again.

ENROLLMENT PACKETS

Later this month you will receive by mail an envelope with two identical sets of re-enrollment forms. Please call the office if you have not received it by the end of March. It's very important since all of your childcare children need to be re-enrolled and this packet needs to be returned to the office by **April 13th**. If we do not receive your re-enrollment packet by the due date, all children will be removed from the system automatically!

SUGGESTIONS

- Re-enrollment forms will be mailed out in English. If your parents need the forms in Spanish, please call the office as soon as possible and we will send you another packet in the language desired.
- If a child's Re-enrollment form gets misplaced (parent lost it, document got ruined, etc.), simply have the parent fill out a blank enrollment form. If you need extra enrollment forms, you can always call the office for more.
- Please read the instructions that will be given in the Re-enrollment packet. This will help you and us to make this process a success!
- When April 13th is approaching and you do not have all your re-enrollments signed by the parents, please send what you have and the rest can be sent separately.

WEB CLAIM PROVIDERS

WATCH FOR THE FOLLOWING:

Please be aware that as we start receiving your re-enrollment packet the following could be a problem for your web billing:

- Re-enrollments missing for a child
- Re-enrollments not signed
- Re-enrollments marked "X"

Any children whose re-enrollments have one of the above problems will be removed from the system. If you believe a child was removed by error, please call us right away!

REMINDERS

Scannable Menus: If you send in your claim using scannable (bubble) menus, please make sure that you sign and date them. The provider signature section was moved to the left side of the menu format and it is vertical. All menus must be signed in order to process your claim.

KidKare Claim Providers: It has come to our attention that providers are logging closing days in their KidKare calendar, please be aware that we do not see that closing until the program updates each day, often it is too late to notify the monitor.

Therefore, we are asking that you call our main office to inform us when you will be closed for any reason so that we don't send your monitor out to you.

NOTE: Using the KidKare web program makes claiming for Infants much easier!
Call us today to find out how to switch to KidKare for FREE!