

# Student enrollment and registration processing

Automates the complete student enrollment process from initial application through final registration confirmation, reducing manual data entry and ensuring compliance with licensing requirements.

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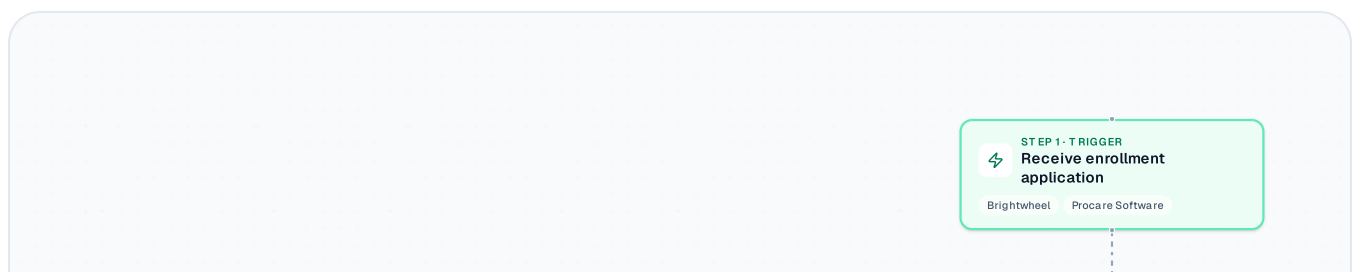


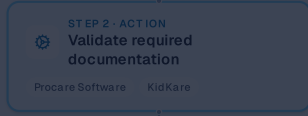
## WORKFLOW TRIGGER

Parent submits online enrollment application through daycare website or portal

## Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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## Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

### Receive enrollment application

Parent completes and submits digital enrollment form with child information, emergency contacts, and required documentation. System captures all application data automatically.

2

 ACTION

### Validate required documentation

System checks for mandatory documents including immunization records, birth certificate, and emergency contact forms. Missing items are flagged for follow-up.

Procure Software

KidKare

3

 DECISION

### Check classroom availability

System verifies available spots in appropriate age group classroom and checks against licensing capacity limits. Routes to waitlist if no spots available.

Brightwheel

Procure Software

4

 ACTION

### Generate enrollment contracts

System creates personalized enrollment agreement with tuition rates, policies, and program details. Digital contract is prepared for parent signature.

Procure Software

HiMama

5

 ACTION

### Process payment setup

System collects registration fees and sets up recurring tuition payment schedule. Payment methods are verified and stored securely.

Procare Software    Brightwheel

6

 ACTION

### Create child profile

System establishes complete child record with medical information, dietary restrictions, pickup authorization, and classroom assignment. Staff access permissions are configured.

Brightwheel    HiMama    Tadpoles

7

 OUT PUT

### Send registration confirmation

Parents receive welcome packet with start date, classroom teacher information, supply list, and access credentials for parent communication app.

Brightwheel    HiMama



### Outputs

- Completed child profile in management system
- Signed enrollment contract with payment setup

- Welcome packet delivered to parents

## AI Business OS



### Key Metrics

- Enrollment processing time
- Documentation completion rate
- Parent satisfaction score



### Tools & Integrations

- Brightwheel
- Procare Software
- HiMama
- Tadpoles
- KidKare

## AI Business OS

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