WAITING LIST

If you are lucky enough to have a waiting list SuperFox can help manage your enquiries.

Go > Home > Family Details > Waiting List >

The information stored is:

- Basic details about the child

- Contact details for the enquiring adult

- Provisional initial class and next class (room) - used for capacity planning.

- Ongoing notes about the enquiry

- Dates of initial, most recent contact, next promised contact and a provisional start date.

The buttons on the form are:

Add Enquiry	Adds a new enquiry
Delete Enquiry	Deletes an enquiry
Duplicate	Duplicates an enquiry – useful for entering siblings
View	A detailed report of the enquiries
Summary	A brief overview of the enquiries
Enrol In Systems	Transfer to main database

View Button – Enquiry Report

The 'View' button produces an attractive enquiry record that can be printed and kept handy for the next time the person calls you, and can be taken to meetings.

You can choose to print:

- A report containing all enquiries
- Just the currently selected enquiry.
- A blank form to note down the details of new enquiries.
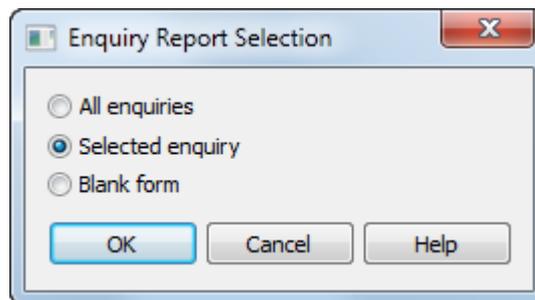
In the example below we selected Sally Salmon's enquiry.

Enquiry Form

Kidspace

Sally Salmon   Report date : 21 June 2012

Contact Dates

Initial Contact:	15 May 2013
Latest Contact:	15 September 2013
Next Contact:	15 October 2013
Start Date:	5 November 2013

Child Details

Name:	Sally Salmon
Date of Birth:	27 August 2010
Gender:	Male

Adult Details

|	
Name:	Mr Simon Salmon
Address:	24 Seaview Cottages Foxholes Anytown Northumberland AA1 9FF
Telephone (day):	01234 890123
Telephone (night):	01234 567890
Telephone (mobile):	0777 0987654
email:	salmon@superfox.org.uk

Enquiry Notes

Sally's dad, Simon is going back to sea for the winter. He needs to find a place before December as mum needs a hand with the small fry.

Last time he spoke to Nina who promised to update him about spare places on the next call about mid-October.
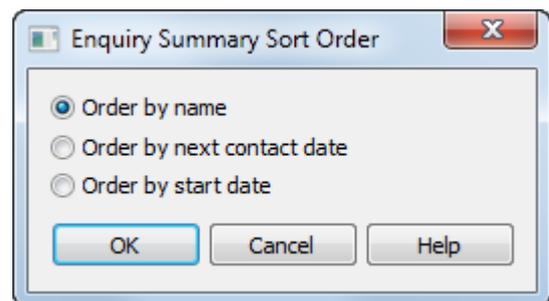
The report that is generated contains a lot of white space and boxes suitable for jotting down enquiry notes and updating the contact date This is ideal for use in an interview or in a telephone conversation as it allows plenty of room for note taking.

If you have chosen to produce the Enquiry Form report for all enquiries, remember that you can click the gold tree button to quickly navigate to the individual forms.
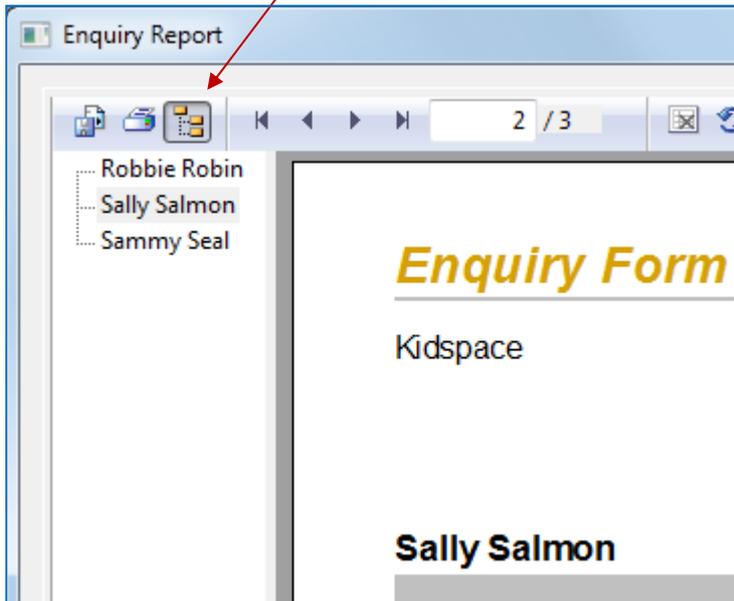
Summary Button – Summary Report

The 'Summary' button produces a concise report of all the children on the waiting list ordered by age, start date or initial contact date.

Waiting List Dates in the Setting Diary

Being able to see the waiting list 'next contact' dates and 'start' dates quickly can sometimes be useful. These key dates will also appear in the Setting Diary:
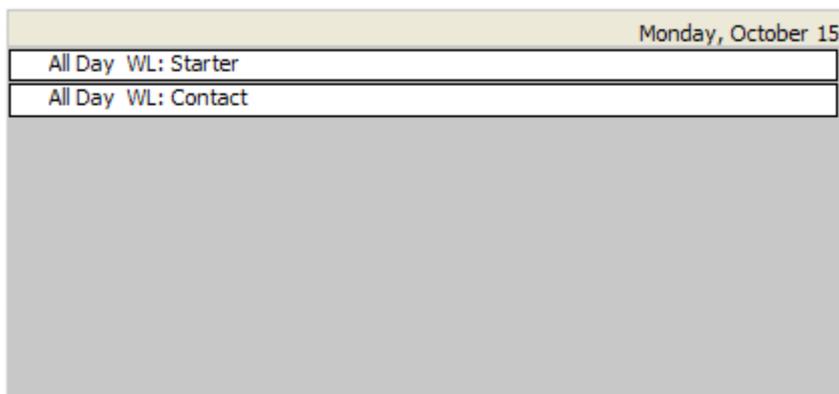
Go > Home > Day Planner > Setting Diary >

To see the waiting list items tick the 'Waiting List' box on the calendar sidebar. Right clicking on the calendar will allow you to jump to the waiting list form.
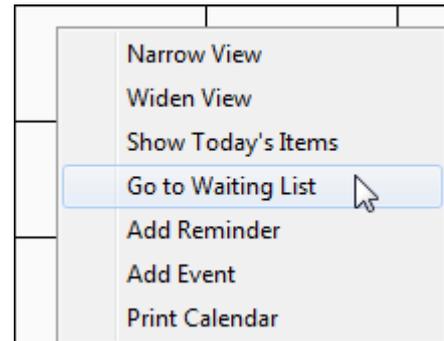
In the weekly calendar view the waiting list details will be displayed for each day as shown below:

When A Child Starts At The Setting

You can optionally enrol them to the main database as:

- The entire adult + child family.

- The child into an existing family.

- The child just into the list of children

- The adult just into the list of adults

** IMPORTANT **

You can choose to remove or leave the waiting list details on enrolment, but it is strongly recommended that you remove the waiting list details.

Tip. To avoid confusion remove the Waiting List Entry if you wish to make and save bookings.

If a Child Does Not Start

If the child does not eventually register with the setting their record should be deleted as we have no legitimate need to hold their information.

End