



Kindergarten Transition: Case Notes and Document Upload

Exploring adding Kindergarten Transition for PHLpreK providers

Objectives:

After reviewing this document, you will: understand the steps required to input Kindergarten transition notes for individual children that are aging out of the PHLpreK subsidy. Additionally, you will be able to successfully upload the Kindergarten Transition Plan document in accordance with compliance monitoring protocol.

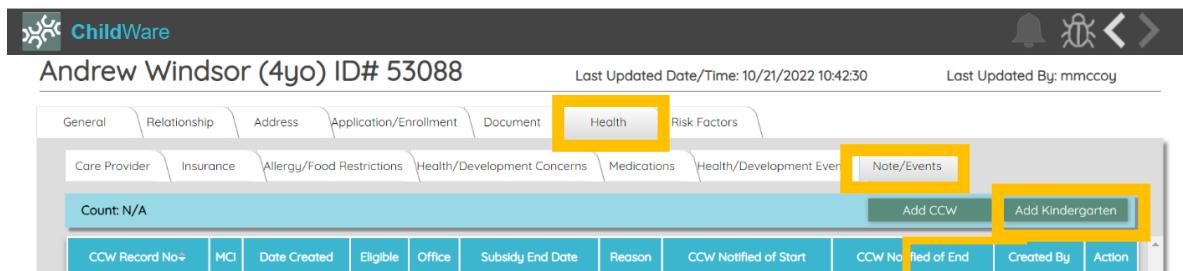
Need ChildWare technical assistance?

Email: helpdesk@phmc.org

OR click the bug icon to submit a ticket



To add Kindergarten Transition Event Note, navigate to the **Health** tab on the child's profile, select the **Notes/Events** subtab and click **Add Kindergarten**



ChildWare

Andrew Windsor (4yo) ID# 53088

Last Updated Date/Time: 10/21/2022 10:42:30 Last Updated By: mmccoy

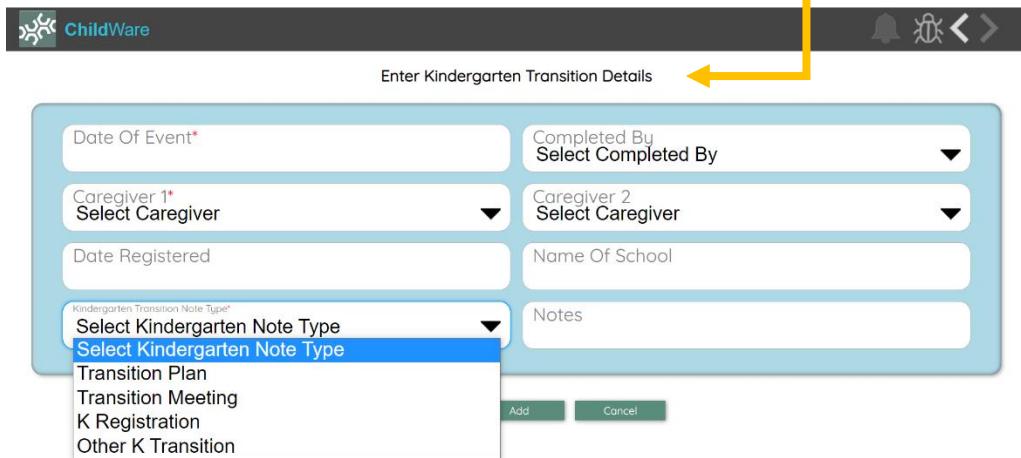
General Relationship Address Application/Enrollment Document **Health** Risk Factors

Care Provider Insurance Allergy/Food Restrictions Health/Development Concerns Medications Health/Development Events **Note/Events**

Count: N/A

Add CCW Add Kindergarten

CCW Record No. MCI Date Created Eligible Office Subsidy End Date Reason CCW Notified of Start CCW Notified of End Created By Action



ChildWare

Enter Kindergarten Transition Details

Date Of Event* Completed By
Select Completed By

Caregiver 1*
Select Caregiver Caregiver 2
Select Caregiver

Date Registered Name Of School

Kindergarten Transition Note Type*
Select Kindergarten Note Type
Select Kindergarten Note Type

Transition Plan
Transition Meeting
K Registration
Other K Transition

Notes

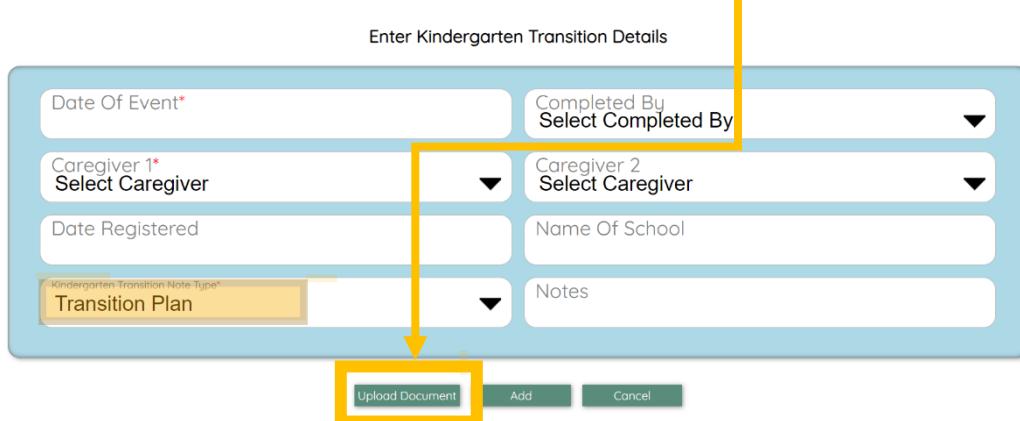
Add Cancel

Kindergarten Transition Note Types:

- ❖ Transition Plan ***
- ❖ Transition Meeting
- ❖ K Registration
- ❖ Other K Transition

Each note type must be input at different times throughout the year. Please refer to PHLpreK policy for timeline.

*** Transition Plan is the only note type that requires a document



Enter Kindergarten Transition Details

Date Of Event* Completed By
Select Completed By

Caregiver 1*
Select Caregiver Caregiver 2
Select Caregiver

Date Registered Name Of School

Kindergarten Transition Note Type*
Transition Plan

Notes

Upload Document Add Cancel

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