



Applying and Enrolling Returning Children

ChildWare 2.0

Objectives:

Providers will create a PHLpreK enrollment for a child that is returning for a second year in the PHLpreK program.

Steps:

- ❖ **Find the child's existing record**
- ❖ **Add new application for current school year**
- ❖ **Enroll child into a PHLpreK slot**

Need ChildWare technical assistance?

Email: helpdesk@phmc.org

OR click the bug icon to submit a ticket



Find the child's existing record:

1. Select **PHLpreK Application** on the Navigation Menu to see a list of all children who are actively or previously enrolled in the PHLpreK program.
2. Use the **Search Application** feature to type the child's full name or do a partial search of first or last name
3. Click the blue link to enter the child's record.

ChildWare PHLpreK Application

Count: 146

Search Application

Child ID	Name	Application Date	Created By	Created Date	Date of Birth	Age	Agency	Site	Group	Status	Enrollment Date	Discharge Date	Eligibility	Action
47570	Lucas Greenfield	07/08/2022	cgibson	07/21/2022	07/11/2018	4	TEST-ABC Daycare LLC	TEST-Magic Minds ...		Discharged	09/12/2022	07/20/2022	Eligibility	Enroll
47563	Nick White	06/12/2022	mmccoy	07/21/2022	07/21/2018	4	TEST-ABC Daycare LLC	TEST-Happy Childr...		Pre-Enrolled	09/01/2022	--	Eligibility	Enroll
45869	Wednesday Adams	06/12/2022	mmccoy	06/22/2022	11/17/2018	3	TEST-ABC Daycare LLC	TEST-Magic Minds ...		Pre-Enrolled	09/01/2022	--	Eligibility	Enroll
45814	Lea Simonson	06/14/2022	mmccoy	06/16/2022	11/17/2018	3	TEST-ABC Daycare LLC	TEST-Magic Minds ...		Discharged	09/01/2022	06/22/2022	Eligibility	Enroll
45808	Steve Utkle	06/29/2022	mmccoy	06/15/2022	09/02/2018	3	TEST-ABC Daycare LLC	TEST-Magic Minds ...		Discharged	09/01/2022	06/17/2022	Eligibility	Enroll

Add new application for current school year

4. Navigate to the **Application/Enrollment** tab on the child's record.
5. Select **New Application** to add application.

ChildWare Lucas Greenfield (4yo) ID# 47570

Last Updated Date/Time: 07/21/2022 15:18:38

Last Updated By: mmccoy

General Relationship Address Application/Enrollment Document Health Risk Factors

Count: 1

New Application

Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
TEST-ABC Daycare LLC	TEST-Magic Minds ...		07/08/2022	07/21/2022	cgibson	09/12/2022			07/20/2022	Never attended	Discharged	Application Enrollment

Need ChildWare technical assistance?
 Email: helpdesk@phmc.org
 OR click the bug icon to submit a ticket



6. If you are a multi-site provider, make sure the child is assigned to the right location; the application date is the day the parent/guardian signed the application. **Click Add**
7. Make sure all eligibility boxes are checked. You can select all by clicking the box in the top left corner.
8. Answer application questions exactly as they were submitted on the PHLpreK application.

Apply To Site

Site Name: TEST-Magic Minds Daycare Application Date: 07/28/2022

Site	Application Date	Status
TEST-Magic Minds ...	07/08/2022	Discharged

Add Close

Eligibility

Auto-Select all slots that child is eligible for: ☒

<input checked="" type="checkbox"/>	Alliance	Funding Source	Rule Group	Age	Income	Residency	Risk Factors	Eligible
<input checked="" type="checkbox"/>	City PreK Test	PHL22/23	FY23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ChildWare Application Questions

Zip codes of parent/guardian's workplace or school

*Does the child currently live in a shelter, transitional housing or shared housing? (check one)

☐ Yes
☐ No
☐ No answer

*Has your child previously received childcare services? (check one)

☐ Yes
☐ No
☐ No Answer

*If child currently receiving Early Intervention services? (check one)

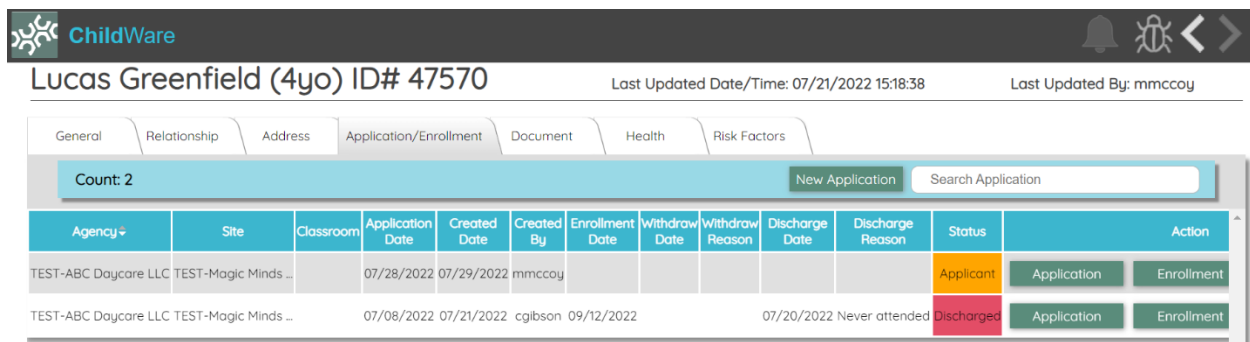
Save Cancel

Need ChildWare technical assistance?
Email: helpdesk@phmc.org
OR click the bug icon to submit a ticket



You will see that the child has an enrollment record with both a discharge status (last year's enrollment), and a new applicant status.

A child who remains in Applicant status is on your waitlist.



Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
TEST-ABC Daycare LLC	TEST-Magic Minds ...		07/28/2022	07/29/2022	mmccoy						Applicant	Application Enrollment
TEST-ABC Daycare LLC	TEST-Magic Minds ...		07/08/2022	07/21/2022	cgibson	09/12/2022			07/20/2022	Never attended	Discharged	Application Enrollment

Enroll child into a PHLpreK slot

9. In the **Application/Enrollment** tab on the child's record, select **Enrollment** in the Action Column to reach the child's enrollment history.
10. Click **Enroll**
11. Fill out the enrollment fields:
 - Select service in the drop-down menu
 - Place child in appropriate classroom
 - Input valid start date (first date of service for the child, system requires this date be 2 business days in the future from the date you are submitting)
 - Select **Weekdays Off**
 - Click **Submit**

Need ChildWare technical assistance?

Email: helpdesk@phmc.org

OR click the bug icon to submit a ticket



Lucas Greenfield (4yo) ID# 47570 Last Updated Date/Time: 07/21/2022 15:18:38 Last Updated By: mmccoy

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

Count: 2 New Application Search Application

Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdrawal Date	Withdrawal Reason	Discharge Date	Discharge Reason	Status	Action
TEST-ABC Daycare LLC	TEST-Magic Minds		07/28/2022	07/29/2022	mmccoy						Applicant	Application
TEST-ABC Daycare LLC	TEST-Magic Minds		07/08/2022	07/21/2022	cgibson	06/10/2022			07/20/2022	Never attended	Discharged	Application
											Enrollment	Enrollment

Enrollment/Pre-Enrollment

Student Details

Agency: TEST-ABC Daycare LLC Site: TEST-Magic Minds Daycare Student Name: Lucas Greenfield

Application Date: 07/28/2022 Discharge Date: Discharge Reason: Enroll Discharge

Date of Birth: 07/11/2018 Age: 4 Gender: Male

Please enter enrollment information below

Student Name: Lucas Greenfield Date of Birth: 07/11/2018 Age: 4 Gender: Male

Service*

Classroom* Start Time* End Time*

Start Date* End Date

Schedule: Mon Tue Wed Thurs Fri Sat Sun Weekdays On

Cancel Submit

On the child's application/enrollment tab, they will now have a status of pre-enrolled.

The child is awaiting approval from PHLpreK, relevant staff will be notified (within 48 hours) once the child's is enrolled.

PHLpreK Application and Eligibility Documents must be uploaded to the child's documents tab if the application is not in Avela.

All documents must be uploaded in **PDF format and under 10MB in size**. Any other format, or larger files are not able to be viewed. Save time by making sure your documents are in the proper format.

Need ChildWare technical assistance?

Email: helpdesk@phmc.org

OR click the bug icon to submit a ticket

