



## 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

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## 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.

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Child ID	Name	Application Date	Created By	Created Date	Date of Birth	Age	Agency	Site	Group	Status	Enrollment Date	Discharge Date	Eligibility	Action
47570	<a href="#">Lucas Greenfield</a>	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	<a href="#">Eligibility</a>	<a href="#">Enroll</a>
47563	<a href="#">Nick White</a>	07/12/2022	mmccoy	07/21/2022	07/21/2018	4	TEST-ABC Daycare LLC	TEST-Happy Childr...	Pre-Enrolled	09/01/2022	--	<a href="#">Eligibility</a>	<a href="#">Enroll</a>	
45869	<a href="#">Wednesday Adams</a>	06/2/2022	mmccoy	06/22/2022	11/17/2018	3	TEST-ABC Daycare LLC	TEST-Magic Minds ...	Pre-Enrolled	09/01/2022	--	<a href="#">Eligibility</a>	<a href="#">Enroll</a>	
45814	<a href="#">Lisa Simpson</a>	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	<a href="#">Eligibility</a>	<a href="#">Enroll</a>
45808	<a href="#">Steve Urkel</a>	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	<a href="#">Eligibility</a>	<a href="#">Enroll</a>

## 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.

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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	<a href="#">Application</a>	<a href="#">Enrollment</a>

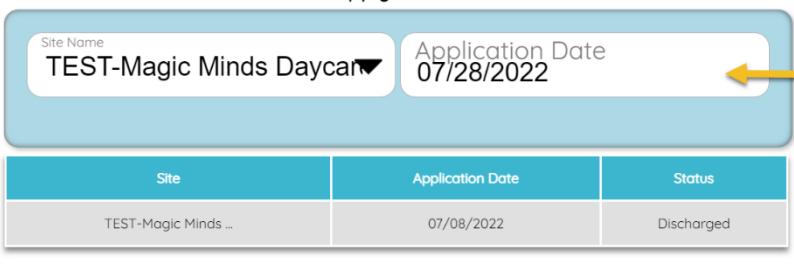
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6. If you are a multi-site provider, make sure the child is assigned to the right location; the application date is the day the parent/guardian signed the application. **Click Add**
7. Make sure all eligibility boxes are checked. You can select all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



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


✓	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

\*Is the child currently receiving Early Intervention services? (check one)

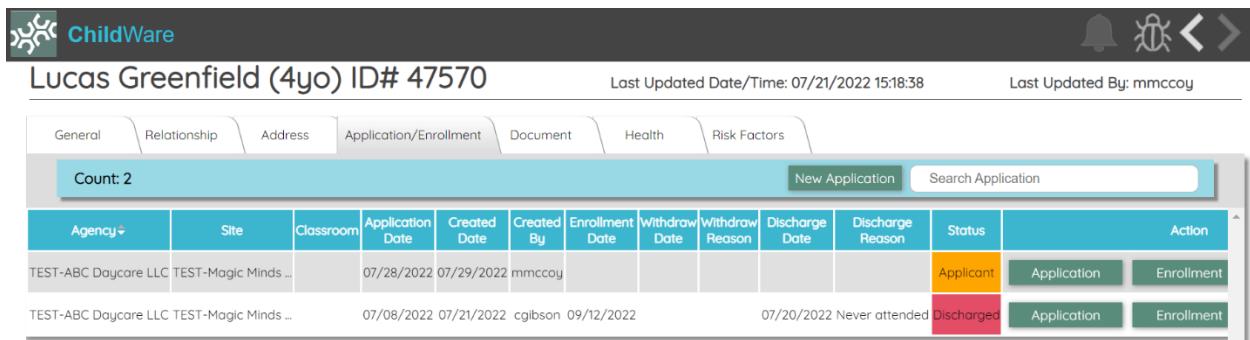
Save Cancel

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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	<a href="#">Application</a> <a href="#">Enrollment</a>
TEST-ABC Daycare LLC	TEST-Magic Minds ...		07/08/2022	07/21/2022	cglison	09/12/2022			07/20/2022	Never attended	Discharged	<a href="#">Application</a> <a href="#">Enrollment</a>

## 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**

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Lucas Greenfield (4yo) ID# 47570

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	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
TEST-ABC Daycare LLC	TEST-Magic Minds		07/28/2022	07/29/2022	mmccoy						Aspirant	Application
TEST-ABC Daycare LLC	TEST-Magic Minds		07/08/2022	07/31/2022	cgibson	09/12/2022		Never attended	07/20/2022	Discharged	Enrollment	Application

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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:
Date of Birth: 07/11/2018	Age: 4	Gender: Male
<input type="button" value="Enroll"/> <input type="button" value="Discharge"/>		

Please enter enrollment information below

Student Name: Lucas Greenfield	Date of Birth: 07/11/2018	Age: 4	Gender: Male														
Service* Classroom* Start Date* End Date																	
Start Time* End Time* Schedule: <table border="1"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thurs</td><td>Fri</td><td>Sat</td><td>Sun</td> </tr> <tr> <td>Cancel</td><td>Submit</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>				Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Cancel	Submit					
Mon	Tues	Wed	Thurs	Fri	Sat	Sun											
Cancel	Submit																

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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.

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