



Entering, Applying, and Enrolling a Child

This document will teach you how to enter, apply, and enroll a family/child into your program.

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Adding a Family/Child

Before Adding a Family/Child into ChildWare, your site should:

1. Set-up your **Site Classroom(s)**
2. Have available PHLpreK slots
3. Have confirmed the Application

PHLpreK will communicate all policy and timeline related details

Adding a Caregiver

To add a new Family/Child (or add a child to an existing family),
start by clicking **Caregiver** on the Navigation Menu



Search Caregiver first to add returning students, transfer within agency, and sibling groups.

A screenshot of the Caregiver list screen in the ChildWare application. The screen shows a table with columns: Caregiver ID, First Name, Last Name, Date of Birth, Gender, Primary Phone, Primary Email, Created By, and Created Date. There are three rows of data. At the top, there is a search bar labeled 'Search Caregiver' with a yellow box around it, and a button labeled 'QF'. A large yellow arrow points from the text 'Search Caregiver first to add returning students, transfer within agency, and sibling groups.' to the search bar.

Caregiver information is entered before child's information.

Adding a Caregiver



If you find that the caregiver is not already in your agency, go back to the **Caregiver** on the Navigation Menu and select **Add Family** for all new families/children

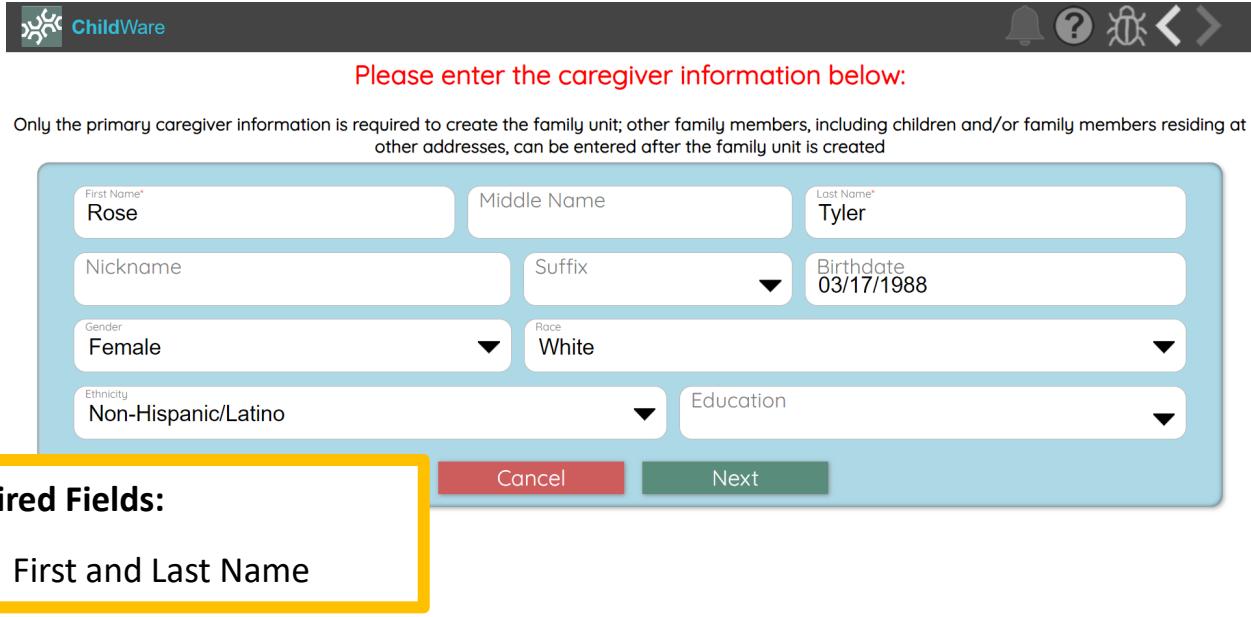
A screenshot of the 'Caregiver' list page in ChildWare. The page title is 'Caregiver'. The top navigation bar includes 'Count: 142', 'Add Family' (which is highlighted with a yellow box), 'Select Query' (with a dropdown arrow), 'Advanced Filter', 'Search Caregiver', and 'QF'. The main table has columns: Caregiver ID, First Name, Last Name, Date of Birth, Gender, Primary Phone, Primary Email, Created By, and Created Date. Three rows of data are visible: 27464 (Sultan, Agrabah, Male, 02/01/1981, 215-444-3333, hnarwich, 05/04/2020); 27463 (Anna, Arendelle, Female, 11/07/1984, 777-777-7777, gfarallysemerad, 05/04/2020); and 27467 (Undula, Arendelle, Female, 11/07/1990, 777-777-7777, atester, 05/04/2020).

On the next few pages,
enter data collected

A screenshot of a data entry page titled 'Family Details'. It has fields for 'Size*' and 'Family Income*'. A checkbox 'Family Income not Entered' is checked. A large yellow arrow points to the 'Next' button at the bottom right of the page. The bottom navigation bar includes 'Cancel' and 'Next' (which is highlighted with a yellow box).

Adding a Caregiver

The caregiver's information is input first



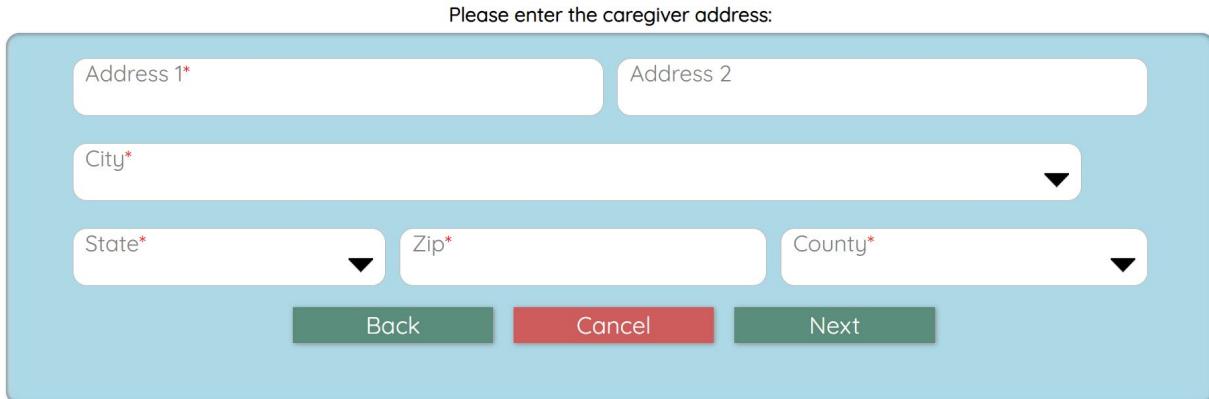
Please enter the caregiver information below:

Only the primary caregiver information is required to create the family unit; other family members, including children and/or family members residing at other addresses, can be entered after the family unit is created

First Name*	Middle Name	Last Name*
Rose		Tyler
Nickname	Suffix	Birthdate 03/17/1988
Gender Female	Race White	
Ethnicity Non-Hispanic/Latino		Education
Required Fields:		
<input type="checkbox"/> First and Last Name		

Cancel Next

You must input an eligible address to complete enrollment
(refer to PHLpreK for policy)



Please enter the caregiver address:

Address 1*	Address 2	
City*		
State*	Zip*	County*
Back	Cancel	Next

Address should match exactly to what is in Avela
and/or on the parent application.

Adding a Caregiver

Language is a required field.

Add all languages listed.

ChildWare

Please list all child languages. Use  to add another language and  to remove the language.

Primary? Language* 

Back Cancel Next

Please list all caregiver contacts. Use  to add another contact and  to remove the contact.

Primary? Contact Type* Cell Phone Phone Number*  

Primary? Contact Type* Work Email Email Address*  

Back Cancel Next

Please enter both phone number and email if provided



ChildWare



Other Family Members

Do you want to enter a secondary adult caregiver who resides at the primary caregiver's address?*
No

Do you want to enter a child who resides at the primary caregiver's address?*
No

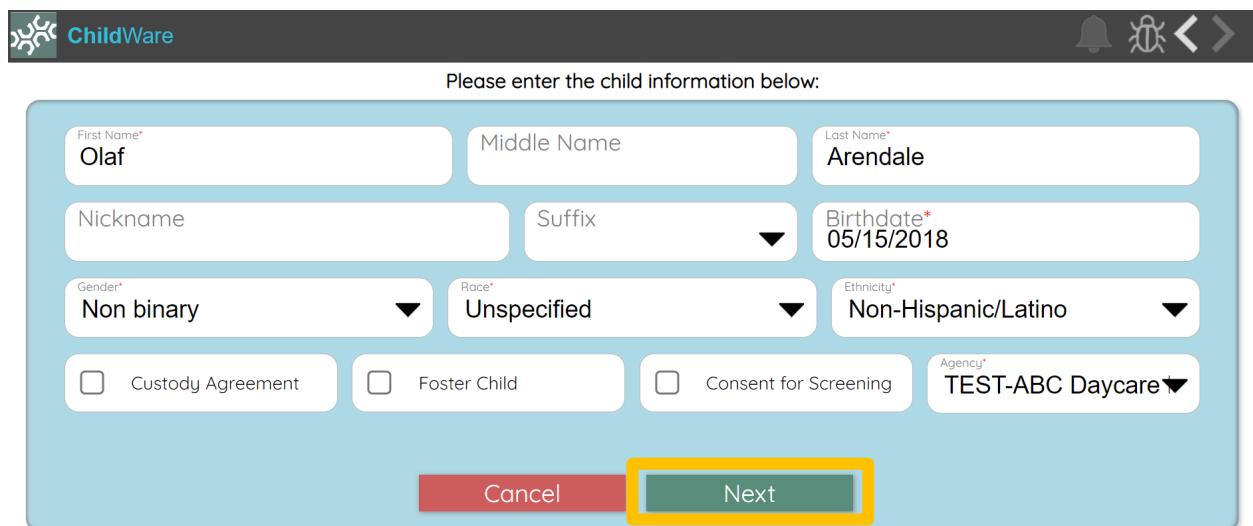
A Caregiver and a Child must be entered to create a profile!

Entering a Child

The child's *birthdate* is a required field.

You must input an age eligible birth date to continue onto enrollment this program year.

(refer to PHLpreK for policy)



The screenshot shows a ChildWare enrollment form. At the top, there is a logo and a header bar with icons for a bell, a user profile, and navigation arrows. The main form area has a light blue background and contains the following fields:

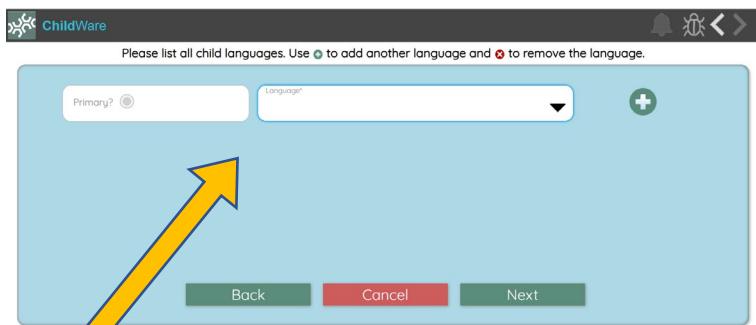
- First Name*: Olaf
- Middle Name: (empty)
- Last Name*: Arendale
- Nickname: (empty)
- Suffix: (empty)
- Birthdate*: 05/15/2018
- Gender*: Non binary
- Race*: Unspecified
- Ethnicity*: Non-Hispanic/Latino
- Custody Agreement
- Foster Child
- Consent for Screening
- Agency*: TEST-ABC Daycare

At the bottom, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a yellow border.

Required Fields:

- First and Last Name
- Birthdate
- Gender
- Race
- Ethnicity
- Agency

Entering a Child

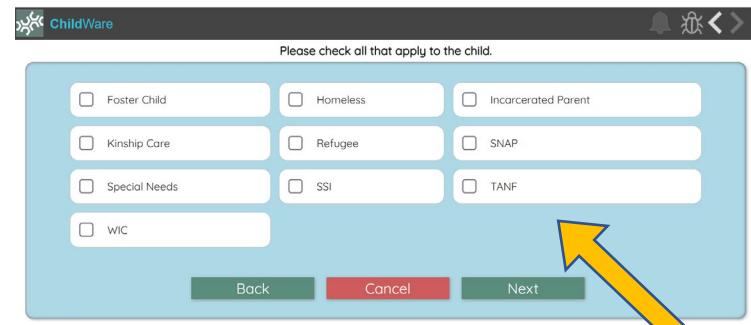


ChildWare

Please list all child languages. Use  to add another language and  to remove the language.

Primary? Language  

Back Cancel Next



ChildWare

Please check all that apply to the child.

Foster Child Homeless Incarcerated Parent
 Kinship Care Refugee SNAP
 Special Needs SSI TANF
 WIC

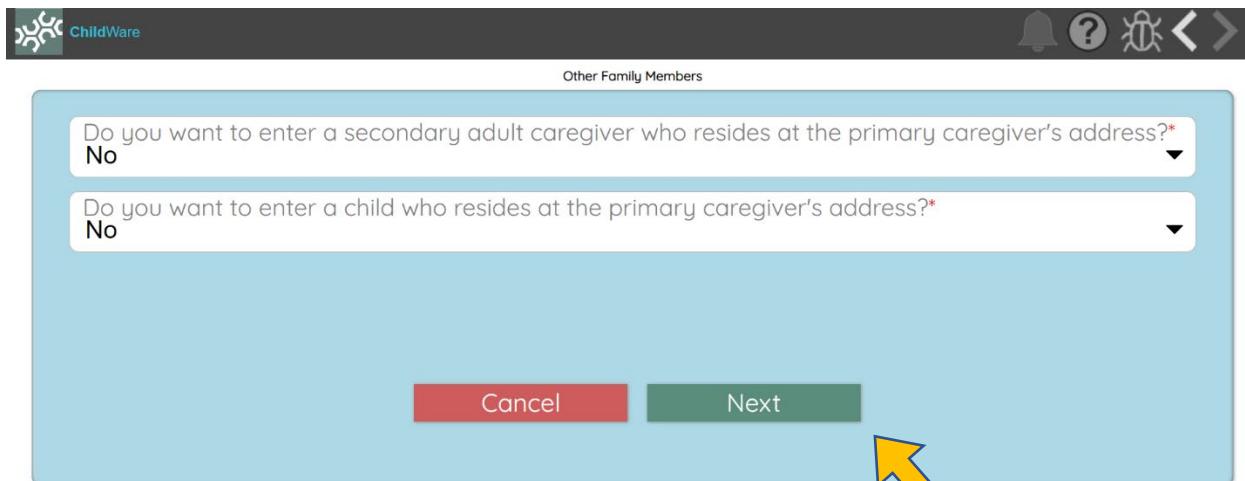
Back Cancel Next

Language is a required field.

Add all languages listed on application.

Add all *Child Risk Factors*

listed on the application.



ChildWare

Other Family Members

Do you want to enter a secondary adult caregiver who resides at the primary caregiver's address?*
No 

Do you want to enter a child who resides at the primary caregiver's address?*
No 

Cancel Next

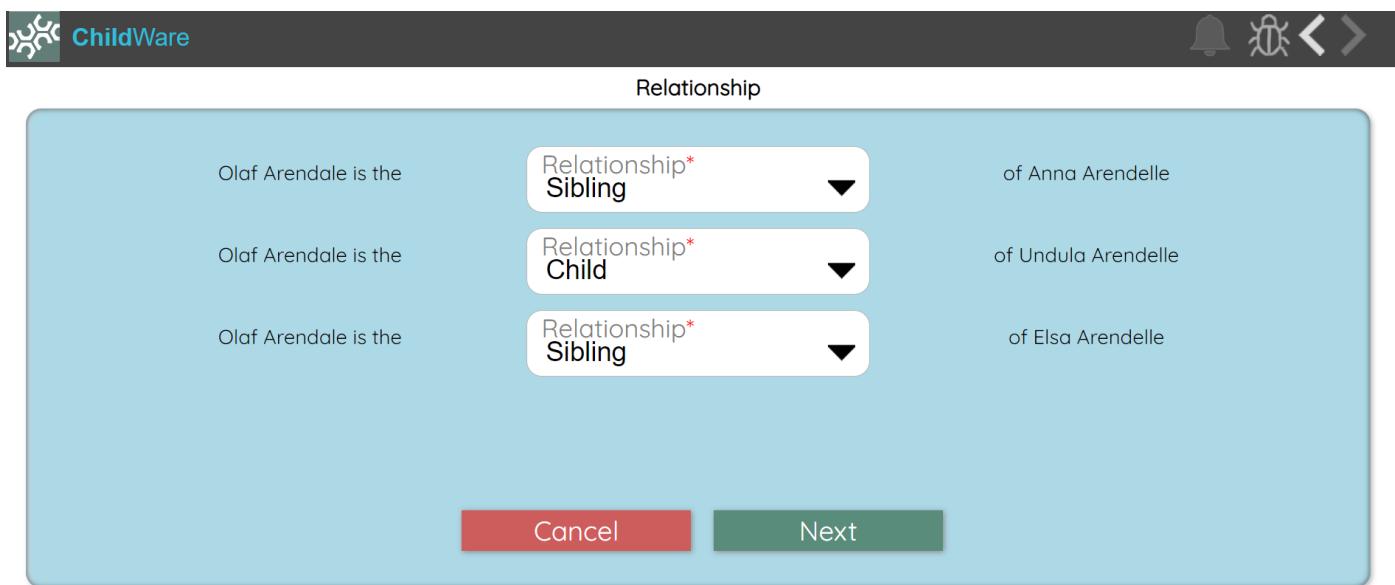
At this point, you can add additional caregivers or children that are applying for PHLpreK living in the same household.

Once all family members have been added click 'Next'.

Selecting Relationships

Relationship is a required field.

To add child to family, you must enter the appropriate relationship distinctions.



ChildWare

Relationship

Olaf Arendale is the Relationship*
Sibling of Anna Arendelle

Olaf Arendale is the Relationship*
Child of Undula Arendelle

Olaf Arendale is the Relationship*
Sibling of Elsa Arendelle

Cancel Next

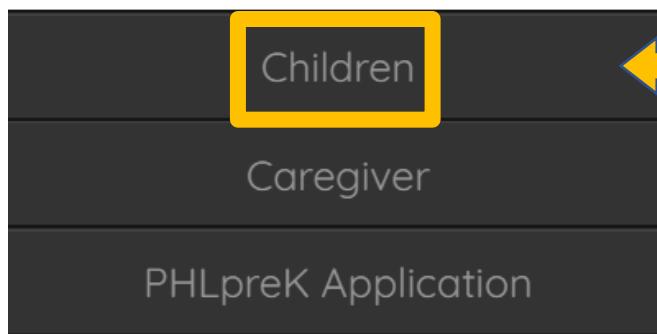
Common Relationships

Sibling: Relationship to other children enrolled at same agency

Child: Relationship to Parent

Undefined: Relationship between two adult Caregivers

Applying a Child



Once the child's profile is created, go to **Children** on the Navigation Menu.

To add an application, go to **Children** on the Navigation Menu and select the child profile.

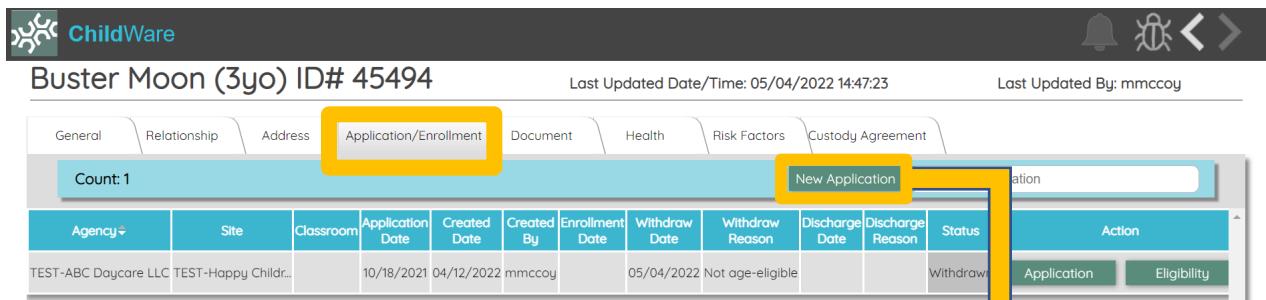
A screenshot of the ChildWare 'Children' page. The page title is 'ChildWare' with a logo. Below it is a sub-page title 'Children'. The top navigation bar includes 'Count: 172', 'Add Family', 'Select Query', 'Advanced Filter', 'Search Children', and 'QF'. The main content is a table with columns: Child ID, First Name, Last Name, Age, DOB, Agency, Created By, and Created Date. The table shows four rows of data. A yellow arrow points from the 'Search Children' input field to the table.

Check your work by finding your new child at the top of your site's children's list.

Applying a Child

Enter the **Application/Enrollment** tab on the child's profile

Select **New Application** button on the to enter apply child to site



Buster Moon (3yo) ID# 45494

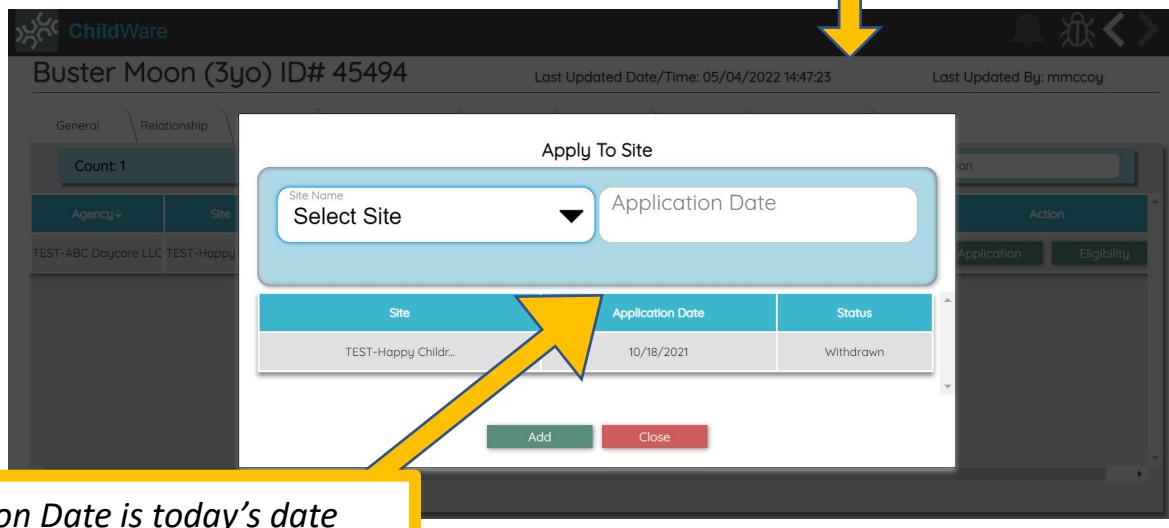
Last Updated Date/Time: 05/04/2022 14:47:23 Last Updated By: mmccoy

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

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-Happy Childr...		10/18/2021	04/12/2022	mmccoy		05/04/2022	Not age-eligible			Withdrawn	Application Eligibility



Buster Moon (3yo) ID# 45494

Last Updated Date/Time: 05/04/2022 14:47:23 Last Updated By: mmccoy

General Relationship

Count: 1

Agency Site

TEST-ABC Daycare LLC TEST-Happy

Apply To Site

Site Name: Select Site Application Date:

Site	Application Date	Status
TEST-Happy Childr...	10/18/2021	Withdrawn

Add Close

Application Date is today's date

Applying a Child

Eligibility

Auto-Select all slots that child is eligible for:

Alliance	Funding Source	Rule Group	Age	Residency	Eligible
PHLpreK	PHL23/24	FY24	✓	✓	✓
PHLpreK	PHL24/25	FY25	✗	✓	✗



Eligibility table will confirm that the information you have input is accurate and that the child age and residency eligible for each school year

Close

Answer application questions
(refer to PHLpreK for policy)

*Select the family's current housing situation:

- Own
- Rent
- Transitional Housing
- Living with relatives or others due to lack of alternative, adequate housing or due to the loss of housing.
- Temporary housing situation due to emergency: eviction, flood, fire, hurricane, etc.
- Train or bus station, park or in car
- Shelter
- Hotel/Motel, camping ground or other similar situation due to loss or lack of alternative, adequate housing.
- Apartment or house lacking utilities (water, heat, electricity, etc.)

*Does your child have a current Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP)?

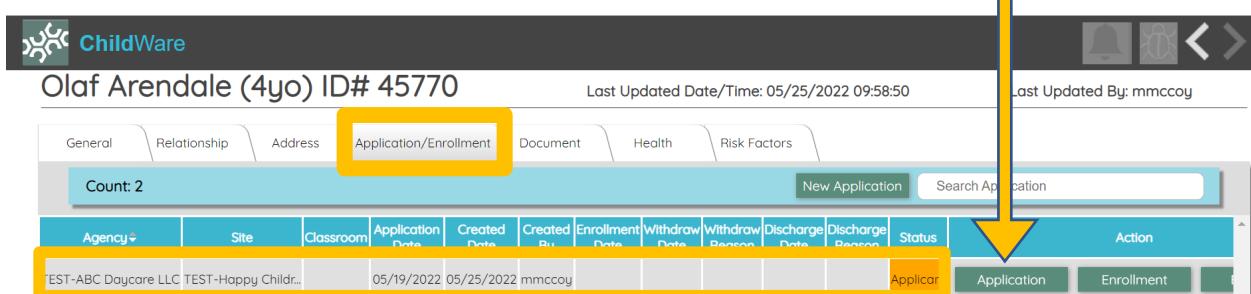
- Yes

Save Cancel

Enrolling a Child

Once Application Questions are saved, you will enter back to the **Application/Enrollment tab** on the child's profile.

Child's status will now show as **Applicant**



ChildWare

Olaf Arendale (4yo) ID# 45770

Last Updated Date/Time: 05/25/2022 09:58:50

Last Updated By: mmccoy

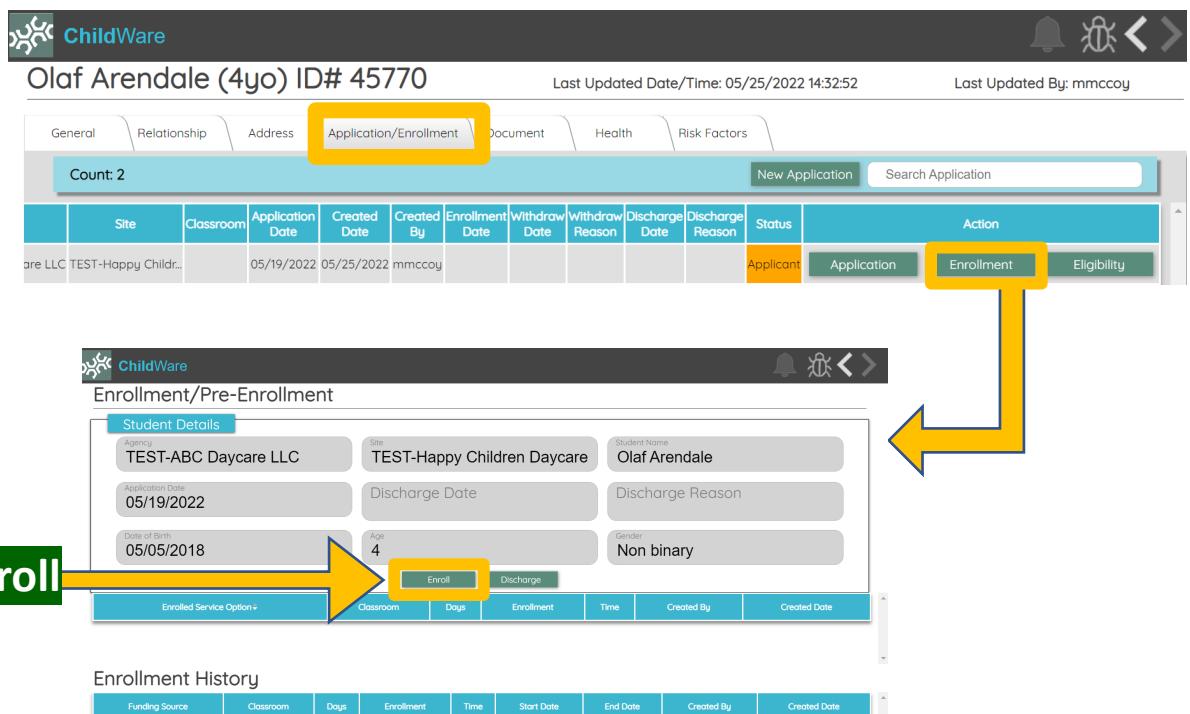
General Relationship Address Application/Enrollment Document Health Risk Factors

New Application Search Application

Count: 2

Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
EST-ABC Daycare LLC	TEST-Happy Children Daycare		05/19/2022	05/25/2022	mmccoy						Applicant	Application

In the **Application/Enrollment tab** of the child's profile, click **Enrollment**



ChildWare

Olaf Arendale (4yo) ID# 45770

Last Updated Date/Time: 05/25/2022 14:32:52

Last Updated By: mmccoy

General Relationship Address Application/Enrollment Document Health Risk Factors

New Application Search Application

Count: 2

Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
EST-ABC Daycare LLC	TEST-Happy Children Daycare		05/19/2022	05/25/2022	mmccoy						Applicant	Application

Enrollment/Pre-Enrollment

Student Details

Agency: TEST-ABC Daycare LLC	Site: TEST-Happy Children Daycare	Student Name: Olaf Arendale
Application Date: 05/19/2022	Discharge Date:	Discharge Reason:
Date of Birth: 05/05/2018	Age: 4	Gender: Non binary

Enrolled Service Options: Classroom, Days, Enrollment, Time, Created By, Created Date

Enrollment History

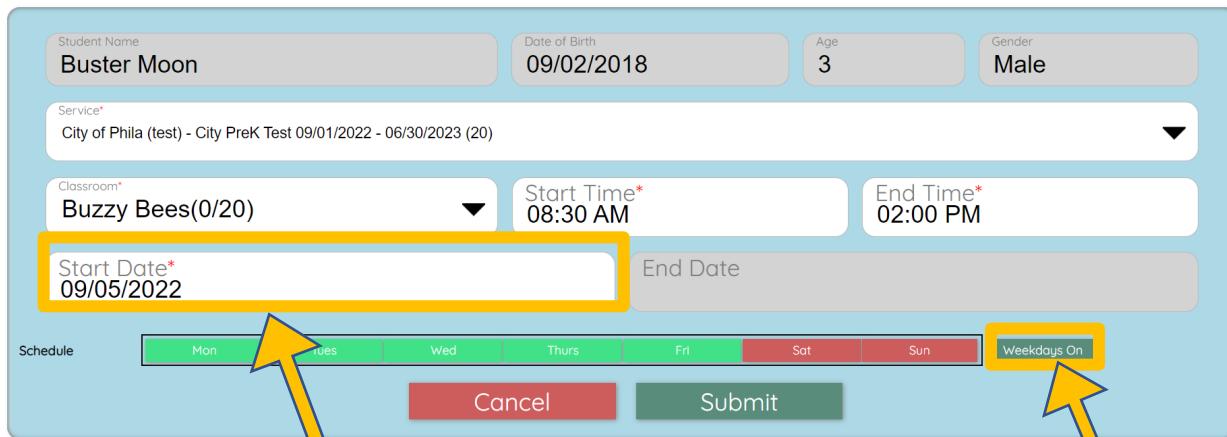
Funding Source	Classroom	Days	Enrollment	Time	Start Date	End Date	Created By	Created Date
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Enrolling a Child

Fill in the required fields:

- Service (PHLpreK slot)*
- Classroom*
- Start and End Time*
- Start Date**
- Schedule**

Please enter enrollment information below



Student Name: Buster Moon Date of Birth: 09/02/2018 Age: 3 Gender: Male

Service: City of Phila (test) - City PreK Test 09/01/2022 - 06/30/2023 (20)

Classroom: Buzzy Bees(0/20) Start Time: 08:30 AM End Time: 02:00 PM

Start Date: 09/05/2022 End Date: (highlighted with a yellow box)

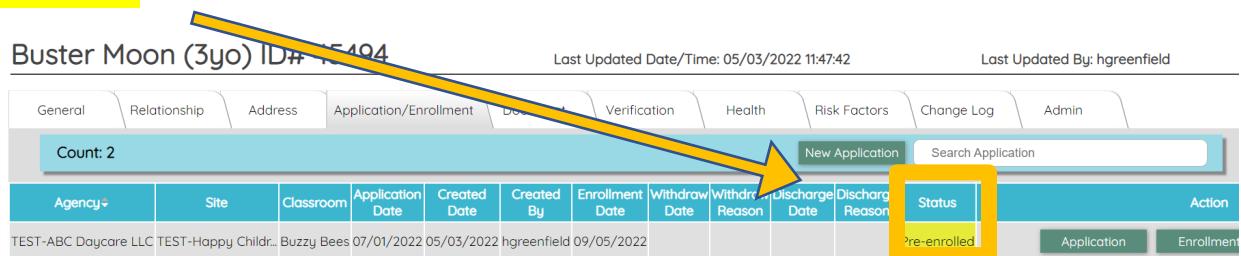
Schedule: Mon Tues Wed Thurs Fri Sat Sun Weekdays On (highlighted with a yellow box)

Cancel Submit

The system will prompt you to enter a future date of at least two business days (refer to PHLpreK for policy)

* Click **Weekdays On**

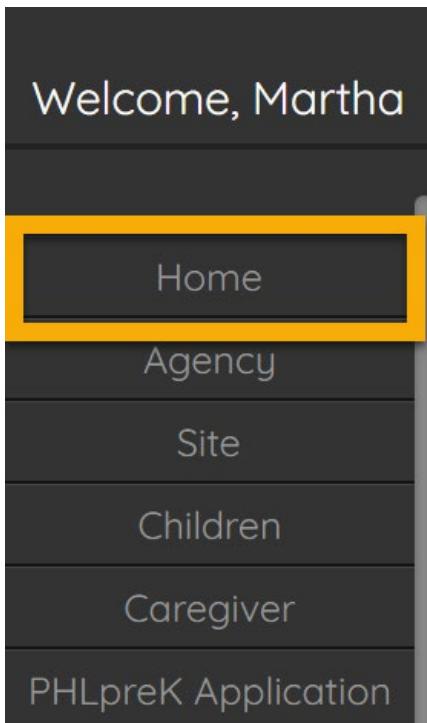
All children who have been pre-enrolled with a future date will have a **Pre-Enrolled** status



Buster Moon (3yo) ID# 15494												Last Updated Date/Time: 05/03/2022 11:47:42	Last Updated By: hgreenfield		
General Relationship Address Application/Enrollment Details Verification Health Risk Factors Change Log Admin												New Application		Search Application	
Count: 2												Status		Action	
Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Pre-enrolled	Application	Enrollment	
TEST-ABC Daycare LLC	TEST-Happy Childr..	Buzzy Bees	07/01/2022	05/03/2022	hgreenfield	09/05/2022									

Once the enrollment date arrives, the child's status will change from **Pre-enrolled** to **Enrolled**.

Check Your Work



Enter the Home Module on the Navigation Menu to view the Home Dashboard.

Here you will see columns for:

- **Slots**
- **Applicants**
- **Unapproved Pre-Enrolled**
- **Approved Pre-Enrolled**
- **Enrolled**

A screenshot of the ChildWare software interface. At the top, there is a header with the ChildWare logo and a navigation bar with icons for bell, filters, and arrows. Below the header is a sub-header 'Home Dashboard'. Underneath is a table titled 'Enrollment'. The table has a light blue header row with columns for 'Alliance', 'Agency ID', 'Agency', 'Site ID', 'Site', 'Site Group', and 'Slots'. The data rows show 'City PreK Test' with 'Agency ID' 72, 'Agency' TEST-ABC Daycare LLC, 'Site ID' 88, 'Site' TEST-Magic Minds Daycare, 'Site Group' Test, and 'Slots' 20. The table also includes a row for 'Total' with 'Slots' 17. To the right of the table, there is a summary bar with the following data: 'Slots' 20, 'Applicants' 17, 'Unapproved Pre-Enrolled' 2, 'Approved Pre-Enrolled' 0, 'Enrolled' 2, and 'Slots Filled' 15.00%. The 'Enrolled' column is highlighted with a yellow box.

Click on any of the status columns to see the list of children in that status.