



# 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

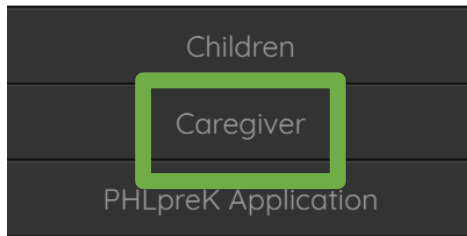
The screenshot shows the ChildWare application interface. At the top, a navigation menu has three options: 'Children', 'Caregiver' (highlighted with a green box), and 'PHLpreK Application'. A yellow callout box with an arrow points to the 'Caregiver' option, containing the text: *Search Caregiver first to add returning students, transfer within agency, and sibling groups.*

Below the navigation menu, the 'Caregiver' page is displayed. It features a header bar with the 'ChildWare' logo, a 'Count: 142' indicator, and buttons for 'Add Family', 'Select Query', 'Advanced Filter', and a 'Search Caregiver' input field (highlighted with a yellow box). Below this is a table of caregiver records.

Caregiver ID	First Name	Last Name	Date of Birth	Gender	Primary Phone	Primary Email	Created By	Created Date
27464	Sultan	Agrabah	02/01/1981	Male	215-444-3333		hharwich	05/04/2020
27463	Anna	Arendelle	11/07/1984	Female	777-777-7777		gfarallysemerad	05/04/2020
27467	Undula	Arendelle	11/07/1990	Female	777-777-7777		atester	05/04/2020

*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

ChildWare

Caregiver

Count: 142

Add Family

Select Query

Advanced Filter

Search Caregiver

QF

Caregiver ID	First Name	Last Name	Date of Birth	Gender	Primary Phone	Primary Email	Created By	Created Date
27464	Sultan	Agrabah	02/01/1981	Male	215-444-3333		hmarwich	05/04/2020
27463	Anna	Arendelle	11/07/1984	Female	777-777-7777		gfarallysemerad	05/04/2020
27467	Undula	Arendelle	11/07/1990	Female	777-777-7777		atester	05/04/2020

On the next few pages,  
enter data collected

ChildWare

Family Details

Size\*

Family Income\*







☐ Family Income not Entered

Cancel

Next

# Adding a Caregiver

The caregiver's information is input first

 ChildWare     

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\*  
Rose

Middle Name

Last Name\*  
Tyler

Nickname

Suffix

Birthdate  
03/17/1988

Gender  
Female

Race  
White

Ethnicity  
Non-Hispanic/Latino

Education

Cancel

Next

**Required Fields:**  
☐ First and Last Name

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 x to remove the language.

Primary? ☐ Language\*  +

Back Cancel Next

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

Primary? ☒ Contact Type\* Cell Phone Phone Number\* + x

Primary? ☒ Contact Type\* Work Email Email Address\* + x

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

Cancel Next

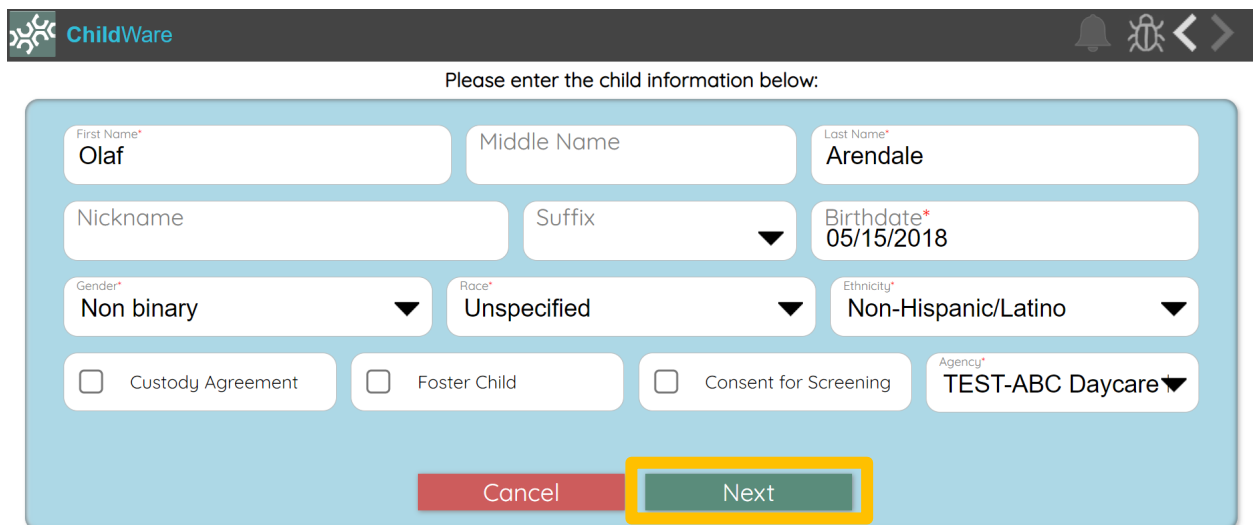
A Caregiver and a Child **must**  
be entered to create a profile!

# 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 form is titled "Please enter the child information below:". It contains several input fields: "First Name\*" with the value "Olaf", "Middle Name", "Last Name\*" with the value "Arendale", "Nickname", "Suffix" (a dropdown menu), "Birthdate\*" with the value "05/15/2018", "Gender\*" with the value "Non binary", "Race\*" with the value "Unspecified", "Ethnicity\*" with the value "Non-Hispanic/Latino", and "Agency\*" with the value "TEST-ABC Daycare". There are also three checkboxes: "Custody Agreement", "Foster Child", and "Consent for Screening", all of which are currently unchecked. At the bottom of the form 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

*Language is a required field.*

Add all languages listed on application.

ChildWare

Please check all that apply to the child.

<input type="checkbox"/> Foster Child	<input type="checkbox"/> Homeless	<input type="checkbox"/> Incarcerated Parent
<input type="checkbox"/> Kinship Care	<input type="checkbox"/> Refugee	<input type="checkbox"/> SNAP
<input type="checkbox"/> Special Needs	<input type="checkbox"/> SSI	<input type="checkbox"/> TANF
<input type="checkbox"/> WIC		

Back Cancel Next

*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

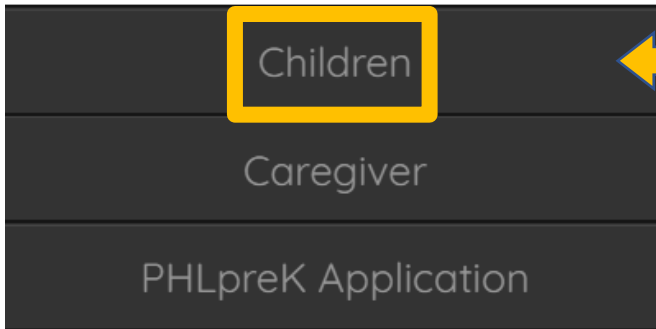
## Common Relationships

*Sibling: Relationship to other children enrolled at same agency*

*Child: Relationship to Parent*

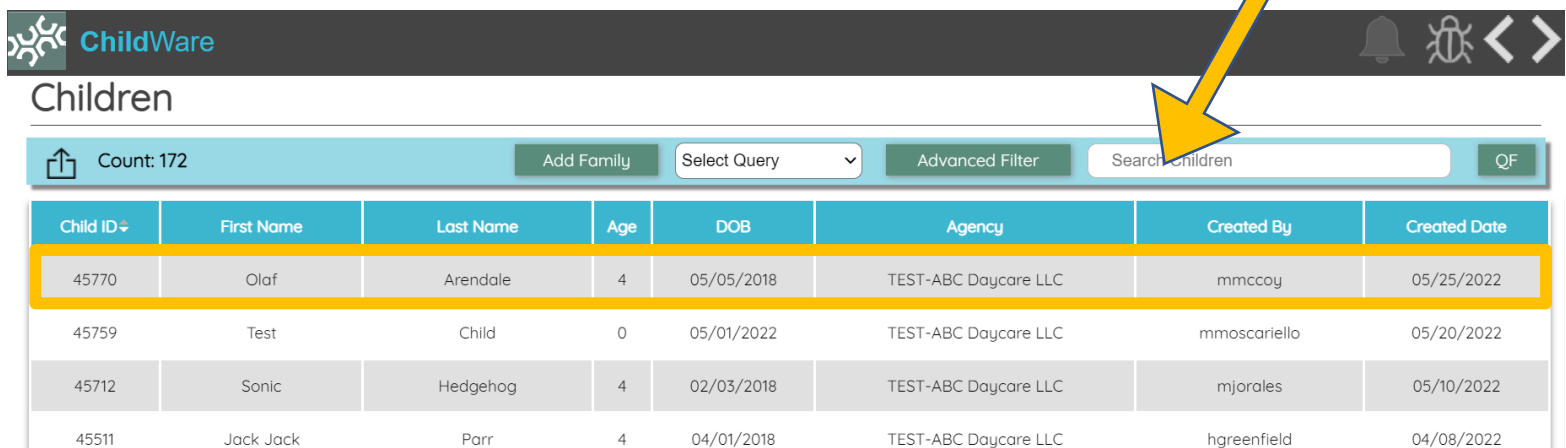
*Undefined: Relationship between two adult Caregivers*

# 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.



The screenshot shows the 'Children' page in the ChildWare system. At the top, there's a header with the 'ChildWare' logo and navigation icons. Below the header, the title 'Children' is displayed. A toolbar contains a 'Count: 172' indicator, an 'Add Family' button, a 'Select Query' dropdown, an 'Advanced Filter' button, a search bar labeled 'Search Children', and a 'QF' button. Below the toolbar is a table listing children. The first row of the table is highlighted with a yellow border. A large yellow arrow points from the text above to the search bar in the toolbar.

Child ID	First Name	Last Name	Age	DOB	Agency	Created By	Created Date
45770	Olaf	Arendale	4	05/05/2018	TEST-ABC Daycare LLC	mmccoy	05/25/2022
45759	Test	Child	0	05/01/2022	TEST-ABC Daycare LLC	mмосcariello	05/20/2022
45712	Sonic	Hedgehog	4	02/03/2018	TEST-ABC Daycare LLC	mjorales	05/10/2022
45511	Jack Jack	Parr	4	04/01/2018	TEST-ABC Daycare LLC	hgreenfield	04/08/2022

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

ChildWare

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

ChildWare

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	✗	✓	✗

Close

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

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**

The screenshot shows the ChildWare interface for a child's profile. The header displays the child's name, age, and ID. Below the header, there are tabs for General, Relationship, Address, Application/Enrollment, Document, Health, and Risk Factors. The Application/Enrollment tab is selected. A table lists applications, with the first row showing the child's application status as 'Applicant'. A yellow arrow points from the 'Applicant' status to the 'Enrollment' button in the next screenshot.

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...		05/19/2022	05/25/2022	mmccoy						Applicant	Application Enrollment

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

This screenshot shows the 'Enrollment/Pre-Enrollment' section of the child's profile. It displays student details such as Agency, Site, Application Date, Discharge Date, and Discharge Reason. The status is 'Applicant'. A yellow arrow points from the 'Enrollment' button in the 'Action' column to the 'Enroll' button in the next screenshot.

Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status	Action
are LLC	TEST-Happy Childr...		05/19/2022	05/25/2022	mmccoy						Applicant	Application Enrollment Eligibility

Click **Enroll**

This screenshot shows the 'Enrollment/Pre-Enrollment' section with the 'Enroll' button highlighted. Below the enrollment details, there is an 'Enrollment History' table.

Funding Source	Classroom	Days	Enrollment	Time	Start Date	End Date	Created By	Created Date
----------------	-----------	------	------------	------	------------	----------	------------	--------------

# 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

Schedule

Mon

Tues

Wed

Thurs

Fri

Sat

Sun

Weekdays On

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**

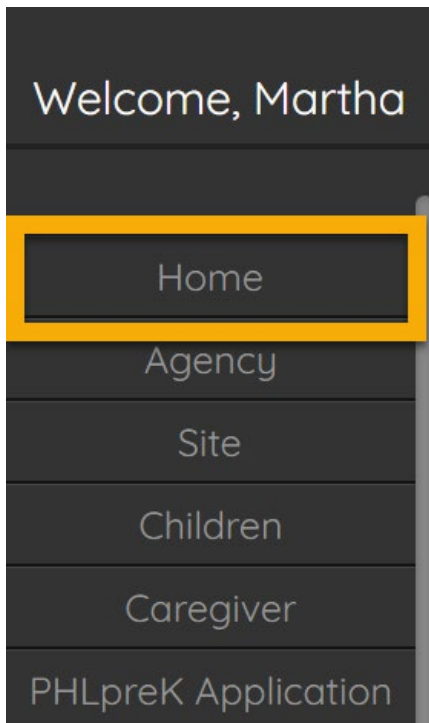
All children who have been pre-enrolled with a future date will have a **Pre-Enrolled** status

Buster Moon (3yo) ID# 15494      Last Updated Date/Time: 05/03/2022 11:47:42      Last Updated By: hgreenfield

Application/Enrollment											
Agency	Site	Classroom	Application Date	Created Date	Created By	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status
TEST-ABC Daycare LLC	TEST-Happy Childr...	Buzzy Bees	07/01/2022	05/03/2022	hgreenfield	09/05/2022					Pre-enrolled

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

ChildWare

Home Dashboard

Enrollment

Count: 2

Alliance	Agency ID	Agency	Site ID	Site	Site Group	Slots	Applicants	Unapproved Pre-Enrolled	Approved Pre-Enrolled	Enrolled	Slots Filled
City PreK Test	72	TEST-ABC Daycare LLC	88	TEST-Magic Minds Daycare	Test	20	17	2	0	2	15.00%
Total	0	Total	0	Total			17	2	0	2	

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