

# ChildWare

## CW 2.0: Waiting List

### Q: How do I put children on a waiting list in ChildWare 2.0?

A: After you enter a child in ChildWare, you will have the opportunity to “apply” them. Click on a child’s name to open their record, and then click on the Application/Enrollment tab. You will see a “New Application” button. Click the button and choose the site and referral date (date on the PHLpreK application). Click the Add button. The “Status” of the child is now “Applicant.” Any child that has an Applicant Status is considered on your Waiting List! Once you enroll the child into a classroom – they are then in the enrolled category and then and only then takes up a slot.

**Applicants DO NOT AFFECT your slot allocation.**

The screenshot shows the 'Application' table in ChildWare. The table has columns for Child ID, Name, Referral Date, Date of Birth, Age, Site, Classroom, Eligible, Status, and Eligibility. Two callouts provide additional information:

- Any child who has a status of APPLICANT is considered on your WAITING LIST** (purple callout)
- ANY ENROLLED child is occupying a SLOT because they are enrolled in a classroom** (orange callout)

A green callout on the right side of the table explains the status of Tinker Belle and Henry Harper:

**Tinker Belle and Henry Harper have been applied to your site and are APPLICANTS - they are not enrolled in a classroom therefore - they are on your WAITING LIST and are not taking up a slot**

Child ID	Name	Referral Date	Date of Birth	Age	Site	Classroom	Eligible	Status	Eligibility
8891	<a href="#">Tinker Belle</a>	07/17/2018	07/04/2014	4	ABC Daycare, LLC	Little Learners D...	Yes	Applicant	Eligibility
8874	<a href="#">Henry Harper</a>	05/11/2018	05/01/2014	4	ABC Daycare, LLC	Little Learners D...	Yes	Applicant	Eligibility
9071	<a href="#">Moana Waioliki</a>	05/18/2018	11/28/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
9080	<a href="#">Minnie Mouse</a>	05/18/2018	11/28/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
9095	<a href="#">Ariel Mermaid</a>	05/18/2018	07/20/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
8871	<a href="#">Aqua Dasani</a>	05/07/2018	02/02/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
8887	<a href="#">Mickey Mouse</a>	05/24/2018	12/25/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
8891	<a href="#">Tinker Belle</a>	05/30/2018	07/04/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
11468	<a href="#">Billy Joel</a>	07/02/2018	11/28/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Discharged	Eligibility
15373	<a href="#">Fiona McMahon</a>	09/10/2018	11/04/2014	4	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility
9013	<a href="#">Coco Chanel</a>	05/01/2018	07/04/2013	5	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility
12762	<a href="#">Princess Ariel</a>	07/04/2018	03/15/2015	3	ABC Daycare, LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility