

# ChildWare

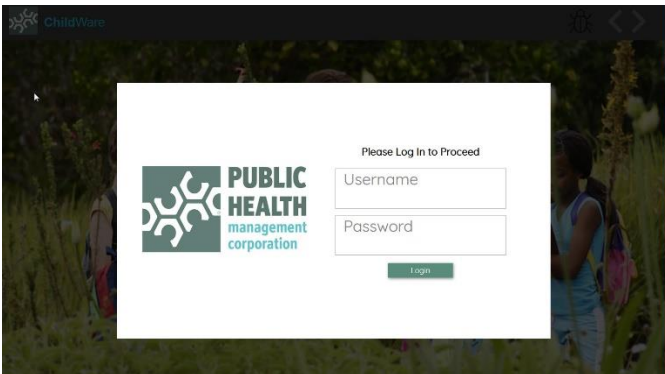
## Discharging a Pre-Enrolled Child in ChildWare 2.0

There are times when children need to be unenrolled from ChildWare 2.0 after they have been pre-enrolled or enrolled. This could be due to a number of factors, such as the family moving, parents deciding to go with a different PHLpreK provider, or deciding on a different childcare option after they have enrolled their child in a site.

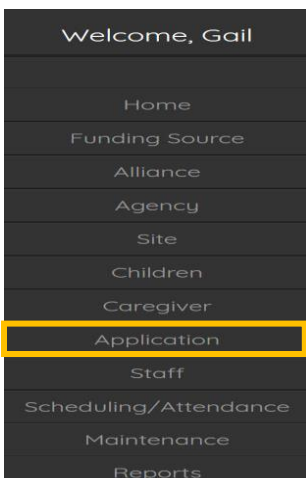
When you dis-enroll or discharge the child from the site, the PHLpreK slot will automatically become available to enroll a new child.

### Removing a Child from Pre-Enrolled Status

1. **Login to ChildWare 2.0** with your user name and password.



2. Click on **Navigation Menu** and Scroll to **Application**.



When the list of applicants appear, click on the name of the child that you want to discharge.

*If you experience difficulty while completing the process above, please use the bug report feature, or contact us at [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance and additional support....*

*The child we are going to discharge today is Mickey Mouse.*

1. Access the child's record by clicking on their name, or anywhere on the line.

Child ID#	Name	Referral Date	Date of Birth	Age	Agency	Site	Eligible	Status	Eligibility	Action
10306	<a href="#">Whitney Houston</a>	07/02/2018	02/02/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Applicant	Eligibility	Enroll
9097	<a href="#">Han Solo</a>	05/18/2018	07/11/2013	5	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll
9095	<a href="#">Luke Skywalker</a>	05/18/2018	07/11/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll
9093	<a href="#">Ariel Mermaid</a>	05/18/2018	07/20/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll
9091	<a href="#">Peter Pan</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Applicant	Eligibility	Enroll
9080	<a href="#">Minnie Mouse</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll
9071	<a href="#">Moana Waioliki</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll
9013	<a href="#">Coco Chanel</a>	05/01/2018	07/04/2013	5	ABC Daycare LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
8891	<a href="#">Tinker Belle</a>	05/30/2018	07/04/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Discharged	Eligibility	Enroll
8887	<a href="#">Mickey Mouse</a>	05/24/2018	12/25/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Applicant	Eligibility	Enroll
8871	<a href="#">Aqua Dasoni</a>	05/07/2018	02/02/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Discharged	Eligibility	Enroll
8869	<a href="#">Maurice Watson</a>	05/07/2018	05/05/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll

2. Click on the child's Application/Enrollment Tab.

Mickey Mouse (4yo) ID# 8887 Family

General | Relationship | Address | **Application/Enrollment** | Document | Health | Status

Agency*	Site	Referral Date	Application Date	Enrollment Date	Discharge Date	Discharge Reason	Status	Action
ABC Daycare LLC	Magic Minds Daycare	05/24/2018	05/24/2018	08/27/2018			Pre-enrolled	Application   <b>Enrollment</b>   Eligibility

3. Click on the **Enrollment** button, under the Action heading to see the details of the child's enrollment.

Enrollment/Pre-Enrollment

**Student Details**

Agency: ABC Daycare LLC | Site: Magic Minds Daycare | Student Name: Mickey Mouse  
 Date of Birth: 12/25/2013 | Age: 4 | Gender: Male

Enroll | Discharge

Funding Source+	Classroom	Days	Enrollment	Time	Action
City of Phila (te...	Preschool	M T W T H F	08/27/2018 -	09:00 AM-02:30 PM	Edit   Delete

4. Check the child's enrollment record to make sure that there is **NO Enrollment End date** listed!

*If you experience difficulty while completing the process above, please use the bug report feature, or contact us at [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance and additional support....*



\*\*\* If the child has an **End Date** on their enrollment record **HERE** and email [helpdesk@phmc.org](mailto:helpdesk@phmc.org) with your discharge request\*\*\*

Examples:

Child's Record: Application /Enrollment Tab w/ End Date:

Referral Date	Application Date	Enrollment Date	Discharge Date	Discharge Reason	Status	Action
07/06/2018	07/06/2018	08/29/2018	06/21/2019		Pre-enrolled	Application Enrollment Eligibility

Enrollment w/ end date

Funding Source+	Classroom	Days	Enrollment	Time	Action
PHL18/19 PHLpreK	PHLpreK	M T W TH F	08/29/2018 - 06/2...	08:30 AM-02:30 PM	Edit Delete

If there is, **NO END DATE** listed – follow the next steps to discharge the child.

### Enrollment/Pre-Enrollment

**Student Details**

Agency <b>ABC Daycare LLC</b>	Site <b>Magic Minds Daycare</b>	Student Name <b>Mickey Mouse</b>
Date of Birth <b>12/25/2013</b>	Age <b>4</b>	Gender <b>Male</b>

Enroll Discharge

Funding Source+	Classroom	Days	Enrollment	Time	Action
City of Phila (te...	Preschool	M T W TH F	08/27/2018 -	09:00 AM-02:30 PM	Edit Delete

- Once you are on the Application/Enrollment Tab, and you have clicked on the enrollment button – the next step is to click on the **Discharge button**.

If you experience difficulty while completing the process above, please use the bug report feature, or contact us at [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance and additional support....

6. Enter the **Discharge Date** from the pop-up calendar. If the child is currently pre-enrolled, you can choose today's date or an earlier date of when the family notified you of their intent not to enroll.

Enter the Discharge details

Discharge Date

Discharge Reason

Completed program

Never attended

Temporarily inactive

Withdrew from program

Add
Close

Choose a reason for the discharge.

Note: for PHLpreK providers, please select "Never Attended" if the child does not attend your program.

7. Click **Add** to discharge the child.

Enter the Discharge details

Discharge Date  
07/16/2018

Discharge Reason  
Never attended

Add
Close

You will see a message pop-up: **Success: Discharge details added.**

To double check – Navigate to the **Application List** and you will see that **Mickey Mouse now has a Discharge Status.**

Child ID	Name	Referral Date	Date of Birth	Age	Agency	Site	Eligible	Status*	Eligibility	Action
9091	<a href="#">Peter Pan</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Applicant	Eligibility	Enroll
10306	<a href="#">Whitney Houston</a>	07/02/2018	02/02/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Applicant	Eligibility	Enroll
8871	<a href="#">Aqua Dasoni</a>	05/07/2018	02/02/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Discharged	Eligibility	Enroll
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8869	<a href="#">Maurice Watson</a>	05/07/2018	05/05/2014	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Enrolled	Eligibility	Enroll
9071	<a href="#">Moana Waialiki</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll

When you **DISCHARGE**, a **Pre-Enrolled child** *the slot that this child occupied is immediately returned to your available slots totals.*

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