

# ChildWare

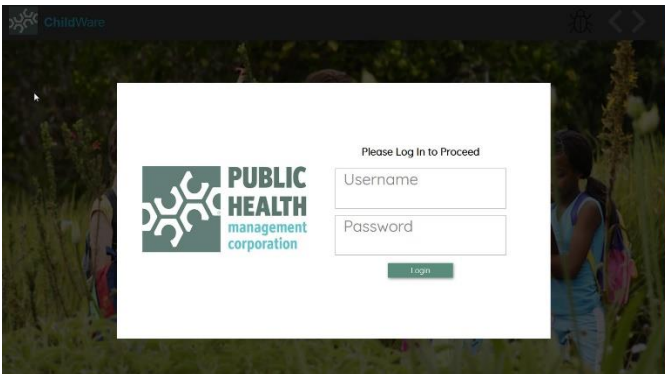
## Discharging an Enrolled Child in ChildWare 2.0

There are times when children needs 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.

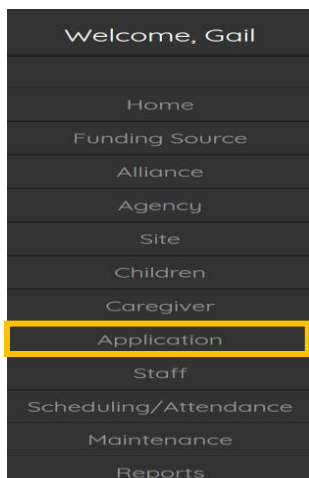
When you dis-enroll or discharge the child from the site, the PHLpreK slot will automatically become available to enroll a new child.

### 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.

ChildWare

Application

Select Query Advanced Filter Magic Minds

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 Waialiki</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 Dorian</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.

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Mickey Mouse (4yo) ID# 8887 Family

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

New Application Search Application

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.

ChildWare

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>
<input type="button" value="Enroll"/> <input type="button" value="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	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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**ChildWare** 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

Buttons: 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**.
- 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: 06/28/2019

Discharge Reason: Completed program

Buttons: Add, Close

Enter the Discharge details

Discharge Date

Discharge Reason

Buttons: Add, Close

Choose a reason for the discharge.

Note: for PHLpreK providers, please select “Never Attended” if the child does not attend your program or COMPLETED PROGRAM, if you are discharging a child at the end of the PHLpreK program period.

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6. 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.**

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9071	<a href="#">Moana Waliliki</a>	05/18/2018	11/28/2013	4	ABC Daycare LLC	Magic Minds Daycare	Yes	Pre-enrolled	Eligibility	Enroll

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

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