

ChildWare

Changing the Caregiver's Address – so it is reflected on the Child's Record

- Open the Child's Record that you want to update the address information.
- Click on **Relationship Tab**
- Click on **Primary Caregiver's name**

Princess Ariel (4yo) ID# 12762 [Family](#)

General Relationship Address Application/Enrollment Document Health Status

Search Member


Name	Relationship	Date Of Birth	Gender	Primary Phone	Primary Email
Walt Disney	Parent	07/04/1990	Male	216-565-6565	disneyw@epcot.com
Ursula Octopu	Sibling	12/25/2015	Female	N/A	N/A
Sebastian Crab	Sibling	01/01/2015	Male	N/A	N/A
King Titan	Sibling	11/28/2014	Male	N/A	N/A
Flounder Fish	Sibling	03/15/2015	Male	N/A	N/A

General Caregiver's Information

Disney, Walt - Caregiver - CW ID#[9092] **Family**

General Relationship Contact Address Document

Primary Secondary


 First Name: **Walt** Middle Name: **Disney** Last Name: **Disney** Suffix: **Male** Gender: **Male**
 Birthdate: **12/25/1990** Nickname: Social Security: **- -** Ethnicity: **Non-Hispanic/Latino**
 Race: **White/Caucasian** Primary Language: **English** Education: **Bachelors Degree**
 Poverty Level: **1.02**

Edit

Click on the **Edit** button to access and change the caregiver's information.

You can access the family information at any time, just click on the word **Family** on the upper right corner of the page.

Need assistance? Email helpdesk@phmc.org for assistance

Caregiver's Address Tab

The information for the child's address is pulled from the caregiver's address tab. If there is ever a need to update a child's record, you will need to update the information in the caregiver's record first.

Disney, Walt - Caregiver - CW ID#[9092]

[Family](#)

General Relationship Contact **Address** Document

Address 1
333 Neverland Way

Address 2

City
Philadelphia

State
PA

County
Philadelphia

Zip
19125

Edit

Making changes on the Caregiver's Address record

If you need to make a change on a caregiver's address tab **ALWAYS** make sure that you link the new information to the child by checking off the box in front of the child's name **BEFORE you click the UPDATE button!**

Apply Address

	Name	Address1	Address2	City	State	County	Zip
<input checked="" type="checkbox"/>	Peter Pan	333 Neverland Way		Philadelphia	PA	Philadelphia	19125

Update Cancel

Caregiver's Contact Tab

You should have a primary phone and email address for the primary caregiver on every child's account.

Disney, Walt - Caregiver - CW ID#[9092]

[Family](#)

General Relationship Contact **Address** Document

New Contact

Type	Value	Is Primary	Action
Personal Email	wdisney@MAGIC.com	Yes: Email	Edit Delete
Cell Phone	555-555-5555	Yes: Phone	Edit Delete

Child's Address Tab

The address information is pulled from the Caregiver's information. If there is a change that needs to be made to the child's address or if the COUNTY is missing, all corrections need to be made in the Caregiver's section and linked to the child. (*See Caregiver's Address Tab section*)

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