

ChildWare

Changing the Primary Caregiver/Adding a Caregiver

There may come a time when you need to add additional caregivers or change the status of a caregiver. Below you will find step-by-step instructions on how to perform these tasks in ChildWare.

Getting Started:

1. Login to ChildWare
2. Click on PHMC logo to access the Navigation Menu
3. Navigate to the Children List.


Caregiver Group:

Welcome, Martha
Home
Agency
Site
Children
Caregiver
Application
Staff
Scheduling/Attendance
Maintenance
Reports
Logout

A list of children will appear

Children

ID	First Name	Last Name*	Agency	Age	DOB	Created By	Created Date
12762	Princess	Ariel	ABC Daycare, LLC	4	03/15/2015	MMCCOY	08/13/2018
8891	Tinker	Belle	ABC Daycare, LLC	3	07/04/2016	GFARALLYSEMERAD	05/21/2018
9013	Coco	Chanel	ABC Daycare, LLC	4	07/04/2015	GFARALLYSEMERAD	05/30/2018
12761	Sebastian	Crab	ABC Daycare, LLC	4	01/10/2015	MMCCOY	08/13/2018

Need PHLpreK assistance (policy/procedure) - email PHLreK@phmc.org or contact your Contract Specialist Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon . Visit www.childware.org > Providers Support>PHLpreK Providers for additional documentation

Narrow down your search by typing in a few letters of the child's last name in the Search box.

Children

Count: 1 Add Family Select Query Advanced Filter

ID	First Name	Last Name	Agency	Age	DOB	Created By
23194	Goofy	Hound	ABC Daycare, LLC	4	05/08/2015	MMCCOY

Click on the Child's name to bring up the child's record.

Goofy Hound (4yo) ID# 23194 [Family](#)

General Relationship Address Application/Enrollment Document Health Risk Factors

First Name: Goofy Middle Name: Last Name: Hound Suffix: Select Suffix

Click on the word **FAMILY** in the upper right corner.

The child's **Family Details** appear. Click on the **MEMBERS** Tab to access all members and their status.


Family Details

General **Members** Contact Address Application Document

Count: 3 Add Member

Name	Date of Birth	SSN	Gender	Race	Status
Goofy Hound	05/08/2015		Male	Other	Child
Walt Disney	05/08/1983		Male	Other	Primary
Snow White	11/28/1968		Female	White/Caucasian	Caregiver

****Notice that Walt Disney is Goofy's Primary Caregiver and Snow White is listed as a Caregiver.**

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Changing the Primary Caregiver:

*To make SNOW WHITE either the PRIMARY or SECONDARY Caregiver,
click on her name.*

A new window appears. Notice the boxes next to **Primary** or **Secondary** are not checked.

White, Snow - Caregiver - CW ID#[23196]

[Family](#)

General Relationship Contact Address Document

Primary Secondary

First Name: Snow Middle Name: Last Name: White Suffix: Gender: Female

Check off the appropriate box and a new message will appear asking you to confirm the change in the caregiver status. Click **YES**.

White, Snow - Caregiver - CW ID#[23196]

[Fam](#)

General Relationship Contact Address

Please confirm!
Are you sure you want to change the family primary from Walt Disney to Snow White?

Primary Secondary


First Name: Snow Middle Name: Last Name: White Suffix: Gender: Female

Birthdate: 11/28/1968 Nickname: Social Security: - - Ethnicity: Non-Hispanic/Latino

Race: White/Caucasian Primary Language: English Education: Associates Degree

Poverty Level: 1.40

Edit

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To verify the change, click on the word **FAMILY**, and then click on the **MEMBERS** tab and review the status of the caregivers. You will notice that **Snow White is now the new Primary Caregiver**.

Family Details

Name	Date of Birth	SSN	Gender	Race	Status
Goofy Hound	05/08/2015		Male	Other	Child
Walt Disney	05/08/1983		Male	Other	Caregiver
Snow White	11/28/1968		Female	White/Caucasian	Primary

Adding a New Caregiver:

If you need to add an additional Caregiver, click on the word **Family**, and then click on the **Add Family** button. A choose family member drop down will appear.


Choose Caregiver from the dropdown menu and complete the fields to add another caregiver to the child.

Add a New Family Member

Please choose Family Member to add

Child

Caregiver

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