ChildWare

Closing Your Site in ChildWare

Whether it is an emergency or scheduled closing of your center, it is important to utilize the Site Closure option in ChildWare to guarantee that your attendance and billing records are accurate.

Steps to Closing your Site:

1. **Click on the word ChildWare** in the upper left corner to access your navigation menu.
2. Scroll down to **Maintenance**.
3. Click on **Site Closing Dates**.

Setting Up a Closure:

Site Closing Dates

Pick the site ① Magic Minds Daycare ▼

Closing Date — Pick a Date ②
11/22/2018

Type — Pick type of closing ③ ▼
Emergency
Scheduled

Description ④ — Type a Description
Thanksgiving Holiday

Click Add
Add ⑤

ID▾	Date Closing	Type	Description	Action		
52	09/17/2018	Scheduled	Professional Deve...	Edit	View	Delete
21	09/03/2018	Scheduled	Labor Day	Edit	View	Delete
1	07/04/2018	Scheduled	Holiday	Edit	View	Delete

A list of scheduled days for the Center

1. Pick a Site

Site Closing Dates

Select Site ▼
Select Site
happy day care
Little Learners Daycare
Little Learners Daycare II
Magic Minds Daycare

Closing Date

Type ▼

Description

Site Closing Dates

ID	Date Closing	Type	Description	Action		
1200	09/02/2019	Scheduled	Labor Day	Edit	View	Delete
96	07/05/2018	Scheduled	Professional Deve...	Edit	View	Delete
1242	07/04/2019	Scheduled	Happy 4th	Edit	View	Delete
1	07/04/2018	Scheduled	Holiday	Edit	View	Delete
86	01/01/2019	Scheduled	NY Holiday	Edit	View	Delete

2. Pick a **Closing Date**

Site Closing Dates

3. Pick a **type of Site Closure** (**Emergency or Scheduled**) – pick Scheduled

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

4. Give a brief **description – Type Thanksgiving Holiday** (this description will appear when you hover over the shaded area on the day that is closed)
5. Click **Add**

<mark>*When you close a site for multiple days, you will need to follow this procedure for EACH DAY that you are closed.*</mark>

Example: You are closing on Thanksgiving and the day after (Black Friday). You will need to create a site closing for each day. *One site closure for 11/21, and one for 11/22*

You can set-up a whole year's worth of closings in 10-15 minutes!

Editing a Site Closure:

There are times when you may need to edit your site closings.
To edit your site closing schedule.

1. Click on the word ChildWare in the upper left corner to access your navigation menu.
2. Scroll down to **Maintenance**.
3. Click on **Site Closing Dates**.
4. Select **Site**.
5. **Review Schedule** – locate date you want to Edit or Delete

ID₄	Date Closing	Type	Description	Action
85	11/22/2018	Scheduled	Thanksgiving Holiday	Edit View Delete
52	09/17/2018	Scheduled	Professional Deve…	Edit View Delete
21	09/03/2018	Scheduled	Labor Day	Edit View Delete
1	07/04/2018	Scheduled	Holiday	Edit View Delete

To Edit a Scheduled Site Closing:
1. Click on the Edit button and make the necessary edits.
2. Click Save.

To Delete a Scheduled Site Closing:
1. Locate the date closing you want to delete.

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ID.	Date Closing	Type	Description		Action		
85	11/22/2018	Scheduled	Thanksgiving Holiday		Edit	View	Delete
52	09/17/2018	Scheduled	Professional Deve...		Edit	View	Delete
21	09/03/2018	Scheduled	Labor Day		Edit	View	Delete
1	07/04/2018	Scheduled	Holiday		Edit	View	Delete

2. Click on the Delete button at the end of the row.

3. A success message will appear Success! Record Updated/Added successfully

4. The Deleted Date is no longer on your list of scheduled closings:

ID.	Date Closing	Type	Description		Action		
85	11/22/2018	Scheduled	Thanksgiving Holiday		Edit	View	Delete
21	09/03/2018	Scheduled	Labor Day		Edit	View	Delete
1	07/04/2018	Scheduled	Holiday		Edit	View	Delete