ChildWare

Changing a Child's Classroom

Providers can change a child who is pre-enrolled in ChildWare up until their first day of attendance.

Only Pre-Enrolled children can have their classrooms changed by providers.

If the child's status is ENROLLED, then the provider will need to notify the Childware helpdesk (helpdesk@phmc.org) to move the child.

Changing a Child's Classroom

1. Select the child you need to change classrooms for from your Application List.
2. Click on Application/Application Tab

Click on the Enrollment Button to view current enrollment information.

Click on Change Enrollment Button

You can only change the fields that are white. Classroom, Start/End Times, Effective Date.

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

Choose Classroom:

Choose Effective Date, then click on the Submit button.

A new window opens, review the information and click YES if correct, or NO if you need to cancel change or pick a different classroom.

You are about to change the enrollment record for Hans Gruber; 27474. The following has been changed. Are you sure you want to proceed?

Field Name	Old Value	New Value
Classroom	Preschool	LLama

Yes   No

Updated Enrollment Record with classroom change.

Notice: the child's enrollment changed from Preschool to Llamas classroom.

Enrollment/Pre-Enrollment

Student Details

Agency	Site	Student Name
ABC Daycare LLC	Magic Minds Daycare	Hans Gruber

Date of Birth	Age	Gender
08/30/2016	3	Male

Change Enrollment   Discharge

Funding Source↓	Classroom	Days	Enrollment	Time	Action	
City of Phila (te...	Preschool	M T W TH F	09/01/2020 - 08/3...	08:30 AM-03:00 PM	Edit	Delete
City of Phila (te...	LLama	M T W TH F	09/01/2020 -	08:30 AM-03:00 PM	Edit	Delete