

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

Hans Gruber (3yo) ID# 27474

Last Updated Date/Time: 08/12/2020 15:09:46

Last Updated By: gfarallysemerad

Agency*	Site	Referral Date	Application Date	Enrollment Date	Withdraw Date	Withdraw Reason	Discharge Date	Discharge Reason	Status
ABC Daycare LLC	Magic Minds Daycare	06/06/2020	07/31/2020	09/01/2020					Pre-enrolled
ABC Daycare LLC	Magic Minds Daycare	05/08/2018	05/18/2020	09/03/2019			06/30/2020	Completed program	Discharged

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

Click on the **Enrollment Button** to view current enrollment information.

Student Details

Agency
ABC Daycare LLC

Site
Magic Minds Daycare

Student Name
Hans Gruber

Date of Birth
08/30/2016

Age
3

Gender
Male

Change Enrollment
Discharge

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

Enrollment History

Funding Source	Classroom	Days	Enrollment	Time	Start Date	End Date	Created By	Created Date	Action
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Click on **Change Enrollment Button**

Student Details

Agency
ABC Daycare LLC

Site
Magic Minds Daycare

Student Name
Hans Gruber

Date of Birth
08/30/2016

Age
3

Gender
Male

Change Enrollment
Discharge

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

Enrollment History

Funding Source	Classroom	Days	Enrollment	Time	Start Date	End Date	Created By	Created Date	Action
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You can only **change the fields that are white**. Classroom, Start/End Times, Effective Date.

Student Name
Hans Gruber

Date of Birth
08/30/2016

Age
3

Gender
Male

Service*
 City of Phila (test) - City PreK Test 07/01/2020 - 06/30/2021

Classroom*
Preschool

Start Time*
8:30AM

End Time*
3:00PM

Effective Date*

Schedule

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekdays On
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Cancel

Submit

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Choose **Classroom**:

Student Name: Hans Gruber | Date of Birth: 08/30/2016 | Age: 3 | Gender: Male

Service*: City of Phila (test) - City PreK Test 07/01/2020 - 06/30/2021

Classroom*: **LLama** (selected from dropdown: Preschool, Young Toddler, Older Toddler, LLama, Giraffes, Turtles)

Start Time*: 8:30AM | End Time*: 3:00PM

Schedule: Thurs, Fri, Sat, Sun (Weekdays On)

Buttons: Cancel, Submit

Choose **Effective Date**, then click on the **Submit** button.

Student Name: Hans Gruber | Date of Birth: 08/30/2016 | Age: 3 | Gender: Male

Service*: City of Phila (test) - City PreK Test 07/01/2020 - 06/30/2021

Classroom*: Preschool

Start Time*: 8:30AM | End Time*: 3:00PM

Effective Date*: 09/01/2020

Calendar: Sep 2020 (1st highlighted)

Schedule: Tues, Wed, Thurs, Fri, Sat, Sun (Weekdays On)

Buttons: Cancel, Submit

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

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Updated Enrollment Record with classroom change.

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

Enrollment/Pre-Enrollment

Student Details

Agency ABC Daycare LLC	Site Magic Minds Daycare	Student Name Hans Gruber
Date of Birth 08/30/2016	Age 3	Gender 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

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 Visit www.childware.org > Providers Support>PHLpreK Providers for additional documentation