Setting Up a Classroom in ChildWare
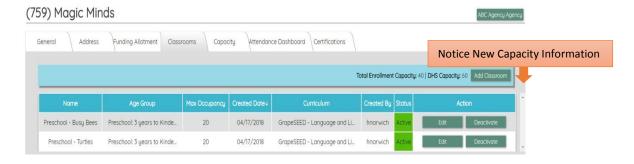
Getting Started

1. Login to ChildWare
2. Click on the Navigation Menu
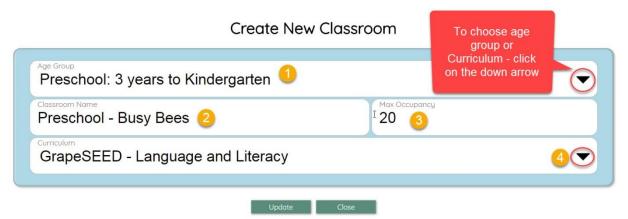3. Scroll down to "Site"
4. Click on Site's Name

Site Classrooms Tab:

Click on the Classrooms Tab: (*YOU only need to put in your PHLpreK Classroom*)

Review your classrooms – does there need to be any changes?

Create a New Classroom:

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

1) Choose Age Group
2) Type care level and the name of classroom
3) Fill in Max Occupancy (the system defaults to the PA DHS maximums for each age group)
4) Choose Curriculum
5) Click Update or Save

Edit a Classroom

You can change ALL fields in the Classroom that have a white background.

At the end of the classroom name you will see an **Edit** button.

To Change Name of Classroom

Click on the **Edit** button at the end of the classroom information.

Create New Classroom

1) Highlight name and type in NEW name.
2) Click update.