

ChildWare

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?

(759) Magic Minds ABC Agency Agency

General | Address | Funding Allotment | **Classrooms** | Capacity | Attendance Dashboard | Certifications

Total Enrollment Capacity: 40 | DHS Capacity: 60 Add Classroom

Notice New Capacity Information

Name	Age Group	Max Occupancy	Created Date	Curriculum	Created By	Status	Action
Preschool - Busy Bees	Preschool: 3 years to Kinde...	20	04/17/2018	GrapeSEED - Language and Li...	hharwich	Active	Edit Deactivate
Preschool - Turtles	Preschool: 3 years to Kinde...	20	04/17/2018	GrapeSEED - Language and Li...	hharwich	Active	Edit Deactivate

Create a New Classroom:

Create New Classroom

Age Group
Preschool: 3 years to Kindergarten 1

Classroom Name
Preschool - Busy Bees 2

Max Occupancy
20 3

Curriculum
GrapeSEED - Language and Literacy 4

To choose age group or Curriculum - click on the down arrow

Update Close

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

Age Group
Preschool: 3 years to Kindergarten

Classroom Name **1**
Buzzy Bees

Curriculum
Teaching Strategies Creative Curriculum for Preschool 5th ed.

2
Update Close

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