

# ChildWare

## Adding a Child to an Existing Family

Many times, siblings will follow each other in the PHLpreK program. The process for adding a sibling, no matter how many years in between enrollments *is different than Adding New Family on the Children's List*.

**The goal is to keep the family members together**

If any child attended your program in the past that has the same caregiver, please follow the steps below to add the new sibling to an existing family.

### Adding a Child to an Existing Family

There are two ways to approach this:

*Option 1: Check to see if the caregiver's name currently exists in the system*

*Option 2: Add the new member to the Child's relationship tab under add member*

### Option 1: Checking for a Caregiver's Name

1. **Navigate to the Caregiver's list** on the Navigation Menu
2. Click in the **search box** and **type** a few letters or name of the **caregiver**

#### Caregiver

Caregiver ID	First Name	Last Name	Date of Birth	Gender	Primary Phone	Primary Email	Created By	Created Date
46249	Jim	Hanson	12/25/1995	Male	555-555-5555		gfarallysemerad	08/09/2021

If you see the same caregiver's name of the "new child," then the "family" information is already in the system

If you experience difficulty while completing the process above, please use the **bug report feature** , or contact us at [helpdesk@phmc.org](mailto:helpdesk@phmc.org) for assistance and additional technical support.

For PHLpreK Program/Policy support contact [PHLpreK@PHMC.org](mailto:PHLpreK@PHMC.org)

3. Click on the **caregiver's name**

## Caregiver

Caregiver ID	First Name	Last Name	Date of Birth	Gender	Primary Phone	Primary Email	Created By	Created Date
46249	Jim	Hanson	12/25/1995	Male	555-555-5555		gfarallysemerad	08/09/2021

4. Click on the **Relationship tab**.

5. To *add another child to this family*, click on **Add Family Member**

Hanson, Jim - Caregiver - Last Updated Date/Time: 08/09/2021 08:53:43 Last Updated By: gfarallysemerad  
 CW ID#[46249]

Click on Relationship tab

Click here to add another child to this caregiver

Existing sibling record

Person ID	Name	Relationship	Status	Birth Date	Gender	Primary Phone	Primary Email	Pickup	Emergency Contact	Resides with Child	Action
46250	Grover Sesame	Child	N/A	11/07/2017	Male	N/A	N/A	N/A	N/A	N/A	Action

Person ID	Name	Relationship	Date Of Birth	Gender	Primary Phone	Primary Email	Action
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6. Proceed to Add New Family Member (please have your PHLpreK application in front of you).

## Add a New Family Member

Please choose Family Member to add

Child  
 Caregiver

After entering the child you will be returned to the Caregivers information.

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7. Click on the Relationship tab, you will now see both children listed for this caregiver.

Hanson, Jim - Caregiver - Last Updated Date/Time: 08/11/2021 12:21:25 Last Updated By: gfarallysemerad  
CW ID#[46249]

General Relationship Contact Address Document Employer/School Change Log

Count: N/A Add Family Member Family Details

Family

Person ID	Name	Relationship	Caregiver Status	Birth Date	Gender	Primary Phone	Primary Email	Pickup	Emergency Contact	Resides with Child	Action
46253	Elmo Sesame	Child	N/A	03/03/2017	Male	N/A	N/A	N/A	N/A	N/A	Action
46250	Grover Sesame	Child	N/A	11/07/2017	Male	N/A	N/A	N/A	N/A	N/A	Action

To double check...

### Checking a Child's Record

1. Open Children's List
2. Search for the sibling if you know their name. It may be helpful to only search by last name

### Children

Count: 5 Add Family Select Query Advanced Filter Elmo QF

Child ID	First Name	Last Name	Age	DOB	Agency	Created By	Created Date
46253	Elmo	Sesame	4	03/03/2017	TEST-ABC Daycare LLC	gfarallysemerad	08/11/2021
35090	Elmo	Johnson	4	05/13/2017	TEST-ABC Daycare LLC	mjorales	03/01/2021

3. Click on the Relationship Tab to review Family Details. You should see the sibling and the Caregiver's name listed.

Elmo Sesame (4yo) Last Updated Date/Time: 08/11/2021 12:21:25 Last Updated By: gfarallysemerad  
ID# 46253

General Relationship Address Application/Enrollment Document Health Risk Factors Change Log Admin

Count: N/A Add New Relationship Family Details Search Member

Family

Person ID	Name	Relationship	Date Of Birth	Gender	Primary Phone	Primary Email	Caregiver Status	Pickup	Emergency Contact	Resides with Child	Action
46250	Grover Sesame	Sibling	11/07/2017	Male	N/A	N/A	N/A	N/A	N/A	N/A	Action
46249	Jim Hanson	Parent	12/25/1995	Male	555-555-5555	N/A	Primary		Yes	Yes	Action

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## Option 2: Adding the Caregiver to a Child’s Record

1. Open **Children’s List**
2. Use the search box and **search for the sibling’s name** if you know their name. It may be helpful to only search by last name

### Children

Child ID	First Name	Last Name	Age	DOB	Agency	Created By	Created Date
46253	Elmo	Sesame	4	03/03/2017	TEST-ABC Daycare LLC	gfarallysemerad	08/11/2021
35090	Elmo	Johnson	4	05/13/2017	TEST-ABC Daycare LLC	mjorales	03/01/2021

3. Click on the **Sibling’s Name**. The Sibling’s Child Record will display.
4. Click on the **Relationship Tab**
5. Click on **Family Details**

Elmo Sesame (4yo)  
ID# 46253

Last Updated Date/Time: 08/11/2021 12:21:25  
Last Updated By: gfarallysemerad

General Relationship Address Application/Enrollment Document Health Risk Factors Change Log Admin

Count: N/A Add New Relationship **Family Details** Search Member

6. The Caregiver’s record will display.
7. Click on the **Members Tab**

### Family Details

General **Members** Contact Address Application Document

8. Click Add Member button

### Family Details

General Members Contact Address Application Document

Count: 2 Add Member

9. Scroll down to Add Child

Add a New Family Member

Please choose Family Member to add

Child  
Caregiver



10. Complete adding child's information.