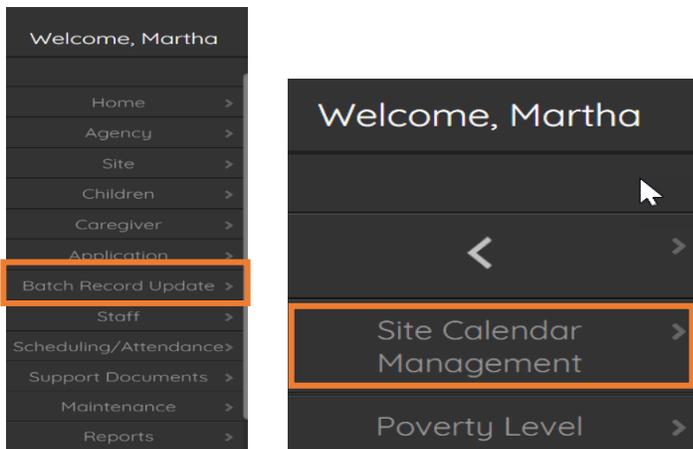# ChildWare

Calendar Management

We have made several improvements on the Site Closure process and added some new features for a yearly calendar.
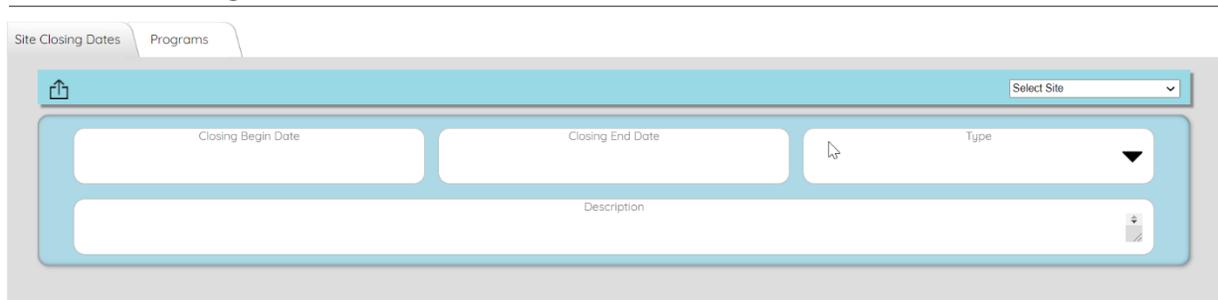
Contents

Accessing Site Closure/Calendar

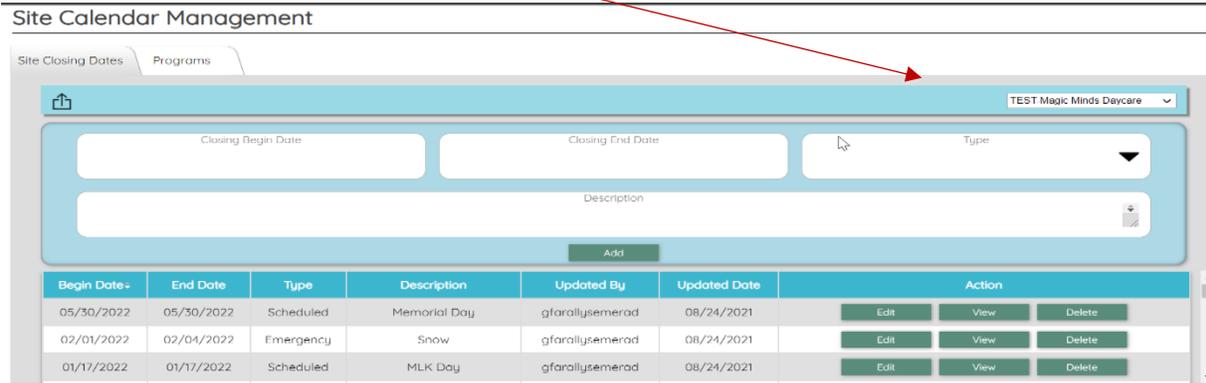On the main navigation, scroll to Maintenance and then click on Site Calendar Management
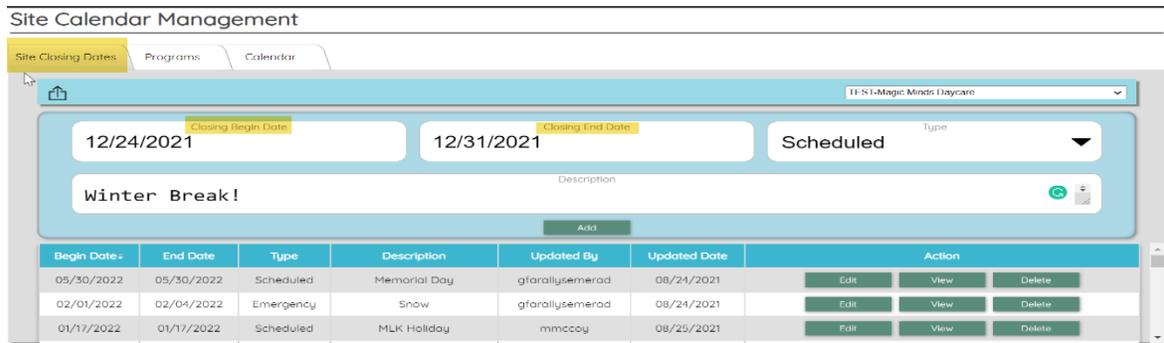

A new Site Closure/Calendar window appears.

1. Select a site from the drop-down.

2. Add a single day or a range of days that you want your site to be shown as **closed**.

3. **Choose the type of closing** (**Scheduled** or **Emergency**)

   Scheduled: Holidays, Breaks, Staff Development training
   Emergency: Snow, Fire, Flood, No Power, any other reason you can not open your doors.

4. Add a **Description**
5. Click on **Add**

The new date will appear on the list of calendar closings. The closings are listed by date, but you can sort the closings by clicking n any of the blue column headers.

You can export the list of closings (Excel spreadsheet) by clicking on the export icon ⬆.

Calendar Programs Tab

The Programs tab allows you to add a first day of school, required number of days and specify a rule group to auto calculated the earliest last day of the program.

1. Click on the **Programs Tab**
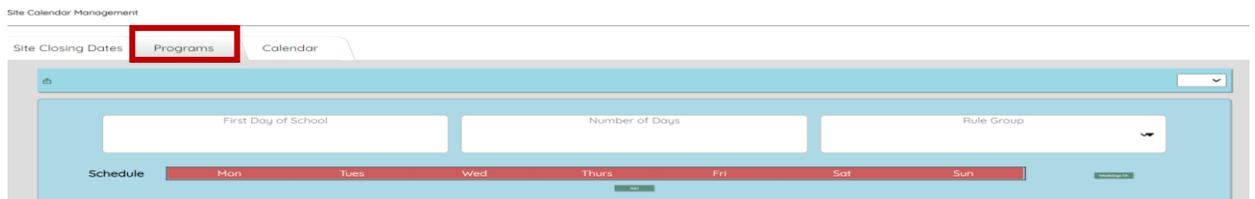
2. Add a **First Day of School**
3. Add **Number of Days**
4. Add **Rule Group** (Funding Year)
5. Click on **Weekdays On**, Click **Add**
6. The **Program End Date** is automatically calculated (earliest possible program end date)
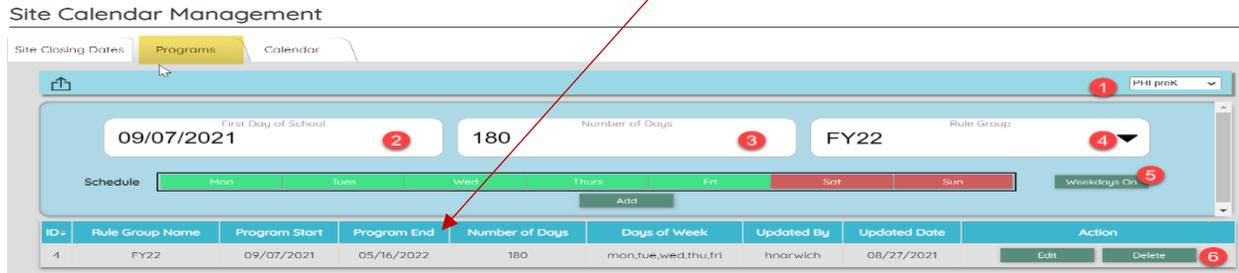

This is a static number and does not change when you add closings. To view changes in end date after closings are added – refer to the calendar tab.
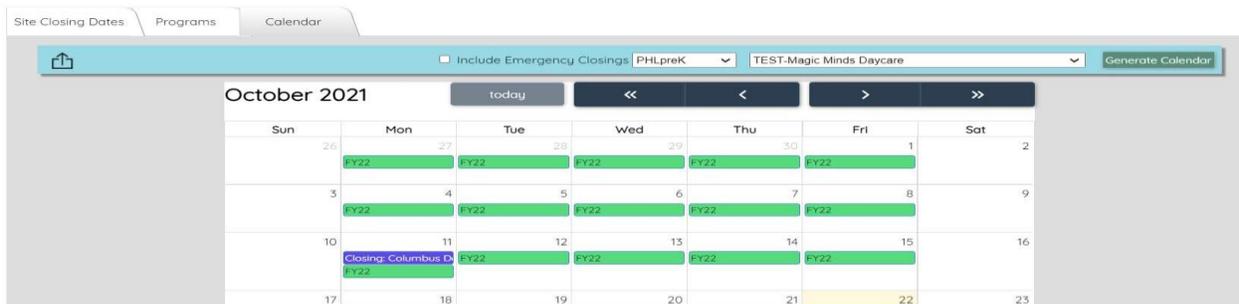
Calendar Tab

The calendar tab will give Providers a real time view of how site closings will affect their "last day of school." As they add site closings, the last day of noted "Alliance" notations on the calendar will automatically move later to accommodate the 180 days required for the program.
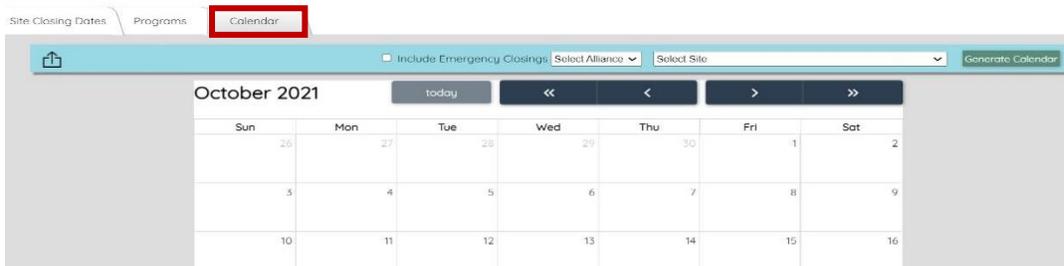
1. Click on **Calendar Tab**
2. Click on "**Select Alliance**" and choose Alliance: PHLpreK or SDP
3. **Select Site**
4. Click on **Generate Calendar**

Notice how the closing dates appear on the calendar – **See October 11, 2021.**

The calendar **can be exported and customized for a range of dates**.

Select your start and end dates and click on **Print.**