

ChildWare

Attendance Tracking, Attendance Reports, and Site Closures

Login to ChildWare 2.0 at childware.phmc.org

Click on PHMC Logo and scroll down menu to *Scheduling and Attendance*

Scheduling/Attendance Tab:

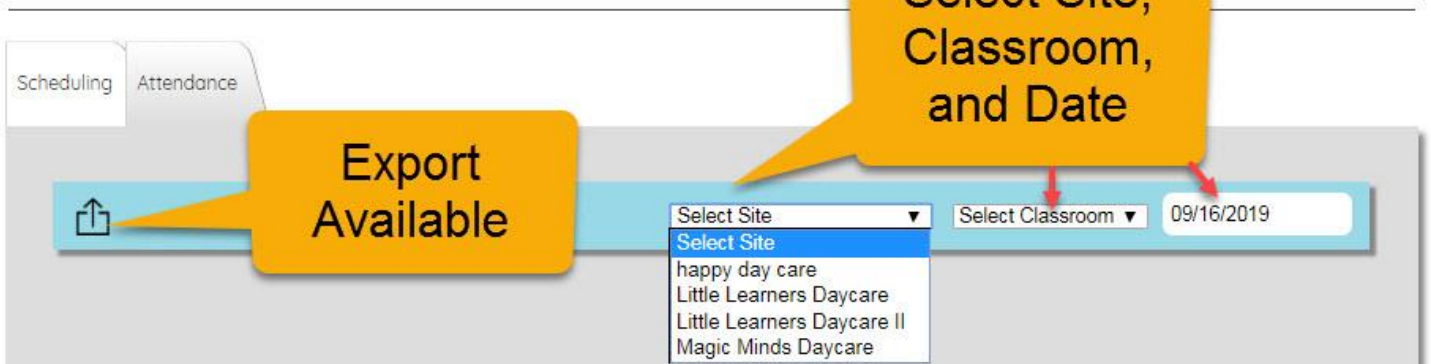
- Select **Site**
- Select **Classroom**
- **Select September date** from pop-up calendar
- Review **Classroom list**

Approving an Attendance Week

Click on the Attendance Tab

Review information on screen.

Scheduling/Attendance



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**

Choose a site/Classroom and Date. Now you will see the children in that class.

Scheduling/Attendance

The screenshot shows the 'Scheduling/Attendance' interface. At the top, there are tabs for 'Scheduling' and 'Attendance'. Below the tabs, there is a header bar with a 'Select/Deselect All' checkbox, an 'Approve' button, a 'Save' button, and dropdown menus for 'Magic Minds Daycare', 'Preschool', and a date field '09/16/2019'. Below the header bar, there is a legend for attendance status: B: Breakfast, L: Lunch, S: Snack, P: Present, A: Absent, E: Excused Absent. There are also icons for 'Scheduled Closing' (grey diagonal lines) and 'Emergency Closing' (red diagonal lines). The main area is a calendar grid with columns for each day from Monday 09/16/2019 to Sunday 09/22/2019. The rows represent children's names: Tinker Belle and Coco Chanel. Each cell in the grid contains a 'Status' dropdown menu with options P, E, and A. The 'Approve' button is highlighted with a red box, and an orange arrow points from the text above to it.

Locate Approve/Unapprove and Save buttons

Taking attendance and Saving/Closing the week:

1. Review each child's attendance, and make any necessary changes (change P for present to E for excused absence)
2. Click on the "SAVE" button
3. Click the "Approve" button

Editing an Attendance Week

Sometimes changes need to be made to a "closed" week of attendance. To edit a child's previously saved attendance record.

Navigate to your **Attendance Tab**

1. Click on the **Unapprove button** (*this will open your week to make edits*)
2. Change a few children's records to **E** or **A** on a few days
3. Click **SAVE button**.
4. Click **Approve button**

Your changes will now be saved!

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What happens if your attendance and monthly report do not match?

The most common cause of children appearing on your attendance but not showing up on your monthly report or showing up with an “X” on the days of the week is that the week needs to be **RE-SAVED!**

Navigate to your **Attendance Tab**

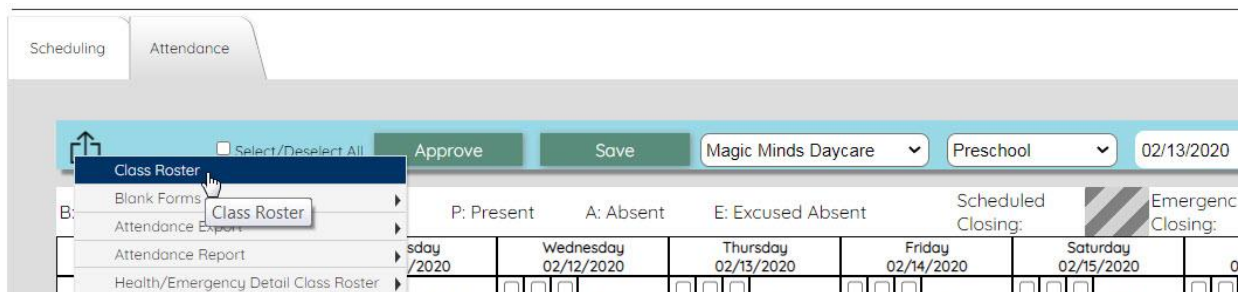
1. Choose **Site**
2. Choose **Classroom**
3. Choose **Week**
4. Click on the **Approve button** (*this will change the button to UNAPPROVE*)
5. Click **SAVE button**.
6. Click **Approve button**

You have RE-SAVED the week – run the report again!

If there are still issues with the attendance – email helpdesk@phmc.org

Creating a Class Roster

1. Click on the **Export Icon** 
2. Scroll down and click on **Class Roster**



3. Using the date picker, **choose a date that you would like to create a class roster.**

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Class Roster Forms

Select a Date from the week

Select/Deselect All

Site: happy day care Buzzy Bees

Site: Little Learners PreK 1 - Turtles PreK 2 - Frogs

Site: Little Learners Daycare II Koalas PreK - CityPreK

Site: Maaic Minds Daycare

Done Close

4. **Check off the classroom(s)** that you want to create a **Class Roster** for, if you pick multiple classrooms all the information will be stored in one file but organized by classroom.
5. Click **Done**

A pdf image of the class roster will appear on your screen.

Class Roster Sheet
 Agency: ABC Daycare, LLC
 Site: Magic Minds Daycare
 Active between: 09/02/2019 and 09/08/2019
 Report Date: 07/22/2019

Classroom: Preschool
 Age Group: Preschool: 3 years to Kindergarten
 Capacity: 20

Child's Name	Gender	DOB	Age	Enrollment Date
Coco Chanel	Female	07/04/2013	6 yrs 0 mo	06/20/2018
Shaggy Doo	Male	02/02/2015	4 yrs 5 mo	09/03/2019
Gail Farally-Semerad	Female	11/28/2015	3 yrs 8 mo	09/03/2019
Mickey Mouse	Male	12/25/2013	5 yrs 7 mo	01/14/2019
Peter Pan	Male	11/28/2013	5 yrs 8 mo	09/04/2018

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Scroll your mouse near the very top of the image to see download and printer icons. Click on the screen to keep the icons visible.




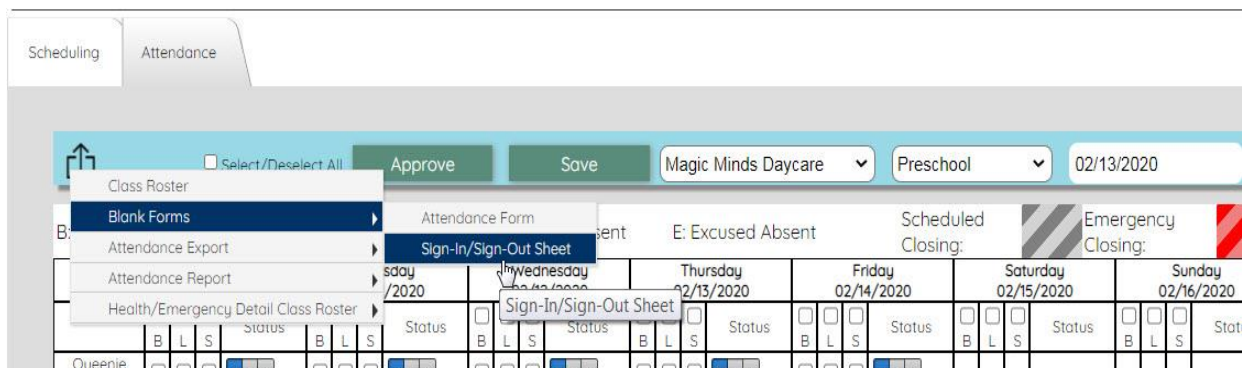
To download a copy of the Class Roster to your computer, click on the download button, give the file a place to save – desktop.

Naming the file: Type of file, classroom name, and the date of the week. EX: Class Roster_Preschool_Sept 10 2018

Creating a SignIn/Sign Out Sheet

Change date or classroom on Attendance tab, if necessary

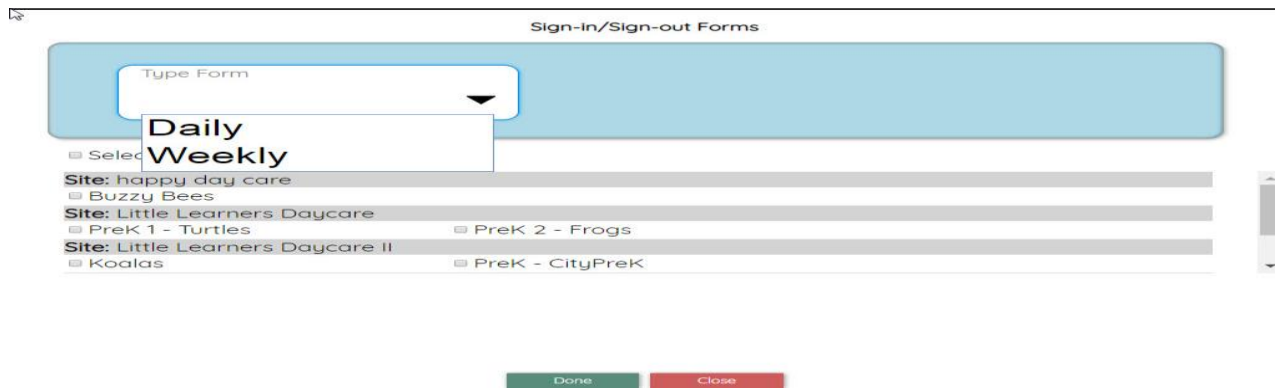
1. Click on the **Export Icon** 
2. Scroll down and click on **Blank Forms-SignIn/SignOut Sheet**



3. Click in box that says *Type of Form* – choose either **Daily** or **Weekly**.

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4. **Select a date**



5. **Check off the classroom(s)** that you want to create a **SignIn/SignOut** sheet for, if you pick multiple classrooms all the information will be stored in one file, but organized by classroom.

6. Click **Done**

A pdf image of the SignIn/Sign out sheet will appear on your screen.

Sign-In/Sign-Out Sheet
 Agency: ABC Daycare, LLC
 Site: Magic Minds Daycare
 Active between: 09/02/2019 and 09/08/2019
 Report Date: 07/22/2019

Classroom: Preschool
 Age Group: Preschool: 3 years to Kindergarten

Child's Name	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature
Tinker Belle	In:													
	Out:													
Coco Chanel	In:													
	Out:													
Shaggy Doo	In:													
	Out:													

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Days that are grayed out will be related to site closures.

To print or save. Scroll your mouse near the very top of the image to see download and printer icons. Click on the screen to keep the icons visible.



To download a copy of the SignIn/SignOut Sheet to your computer, click on the download button, give the file a place to save – desktop.

Naming the file: Type of file, classroom name, and the date of the week. EX: SignIn Sheet_Preschool_Sept 10 2019

Creating an Attendance Monthly Report*

**You will need this report for your monthly PHLpreK invoice process.*

Change date or classroom on Attendance tab, if necessary

1. Click on the **Export Icon** 
2. Scroll down and click on **Attendance Report > Monthly**

Scheduling/Attendance

	Wednesday 02/12/2020			Thursday 02/13/2020			Friday 02/14/2020			Saturday 02/15/2020			Sunday 02/16/2020		
	B	L	S	B	L	S	B	L	S	B	L	S	B	L	S
Queenie Maleficent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mickey Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peter Pan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Semerad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click in box that says *Type of Form* – choose either **Monthly or Weekly**.
4. **Select a date** from the week.

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Monthly Attendance Report

Select a Date from the month
01/01/2019

Select/Deselect All

PreK 1 - Turtles PreK 2 - Frogs

Site: Little Learners Daycare II

Koalas PreK - CityPreK

Site: Magic Minds Daycare

Giraffes LLama Older Toddler

Preschool Young Toddler

5. **Check off the classroom(s)** that you want to create a **Monthly Attendance Report** for, if you pick multiple classrooms all the information will be stored in one file, but organized by classroom.
6. Click **Show**

A pdf image of the **Attendance Report_Monthly** will appear on your screen.

Review the attendance for accuracy. If changes need to be made – return to attendance tab and make necessary edits to the report before saving or printing report.

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Agency: ABC Daycare, LLC
 Site: Magic Minds Daycare
Monthly Attendance - Detail
 Report Date: 07/22/2019

Recorded Attendance for Jan 2019

Classroom: Preschool
 Preschool: 3 years to Kindergarten

Child's Name	Total Days																															Expected	Attended	ADA
	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th			
Tinker Belle	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	0	0	%
Coco Chanel	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	22	22	100%	
Shaggy Doo	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	0	0	%	
Gail Farally-Semerad	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	*	W	W	*	*	*	*	0	0	%	
Whitney Houston	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	W	W	P	P	P	P	22	22	%		
Fiona McMahon	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	W	W	P	P	P	P	22	22	100%		
Mickey Mouse	*	*	*	W	W	*	*	*	*	*	W	W	P	P	P	P	P	W	W	P	P	P	P	W	W	P	P	P	P	14	14	100%		
Peter Pan	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P	P	P	P	W	W	P	P	P	P	22	22	100%		

Scroll your mouse near the very top of the image to see download and printer icons. Click on the screen to keep the icons visible.



To download a copy of the **Monthly Attendance Report** to your computer, click on the download button, give the file a place to save – desktop.

Naming a monthly file: Month/Yr., Type of file, classroom name: EX: Jan 2019_Attendance Report_Preschool