Child Care Subsidy and ChildPlus

<u>To create a child's fee account on childplus:</u>

Sign into ChildPlus, click on Services tab, from the list of participants pick the child you need or enter name in the search bar and click enter.

Go to Fees Click the box next to participant is billed, enter the amount of the child's co-pay or flat rate in the normal fee amount box, in notes type the date the fees started.

<u>To enter a fee:</u>

Once you are in the fee section of the child's profile, click add fee

Type in the transaction date (typically the first date of the month or the date the child began extended day for that month)

Type in the amount

Under fee category select what the appropriate item

In statement description type what month the fee is for

<u>To enter a payment:</u>

Once you are in the fee section of the child's profile, click add payment

Type in the transaction date (should match the date on your deposit slip)

Type in the amount the family paid

Select the appropriate payment type

In the statement description box, type in the number of the money order or check

Click save and print receipt, give receipt to the family

<u>To print a remaining balance form for the parents:</u>

Click on the Reports tab at the top of the ChildPlus page

Click on Fees on the left side of the screen

Click on 2610 Fee Statement

Make sure your program term is correct click on your site

Under the heading include charges, payments and credits between, type in the dates you want to show a balance (typically the first day of the month in the first box and the last day of the month in the next box.

To print the whole classrooms statements, go ahead and click print

If you want to just print one students statement click on the individuals tab under the fee statements tab

Unclick the box next to students names you DO NOT want to print.

Once all of the students you want are selected press print.

How to access Calendars on childplus

- Click on the To-Do List
- Click on Calendars
- Click on Settings
- Under the Calendars heading toward the bottom there is a list of calendars
- Center Directors click the center director calendar and the teacher calendar
- Teachers click the teacher calendar
- Click save
- If you want it to email you when something is on the calendar
    - Click email this To-Do list, choose which day you want it emailed to you then click save

How to set up your Dashboard

Sign in to Childplus

Click the Dashboard tab

Click the plus sign at the top of the page

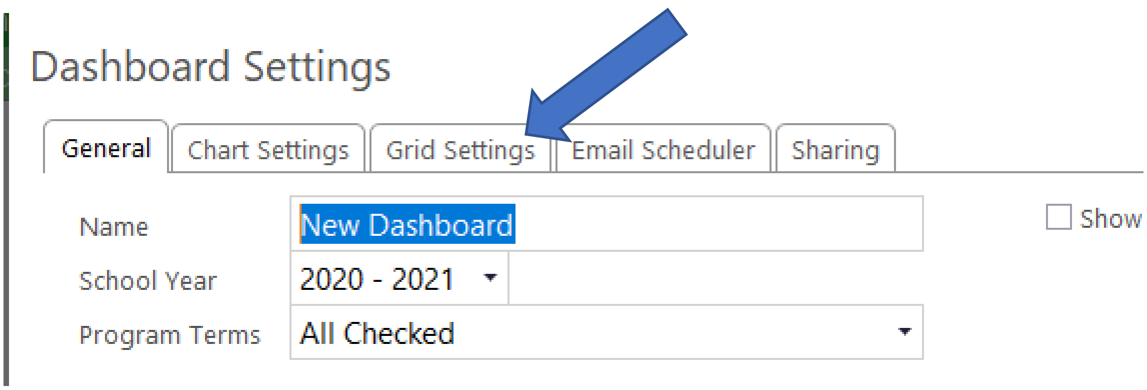
Start with a blank Dashboard should be pre-selected, press ok

Name Dashboard: (choose what you would like)

Choose the School Year

Program Terms (all checked) should be selected

Click on grid settings



Click Show Grid

Then choose what items you would like to look at.

Suggested items: Enrollment, Requirements Completed (Entry-Based) (this will show you 45 and 90 day screenings), Requirements Past Due or Expired, Up-to-Date on Immunizations

Click save

To create an email schedule:

Click on your Dashboard tab

Click on settings on the left side of the screen

Click email scheduler at the top of the page

Click email this dashboard

Select how often you would like the email (I suggest not more than once a week)

You can click the box that says also send a copy of each email to (you can add classroom emails here and it will share it with them remind them to look at the dashboard)

Click Save

Folder Check Protocols

The Leadership team will conduct folder checks per the folder check timeline. They will enter each child's folder checks into childplus. If a student is missing items of concern in their particular section, they will notify the Center Director, who will in-turn notify the teacher.

The Center Director will oversee corrections. When teachers complete corrections, the center director will go into Childplus and update the child folder checklist. They will not delete anything that is already in there, they will simply type in the notes when corrections are made. (Teachers are able to look at the checklists, All others are able to make changes)

How to access the child folder checklist:

Click on the child's name

Click on the enrollment tab

Click on the child folder checklist tab

If there is already a checklist entered, click that line

Put in your updates, and time stamp EACH time you add something to the checklist

2nd Round of Checklists

Data Team (or first leadership team member to go through) will enter a new checklist using data entry, ALL others, must check children's tabs individually using the most recent checklist.

How to Enter Health and Safety Checks into Childplus

Download the Health and Safety Checklist from the website or email.

Save the Health and Safety Checklist and label it.

> (You can click save as, click the folder you want to place it, change the file name if needed, then click save)

Open the file and click the fill and sign button on the right side of the program. Then fill out the form and save it as the current month.

Sign in to Childplus.

Click the Management tab at the top of the page.

Click on Health and Safety Screener

Click on the month you are entering ***<u>(Do NOT click on the Don't Touch button)</u>***

Find your center

Click Add Attachment

Click the correct Health and Safety Checklist

On Date received: enter date you attached the lesson plan

Approved by: Your name

When finished with attachments click save

*****Do NOT click the delete button on the top right corner, it will erase all of the agencies Health and Safety lists for that month.*****

How to Enter Lesson Plans into Childplus

Have your staff EMAIL their lesson plans to you.

Save the lesson plan and label them if your staff have not done so already.

> (You can click save as, click the folder you want to place it, change the file name if needed, then click save)

Sign in to Childplus.

Click the Management tab at the top of the page.

Click on Lesson Plans

Click on the week you are entering

Find your individual classroom

Click Add Attachment

Click the correct classrooms lesson plan

On Date received: enter date you attached the lesson plan

Approved by: Your name

Click Add Attachment on the next class and continue until all classrooms are entered.

When finished with attachments click save

*****Do NOT click the delete button on the top right corner, it will erase all of the agencies lesson plans for that week.*****