

# ChildPlus

Professional Head Start Management Software

## Session Topics

- Participant Flagging
- Additional Growth Charts
- Attendance App
- Electronic Signatures
- Enhanced Dashboard

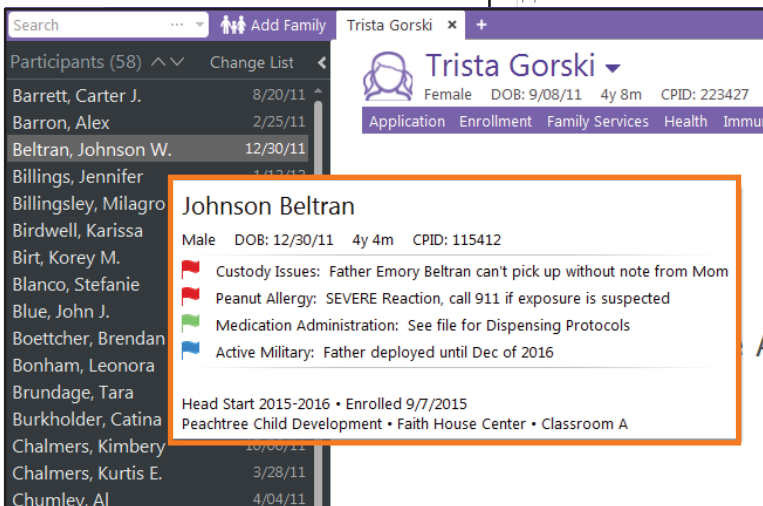
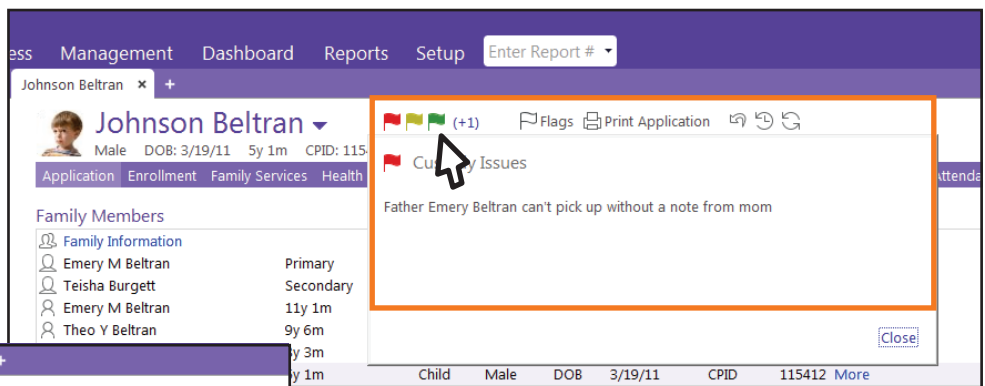
- Online Application
- Email & Text Parents
- Staff Time Clock
- Question & Answers

To learn even more about these features, please visit [childplus.com](http://childplus.com).

## Participant Flagging

- Groups make it easier to identify children with similar issues. Make groups or participants stand out by placing a colored flag next to their name for issues such as:
  - Custody Issues
  - Active Military
  - Allergies
  - Policy Council
  - And More
- Hover over a child's name to see a description for each flag a child has.
- Each child can have multiple flags and individual notes for each flag.
- Flagging easily shows which groups a child belongs to.
- Pick color of each flag type, such as red for allergies or custody issues.

Hover over flags in a child's record for more information on each flag.



Hover over a child's name in My Participants to learn basic information about a child and flags.

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# Participant Flagging - Continued

Report grouped by flag type

View flags on multiple reports such as the Family Participant Groups, Enrollment Priority Listing, Master List of Participants, etc.

4015 - Family Participant Groups					
Program Term: Head Start 2015-2016, Agency: Peachtree Child Development, Site: Faith House Center, Enrollment Status: Enrolled					
Name	CPID	Type	Participant	Primary Phone	Flag Notes
Peachtree Child Development - Faith House Center - Classroom A					
Active Military					
Beltran, Johnson	115412	Child	✓	(555) 605-8136	Father deployed until Dec of 2016
Custody Issues					
Beltran, Johnson	115412	Child	✓	(555) 605-8136	Father Emory Beltran can't pick up without note from Mom
Medication Administration					
Barrett, Carter	201908	Child	✓	(555) 172-4502	See file concerning dispensing medication
Beltran, Johnson	115412	Child	✓	(555) 605-8136	See file for Dispensing Protocols
Parent Committee					
Bran, Albertha	218839	Adult		(555) 846-9464	
Peanut Allergy					
Barrett, Carter	201908	Child	✓	(555) 172-4502	SEVERE Reaction, call 911 if exposure is suspected
Beltran, Johnson	115412	Child	✓	(555) 605-8136	SEVERE Reaction, call 911 if exposure is suspected
Policy Council					
Beltran, Emory Sr.	115406	Adult		(555) 605-8136	
Rucker, Graham	227834	Adult		(555) 453-5046	
Classroom Totals - Classroom A: 5 Individuals (Active Military - 1, Custody Issues - 1, Medication Administration - 2, Parent Committee - 1, Peanut Allergy - 2, Policy Council - 2)					
Peachtree Child Development - Faith House Center - Classroom B - HS & PreK					
Policy Council					
Betts, Christiane	208741	Adult		(555) 853-0773	
Classroom Totals - Classroom B - HS & PreK: 1 Individual (Policy Council - 1)					
Site Totals - Faith House Center: 6 Individuals (Active Military - 1, Custody Issues - 1, Medication Administration - 2, Parent Committee - 1, Peanut Allergy - 2, Policy Council - 3)					
Agency Totals - Peachtree Child Development: 6 Individuals (Active Military - 1, Custody Issues - 1, Medication Administration - 2, Parent Committee - 1, Peanut Allergy - 2, Policy Council - 3)					
Report Totals					
6 Individuals (Policy Council - 3, Active Military - 1, Custody Issues - 1, Medication Administration - 2, Parent Committee - 1, Peanut Allergy - 2)					

Report grouped by child

4015 - Family Participant Groups						
Program Term: Head Start 2015-2016, Agency: Peachtree Child Development, Site: Faith House Center, Enrollment Status: Enrolled						
Name	CPID	Type	Participant	Primary Phone	Groups	Flag Notes
Peachtree Child Development - Faith House Center - Classroom A						
Barrett, Carter	201908	Child	✓	(555) 172-4502	Medication Administration Peanut Allergy	See file concerning dispensing medication SEVERE Reaction, call 911 if exposure is suspected
Beltran, Emory Sr.	115406	Adult		(555) 605-8136	Policy Council	
Beltran, Johnson	115412	Child	✓	(555) 605-8136	Active Military Custody Issues Medication Admini Peanut Allergy	Father deployed until Dec of 2016 Father Emory Beltran can't pick up without note from Mom See file for Dispensing Protocols SEVERE Reaction, call 911 if exposure is suspected
Bran, Albertha	218839	Adult		(555) 846-9464	Parent Committee	
Rucker, Graham	227834	Adult		(555) 453-5046	Policy Council	
Classroom Totals - Classroom A: 5 Individuals (Medication Administration - 2, Peanut Allergy - 2, Policy Council - 2, Active Military - 1, Custody Issues - 1, Parent Committee - 1)						
Peachtree Child Development - Faith House Center - Classroom B - HS & PreK						
Betts, Christiane	208741	Adult		(555) 853-0773	Policy Council	
Classroom Totals - Classroom B - HS & PreK: 1 Individual (Policy Council - 1)						
Site Totals - Faith House Center: 6 Individuals (Medication Administration - 2, Peanut Allergy - 2, Policy Council - 3, Active Military - 1, Custody Issues - 1, Parent Committee - 1)						
Agency Totals - Peachtree Child Development: 6 Individuals (Medication Administration - 2, Peanut Allergy - 2, Policy Council - 3, Active Military - 1, Custody Issues - 1, Parent Committee - 1)						
Report Totals						
6 Individuals (Policy Council - 3, Medication Administration - 2, Peanut Allergy - 2, Active Military - 1, Custody Issues - 1, Parent Committee - 1)						



# Participant Flagging - Continued

## Enrollment Priority Listing

### Peachtree Child Development

Eligibility Points	Name	CPID	Current Age	Class Age	Birthday	Primary Lang.	# In Fam	% of Poverty	TANF	SSI
210	Vest, Devon	157545	5y 0m	4y	4/22/11		6	48	N	N
210	Sowell, Melania	230239	4y 3m	3y	1/24/12		6	49	N	N
195	Truss, Diego	199534	5y 3m	4y	1/27/11	English	11	0	Y	N
175	Whitt, Adelaide	220066	4y 6m	3y	11/01/11	Spanish	3	84	N	N
170	Stith, Tamala	202186	4y 10m	4y	6/15/11	English	4	16	N	N

#### Active Military

170	Lamas, Margorie	214661	4y 9m	4y	7/18/11		7	0	Y	N
170	Whittle, Carmelia	163170	5y 1m	4y	3/07/11	English	7	16	Y	Y
170	Hollinger, Eugenio	229992	5y 5m	4y	12/03/10	English	6	48	N	Y
160	Breazeale, Dana	230204	5y 3m	4y	2/04/11	English	5	55	N	N
155	Lamas, Lawanda	214662	4y 9m	4y	7/18/11		7	0	Y	N
155	Threadgill, Christen	215230	4y 8m	4y	8/10/11		6	69	N	N
155	Cloninger, Brandy	210434	4y 9m	4y	7/13/11	English	5	0	Y	N
155	Vasquez, Kayla	236516	4y 4m	3y	12/28/11	English	4	0	Y	N

#### Asthma

150	Wheat, Russell	201071	4y 9m	4y	7/15/11		5	90	N	N
150	Jackson, Kevin	236541	3y 9m	3y	7/06/12	English	3	55	N	N
150	Kimura, Marta	217097	5y 4m	4y	12/19/10		4	98	N	N
150	Prevost, Celestina	215973	4y 10m	4y	6/22/11		4	87	N	N
150	Gallman, Randy	236536	4y 1m	3y	3/07/12	English	2	13	N	N
150	Sunderland, Rolland	96808	5y 3m	4y	1/26/11		3	73	N	N
140	Towner, Eloy	210493	4y 8m	4y	8/18/11	English	4	29	Y	N
140	Causey, Felipe	132653	4y 6m	3y	10/16/11		6	73	N	N

#### Peanut Allergy

140	Neel, Elease	220967	4y 7m	3y	9/06/11	Spanish	5	0	Y	N
135	Worcester, Tobi	209120	4y 9m	4y	7/15/11	English	2	0	Y	N
135	Cagle, Carson V	210647	5y 3m	4y	1/07/11	English	2	0	Y	N
135	Whitt, Charise	219479	4y 11m	4y	5/27/11	English	3	0	Y	N
135	Hays, Mathew	225882	5y 1m	4y	3/14/11	English	6	0	Y	N

\* = Indicates an enrolled participant who is included in the report because of a location preference (i.e. they want to transfer to a different location)

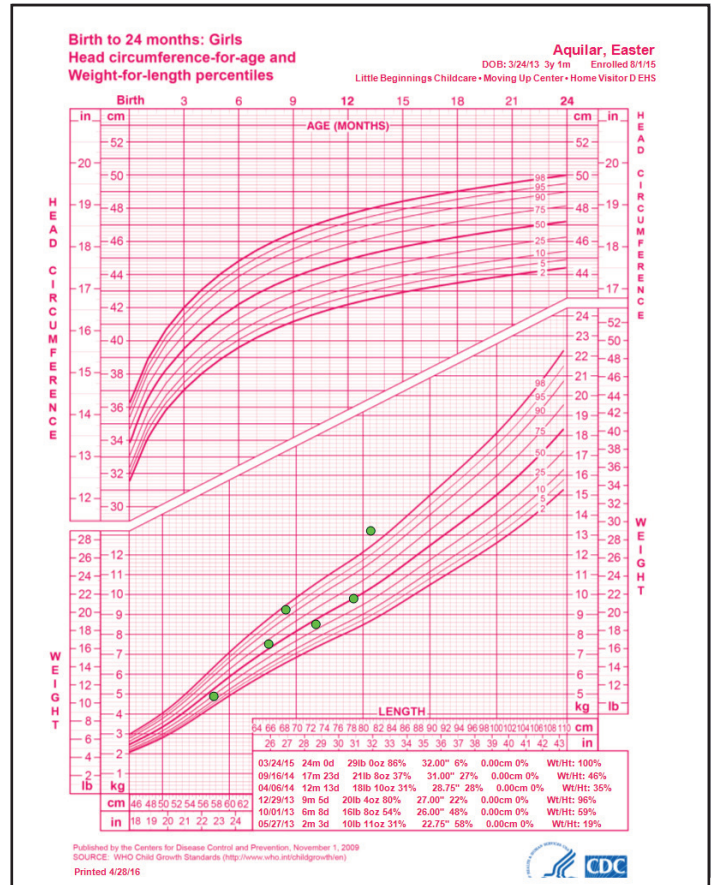
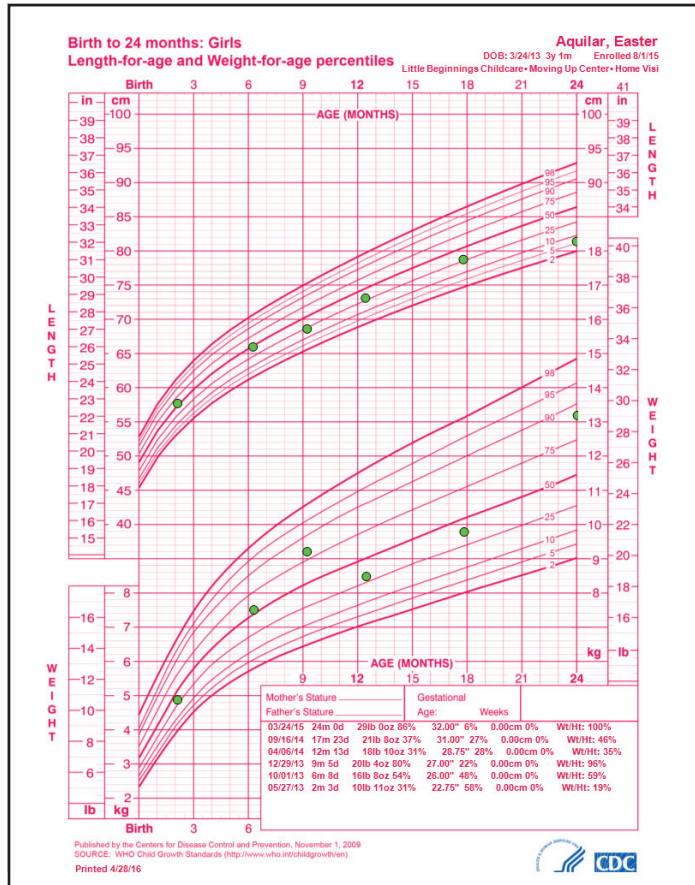
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# Additional Growth Charts

## World Health Organization (WHO) Growth Charts

- The CDC now recommends using the WHO charts for children 0-24 months and the CDC growth charts for children 24 months and older.
- ChildPlus automatically determines which chart each child needs based on their age.
- Printable in full color!
  - Pink ► Girls
  - Blue ► Boys



# Attendance App for iPads & Android tablets

Take attendance for your Head Start and Early Head Start classrooms from your tablet! Teachers or parents can use the ChildPlus Attendance App in the classroom to check children in and out each day or use the app at your attendance kiosk at your receptionist desk.

The ChildPlus Attendance App records:

## IN/OUT

Exact arrival and departure times at check in/out for accurate attendance.



Signatures of who dropped off or picked up a child create accountability.



Meal counts at point of service for CACFP.

Download



FREE



Download on the  
App Store

Available for iPads only.  
Unavailable for iPhones.



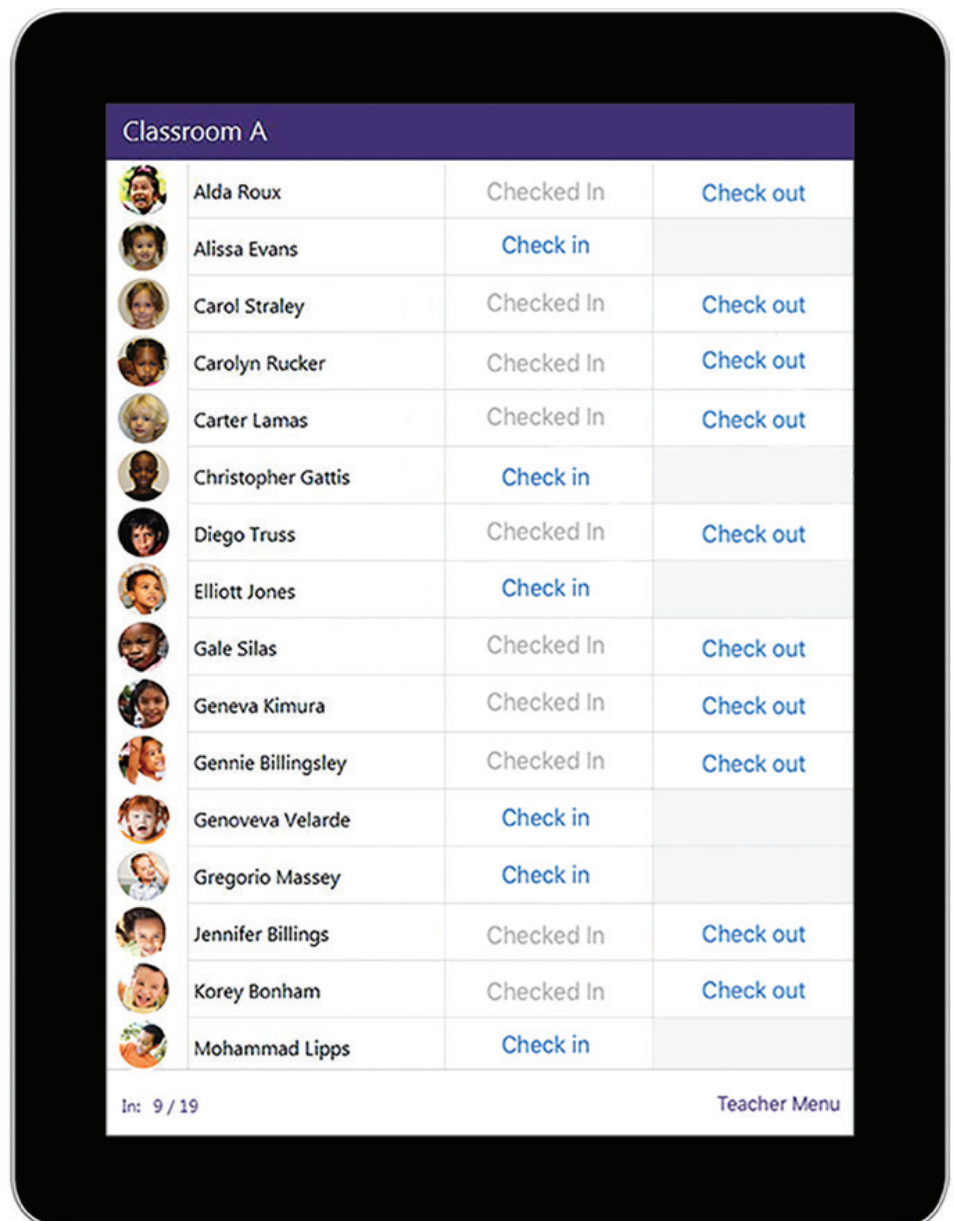
ANDROID APP ON  
Google play

















Available Now



Watch the video:

[childplus.com/mobileapp/](http://childplus.com/mobileapp/)



Classroom A			
	Alda Roux	Checked In	<a href="#">Check out</a>
	Alissa Evans	<a href="#">Check in</a>	
	Carol Straley	Checked In	<a href="#">Check out</a>
	Carolyn Rucker	Checked In	<a href="#">Check out</a>
	Carter Lamas	Checked In	<a href="#">Check out</a>
	Christopher Gattis	<a href="#">Check in</a>	
	Diego Truss	Checked In	<a href="#">Check out</a>
	Elliott Jones	<a href="#">Check in</a>	
	Gale Silas	Checked In	<a href="#">Check out</a>
	Geneva Kimura	Checked In	<a href="#">Check out</a>
	Gennie Billingsley	Checked In	<a href="#">Check out</a>
	Genoveva Velarde	<a href="#">Check in</a>	
	Gregorio Massey	<a href="#">Check in</a>	
	Jennifer Billings	Checked In	<a href="#">Check out</a>
	Korey Bonham	Checked In	<a href="#">Check out</a>
	Mohammad Lipps	<a href="#">Check in</a>	

In: 9 / 19 Teacher Menu

# Electronic Signature

- Record digital signatures for parents and staff.
- Use mouse or signature pad.
- Easy to use with Applications, Income verification forms, & Module Designer.

## Family Application

### Family Information, Income & Contacts

This Section for Agency Use Only:

Applicant Name: McPhail, Curtis Birthday 8/15/2011

#### Family Information

Living Address	Address Line 2	Zip	City	State	County
3360 Flair Drive		30331		GA	
Mailing Address (if different)	Address Line 2	Zip	City	State	County

Phone Numbers	Type (check one)	Note (e.g. extension or best time to call)	Opt In for Text Messages
(555) 245-3186	Home Phone		

Parental Status	Primary Language at Home	Homeless Family	Active Duty Military	Military Veteran	Referred by Child Welfare Agency	Receiving SNAP	WIC	WIC ID (if applicable)
Two Parent Fa	English						Yes	

#### Family Income

TANF	Supplemental Security Income
No	No

Date Verified (agency use only) \_\_\_\_\_ Verified by (agency use only) \_\_\_\_\_

Family Member	Amount	Per (for example: week, month, year)	Annual Amount	Description (for example: SSI, Job, Child Support)	Verification (for example: W2, check stub)	Notes
	\$18417.00	Yearly	\$18417.00			

Income Notes

#### Emergency Contacts

Contact 1	Name	Relationship	Contact For	Emergency Contact	Release To
	Address	Zip	City		State
	Phone # 1	Phone # 2	Phone # 3		

Certification: I certify that this information is true. If any part is false, my participation in this agency's programs may be terminated and I may be subject to legal action. I also understand that the information in this application will be held in strict confidence within the agency and is accessible to me during normal business hours.

Parent/Guardian Signature

*Tom Blanco* 

Date 5/5/2016





# Electronic Signature - Continued

Income Verification Form

## Early Head Start/Head Start Eligibility Verification



Participant's Name: Curtis McPhail

Participant's Date of Birth: 08/15/2011

Select either a, b, c, or d below (only one should be selected):

- ☐ a. **Categorically Eligible** (if family is categorically eligible, select one category below)
- ☐ Public Assistance (if public assistance is marked, select type of assistance)
    - ☐ TANF/CalWORKs
    - ☐ Supplemental Security Income (SSI)
  - ☐ Homeless
  - ☐ Foster Care
- ☒ b. **Income Eligible** (at or below federal poverty guidelines)
- ☐ c. **Over-Income** (counted as part of 10% maximum)
- ☐ d. **Income between 100 - 130% of federal poverty guidelines**  
(no more than 35% of enrolled children may fall into this category, agency must attach Grantee approval)

### 2. What documentation was used to determine eligibility?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Income Tax form (1040) | <input type="checkbox"/> SSI Documentation       |
| <input type="checkbox"/> Written statements from employers | <input type="checkbox"/> Paystub or pay envelope |
| <input type="checkbox"/> W-2                               | <input type="checkbox"/> Unemployment            |
| <input type="checkbox"/> Foster Care Reimbursement         | <input type="checkbox"/> Other (please explain): |
| <input type="checkbox"/> TANF/CalWORKs Documentation       | _____  |

### As an employee of the Head Start Program:

- ☐ I verified during the interview that the parent(s) signed and dated the Application for Services.
- ☐ I certify that I have made reasonable efforts to verify the above information is true and correct to the best of my knowledge about the participant's eligibility.

Staff Signature *I W Smith* Date 5/5/2016

- ☐ I certify that I have reviewed eligibility documents and agree with the staff's determination of the applicant's eligibility.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

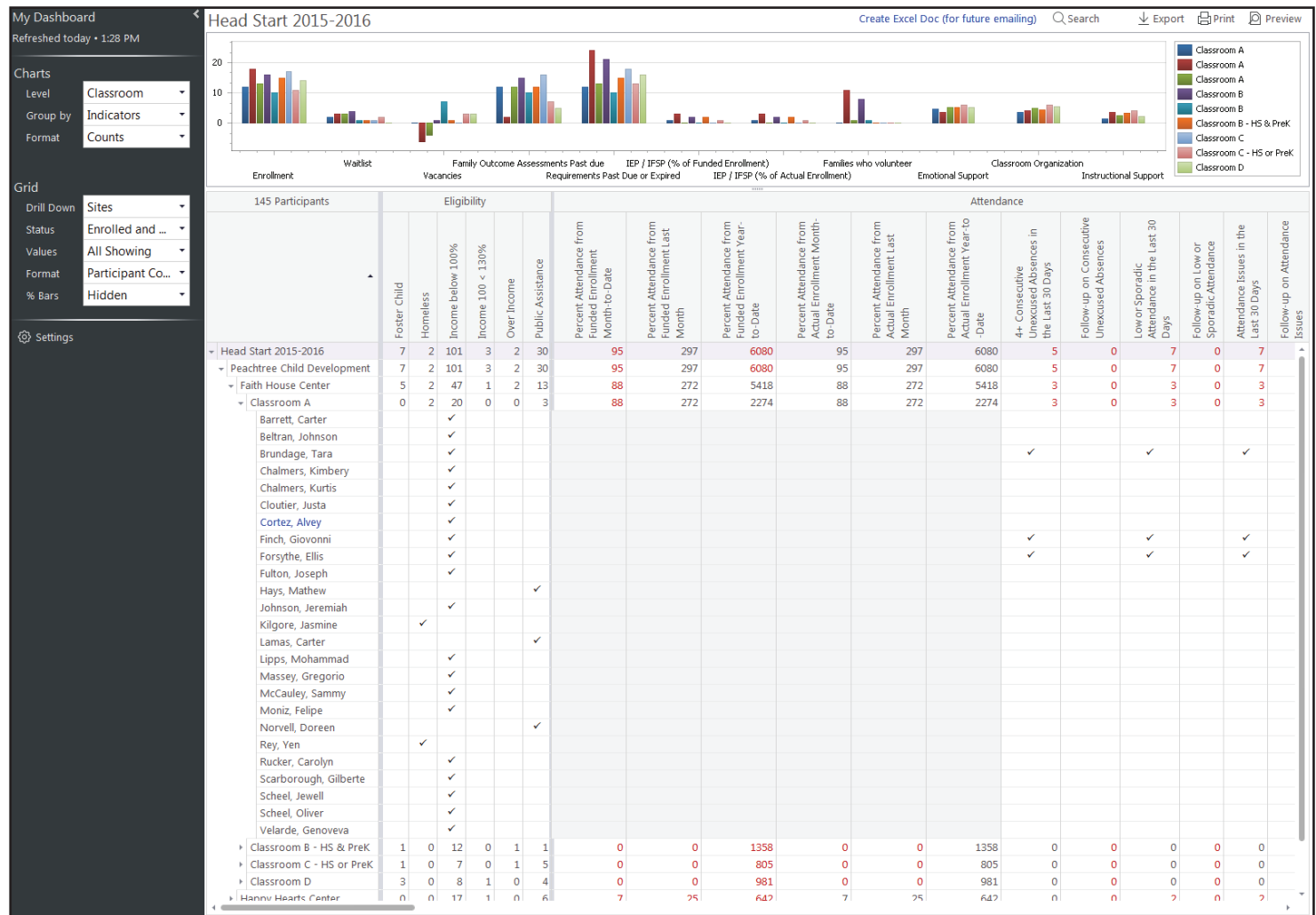


# Enhanced Dashboard

- See all statistics for your agency or areas that don't meet standards (exceptions).
- Color coded: blue = good, red = needs improvement.
- 112 performance indicators with countless combinations to view data.
- Create multiple Dashboards with charts and grids.
- Links to data entry screens so you can easily update.
- Export an exact replica of the Dashboard to Excel.

Schedule when  
to receive the  
Dashboard  
directly in  
your inbox!

▶ Watch the video: [childplus.com/dashboard/](http://childplus.com/dashboard/)







# Enhanced Dashboard - Continued

## Dashboard Settings - How do you want your data?

- Customize charts and grids to see the information you want the way you want.
- Drill down to program term, agencies, sites, classrooms, and participants.
- Select enrollment status.
- See all indicators or only those that don't meet standards.
- Choose which format to see the data:
  - Counts
  - Percentages
  - X of Y values
- Show or hide progress bars.

## Choose what indicators you want to see.

**Family Services**  
Refreshed today • 3:15 PM

**Charts**

Level: **Site**

Group by: **Indicators**

Format: **Counts**

**Grid**

Drill Down: **Sites**

Status: **Enrolled**

Values: **All Showing**

Format: **X of Y**

% Bars: **Showing**

Settings

**Dashboard Settings**

General | **Chart Settings** | Grid Settings

☒ Show Chart

Select Indicators (11 of 112 selected) ☐ All

**Family Services**

- ☐ Drops in the last 30 days
- ☐ Drops Year-to-Date
- ☒ Family Outcome Assessments Up-to-date
- ☒ Family Outcome Assessments Past due
- ☒ Families Making Gains
- ☒ Assessment Due within 30 Days
- ☒ In a Goal Setting Process
- ☒ Active Family Partnership Agreement
- ☒ Need Identified
- ☒ Need Identified Closed
- ☒ Referred
- ☒ Receiving Services
- ☒ Need Identified with no Follow-up in 30 ...
- ☐ Open Need Identified more than 30 days...
- ☐ Family Goal Completed
- ☐ Family Goal Progress
- ☐ Homeless Families Acquiring Housing

**Health**

- ☐ Medical Home
- ☐ Acquired a Medical Home
- ☐ Health Coverage
- ☐ Acquired Health Coverage
- ☐ Up-to-Date on Health Requirements
- ☐ Up-to-Date on Health Requirements thro...
- ☐ Requirements Completed (Entry-Based)
- ☐ Requirements Completed (Age-Based)
- ☐ Requirements Past Due or Expired
- ☐ Requirements Completed Late
- ☐ Requirements Due within 30 Days
- ☐ Expiring within 30 Days
- ☐ Needs Medical Treatment
- ☐ Received Medical Treatment
- ☐ Treated within 90 Days
- ☐ Overweight or Obese
- ☐ Improved BMI
- ☐ Treated for Anemia
- ☐ Treated for Asthma
- ☐ Treated for Hearing Difficulties
- ☐ Treated for Vision Problems
- ☐ Treated for High Lead Level

4+ Consecutive Unexcused Absences in the Last 30 Days

Measures consecutive unexcused absence rate. Indicates the percentage of participants who had 4 or more consecutive unexcused absences in the last 30 days.

Threshold\*: Highlight values above 0%

\*Thresholds can be configured at:  
Setup/System Setup/Preferences/Dashboards

Tip: Click a section header to select all indicators in that section

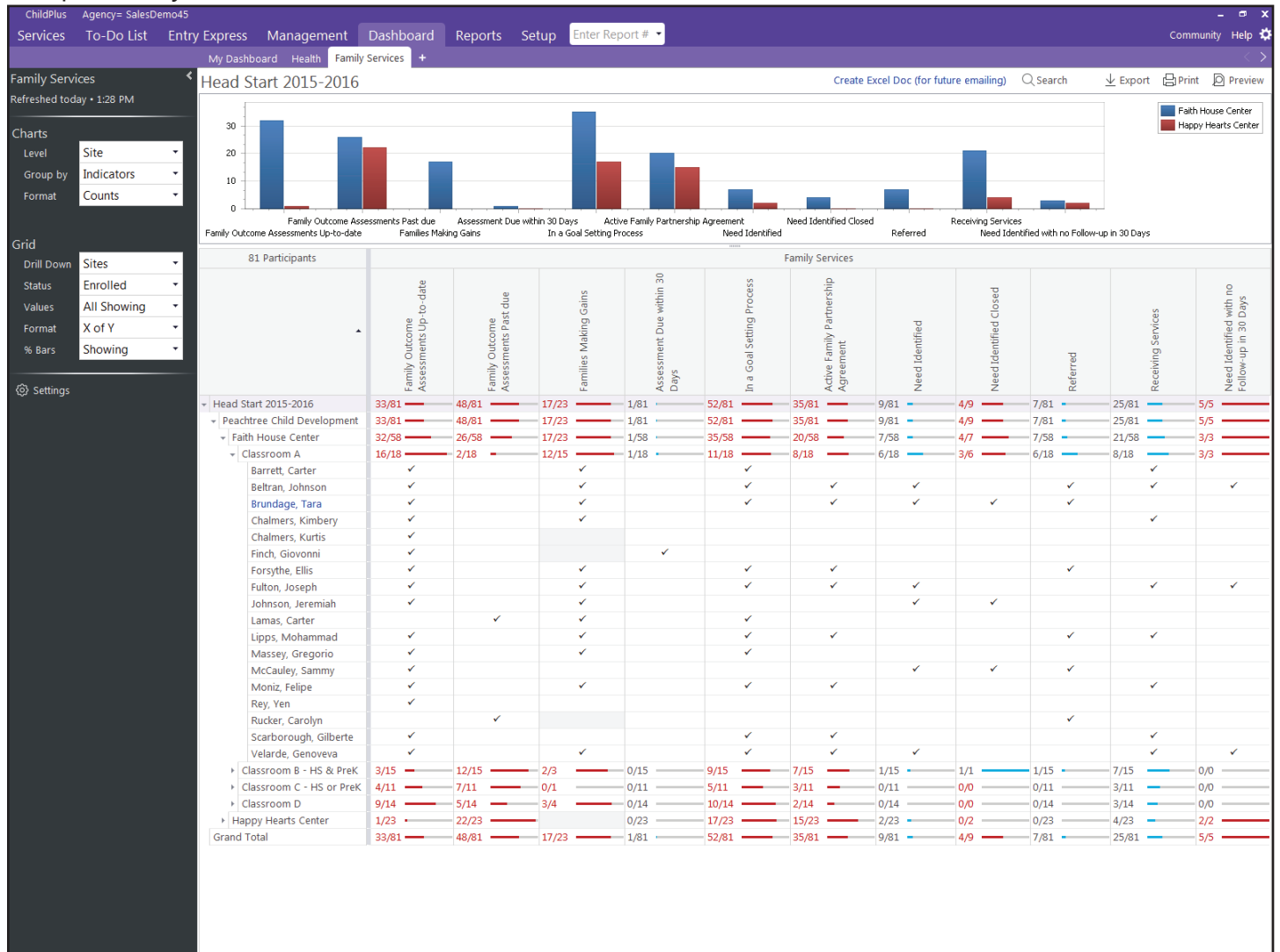
Delete Dashboard

Save and Refresh Cancel



# Enhanced Dashboard - Continued

## Sample Family Services Dashboard





# Online Application

Parents can apply for your program online. You choose how much or how little information parents need to fill out with a quick and easy setup.

## Peachtree Child Development Program

### Helping Families Grow

**Dear Families:**

Thank you for your interest in Peachtree Child Development Program. To qualify for our services your child must be age eligible AND your family must either be income or categorically eligible.

Peachtree Child Development Program requires an email address for families to participate in our programs. Don't have an email address? [Get one free from Gmail.](#)

#### How to Apply Online for Our Programs

1. Complete all of the required fields below in the application form.
2. Click the "I'm not a robot" button.
3. Click the Submit Application button at the bottom of the page to submit your application.



### Parent/Guardian

Please complete the below information about the primary adult in your family.

First Name (Required)

Middle Name


Last Name (Required)

Birthday (Required)

Gender

## Online Application Setup

- Create simple to complex Online Application.
- Customize the application to have your agency's look and feel with colors, logos, messages, etc.
- Add HTML to further customize your application!
- Let applying families choose location preferences from an interactive map that shows your centers.
- All submitted online applications are automatically entered into your ChildPlus database, which saves you data entry time!
- English & Spanish application options available.

 Watch the video:  
[childplus.com/applications/](http://childplus.com/applications/)

## Location Preferences

Which program are you applying for? (Required)

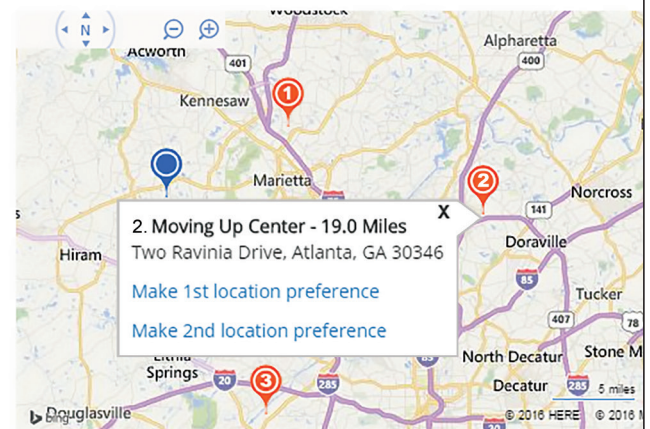
Head Start 2015-2016

1st Location Preference

2. Moving Up Center - 19.0 Miles

2nd Location Preference

1. Faith House Center - 9.3 Miles



 - Your Address  - Available Locations

Click a location to see more info





# Online Application - Continued

## Primary Adult Setup

General

Program Terms & Locations

Primary Adult

Address

Secondary Adult

Family

Child (Applicant)

Email Confirmation

Instructions - English (Optional)

Tip – You can type either plain text or HTML code in the boxes below.

Please complete the below information about the primary adult in your family.

Instructions - Spanish (Optional)

You can use this field to give the parent instructions on how to fill out this section of the online application.

Specify which fields to include:

Check All

Uncheck All

☒ First Name

This field must be included and parents will be required to fill it out

☒ Middle Name

☒ Last Name

This field must be included and parents will be required to fill it out

☐ Suffix

☐ Nickname

☒ Birthday

This field must be included and parents will be required to fill it out

☒ Gender

☒ Email Address

This field must be included and parents will be required to fill it out

☒ Phone Numbers (Mobile, Home and Work)

☐ SSN

☐ Race

☐ Hispanic

☐ English Proficiency

## Address Setup

General

Program Terms & Locations

Primary Adult

Address

Secondary Adult

Family

Child (Applicant)

Email Confirmation

Instructions - English (Optional)

Tip – You can type either plain text or HTML code in the boxes below.

Please complete the below information about your current address.

Instructions - Spanish (Optional)

You can use this field to give the parent instructions on how to fill out this section of the online application.

☐ Automatically screen applicants by ZIP code

If checked, applicants will not be able to submit an online application for ZIP codes outside your service area.  
Configure ZIP Codes Served at [Setup](#) | [Agency Configuration](#) | [Agency Info](#) | [Enrollment Options](#)

Specify which fields to include:

☒ Is your family experiencing homelessness?

This field must be included and parents will be required to fill it out

☒ Living Address

This set of fields must be included and parents will be required to fill it out, unless they are homeless

☒ Mailing Address same as Living Address

☒ Mailing Address





# Online Application - Continued

General

Program Terms & Locations

Primary Adult

Address

Secondary Adult

Family

Child (Applicant)

Email Confirmation

Instructions - English (Optional)

Tip – You can type either plain text or HTML code in the boxes below.

Please complete the below information about your child you would like to enroll in our program.

Instructions - Spanish (Optional)

You can use this field to give the parent instructions on how to fill out this section of the online application.

Specify which fields to include:

Check All

Uncheck All

☒ First Name

This field must be included and parents will be required to fill it out

☒ Middle Name

☒ Last Name

This field must be included and parents will be required to fill it out

☒ Suffix

☒ Nickname

☒ Birthday

This field must be included and parents will be required to fill it out

☒ Gender

☐ SSN

☐ Race

☐ Hispanic

☐ English Proficiency

☐ Other Language \*

☐ Other Language Proficiency

No need to translate!  
The Spanish application  
fields are already  
translated for you!

Child Setup

All submitted online applications are automatically entered into your ChildPlus database, which saves you data entry time!

General

Program Terms & Locations

Primary Adult

Address

Secondary Adult

Family

Child (Applicant)

Email Confirmation

☒ Send a confirmation email to the primary adult after they submit the application

Subject - English

Thank you for submitting your application!

Subject - Spanish

Gracias por someter su aplicacion

Body - English

We have received your Application and will be contacting you soon to make an appointment! Please bring the following documents with you to your appointment:

Body - Spanish

Hemos recibido su Aplicacion y nos estaremos comunicando para hacer una cita. Por favor traiga los siguientes documentos a su cita:

☒ When an online application is submitted, send a notification to the following email address

Use this option if you want to have certain staff notified whenever an online application is submitted, regardless if the parent picks a preferred site.

Application\_Manager@faithhouse.com

To enter multiple email addresses, separate each with a comma.

☒ When an online application that does not have a preferred site is submitted, send a notification to the following email address

Use this option if you want staff to be notified when an application is submitted in which the parent hasn't indicated a site preference. You would probably only use this option if you use site specific email notifications so that applications that are submitted without a preferred site are not missed (see the Program Terms & Locations tab).

Application\_site\_Manager@faithhouse.com

To enter multiple email addresses, separate each with a comma.

Email Confirmation Setup





# Email & Text Parents

Keep parents up to date with center news and events by email or text messages!

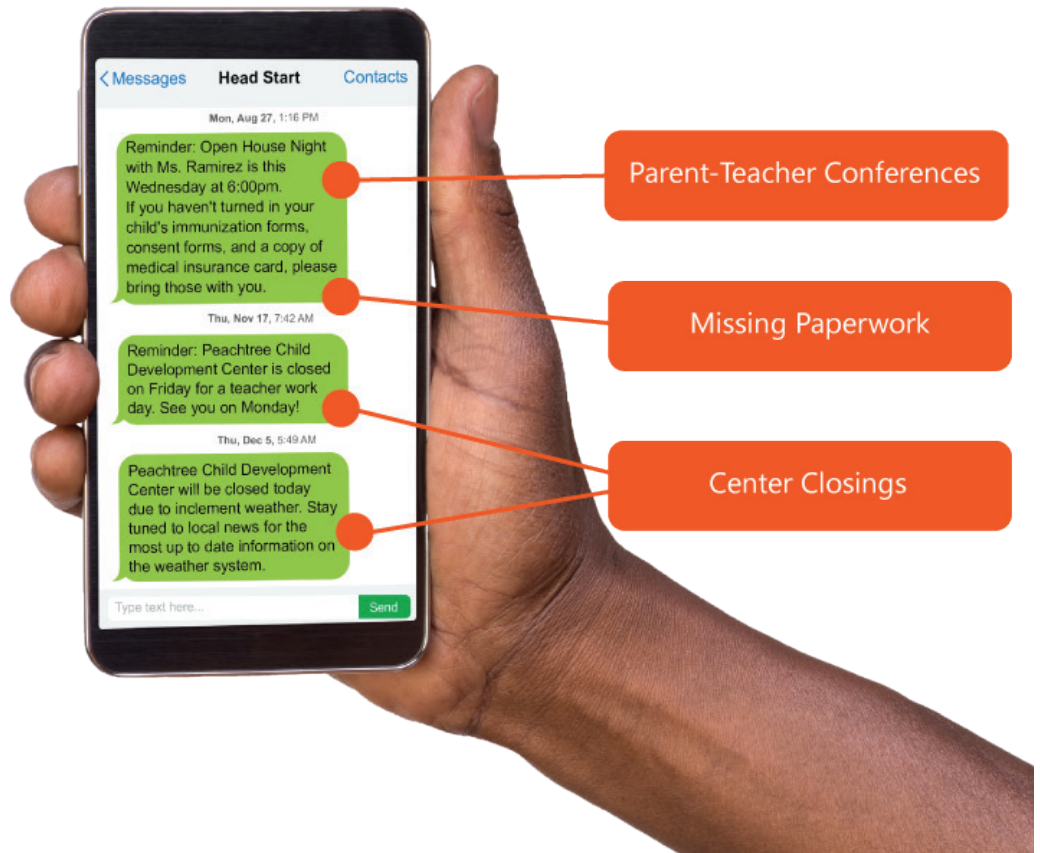
- Start with a sample or create your own reusable message.
- Simple to complex messages with pictures, formatting, and more.
- Add fields from ChildPlus to customize your messages.
- Setup families' contact method preferences.
- Choose how you're going to send your message.
- See who won't receive your text or email message and why.
- ChildPlus logs all communications in the Family Services module.

## Common Reasons to Email & Text Parents

- Center Events
- Center Closings
- Parent-Teacher Conferences
- Missing Paperwork
- Screening Reminders
- And more

▶ Watch the video: [childplus.com/livemessage/](http://childplus.com/livemessage/)

Keep parents informed via text messages.





# Email & Text Parents - Continued

Services To-Do List Entry Express Management Dashboard Reports Setup Enter Report # Community Help

Security Agency Configuration Module Setup System Setup Database Utilities Data Utilities Initial Setup

LiveMessage (52)

- 1001 General Policies and Proce...
- 1009 Family Assessment Form
- 1010 Terms of Family Partnershi...
- 1011 Family Partnership Agreeem...
- 1020 Consent of Release Inform...
- 1024 Parent Conference
- 1037 spanish
- 1040 Test merge
- 1041 Family Fun
- 1042 fdaafdad
- 11a Copy of General Policies a...
- 455 Copy of Expiring Health Ev...
- 5465 Copy of Parent Meeting Le...
- 5555 Copy of Expiring Health Ev...
- 9899 Copy of Acceptance Letter
- A100 Acceptance Letter
- A100 Acceptance Letter
- A123 Copy of Waitlist Letter (Sa...
- de11 Copy of Dental Referral - P...
- EM01 Text Message to Parents a...
- EM02 Email Message to Parents a...
- EM03 Text Message to Parents a...
- fdghfs Copy of Head Start Diploma
- ghrth Copy of Acceptance Letter
- LL01 Acceptance Letter (Sample)
- LL02 Acceptance Letter for Win...
- LL03 Denial Letter (Sample)
- LL04 Waitlist Letter (Sample)
- LL05 School Closing Letter (Sam...
- LL06 Immunization Due Letter (S...
- LL07 Expiring Health Event Lette...
- LL08 Parent Meeting Letter (Sa...
- LL09 Training Certificate (Sample)
- LL10 Head Start Diploma (Samp...
- LL1002 Classroom Supply List
- LM0 Copy of Acceptance Letter
- LM00 Blank Email or Text Messa...
- LM01 Blank Email or Text Messa...
- LM02 Blank Email or Text Messa...
- LM03 Blank Email or Text Messa...
- PCD01 Acceptance Letter - PCDC
- PCD02 Waitlist Letter - PCDC Lett...
- PCD03 Denial Letter - PCDC Lett...
- PCD04 Recruitment Letter - PCDC...
- PCD05 Expiring Health Event Lett...
- PCD06 Immunization Due Letter -
- PCD07 Hearing Referral - PCDC L...
- PCD08 Dental Referral - PCDC Lett...
- PCD09 Vision Referral - PCDC Lett...
- PCDHD Head Start Diploma
- PCDTC Training Certificate
- S001 Text Message to Parents a...

LiveMessage

Delete LiveMessage Preview Save

Home Insert Page Layout View Database Fields Custom Filters

Clipboard Font Paragraph Editing

Find Replace Spell Check Undo Redo

Dear Parent,

This is an announcement that XYZ site, and associated classrooms will be closed on 20 May 2016, due to a plumbing problem. Every effort is being made to make all repairs as rapidly as possible, so that the site will be open on the 21st. We will send a text message on the 20th to keep everyone aware of the progress. A text will be sent by the end of the day to everyone as to whether classrooms will be open on the 21st.

Sorry for the inconvenience

Special Fields

- Agency
- Birth
- Classroom
- Disability
- Education
- Education and Work History
- Enrollment
- Family
- Family Member (Participant)
- Funding
- Health Information
- Immunization
- Mental Health
- Person
- PIR Addendum
- Program
- Program Term
- Program Term Classroom
- Region
- Site

Designing a Center Closing Email

Send Message

To: Primary Adults 65 Individuals View Individuals

Send Via: Email or text message according to individual preference

Subject: Center Closing

Not Editable - your administrator has configured this message so that it may not be edited when sending.

Dear Parent,

This is an announcement that XYZ site, and associated classrooms will be closed on 20 May 2016, due to a plumbing problem. Every effort is being made to make all repairs as rapidly as possible, so that the site will be open on the 21st. We will send a text message on the 20th to keep everyone aware of the progress. A text will be sent by the end of the day to everyone as to whether classrooms will be open on the 21st.

Sorry for the inconvenience.

Send Preview Send Cancel

Add pictures to your messages!

Send Message Screen

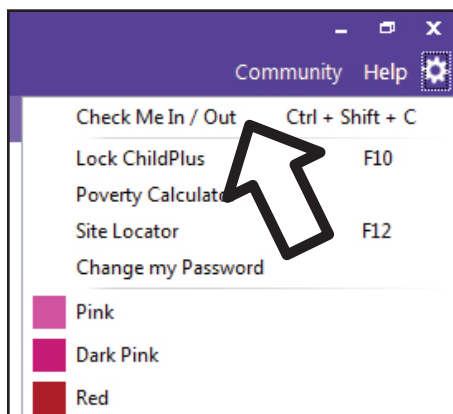


# Staff Time Clock

Regardless of number of times you clock in and out each day, ChildPlus tallies your time for you.

## Two Ways to Clock In & Out

1. Staff can log into ChildPlus.



2. Use customized ID cards with barcodes, photos, and agency logo.



\*Barcode scanners sold separately and cost as little as \$19.99. See [childplus.com](http://childplus.com) for recommendations.

Everything is in one place!

▶ Watch the video: [childplus.com/timeclock/](http://childplus.com/timeclock/)

## Personnel Module

**Jina Abner**

General Employment Education Time Clock Attachments

Show

Day	Date	In	Out	Total Hours
Thu	04/03/17	8:02 AM 12:47 PM	11:45 AM 5:05 PM	8.2
Wed	04/04/17	8:02 AM 12:47 PM	11:45 AM 5:05 PM	8.3
Tue	04/05/17	8:02 AM 12:47 PM	11:45 AM	3.75
Mon	04/10/17	8:02 AM	5:45 PM	9.75
Fri	04/14/17	8:02 AM 12:47 PM	11:45 AM 5:05 PM	8.0
Thu	04/20/17	8:02 AM 12:47 PM 3:01 PM	11:45 AM 2:00 PM 5:35 PM	8.0
Wed	04/26/17	8:02 AM 12:47 PM	11:45 AM 5:05 PM	8.3
Tue	05/02/17	8:02 AM 12:47 PM	11:45 AM	3.75
Mon	05/08/17	8:02 AM	5:45 PM	9.75
Fri	05/12/17	8:02 AM 12:47 PM	11:45 AM 5:05 PM	8.0

Click a row to edit that row  
Time Clock records will be kept for 3 years

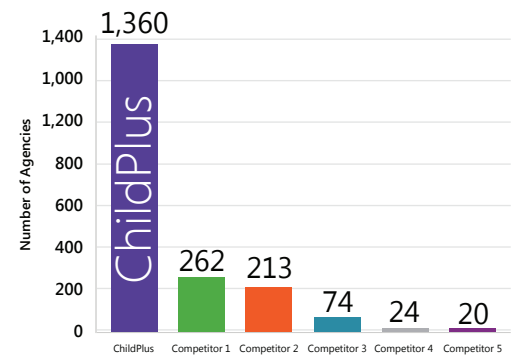
ChildPlus automatically calculates total hours worked each day.

Easily track time for each clocked in period.

See days where you didn't clock out & quickly correct it.

# About ChildPlus Software

- ChildPlus pioneered Head Start Software over 30 years ago.
- #1 most widely used software according to 2014-2015 PIR.
- 61% of all grantees and delegates use ChildPlus.



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## Regional Meetings

Have you attended a regional ChildPlus meeting? Anyone, whether you're new to ChildPlus or a veteran, can attend these FREE, self-organized groups where you can discuss and train on ChildPlus topics with other users. **For registration information, meeting agenda, or other questions, email [salesadmin@childplus.com](mailto:salesadmin@childplus.com).**  
[childplus.com/usergroups/](http://childplus.com/usergroups/)

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## About José

José knows what you're going through. Before Jose came to work at ChildPlus, he was a Head Start parent and a Head Start employee. All three of Jose's Children are Head Start graduates. Jose himself wore many different hats during his time at the Friends of Children & Families Head Start.



### Email

[jose.martinez@childplus.com](mailto:jose.martinez@childplus.com)

### Cell

770.241.0539

### Phone

800.888.6674 ext. 251

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## Have more questions about ChildPlus?

### Accounting

[salesadmin@childplus.com](mailto:salesadmin@childplus.com)

### Consulting

[consulting@childplus.com](mailto:consulting@childplus.com)

### Sales

800.888.6674  
[sales@childplus.com](mailto:sales@childplus.com)

### Support

[support@childplus.com](mailto:support@childplus.com)

### Training

[training@childplus.com](mailto:training@childplus.com)

# ChildPlus Resources

Users receive unlimited support with multiple options!



## Log Your Support Ticket

Request support and provide details about your issue in ChildPlus for the **fastest** response time. [ChildPlus > Help > Request Technical Support](#)



## ChildPlus Users' Q & A Forum

A forum led by ChildPlus users where you can ask & answer each others' questions about the software. [ChildPlus > Community > Q&A Forum](#)



## Vote on Software Features

Share and vote on ideas for enhancements and new features you'd like to see added to ChildPlus. [ChildPlus > Community > Feature Request Forum](#)



## Head Start Community Forum Open to Everyone

Get help & discuss topics with the Head Start Community. Share documents with other users. Talk about your Head Start concerns!

[ChildPlus > Community > Community Forum](#)  
Or visit [headstartforum.com](http://headstartforum.com)

## Contact us by Phone or Email!

**800.888.6674**

**[support@childplus.com](mailto:support@childplus.com)**

## Like us on Facebook!



**[/childplus](https://www.facebook.com/childplus)**

# ChildPlus

Training | Consulting

## OnSite

Training at your agency with a custom agenda.

## Consulting Services

A ChildPlus expert works one-on-one with you.

## Learning Labs

All levels of users receive hands-on training in a classroom.

## WebBased

Learn at your desk.

## Scrambles!!

Our signature events packs nine sessions in three days in a professional training.

October 24th-27th, 2016  
Las Vegas, NV

December 12-15, 2016  
Atlanta, GA

## Contact Training & Consulting

800.888.6674

[consulting@childplus.com](mailto:consulting@childplus.com)

[training@childplus.com](mailto:training@childplus.com)

# Survey

Fill out this survey and turn it in to the presenter to be entered into a prize drawing! The winner will be announced on our Facebook page! [f/childplus](https://www.facebook.com/childplus)

Full Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Rate your interest in these potential features.

Uninterested Neutral Interested

	1	2	3	4	5
Kiosk for parents to sign in & automatically log In-Kind hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher/child ratio alerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online employment application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Universal application for all programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document storage feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instant messaging feature in ChildPlus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No child left on the bus feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAP software features:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weatherization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIHEAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workforce development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Longitudinal Data System Enhancements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatically contacting parents in an hour if child is absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PIR by Agency, Site, or Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant overview Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education enhancement including Entry Express for Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Everything this participant needs report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More mobile apps:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Visits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family Engagement Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-Kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other feature not listed above: \_\_\_\_\_