

Web Enrollment System (WES)

SUPER USER

Administration Module
Contractor Profile Module
Program Profile Module

WEBINAR TRAINING GUIDE

2020

1009-20.jcg



Agenda

- Start Up/WES definition/ Features
- Logging –In/User IDs and Passwords

- Program Listing/ FCCN Provider Listing
- User Roles
 - Super User
 - Program User
- Administration Module
- Contractor Profile Module
- Program Profile Module / FCCN Provider Profile Module
- Daycare Attendance Review Unit (DARU) Contact
- WES Training and Policy Training Team Contact

Basic Structure of WES

1. What is WES?

- Web-Based Enrollment System of Centralized Database – includes Attendance
- Programmed with rules and regulations AND security levels
- User-friendly data entry messages given to assist in understanding why action was successful or not permitted

2. Why Use WES?

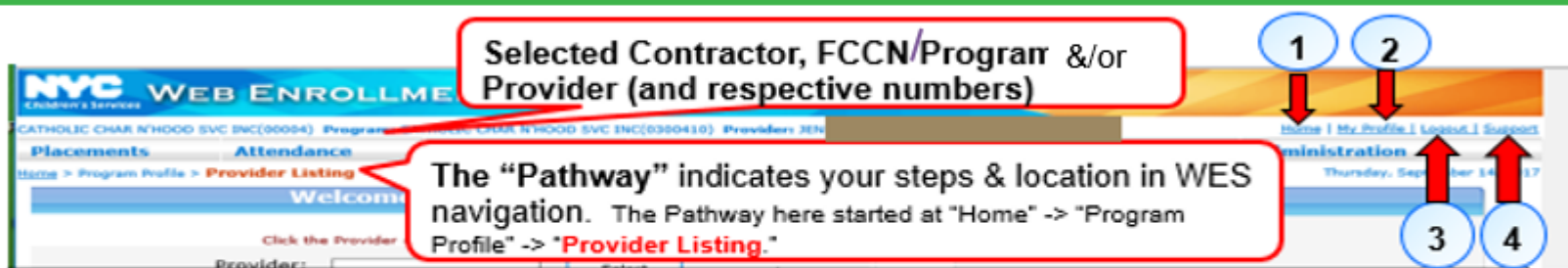
- Real-time data*
- Family Eligibility information
- Manage Enrollment & Recruitment

* Real-time data exchange with **Automated Child Care Information System (ACCIS)** – used by DOE, ACS, & HRA)

WES Features

Navigation Bar

The pages in WES have a Navigation Bar which includes the following features:



<p>1 Home takes you back to the homepage where you can select a program or view an Announcement, Notices, or Bulletins.</p>	<p>3 Logout logs you out of the WES application.</p>
<p>2 My Profile Users can update their last and first name, telephone, contact email and confirm email fields.</p>	<p>4 Support provides online assistance on a list of WES related topics by module and options.</p>

WES Support Link

WES Support link provides direct access to WESHELP team when you insert a "Screen Capture*" of the problem to your Help request and briefly Describe the specifics of the problem.

*Screen Capture via Snipping Tool

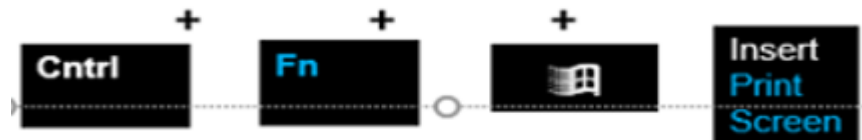
on PC ->



Or

press the applicable combination of keys for your keyboard below:

"Cntrl" + "Fn" + "Insert /Print Screen"



Follow-up Option: - Email: WESHELP@schools.nyc.gov

WES Support Link Screen

NYC WEB ENROLLMENT SYSTEM
Children's Services

Requestor Details

Request Date: 7/15/2020 3:19:52 PM
Telephone #: (222) 222-2222
Contractor: FRIENDS OF CROWN HGTS EDUC (00457)

Requestor: S3 S3
Email: S3@SOMEMAIL.ABC

Request Details

Subject
Subject

Describe your issue

Copy-Paste Instructions

- From the page that has the problem,
- If Microsoft Windows, Use the Print Scrn key to capture the image and paste here (Ctrl + V)
- If Apple Mac, Press "Control + Shift + Command + 3" to copy what is on the screen and paste here (Command + V)

Then briefly describe the issue here.

"Paste" screen capture here.

Remember to click "Send"

Send

Logging In– 2 “Doors”

- Juniper security firewall (maintained by HRA)
- WES Application (maintained by DOE/ACS/HRA)
- **WES is User ID/Password protected.** Every action taken in WES is date/time/user ID stamped. **Do NOT share** your User ID / PW information.

Logging In – 1st Door

<https://a069-ra.nyc.gov/wes>

NYC WEB ENROLLMENT SYSTEM
Children's Services

Welcome to the WES

Username

Password

If you have a problem signing in
please call the HRA HELP Desk
@ 718 510-0550

The URL to access WES is: <https://a069-ra.nyc.gov/WES>

- Juniper Firewall protection is maintained by HRA security
- 1st Login with Temporary password from HRA security
- Each WES User is directed to change password at 1st login.
- If any problem is encountered at this first "door" Call HRA Help Desk (718) 510-0550 or email: MISSECURITYADMIN@dss.nyc.gov
WESHELP@schools.nyc.gov may assist if there is difficulty in reaching HRA Security Help Desk.

Logging In -2nd Door-The WES Application



NYC Children's Services **WEB ENROLLMENT SYSTEM**

Home Thursday, July 09, 2020

WELCOME TO WES!

LOGIN

User ID: *

Password: *

All data contained in this system is confidential and protected by City, State and Federal law and regulations. Failure to protect this information from unauthorized use or disclosure may subject you to discipline as well as financial, civil and criminal penalties, up to and including incarceration.

By logging into this system, you agree to these terms of use.

ANNOUNCEMENTS

JUNE 2020 Attendance is DUE by JULY 8.

Check out the new feature in WES-

WES Support ON-LINE LINK & Form



WES Support provides online help - Just click on the Support link and follow the directions and be sure to include the following important details:

- ✓ **"This is my Issue:"** The clarity and specificity of the problem are important.
- ✓ **Screen Capture**

Warning: WES will time-out if left idle. Either out of WES or all the way out to initial log-in. (Solution: Log in again)

Need Help with logging in- Contact: WESHELP@schools.nyc.gov

Program Listing

- Announcements and Bulletins
- Click on name of program within list to “enter” that program
- All modules will appear after program selection.



NYC WEB ENROLLMENT SYSTEM
Children's Services

Session 03:59:16

Contractor: CA [REDACTED] N'HOOD SVC INC(00 [REDACTED] 4)
[Home](#) | [My Profile](#) | [Support](#)

Placements | Attendance | Case and Child | Reports | Contractor Profile | Program Profile | Administration

Home > Contractor Profile > **Program Listing**
GRAY9972 Thursday, July 09, 2020

Welcome JA [REDACTED] DN

Welcome to the Web Enrollment System (WES), an online system designed for New York City contracted EarlyLearn Group Day Care programs. This system was created to improve enrollment data, streamline reporting processes and maximize program enrollment. WES uses current technology to enable programs to view, manage and update enrollment and attendance online.

Click the Program # or name to select a program

Program#	Contract	Prog Type	Model Tp	Program Name	FWC
003 [REDACTED]	FF	G	GC	ST. [REDACTED]	18
003 [REDACTED]	FF	F	FC	CAT [REDACTED] HOOD SVC INC	19
003 [REDACTED]	FF	G		PAR [REDACTED]	18
008 [REDACTED]	FF	G	GC	QUE [REDACTED] JC	19

ANNOUNCEMENTS

IMPORTANT WES UPDATE:

Please complete JUNE Attendance reporting during the FIRST WEEK OF JULY

FCCN Provider Profile-Provider Detail & List

The **Provider Profile** module appears automatically when Providers are selected from the **Program Profile Provider's List**.

Provider Profile
Provider Detail
Provider Statistics

The **Name** and **#** of last **Provider** selected will appear on the top of the screen adjacent to **FCCN Program Name** and **#**

The screenshot displays the WES Enrollment System interface. At the top, the breadcrumb navigation shows: Home | My Profile | Support | Logout. Below this, the program name is "Program: FRIENDS OF CROWN HEIGHTS (034-033)" and the selected provider is "Provider: MS. JOHN'S DAY CARE, INC. (#23771)". The main navigation menu includes: Home, Case and Child Support, Contractor Profile, Program Profile, **Provider Profile** (highlighted), and Account Settings. The "Provider Profile" dropdown menu is open, showing "Provider Detail" and "Provider Statistics".

The "Provider Profile" section contains a table of providers:

Name	License Type
ANA G.	G
MIRIAM	G
NY	G
SHULAMIS	G
OLGA	G
YOCHVED	G
DETTE	G
MIRIAM	G
NATALIYA	G
SHARON	G
QUELINE	G
RNE	G
ACKELINE	G
CTOR, ALIANA	G
INC., MS. JOHN'S	G

The "ANNOUNCEMENTS" section contains the following information:

- FCC WES User Guide is available** - refer to **Bulletin** section below
- WES SUPPORT LINK IS NOW AVAILABLE!**
- WES Enrollment Inquiry Form** Please use the revised Enrollment Inquiry form, posted below in the "Bulletin/News" section. This form should be used if you need assistance with enrolling a child in WES. Completed forms should be emailed to: WESHelp@SCHOOLS.nyc.gov. (This replaces the "WES Correction Form")
- WES TRAINING for FCCN IS AVAILABLE UPON REQUEST**
- If you need WES training, please use the **WES Training Request Form**, posted below in the "Bulletin/News" section and follow directions below:
 - Click onto **Enable editing** to enter information directly onto the form, then when completed, **Save** it with your **Contractor Name and Number** (E.G. "00999-BabiesUs#2-Registration"); then **Send** it to WESTRAINING@SCHOOLS.nyc.gov

FCCN Provider Listing and Selection

Click on up to 5 Providers # within list to access modules. The last provider selected will appear at top, next to Contractor Name and #.

The screenshot displays the NYC Web Enrollment System (WES) interface. At the top, there is a navigation menu with options: Placements, Attendance, Case and Child, Reports, Contractor Profile, Program Profile, and Provider Profile. Below the navigation, there is a search bar labeled "Provider:" with a "Select" button. A table lists providers with columns for "Provider #", "Name", and "License Type". The table contains several rows, with the first and eighth rows highlighted in green. To the right of the table, there is an "ANNOUNCEMENTS" section with text: "FCC WES User Guide is available - refer section below", "WES SUPPORT LINK IS NOW AVAILABLE", "WES Enrollment Inquiry Form Please use the rev Inquiry form, posted below in the 'Bulletin/News' as should be used if you need assistance with enrolling. Completed forms should be emailed to: WEShelp@DOE (This replaces the 'WES Correction Form)", "WES TRAINING for FCCN IS AVAILABLE REQUEST", and "If you need WES training, please use the W Request Form, posted below in the 'Bulletin' section and follow directions below". At the bottom of the announcements, it says "Click onto Enable editing to enter info directly onto the form, then when complete with your Contractor Name and Num".

Super-User

- Functions at Contractor level
- Access to all programs
- Access to all WES modules
 - **Creates User IDs**
 - **Must assign roles for User IDs**
 - (No checked box = No access)
 - **Activates/De-activates IDs**
 - **Updates Contractor and Program profiles**



Administration Module

- **Manage Users-**

 - Creates Program User IDs

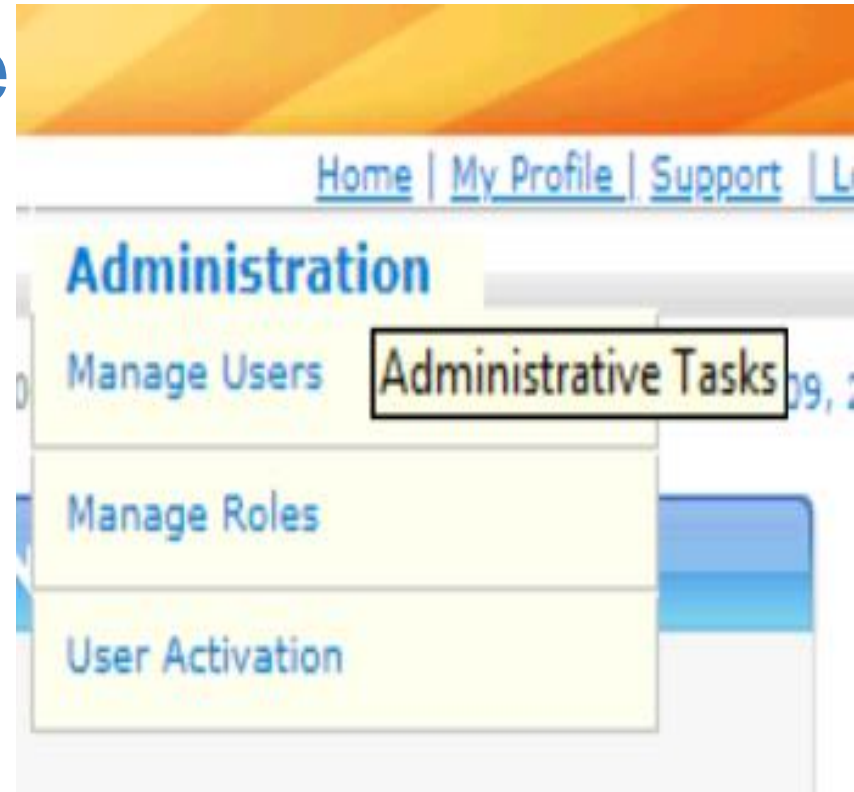
- **Manage Roles-**

 - Must assign roles for User IDs

 - (No checked box = No access)

- **User Activation-**

 - Activates/De-activates IDs











Administrative Module -Manage Users

Placements Attendance Case and Child Reports Contractor Profile Program Pr

Home > Administration > **Manage Users** ACDTRAIN 001

User List Edit User Add New User

Status	Name	Telephone
 Edit	0088251	S@SO
 Edit	0088252	S1@SI
 Edit	0088253	S2@SI
 Edit	0088254	S3@SI
 Edit	AM1963	s4@cc
 Edit	BLUENOTE8	amenc
 Edit	BOBNEWTON4	AMCC
 Edit	FANNYDO882	bobne
	DOMINGUEZ, FANNY	(718) 443-4500
		Fdomi

The Super-User can access the following tabs:

- User List
- Edit User
- Add New User

Select Add New User to Create a New User ID

[Home](#) > [Administration](#) > **Manage Users**

- New User tab - allows the Super User to add & assign WES User ID, input Name and contact information. (After saving, the ID cannot be changed.)

The ID must be alpha-numeric between 6-10 digits. Usually combines the first initial of the first name, the 1st 3-4 letters of the last name and the last three digits of the contractor # (E.G. KLEE882)

-For Training Purposes ONLY - NYCDOE-PDS-

Training

User List

Edit User

Add New User

Complete all fields
and "Save"

ADD NEW USER

User ID:	<input type="text" value="SREED882"/>
Last Name:	<input type="text" value="SONSE"/>
First Name:	<input type="text" value="REED"/>
Telephone:	<input type="text" value="(917)999-7777"/>
Contact E-Mail:	<input type="text" value="sreed@thisorg.org"/>
Confirm Contact E-Mail:	<input type="text" value="sreed@thisorg.org"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

*Once an ID is created, it cannot be deleted, except by agency admin staff.




WES – New User ID Confirmation

[Home](#) > [Administration](#) > [Manage Users](#)

ACDTRAIN

00882S1

Friday,

 SREED882 User created successfully.

User List

Edit User

Add New User

Status	Edit	User ID	Name	Telephone	Contact e-mail
	Edit	SREED882	SONSE, REED	(917) 999-7777	sreed@thisorg.org
	Edit	FANN			.org
	Edit	00882			
	Edit	AM19			g
	Edit	BOBN			il.com
	Edit	BLUE			ORG
	Edit	00882			

The newly created User ID will first appear at the top of the User List immediately after "Save" and the confirmation appears at the top of the screen. Then it will be alphabetized into the list. Remember, there may be more than one page for the User ID List.

Edit User

Click “Edit” for the ID from the User List

Changes can be made in any field except the User ID.

The image shows a software interface for managing users. On the left is a 'User List' table with columns for 'Status', 'Edit', and 'User ID'. The table contains several rows of user data. A red arrow points from the 'Edit' button in the row for user ID '00457S7' to the 'Edit User' form on the right. The 'Edit User' form has a title 'USER INFORMATION' and several input fields: 'User ID' (00457S7), 'Last Name' (UPER-ADMIN7), 'First Name' (SUPER), 'Telephone' ((664)616-700), 'Contact E-Mail' (UPER7@FOCH.ORG), and 'Confirm Contact E-Mail' (SUPER7@FOCH.ORG). At the bottom of the form are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Status	Edit	User ID	
	Edit	00457ASMI	SMITH, ANIT
	Edit	00457CDANI	
	Edit	00457S	
	Edit	00457S1	
	Edit	00457S2	
	Edit	00457S3	
	Edit	00457S7	
	Edit	00457S9	
	Edit	457JCLKES	
	Edit	457JGRAY	

USER INFORMATION

User ID: 00457S7

Last Name: UPER-ADMIN7

First Name: SUPER

Telephone: (664)616-700

Contact E-Mail: UPER7@FOCH.ORG

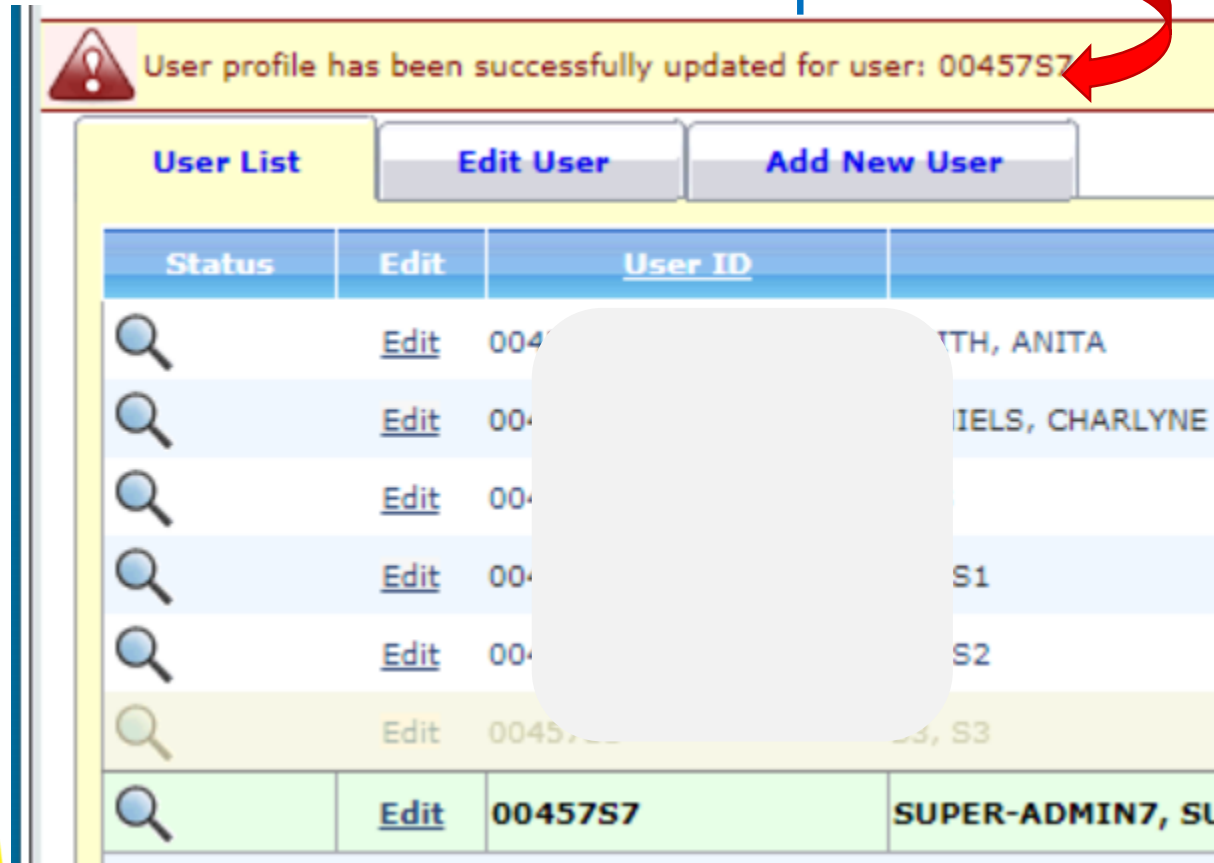
Confirm Contact E-Mail: SUPER7@FOCH.ORG

Save Cancel

Be sure to SAVE!

User-Friendly Navigation and Confirmation

WES confirms all saved updates.



A screenshot of a web application interface. At the top, a yellow banner with a red warning icon contains the message: "User profile has been successfully updated for user: 00457S7". A red arrow points from the text "WES confirms all saved updates." to this message. Below the banner are three buttons: "User List", "Edit User", and "Add New User". Underneath is a table with columns for "Status", "Edit", "User ID", and a name field. The table contains several rows, with the last row highlighted in green and containing the user ID "00457S7" and the name "SUPER-ADMIN7, SU". A large grey rounded rectangle is overlaid on the middle of the table. A yellow curved shape is on the left side of the slide.

Status	Edit	User ID	
	Edit	004...	...TH, ANITA
	Edit	004...	...IELS, CHARLYNE
	Edit	004...	
	Edit	004...	S1
	Edit	004...	S2
	Edit	00457...	...S, S3
	Edit	00457S7	SUPER-ADMIN7, SU

Administration Module- Manage Roles



Home > Administration > **Manage Roles**

User List

User Roles

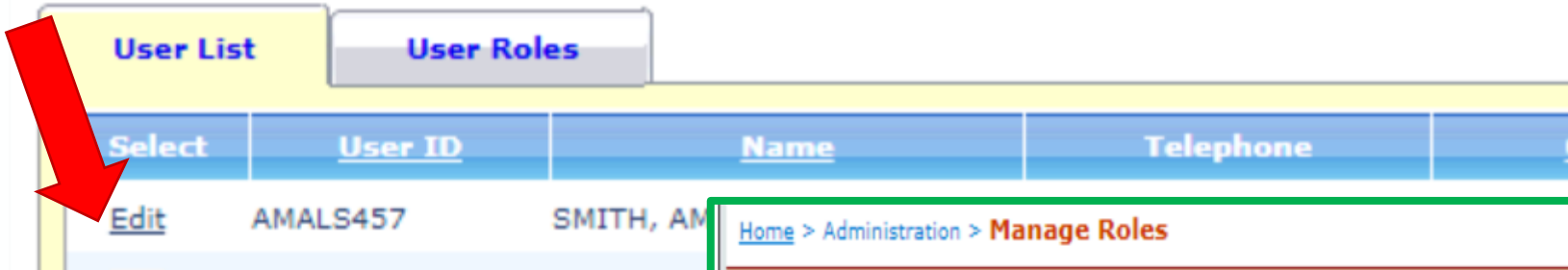
Select	User ID	Name	Telephone	Contact e-mail
Edit	AMALS457	SMITH, AMAL	(347) 223-4567	amals1@foch.org
Edit	GGF00457			
Edit	JAC457			
Edit	JAGRA457			
Edit	JAGRAY457			
Edit	JCLOK457			
Edit	JCJG00457			
Edit	JGRA457			
Edit	RCST457			
Edit	RVAL457			

Creating an ID is only the 1st step.
The Super-User must determine:

- Type of Program User
- Roles must be assigned.

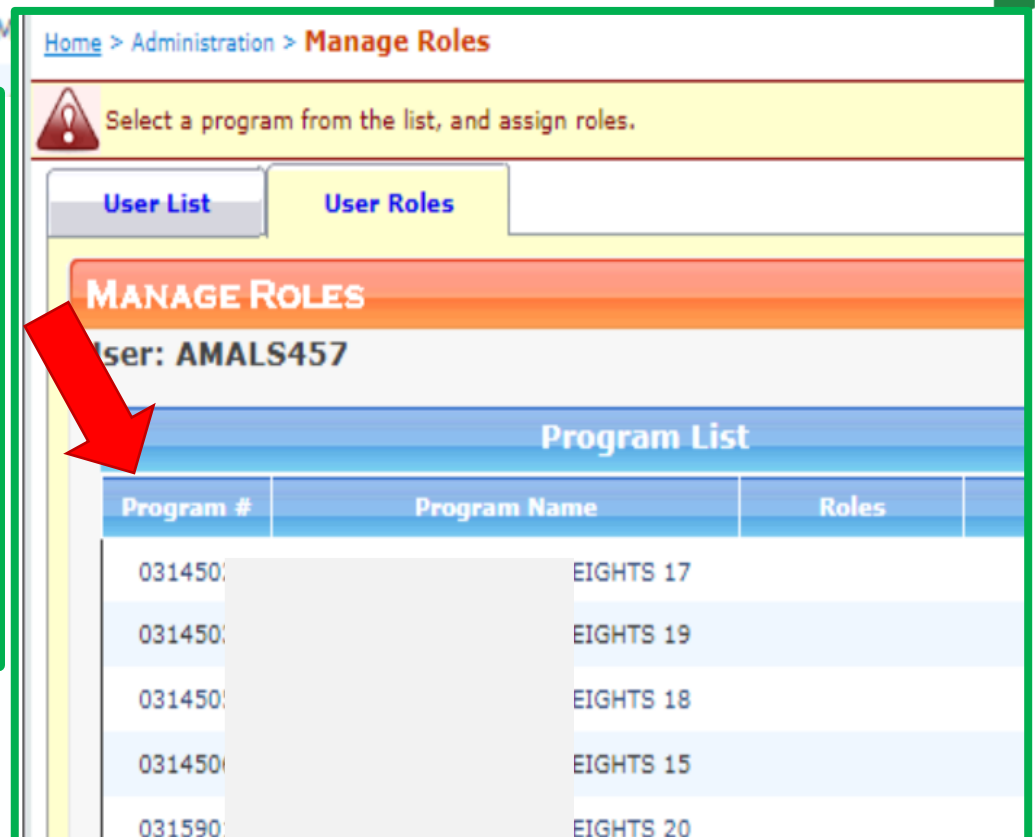
Click “Edit” to Select Newly Created User ID

[Home](#) > [Administration](#) > **Manage Roles**



Select	User ID	Name	Telephone
Edit	AMALS457	SMITH, AM	

A 2nd screen appears. The Super-User must select which program(s) the Program User will be assigned.



[Home](#) > [Administration](#) > **Manage Roles**

Select a program from the list, and assign roles.

MANAGE ROLES

User: AMALS457

Program List		
Program #	Program Name	Roles
031450:		EIGHTS 17
031450:		EIGHTS 19
031450:		EIGHTS 18
031450:		EIGHTS 15
031590:		EIGHTS 20

Administration Module- Manage User Roles

MANAGE ROLES
User: AMALS457

Program List			
Program #	Program Name	Roles	Action
0314502	FRIENDS OF CROWN HEIGHTS 17		
0314503	FRIENDS OF CROWN HEIGHTS 19		
0314505	FRIENDS OF CROWN HEIGHTS 18		
0350103	FRIENDS OF CROWN HEIGHTS 26		
0305401	FRIENDS OF CROWN HEIGHTS 28		

Once the program is selected it will be highlighted on the list and another selection criteria box will appear to the right.

Role Description	Read Only	Read Write
All Placements (PA)	<input type="checkbox"/>	<input type="checkbox"/>
Enrollments (PE)	<input type="checkbox"/>	<input type="checkbox"/>
Reservations (PR)	<input type="checkbox"/>	<input type="checkbox"/>
Wait List (PW)	<input type="checkbox"/>	<input type="checkbox"/>
Child Search (PS)	<input type="checkbox"/>	<input type="checkbox"/>
All Attendance (AA)	<input type="checkbox"/>	<input type="checkbox"/>
All Headstart (HA)	<input type="checkbox"/>	<input type="checkbox"/>
HS Case and Child (HC)	<input type="checkbox"/>	<input type="checkbox"/>
All Maintenance (TA)	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Maint (TC)	<input type="checkbox"/>	<input type="checkbox"/>

Two Types of Program Users

When Creating a Program User ID, the Super - User must designate the type of Program User:

- “Read-only” – Can only view and print (No data entry)
- “Read and Write” - Can view, enter data, and print

*This designation can be changed at any time by the Super-user.

Assigning User Type and Roles

- Click Roles (“Read Only” or “Read and Write”) for each description.
- “All” includes each description listed under that module.
- Remember to Save!

Role Description	Read Only	Read Write
All Placements (PA)	<input type="checkbox"/>	<input type="checkbox"/>
Enrollments (PE)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reservations (PR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wait List (PW)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Child Search (PS)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
All Attendance (AA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
All Headstart (HA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HS Case and Child (HC)	<input type="checkbox"/>	<input type="checkbox"/>
All Maintenance (TA)	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Maint (TC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assigned Roles -Confirmation

WES confirms in top yellow margin and on the program list below:

- **Black**= “Read ONLY”
- **Red**= “Read and Write”



Roles updated successfully for user AMALS457

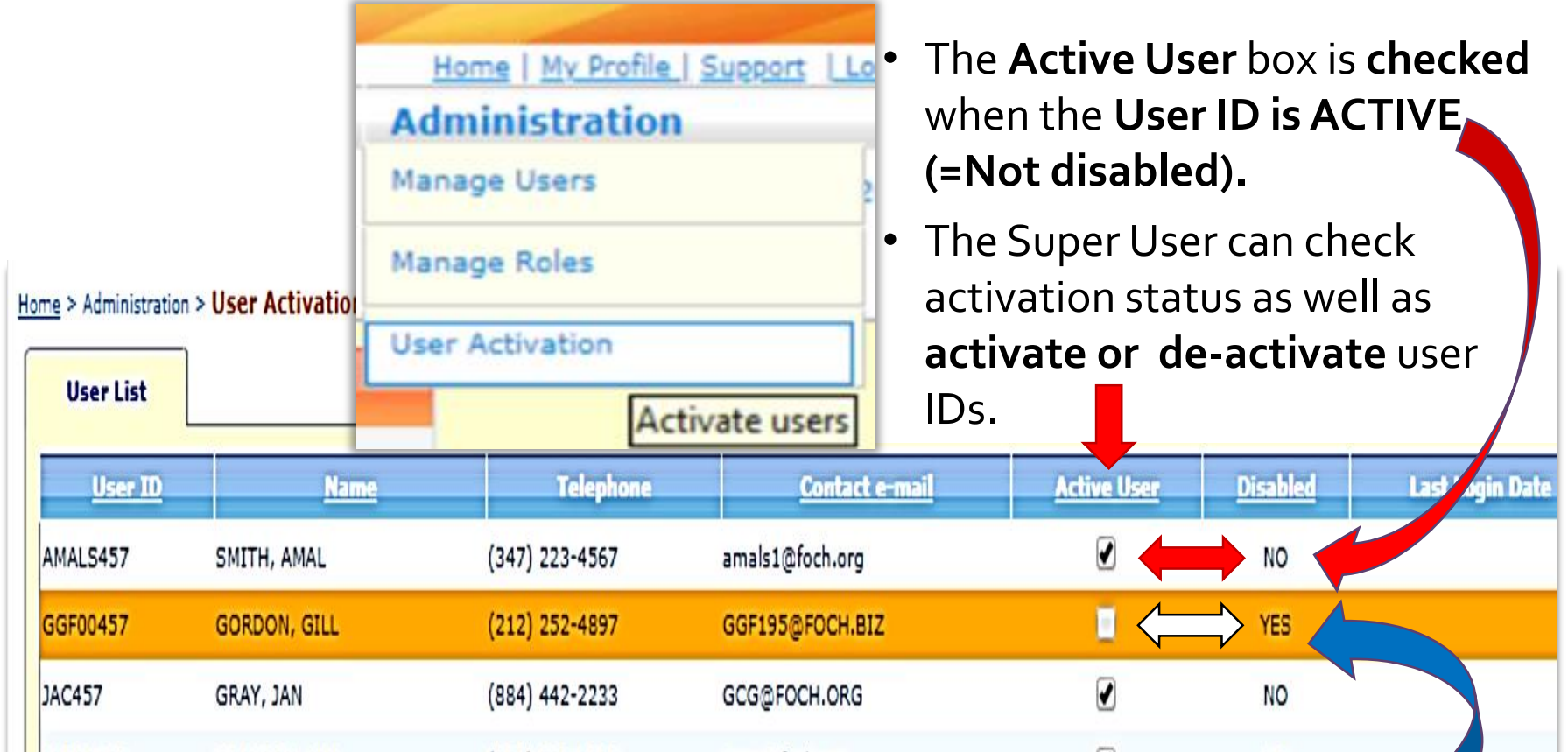
User List User Roles

MANAGE ROLES

User: AMALS457

Program List			
Program #	Program Name	Roles	Action
0314502	FRIENDS OF CROWN HEIGHTS 17		
0314503	FRIENDS OF CROWN HEIGHTS 19	PE, PR, PW, PS, AA, HA, TC	

User Activation and De-activation



The screenshot shows a web application interface for user management. At the top, there are navigation links: Home | My Profile | Support | Log Out. Below this is a menu with 'Administration' selected, containing 'Manage Users', 'Manage Roles', and 'User Activation'. The breadcrumb trail is 'Home > Administration > User Activation'. A 'User List' tab is active, and an 'Activate users' button is visible. The main table has columns: User ID, Name, Telephone, Contact e-mail, Active User, Disabled, and Last Login Date. Three rows are shown: AMALS457 (SMITH, AMAL) with 'Active User' checked and 'Disabled' as 'NO'; GGF00457 (GORDON, GILL) with 'Active User' unchecked and 'Disabled' as 'YES'; and JAC457 (GRAY, JAN) with 'Active User' checked and 'Disabled' as 'NO'. Red and blue arrows highlight the 'Active User' and 'Disabled' columns for the first two rows.

- The **Active User** box is checked when the User ID is **ACTIVE** (=Not disabled).
- The Super User can check activation status as well as **activate or de-activate** user IDs.

De-activated User IDs will appear highlighted and the Disabled column will read "Yes" and the Active User box will be blank/unchecked.

The Super-User is also responsible for keeping the Contractor and Program Profiles updated.

Contractor Profile Program Profile

Contractor Detail 0043752

Program Listing Contractor Detail

CONTRACTOR INFORMATION

Contractor
Number: **00457** Name: **FRIENDS OF CROWN H**
Vendor ID: **000048527502**

Address and Contact Information
Number: **671-675** Street: **PROSPECT PLACE** Zip: **11216**
Boro: **BK** City: **BROOKLYN** State: **NY**
Contact: VAUGHAN P A TONEY Email:
Phone: (718) 638-8686
Fax Phone: (718) 399-3064

Mailing Information
Name: **FRIENDS OF CROWN HGTS EDUC**
Number: **671-675** Street: **PROSPECT PLACE** Zip: **11216**
Boro: **BK** City: **BROOKLYN** State: **NY**

Other Contacts

Bd Chair:	<input type="text"/>	Director:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
C.E.O.:	<input type="text"/>	C.F.O.:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>

Save Cancel

Data in boldface font cannot be updated (E.G. Vendor Name, Contract # Vendor #, Address)

Contact Info, CEO, Director and Board Chair are to be kept updated by the Super-User(s).

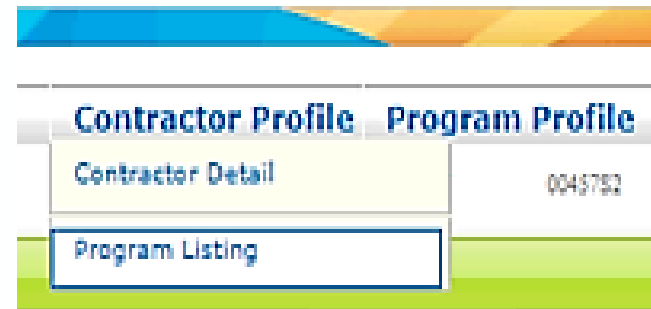
Contractor Profile- Program Listing

Home > Contractor Profile > Program Listing

Welcome S2 S2

Select a module from the menu bar for the program you selected below.

Program#	Contract	Prog Type	Model Tp	Program Name	RA
0314502	FF	G	GC	FRIENDS OF CROWN HEIGHTS 17	18
0314503	FF	G	GC	FRIENDS OF CROWN HEIGHTS 19	18
0314505	FF	G	GC	FRIENDS OF CROWN HEIGHTS 18	18
0314506	FF	G	GC	FRIENDS OF CROWN HEIGHTS 15	18
0315901	FF	G	GC	FRIENDS OF CROWN HEIGHTS 20	18
0316001	FF	G	GD	FRIENDS OF CROWN HEIGHTS 4	18
0316801	FF	G	GC	PARK PLACE DAY CARE CTR	18
0326401	FF	G	GC	FRIENDS OF CROWN HEIGHTS 29	18
0330801	FF	G	GC	FRIENDS OF CROWN HEIGHTS 10	18
0330802	FF	G	GC	FRIENDS OF CROWN HEIGHTS 9	18
0341906	FF	G	GD	FRIENDS OF CROWN HEIGHTS 6	18
0341910	FF	G	GD	FRIENDS OF CROWN HEIGHTS 5	18



The same as slide 10, the program list is available from this module. If it is necessary to move from one program to work in another, this screen will facilitate it.

Program Profile contains 7 sub-menu options:

Program Profile
Program Detail
Program Statistics
Classroom Maintenance
Non ACS Children
Change Classroom
Program Holidays
Fee Calculator

* The **Family Child Care Network Program Profile** Module contains 5 (Sub-Menu) Options:

- Program Detail
- Program Statistics
- **Provider** Listing
- Program Holidays
- Fee Calculator

Program Detail

← → ↻ ⓘ Not secure | acciswestest/TrainSite/ACCIS/Program.aspx ☆ ⓘ

Name, Address and Contact Information

Program Number: **0341910** Contractor Number: **00457**

Name: **FRIENDS OF CROWN HEIGHTS 5** Model Type: **GD-DUAL ELIBILITY CC & HS**

Program Type: **G-Group day care** Contract Type: **FF-FULLY FUNDED PROGRAM**

RA: **18-FWC 333 7TH AVENUE**

Street No: **374** Street: **PINE STREET** Boro: **BK**

City: **BROOKLYN** State: **NY** Zip: **11208**

Level of Care

	Min Age	Max Age
Infant	0.00	0.00
Toddler	2.00	2.11
Preschool	2.00	5.09
School Age	0.00	0.00

License

	Expir Dt	Number
Infant		
Toddler	8/05/2020	103757
Preschool	8/05/2020	103757
School Age		

Director Details

Director Name: Telephone:

Email:

Contact Details

Contact Name: Telephone:

Email:

Emergency Contact

Contact Name: Telephone:

Email:

Transportation, Religion and Language

Transportation: Yes No Trans Fee: \$ Language: EN SP Religion:

Location And Public Transportation

Cross Str:

Bus:

Bus Stop:

Subway:

Sub Stop:

Days, Session and Hours Open

Checked = Days Open
Unchecked = Days Closed

Monday Tuesday

Wednesday Thursday

Friday Saturday

Sunday Holiday

Open Time: Close Time:

Includes: Program-specific data, such as , Program Name, #, Address, Director, Contacts, Emergency Contacts, DOHMH License # and Expiration Date Information –Level of Care and Pay Rates, Vicinity –based Transportation lines, Days and Hours of Operation

This information must be kept updated by the Super-User(s).

Program Statistics-

The Program Statistics will automatically appear the first time the Placements module is selected.

NYC WEB ENROLLMENT SYSTEM
 Children's Services
 FRIENDS OF CROWN HTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS S(0241910)

Home | My Profile | Support | Logout

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Program Statistics

ACDTRADY 0041910 Tuesday, July 14, 2020

Program Statistics

Model Tp: GD

Level Of Care	License Cap	Budget Cap	Target Cap	Voucher	Current Placements				Avail Lic Slots	Avail Enroll Slots	Avail Resrv Slots
					Enrl	Rsrv	WL	PD			
Infant	0	0	0	0	0	0	0	0	0	0	0
Toddler	14	0	0	2	0	0	0	0	12	0	0
Preschool	140	127	127	1	112	1	1	1	27	15	15
School-Age	0	0	0	0	0	0	0	0	0	0	0
All Levels of Care	154	127	127	3	112	1	1	1	39	15	15

ALERT

5 children will be dropped due to the fact the case has lost its Child Care Eligibility. In order to continue the Case must be reauthorized for child care or the Dual child must be changed to HS only.

I confirm that I have reviewed the Program Statistics including:
 Available Enrollment and Reservation Slots; Reservations; Pending Departures; Waiting List.

The Program Statistics can be selected from the Program Profile module with access to Bulletins, News and Notices.

NYC WEB ENROLLMENT SYSTEM
 Children's Services
 FRIENDS OF CROWN HTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS S(0341910)

Home | My Profile | Support | Logout

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Program Statistics

ACDTRADY 0041910 Tuesday, July 14, 2020

Program Statistics

Model Tp: GD

Level Of Care	License Cap	Budget Cap	Target Cap	Voucher	Current Placements				Avail Lic Slots	Avail Enroll Slots	Avail Resrv Slots
					Enrl	Rsrv	WL	PD			
Infant	0	0	0	0	0	0	0	0	0	0	0
Toddler	14	0	0	2	0	0	0	0	12	0	0
Preschool	140	127	127	1	112	1	1	1	27	15	15
School-Age	0	0	0	0	0	0	0	0	0	0	0
All Levels of Care	154	127	127	3	112	1	1	1	39	15	15

NOTICES

- Vocational/Educational Training Verification 2017
06/01/17
- ECE-015 (CS1069) Revised 2017
06/01/17
- Revised Application for Child Care Subsidy-ECE 12
09/14/16
- Instructions for Rev Appl for Child Care Subsidy
09/14/16
- Application for Child Care Subsidy (ECE 12)
08/24/15

BULLETINS / NEWS

- Data WES Inquiry Form
10/30/15
- Pending Departure
08/28/13

Classroom Maintenance

Each year, center-based classrooms are set-up according to : Classroom Name, Teacher name, and other criteria. (Class # designation and Location Information does not change)

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC (00457) Program: FRIENDS OF CROWN HEIGHTS 5(0341910) Home | My Profile | Support | Logout

Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration

Home > Program Profile > Classroom Maintenance ACDTRAIN 0045702 Tuesday, July 14, 2020

Address: 374 PINE STREET BROOKLYN, NY, 11208 Year: 2018 (dropdown menu with options 2018, 2019, 2020)

Classroom List

Select	Class #	Location Name and Number	Classroom Name	Teacher Name	Age of Most Children	Usable space Sq Ft	Max Capacity	Total Non-ACS Count	ACS Enrollments	Current Available	Start Date	End Date	Update by	Update Date
<input type="checkbox"/>	8522	101	FIRST FLOOR COLE REGIS, 1	PAMELA	3	784.00	17	1	15	1	9/18	8/19	DIAMOND5	11/09/18
<input type="checkbox"/>	8523	102	FIRST FLOOR THOMAS, 2	DEBORAH	3	461.00	12	0	5	7	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8519	103	FIRST FLOOR CHARLES, 3	SHIRMAINE	3	461.00	17	1	9	7	9/18	8/19	DIAMOND5	11/09/18
<input type="checkbox"/>	8520	201	SECOND FLOOR 1	ROSE, SHARON	3	839.50	17	0	16	1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8524	202	SECOND FLOOR 2	ST. HILLAIRE, CINDY	4	839.00	20	0	21	-1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8521	203	SECOND FLOOR 3	SOUVENIR, DORETTE	4	823.00	20	0	19	1	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8525	204	SECOND FLOOR 4	AUGUSTE, NAHOMIE	3	461.00	12	0	8	4	9/18	8/19	DIAMOND5	9/04/18
<input type="checkbox"/>	8526	205	SECOND FLOOR 5	MCRAE, CASSANDRA	4	901.00	20	0	19	1	9/18	8/19	DIAMOND5	9/04/18

Non-ACS/DOE Children

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC(00457) Program: FRIENDS OF CROWN HEIGHTS 5(0341910)

Placements Attendance Case and Child Reports Contractor Profile Program Profile

Home > Program Profile > Non ACS Children ACDTRAIN 0045732

Address: 374 PINE STREET BROOKLYN, NY, 11208
Select Period: Service Month: 2 Service Year: 2020

#	Program Number	Loc ID	Class Name	Child Count
1	0341910	101	FIRS	0
2	0341910	102	FIRS	0
3	0341910	103	FIRS	0
4	0341910	201	SECOND FLOOR 1	0
5	0341910	202	SECOND FLOOR 2	0
6	0341910	203	SECOND FLOOR 3	0
7	0341910	204	SECOND FLOOR 4	0
8	0341910	205	SECOND FLOOR 5	0

Save Cancel

These children must be included for the total count for space capacity and utilization. There are minimum space requirements per child that must be maintained.

If the maximum # of children for a classroom space is 15 and there are 5 “Private Pay” children attending; the maximum # of ACS/DOE contracted children would be 10.

Change Classroom

NYC WEB ENROLLMENT SYSTEM
Children's Services

FRIENDS OF CROWN HGTS EDUC(00457) Program: FRIENDS OF CROWN HEIGHTS 5(0341910)

[Placements](#) [Attendance](#) [Case and Child](#) [Reports](#) [Contractors](#)

[Home](#) > [Program Profile](#) > **Change Classroom**

Address
374 PINE STREET BROOKLYN, NY, 11208

Select Period

Select Classroom: **FIRST FLOOR 1** Service Month: **01/2020**

There are no Classrooms.

If/when classrooms are set-up, children may be transferred from one class to another.

The classroom and Service Month must first be selected.

Holidays – Contract and Voucher

Web Accis x +
 Not secure | acciswestest/TrainSite/ACCIS/ProgramHoliday.aspx
NYC WEB ENROLLMENT SYSTEM
 Children's Services
 FRIENDS OF CROWN HGTS EDUC(00437) Program: FRIENDS OF CROWN HEIGHTS 19(0314503) Home | My Profile | Support | Logout
 Placements Attendance Case and Child Reports Contractor Profile Program Profile Administration
 Home > Program Profile > Program Holidays ACDTRADY 0043752 Tuesday, July 14, 2020

Select Holiday Year: 2020
 2020
 2019
 2018
 2017
 2016
 2015
 2014
 2013
 2012
 2011
 2010
 2009
 2008
 2007
 2006
 2005
 2004
 2003
 2002
 2001

* for program specific holidays.

No.	Start Date	End Date	Days	Weeks	Year	Paid	comments
1	01/01/20	01/01/20	1	0			
2	01/20/20	01/20/20	1	0			
3*	01/22/20	01/22/20	1	0			
4*	02/07/20	02/07/20	1	0			
5	02/17/20	02/17/20	1	0			
6*	02/24/20	02/24/20	1	0			
7*	03/22/20	03/22/20	1	0			
8*	03/31/20	03/31/20	1	0			
9*	04/19/20	04/19/20	1	0	C	Y	DCP CLOSED STAFF DEV DAY
10*	05/12/20	05/12/20	1	0	C	Y	DCP CLOSED TRAU... SMART
11	05/25/20	05/25/20	1	0	H	Y	
12*	06/19/20	06/19/20	1	0	C	Y	DCP CLOSED STAFF DEV DAY

Fee Calculator

This tool helps in estimating Fees, if applicable for child care service fee subsidy.

***Eligibility and Enrollment Training** focuses on the various associated factors.

[Home](#) > [Program Profile](#) > **Fee Calculator**

Fee Calculator

Family Size:

Month Gross \$: .00

Reason For Care (Optional):

Funding Stream (Optional):

Potential Fee*

Full Time: Part Time:

*Actual Fee Amounts may vary depending on other factors pertaining to the Case.

WES Attendance-

Daycare Attendance Review Unit (DARU) is available to assist:

WESAttendance@schools.nyc.gov

Lee Franklin-Murray -

LFranklinmurray@schools.nyc.gov

James Allen - JAllen37@schools.nyc.gov

Judy Selby - JSelby@schools.nyc.gov

Anita Weston - AWeston2@schools.nyc.gov



You have completed this webinar. Thank you.

Questions? Follow-up?

Please contact:

WESTraining@schools.nyc.gov



Other DECE Training Inquiries
Including Eligibility and Enrollment Training



Please contact:

Policytrainingteam@schools.nyc.gov



Jan Cummings-Grayson
Policy Training Team, DECE