

Update Your Account Profile on Allegheny Child Care

Allegheny Child Care was developed to support the care and education needs of families. Caregivers and parents of young children can search available spots at all early learning, after school, summer camp, and virtual programs in Allegheny County in real time with the Allegheny Child Care, After School, and Summer Camps finder tool.

Providers can update their program's profile to:

- Market real-time openings for free to hundreds of families currently searching for child care.
- Track enrollments and waitlists directly within the tool to streamline data management and collection.
- Standout amongst peers with a fully completed profile including pictures, videos, and program details.

Instructions for New Child Care, Summer, or Out-of-School Providers

Profiles are automatically created for licensed providers with the email address registered in Pelican. Unlicensed providers can email info@alleghenychildcare.org and provide their program name, location, and email address to get started.

1. To log in, enter the email address on the providers.alleghenychildcare.org login page. You will then receive an email with a link that automatically logs you on to the platform.
2. Once you are on the homepage, click Edit Profile.

Pittsburgh Child Care Center

Location unknown

Update availability Edit profile

Selected	Offered	Accepted	Placed	Waitlisted	Enrolled
0	0	0	0	0	1

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The Essentials

- Verify the primary contact name, phone number, and email (**#5: Contact**).
- Verify the program location and contact information (**#5: Contact**).
- Enter the hours of operation (**#10: Hours**).
- Enter the age groups served and program offerings (**#6: Programs**). This might include classrooms, age groupings, or specific summer/out-of-school programming. Also include if the programs are school year only, year round, or summer only. This information is included as a front-page filter in how families search for programs.
- Note if the program accepts Child Care Works subsidies or is part of Head Start, Early Head Start, or Pre-K Counts (**#11: Financial Programs**).
- Update available classroom or program open slots (**#1: Openings**). Openings are linked to programs, so enter those first.

Next Steps

- Add a description of your child care and the programs offered (**#4: Description**).
- Select program types that fit your program (**#6: Programs**).
- Enter any additional financial discounts you provide and what payment options are available (**#11: Financial Programs**). This might include multiple sibling discounts.
- Select the highlights that the program includes, such as meals, specialized care, parent involvement, etc. (**#12: Highlights**).

Additional Updates

- Add photographs or videos (**#2: Photos**).
- Add pictures and descriptions of staff (**#13: Staff**).
- Check messaging and enable tour features (**Messages and #7: Tour Requests**).
- Continue to update availability.

