

Adding Classroom Information STARS Program Profile



This guide outlines the possible classroom scenarios that may be added in the “**Classroom Information**” section. The “**Classroom Information**” section is located under the “**Program Profile**” tab on your user profile. The “**Classroom Information**” section must be filled out to reflect all the specific classroom offerings. Examples of classroom scenarios are noted in italics.

Having your classroom information accurately reflect your classroom offerings will allow your program to move through the process in a timely manner. If the classroom information is incomplete, steps must be taken to edit the information which will extend the amount of time it takes to receive your program’s published rating.

*Family and Group Home providers should reflect one classroom, unless children are divided into separate groups for majority of the day.

**Do not add classrooms/sessions if all children have a parent/guardian with them during the entire time.

For step-by-step visual guidance on how to add classroom information, you can refer to the [Great Start to Quality User Guide Step One: Update Your Program Information](#).

If you need additional assistance, please contact your local Great Start to Quality Resource Center at 1-877-614-7328.

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Licensed Classrooms

Guidance: All licensed classrooms serving children must be added.

Example: *A program has three physical classrooms; one preschool, one infant, and one toddler.*

Action: Add three classrooms



- One Preschool
- One Infant
- One Toddler

Classroom Information

How many classrooms do you have? **3**

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Preschool	Preschool	Full Day		TESTCENTER1-PreK1
Infant	Infant-Toddler	Full Day		TESTCENTER1-Infant1
Toddler	Infant-Toddler	Full Day		TESTCENTER1-Infant2

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Alternate Path Programs

Guidance: All individual Early Head Start, Head Start, Great Start Readiness Program (GSRP), NAEYC Accredited classrooms, or blended classrooms (ex. GSRP and Head Start together) must be added.

- The appropriate Alternate Path selection must be designated in the "**Program Type**" column.

Example: *A program has one Early Head Start, one Head Start, and one GSRP/Head Start blended class.*

Action: Add three classrooms



- One Early Head Start
- One Head Start
- One GSRP/Head Start Blend

Classroom Information

How many classrooms do you **3**
have?

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Early Head Start	Infant-Toddler	Full Day	Early Head Start	TESTCENTER5-Infant2
Head Start	Preschool	Full Day	Head Start	TESTCENTER5-PreK2
GSRP/Head Start Blend	Preschool	Full Day	GSRP Head Start	TESTCENTER5-PreK3

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Alternate Path Programs Continued

Example: *A program has one physical classroom that has an AM GSRP session and a PM tuition/private session. The same teaching team teaches both sessions.*

Action: Add two classrooms



- One AM GSRP
- One PM tuition/private

Classroom Information

How many classrooms do you **2**
have?

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
GSRP	Preschool	Half Day AM	GSRP	TESTCENTER2-PreK1
Tuition/Private	Preschool	Half Day PM		TESTCENTER2-PreK2

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Age Range of Children

Guidance: Designate the classroom as Infant-Toddler in the “**Type**” column if majority of the children are under the age of three.

Guidance: Designate the classroom as Preschool in the “**Type**” column if majority of the children are age three or older.

Guidance: Separate classrooms for different age range of children cared for:

- On different days
- At different times
- In different physical classrooms

Example: *A program has one physical classroom with the same teaching team throughout the week and cares for four-year-olds on Monday, Wednesday, and Friday and three-year-olds on Tuesday and Thursday.*

Action: Add two classrooms



- One four-year-old Monday, Wednesday, Friday
- One three-year-old Tuesday and Thursday

Classroom Information

How many classrooms do you have? **2**

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Four-year-old MWF	Preschool	Full Day		TESTCENTER2-PreK1
Three-year-old TTH	Preschool	Full Day		TESTCENTER2-PreK2

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Teaching Teams

Guidance: Separate classrooms for different teaching teams caring for children:

- On different days
- At different times
- In different physical classrooms

Example: *A program has one physical classroom that has an AM and PM session. They serve the same age group (three-to five-year-olds together in one class) of children throughout the week; however, the teaching team is different in the morning and afternoon.*

Action: Add two classrooms





- One AM
- One PM

Classroom Information

How many classrooms do you **2**
have?

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Teaching Team A	Preschool	Half Day AM		TESTCENTER2-PreK1
Teaching Team B	Preschool	Half Day PM		TESTCENTER2-PreK2

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Divided Classrooms

Guidance: One physical space divided into separate classrooms by:

- Fire walls
- Shelving
- Barriers

Example: *A program has one physical classroom; however, it is divided by shelving into an infant room on one side of the room and a toddler room on the other.*

Action: Add two classrooms



- One Infant
- One Toddler

Classroom Information

How many classrooms do you **2**
have?

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Infant	Infant-Toddler	Full Day		TESTCENTER2-Infant1
Toddler	Infant-Toddler	Full Day		TESTCENTER2-Infant2

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Multiple Classrooms

Guidance: List out all separate classrooms individually in a program

- Infant/Toddler program
- Preschool program

Guidance: List out all separate classrooms with the same and/or different age groups taught

- On the same days
- At the same times
- By different teaching teams

Example: A program has a preschool program that has two three-year-old classrooms and three four-year-old classrooms taught on the same days and at the same times.

Action: Add five classrooms



- Two three-year-old
 - One for each classroom
- Three four-year-old
 - One for each classroom

Classroom Information

How many classrooms do you have?

Please click the **Add Classroom** button, below the chart, to add classrooms. The number of classrooms listed in the chart should match the number indicated above.

Description	Type	Duration	Program Type	Identifier
Three-year-old	Preschool	Full Day		TESTCENTER2-PreK1
Three-year-old	Preschool	Full Day		TESTCENTER2-PreK2
Four-year-old	Preschool	Full Day		TESTCENTER2-PreK3
Four-year-old	Preschool	Full Day		TESTCENTER2-PreK4
Four-year-old	Preschool	Full Day		TESTCENTER2-PreK5

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