



Early Learning Award: Steps to Complete the Award Order Form

July 9, 2018

Frequently Asked Questions

When is my order form due?

Your program's order form is due on the date listed in the award email that you received from Great Start to Quality. The email provides a specific date and time that your program must submit their order form by. Below is what you will see listing your timeframe within the email from Great Start to Quality.

Your order form must be completed by _____, 2018 at 5:00pm. Late order forms will not be accepted under any circumstance. The funds allocated to your program for this opportunity will not be accessible after this deadline.

What is the dollar amount that my program was awarded?

Your program's award amount is listed in the award email that you received from Great Start to Quality. The email provides the specific amount your program may spend, based on the attributes included in your program's Early Learning Award application. You are responsible to ensure that your order total does not exceed your award amount. Order forms that are submitted over awarded amounts will be rejected. Your program would then need to complete a new order form which will significantly delay the time in which your items will be ordered, shipped, and received.

How do I complete an order form?

This document includes the steps that you will need to take to submit your order form. If you need additional support with this process, please contact your local Great Start to Quality Resource Center at 1-877-614-7328.

Are prices listed in the Early Learning Award- Kaplan catalog and Screening, Assessment, and Curriculum (SAC) catalog reflective of shipping/handling? Tax?

Yes, all prices listed within the catalogs available for you to select materials from reflect shipping/handling and tax. You DO NOT need to account for these costs within your order form.

Can I save my order form as I work to complete it?

Yes, you will have the ability to save your order form and work on it at another time. Please see page 7 for specific instructions.

What happens after I submit my order form?

A copy of your completed order form will be sent to you via email after it is submitted. Please save this copy as a record for your program. You will be contacted by Kaplan Company regarding any purchases made from the Early Learning Award- Kaplan catalog. They will work with you to determine dates and times when your items can be delivered to your program.

STEP 1: Reviewing the Catalog and Item Selections

Your program will need to review the Early Learning Award-Kaplan Catalog and the Screening, Assessment, and Curriculum Catalog to plan for the item choices that you will make. PLEASE NOTE: Your program must choose early learning materials from either of these two catalogs only. Great Start to Quality has included a wide variety of early learning materials and supplies, offered at discounted price within these catalogs, therefore NO outside orders will be allowed. This includes, but is not limited to, items from the general Kaplan Company website or catalog. While completing this step, feel free to use the ["Planning Sheet"](#) as a tool to support you during this process.

Note the Name, Item Number, and Item Price of each item you would like to order.

Preschool Block Play Furniture

 <p>4-Sided Block Storage Box 24"W x 24"D x 16"H</p>	 <p>Neighborhood Carpet (5'10" x 8'4")</p>	 <p>Neighborhood Carpet (4'1" x 5'10")</p>	 <p>Rectangular Street Rug - 39" x 58"</p>
<p>3028</p>	<p>85989</p>	<p>44469</p>	<p>40900</p>
<p>\$120.00</p>	<p>\$232.00</p>	<p>\$125.00</p>	<p>\$40.00</p>

ITEM NAME

ITEM NUMBER

ITEM PRICE

Infant Toddler Dramatic Play Package	#90757	\$473.00
ITEM NAME	ITEM NUMBER	ITEM PRICE

 <p>Fruit and Food Bags</p>	 <p>Toddler Housekeeping Starter Set</p>	 <p>Sweet Kaplan Kuddle Dolls</p>	 <p>11" Soft Body Baby Dolls (Set of 4)</p>
 <p>Toddler's First Doll Stroller</p>	 <p>Mealtime Set</p>	 <p>When I Grow Up Career Toddler Set (Set of 6)</p>	 <p>Soft Pocketbook</p>

STEP 2: Completing your Program's Order Form

Program Contact Information

Complete this section of the order form. We will use this information to contact you regarding your order, if needed. Please confirm that all information within this section is accurate and complete prior to submitting.

Program Mailing Information

Complete this section of the order form. The information in this section should be reflective of the address where you would like your ordered items sent. Please confirm that all information within this section is accurate and complete prior to submitting.

If your child care program is closed, or you are unavailable during any typical business hours (Monday through Friday) and will need to make special arrangements for delivery times, please choose the YES button. Kaplan will contact you to make delivery arrangements with your program. You can leave this button unselected if you do not need to make special arrangement based on when your program is open.

Program Award Information

Complete this section of the order form by confirming the Early Learning Award amount that your program was awarded. This information is provided in the award email sent to you by Great Start to Quality. If you need support in determining this amount, please contact gsqincentives@ecic4kids.org.

Ordering Information

There are two sections where you will include your program's ordering information. The first section is for items selected from the Early Learning Award- Kaplan catalog. The second section is for items selected from the Screening, Assessment, and Curriculum catalog. Please leave the section blank if you did not choose items from one of these catalogs.

Please see the sample order form on page 6 (referencing the Early Learning Award- Kaplan catalog choices on pages 3-4) for examples of how to complete ordering information. You can access your order total within each section as you complete the information for each item you plan to purchase (Scroll down and view "order total"). The complete order total (with items from both sections included) can be seen by scrolling past the Screening, Assessment, and Curriculum Catalog Ordering Information sections.

Assurances

Order forms will not be accepted unless all assurances are checked and signed, indicating acknowledgement by the awardee.

Example Order Form

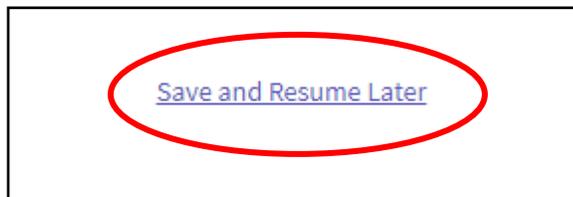
1. Item Number	1. Item Name		
<input type="text" value="90757"/>	<input type="text" value="Infant Toddler Dramatic Play Package"/>		
1. Item Price	1. Item Quantity	Total Cost Item 1	
\$ <input type="text" value="473.00"/>	<input type="text" value="1"/>	\$ <input type="text" value="473.00"/>	
2. Item Number	2. Item Name		
<input type="text" value="3028"/>	<input type="text" value="4-Sided Block Storage Box"/>		
2. Item Price	2. Item Quantity	Total Cost Item 2	
\$ <input type="text" value="360.00"/>	<input type="text" value="1"/>	\$ <input type="text" value="360.00"/>	

How to Save your order form

Saving an Order Form

Should you begin working on your order form and decide you will finish it at another time, you do have the ability to save your form. To save your order form:

1. Scroll to the bottom of the application. You will see a 'Save and Resume Later' hyperlink. Click on it.



2. The question 'Are you sure you want to leave this form and resume later?' will appear. Click the button that reads 'Save and get link'.
3. This information will appear on your screen:

Save and Resume Later

Please copy the link below and save it in a safe place. You can use this from any computer anytime within the next 30 days to resume answering questions on the form.

Without the link, the data you have entered cannot be retrieved and you will have to start filling out the form at the beginning.

<http://ecic.formstack.com/forms/?i-2099951-8Diqskip6s>

Want us to email you this link? Enter your email below and click 'Send save and resume link'.

Your email address

Send save and resume link

4. As you can see, you now have the ability copy the link and save it in a safe place. You can also get this link emailed to you directly! Fill out your email address in the appropriate field and click 'Send save and resume link'.