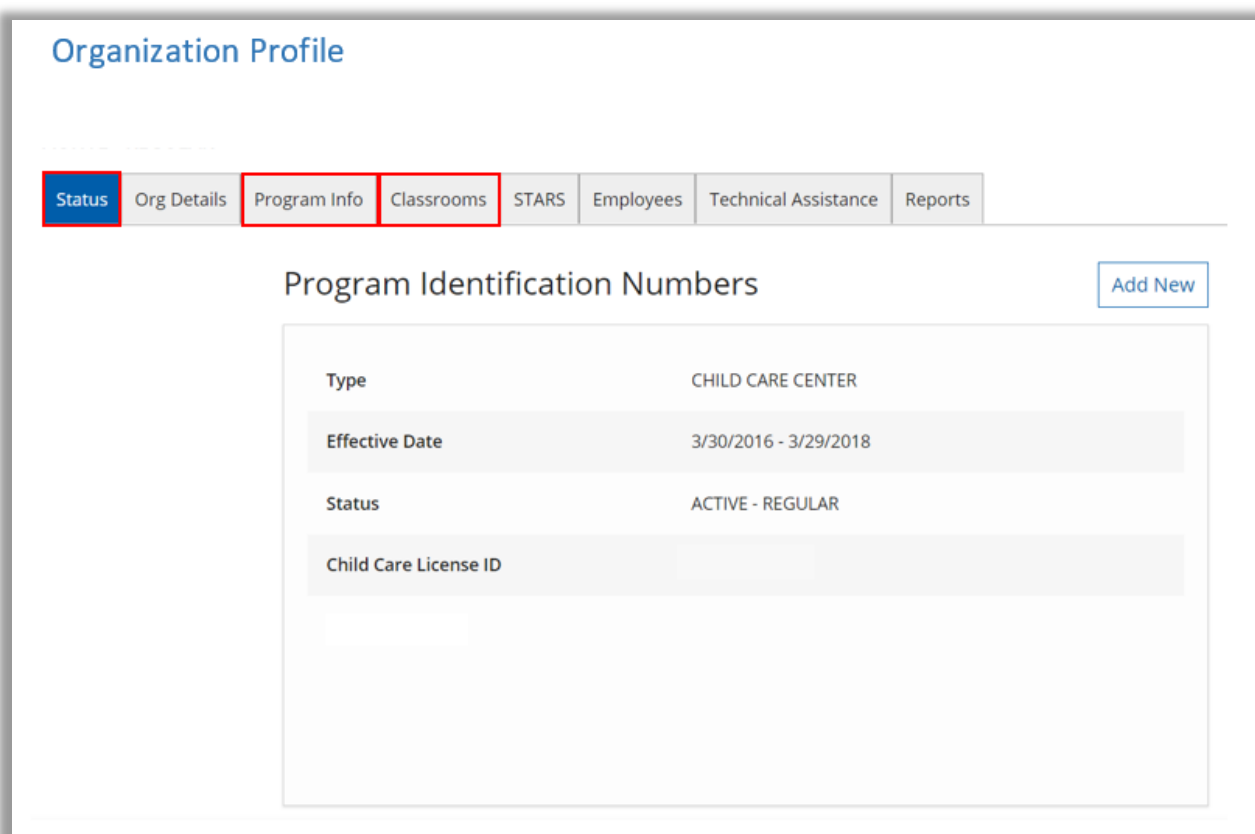


How to Add Classroom Information For Providers

This guide outlines the steps to add classroom information in the **Organization Profile**. The three tabs; **Status**, **Program Info**, and **Classroom** on the Organization Profile are where classroom information can be verified and edited.

The Organization Profile must accurately reflect all classrooms to move through the rating process. If the classroom information is incorrect, it must be corrected for the rating application to be accepted.



Organization Profile

Status | Org Details | Program Info | **Classrooms** | STARS | Employees | Technical Assistance | Reports

Program Identification Numbers [Add New](#)

Type	CHILD CARE CENTER
Effective Date	3/30/2016 - 3/29/2018
Status	ACTIVE - REGULAR
Child Care License ID	

1. Review the **Status** tab which includes program information that must be confirmed if the program is a Great Start Readiness Program, Head Start, Early Head Start, or is a Tribal organization.

The GSRP district number will be verified by MiRegistry. The **Head Start/Early Head Start Grantee** must be selected in the dropdown. This will assist in designating the program as Alternate Path for Great Start to Quality.

Organization Profile

ACTIVE - REGULAR

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Michigan Department of Licensing and Regulatory Affairs?

If your program or business is licensed by the Michigan Department of Licensing and Regulatory Affairs (LARA), provide your license number below. If you are unsure about your license number, you may look it up on the LARA child care licensing lookup website: <http://w1.lara.state.mi.us/ChildCareSearch>

Yes

Child Care License ID:

No

Is this program a Head Start/Early Head Start site?

Please specify your Head Start/Early Head Start Grantee.

Yes

Select your Head Start Grantee (required)

-- Make a Selection --

No

2. Review the **Program Info** tab which is where you can identify if your program is NAEYC Accredited.

Programs who are NAEYC Accredited must specify their ID Number and upload their program accreditation certificate. The ID Number and accreditation documentation will be verified by MiRegistry and assist in designating the program as Alternate Path for Great Start to Quality.

The screenshot shows a web form titled "+ Accreditation" with a close button (X) in the top right corner. Below the title is a red warning icon and the label "Accreditation". A dropdown menu is open, showing the following options: "-- Accreditation --", "National Association for the Education of Young Children (NAEYC) Accreditation", "National Association for Family Child Care (NAFCC) Accreditation", and "Other". Below the dropdown are two date input fields: "Effective" and "Expires", both with the placeholder text "Enter Date". Underneath these fields is the text "Upload Org Accreditation Documentation" followed by a "+ Files" button. A blue vertical bar highlights the text "The following file types are accepted:" followed by a list of file extensions: ".doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif". At the bottom of the form are two buttons: "Save and Close" (grey) and "Save and Add Another" (blue).

3. Review and edit the **Classroom** tab which contains information regarding enrollment and classrooms of the program.

This information must be filled out to reflect all specific classroom offerings. Because this information changes often, update this information immediately before submitting the rating application.

Please note, once you submit your application, **you must not edit or delete your classrooms**. Doing so will impact your rating case which may affect your published rating and subsidy reimbursement.

Program Enrollment		Edit
Licensed Capacity	120	
Number of Classrooms / Groups	5	
Number of Children Enrolled	84	
Percent of children that speak a home language other than English	0	
Infants (birth until one year)	12	<input type="button" value="⊕"/>
Toddlers (one year to 36 months)	20	<input type="button" value="⊕"/>
Preschool (36 months to kindergarten entry)	52	<input type="button" value="⊕"/>
School-age (kindergarten entry through age twelve)	0	

4. All individual Early Head Start, Head Start, Great Start Readiness Program (GSRP), or blended classrooms (e.g. GSRP and Head Start together) must be designated in the classrooms tab.

If the classroom is a Family Child Care program, Out-of-School Time classroom or a classroom type not mentioned above, then select **Classroom**.

All program types must have at least one classroom.

The screenshot displays a software interface with a navigation bar at the top containing tabs: Status, Org Details, Program Info, Classrooms (highlighted in red), STARS, Employees, Technical Assistance, and Reports. Below the navigation bar, the 'Program Enrollment' section features an 'Edit' button and a table with the following data:

Licensed Capacity	120
Number of Classrooms / Groups	5
Number of Children Enrolled	84
Percent of children that speak a home language other than English	0

Below this table is a detailed breakdown of enrollment by age group:

Infants (birth until one year)	12	
Toddlers (one year to 36 months)	20	
Preschool (36 months to kindergarten entry)	52	
School-age (kindergarten entry through age twelve)	0	

The 'Administrator/Director' section shows 'None' and an 'Edit' button. The 'Classrooms' section displays a message: No Classrooms exist. A red box highlights the 'Add Classroom' dropdown menu, which lists the following options: Classroom, Great Start Readiness-GSRP, Head Start/Early Head Start, and GSRP/Head Start blend.

5. Great Start Readiness Program (GSRP), GSRP blended classrooms (ex. GSRP and Head Start together), Head Start, Early Head Start, or NAEYC classrooms must be named with the naming convention of license number–last name (e.g. DC111222333-Smith).

DC111222333-Smith	
Classroom Type	Great Start Readiness-GSRP
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	None
Majority Age Range	None
Room Capacity	0
Hours Open Per Week	40
Starts	8:00 am
Ends	3:30 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday

Out-of-School Time only programs must add at least one classroom named Great Start to Quality-OST. This classroom **must not be deleted** as the on-site assessment results will be linked to it.

Great Start to Quality OST	
Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	School-age (kindergarten entry through age twelve)
Majority Age Range	School-age (kindergarten entry through age twelve)
Room Capacity	50
Hours Open Per Week	23
Starts	7:00 am
Ends	6:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

All other classroom types can be added with any name.

6. All licensed classrooms serving children must be added.

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

Action: Add three classrooms

- One Infant
- One Toddler
- One Preschool

Designate each individual classroom as Infant/Toddler/Preschool/School-age in the Age Ranges section. If the classroom serves a combination of ages, select the majority of the children's age range in the **Majority Age Range** dropdown.

Guidance:

- Designate the classroom as Infant if the majority of the children are under the age of one.
- Designate the classroom as Toddlers if the majority of the children are 1 year to 36 months of age.
- Designate the classroom as Preschool if majority of the children are age 36 months to Kindergarten.
- Designate the classroom as School-age if the majority of the children are 4 years 9 months or older.

Infant	
Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Infants (birth until one year)
Majority Age Range	Infants (birth until one year)
Room Capacity	12
Hours Open Per Week	60
Starts	6:00 am
Ends	6:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

Toddler	
Classroom Type	Classroom
Lead Teacher	Sally Jones
Assistant Teacher	Noah Wright
Age Ranges	Toddlers (one year to 36 months)
Majority Age Range	Toddlers (one year to 36 months)
Room Capacity	12
Hours Open Per Week	60
Starts	6:00 am
Ends	6:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

Preschool	
Classroom Type	Classroom
Lead Teacher	Emily Wall
Assistant Teacher	Joshua Cane
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	36
Hours Open Per Week	60
Starts	6:00 am
Ends	6:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

7. 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

<u>4 Year Old Preschool</u>	
Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	24
Hours Open Per Week	12
Starts	8:00 am
Ends	12:00 pm
Days per Week	Monday, Wednesday, Friday

<u>3 Year Old Preschool</u>	
Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	20
Hours Open Per Week	6
Starts	9:00 am
Ends	12:00 pm
Days per Week	Tuesday, Thursday

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

Action: Add two classrooms

- One AM Head Start
- One PM tuition/private

[DC111222333-Smith](#)

Classroom Type	Head Start/Early Head Start
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	15
Hours Open Per Week	15
Starts	9:00 am
Ends	12:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

[PM Tuition Preschool](#)

Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	16
Hours Open Per Week	15
Starts	12:30 pm
Ends	3:30 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

8. 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 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

<u>AM Preschool</u>	
Classroom Type	Classroom
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	20
Hours Open Per Week	20
Starts	8:00 am
Ends	12:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

<u>PM Preschool</u>	
Classroom Type	Classroom
Lead Teacher	Sally Jones
Assistant Teacher	Noah Wright
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	20
Hours Open Per Week	20
Starts	12:00 pm
Ends	4:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

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

DC111222333-Smith	
Classroom Type	Head Start/Early Head Start
Lead Teacher	Jane Smith
Assistant Teacher	Joe Doe
Age Ranges	Infants (birth until one year) Toddlers (one year to 36 months)
Majority Age Range	Toddlers (one year to 36 months)
Room Capacity	12
Hours Open Per Week	35
Starts	8:00 am
Ends	3:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

DC111222333-Jones	
Classroom Type	Head Start/Early Head Start
Lead Teacher	Sally Jones
Assistant Teacher	Noah Wright
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	15
Hours Open Per Week	35
Starts	8:00 am
Ends	3:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

DC111222333-Wall	
Classroom Type	GSRP/Head Start blend
Lead Teacher	Emily Wall
Assistant Teacher	Joshua Cane
Age Ranges	Preschool (36 months to kindergarten entry)
Majority Age Range	Preschool (36 months to kindergarten entry)
Room Capacity	16
Hours Open Per Week	35
Starts	8:00 am
Ends	3:00 pm
Days per Week	Monday, Tuesday, Wednesday, Thursday, Friday

9. Once your classrooms have been added to your Organization Profile, based on these guidelines, you are ready to **Submit** your rating application. Once you submit your application, you **must not edit or delete your classrooms**. Doing so will impact your rating case which may affect your published rating and subsidy reimbursement.

If you have further questions about adding classrooms accurately to your Organization Profile, please contact your local Great Start to Quality Resource Center at 1-877-614-7328.