

Supporting Excellence in Early Education

Program Offerings, Job Openings, AND Appointment Scheduling

This document provides comprehensive guidance on effectively managing program offerings in their Great Start to Quality program profile. It includes detailed steps on how to add program offerings, view listed offerings, indicate job openings, and schedule options for tours and interviews.


Accessing the System

Login Credentials: Ensure you have Great Start to Quality access credentials to log into the system.

- Great Start to Quality Search Tool URL:
<https://stage.worklifesystems.com/program/4>
- For assistance, contact Great Start to Quality at greatstarttoquality@ECIC4Kids.org

Managing Program Offerings

1. Login to WorkLife Systems (WLS) using your credentials
 - a. On the dashboard, select **Program Offerings**



GREAT START TO Quality

Supporting Excellence in Early Education

Boyne City Preschool
In Operation: 1 Years and 8 Months

1040 Roosevelt
 Boyne City, MI 49712
 (231)582-7131

Licensed Centers
 License #: DC150017452
 Record ID: 921064
Regulatory Status: REGULAR

Action Log [View All]	Date	Recorded By	Recorded Time	Note
Program Responded to Text	12/5/2024	system admin	12/5/2024 1:57 PM	View Note

Status	Q	Date	Reason	Recorded By	Recorded Date/Time	Note
Active	No	8/18/2014		system admin	8/18/2014 9:19 PM	No Note

Referrals	Date	Reason	Recorded By	Recorded Date/Time	Notes
Yes	10/27/2020		Susan Chowen	10/27/2020 1:25 PM	No Note
Yes	7/30/2020		system admin	7/30/2020 1:33 PM	No Note

Update Data
Program Offerings
Pictures
View Profile
Cost of Care
Consumer Ed
Referral Counts
PIF Email
PIF Print
Grants

Program Offerings Management

There are no program offerings defined for this provider.

[List All Offerings](#)
[Add an Offering](#)

To add a New Program Offering:

2. Select the Add an Offering link

The screenshot displays the profile of Boyne City Preschool, which has been in operation for 1 year and 8 months. The address is 1040 Roosevelt, Boyne City, MI 49712, with a phone number of (231)582-7131. The license number is DC150017452, and the record ID is 921064. The regulatory status is REGULAR. The page includes several tabs: Update Data, Program Offerings (selected), Pictures, View Profile, Cost of Care, Consumer Ed, Referral Counts, PIF Email, PIF Print, and Grants. The Program Offerings Management section shows a message: "There are no program offerings defined for this provider." Below this message are two links: "List All Offerings" and "Add an Offering", with the latter being highlighted by a red box. To the right of the profile information are three expandable sections: Action Log, Status, and Referrals. The Action Log section shows a record for "Program Responded to Text" on 12/5/2024 by system admin. The Status section shows the program is "Active" with a date of 8/18/2014. The Referrals section shows two records, both with a date of 10/27/2020 and a reason of "Susan Chowen".

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Boyne City Preschool
In Operation: 1 Years and 8 Months

1040 Roosevelt
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Licensed Centers
License #: DC150017452
Record ID: 921064
Regulatory Status: REGULAR

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Program Offerings Management

List All Offerings
Add an Offering

There are no program offerings defined for this provider.

+ Action Log [View All]					
	Date	Recorded By	Recorded Time	Note	
Program Responded to Text	12/5/2024	system admin	12/5/2024 1:57 PM	View Note	

+ Status					
Status	Q	Date	Reason	Recorded By	Recorded Date/Time
Active	No	8/18/2014		system admin	8/18/2014 9:19 PM

+ Referrals					
Referrals	Date	Reason	Recorded By	Recorded Date/Time	Notes
Yes	10/27/2020	Susan Chowen		10/27/2020 1:25 PM	No Note
Yes	7/30/2020	system admin		7/30/2020 1:33 PM	No Note

To Manage Program Offerings

3. In this section, you can perform the following actions:
 - a. Add New Program: Enter the relevant details about the program

The screenshot shows the "Add New Program" form. The form has a header bar with the text "Add New Program". Below the header, there is a section for "Program Name*" with a text input field. The next section is "Program Image (Allowed File Types: .gif, .png, .jpeg, .jpg)" with a "Choose File" button and the text "No file chosen". The "Openings" section has a text input field. The "Program Details*" section has a large text area. The form is titled "Add New Program" and includes a red box around the "Add New Program" button.

Add New Program

**required fields*

Program Name*

Program Image (Allowed File Types: .gif, .png, .jpeg, .jpg)

Choose File No file chosen

Openings

Program Details*

- b. **Age Groups and Rates:** Specify the age groups and corresponding rates (including rate type and amount)

Age Groups and Rates

Include	Age Group	Rate Type	Rate Amount
<input type="checkbox"/>	Infant (Birth – 1 year)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Toddler (1 – 2 years)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Toddler (2 – 3 years)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Preschool (3 – 4 years)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	PreK (4 – 5 years)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	Kindergarten (5 – 6 years)	<input type="text" value="v"/>	<input type="text"/>
<input type="checkbox"/>	School-age (Before/After Care, Summer Care)	<input type="text" value="v"/>	<input type="text"/>

- c. **Schedules:** Set up the schedule for each offering

- To help users work efficiently on schedules, use the ‘copy’ button (see screenshot) It duplicates times from the prior day to the next.

Schedules

Include	Week Day	Open Time	Close Time	
<input checked="" type="checkbox"/>	Sunday	<input type="text" value="8:30am"/>	<input type="text" value="7:15pm"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Monday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Tuesday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Wednesday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Thursday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Friday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>
<input type="checkbox"/>	Saturday	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="button" value="Copy"/>

Copy times to the next day

Save

d. Save program offerings


- Once all fields are filled out, click the **Save** button to save your work
- All saved program offerings can be accessed in the **List All Offerings** section

Program Offerings Management

[List All Offerings](#)
[Add an Offering](#)

Test

[Edit](#) [Delete](#)



Openings
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Program Details
testing testing testing
testingtestingtestingtesting

Age Groups and Rates


Age Group	Rate Type	Rate Amount
Infant (Birth - 1 year)	Daily	\$1.00

Schedules

Week Day	Open Time	Close Time
Sunday	5:00am	7:15am

Walkthrough

[Edit](#) [Delete](#)



Openings
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Program Details
testingtestingtesting

Age Groups and Rates


Age Group	Rate Type	Rate Amount
Preschool (3 - 4 years)	Hourly	\$1.00
PreK (4 - 5 years)	Daily	\$1.00
Kindergarten (5 - 6 years)	Daily	\$1.00

Schedules

Week Day	Open Time	Close Time
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A provider can also access all program offerings by navigating to the **View Profile** tab and selecting **Program Offerings (Click to view offerings)** as shown in the screenshot below.

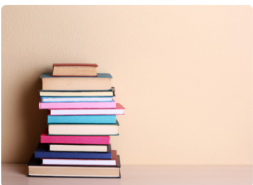
Update Data | Program Offerings | Pictures | **View Profile** | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants



Boyne City Preschool
Jaimie Shiers

Reflecting On Quality
Level Expiration 10/23/2026

[Share Program Profile](#)
[Show QR Code](#)



Boyne City Preschool
Jaimie Shiers
Boyne City MI 49712
bcpreschool@att.net
(231)582-7131

Ages Served: 2 Years 6 Months - 6 Years
Monday - Friday 7:30am - 5:30pm

Type: Licensed Centers
Offers: Preschool
License ID: DC150017452
Capacity: 36
In Operation: 1 Years and 8 Months

[Licensing Inspection Report](#)

Message to Families: Come grow with us! We currently have a 3 year old classroom and 4 year old preschool program. We offer full days and half days with a nutritious food program allowing us to serve breakfast, lunch and afternoon snack. There is a 2 day minimum attendance policy. We offer a loving, fun, nurturing staff.

Program Offerings (Click to view 2 offerings.)

Tuition Based Early Head Start

By following these steps, programs can efficiently manage their program offerings, ensuring they are accurately listed and accessible to families.

Job Posting

1. Log in to Great Start to Quality using your credentials.
 - a. Navigate to **Update Data** section on the dashboard.

The screenshot shows the 'Update Data' section of a dashboard. At the top, there is a navigation bar with tabs: 'Update Data' (highlighted with a purple box), 'Program Offerings', 'Pictures', 'View Profile', 'Cost of Care', 'Consumer Ed', 'Referral Counts', 'PIF Email', 'PIF Print', and 'Grants'. Below the navigation bar, a green text message states: 'Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.' Underneath this message is a list of expandable sections: '+ Contact Information', '+ Program Types', '+ Credentials', '+ About Our Program', '+ Our Schedule', '+ Program Data by Age', '+ Special Needs', '+ Customized Data', and '+ Imported Data'. A teal 'Save' button is located to the right of the list.

- b. Click on **About Our Program** to expand the field.

This screenshot shows the same 'Update Data' section as the previous one, but with the '+ About Our Program' section expanded. The 'About Our Program' section is now highlighted with a purple box, and its content is visible. The rest of the interface, including the navigation bar and the 'Save' button, remains the same.

2. Select **Yes** or **No** to indicate whether you are hiring at the time of this update and **Save**.

Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts PIF Email PIF Print Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

+ Contact Information

+ Program Types

+ Credentials

+ About Our Program

Are you Hiring at this time?:

Yes

No

Save

Message to Families:

Come grow with us! We currently have a 3 year old classroom and 4 year old preschool program. We offer full days and half days with a nutritious food program allowing us to serve breakfast, lunch and afternoon snack. There is a 2 day minimum attendance policy. We offer a loving, fun, nurturing staff.

Care Settings:

In Free Standing Building

Organization Type:

When you make a selection and select the **Save** button,

- If **Yes** is selected:
 - A link to the GSQ Job Board will be added to your profile as shown below.
 - Email your job posting to jobs@ecic4kids.org to be added to the GSQ Job Board.

Update Data Program Offerings Pictures View Profile Cost of Care Consumer Ed Referral Counts PIF Email PIF Print Grants

Boyne City Preschool
Jaimie Shiers

Reflecting On Quality
Level Expiration 10/23/2026

Share Program Profile
Show QR Code

Boyne City Preschool
Jaimie Shiers
1040 Roosevelt, Boyne City MI 49712
bcpreschool@att.net
(231)582-7131

Agnes Served: 2 Years 6 Months - 6 Years
Monday - Friday 7:30am - 5:30pm

Type: Licensed Centers
Offers: Preschool
License ID: DC150017452
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In Operation: 1 Years and 8 Months

Licensing Inspection Report

Make Appointment Job Openings

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- If **No** is selected:

- No action will be taken and no button will appear.

Make Appointments

This feature is to provide a link for families to schedule tours or for candidates to schedule interviews.

1. Log in to Great Start to Quality using your credentials.
2. Navigate to the **Update Data** section on the dashboard.

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

- + Contact Information
- + Program Types
- + Credentials
- + About Our Program
- + Our Schedule
- + Program Data by Age
- + Special Needs
- + Customized Data
- + Imported Data

Save

3. Select **About Our Program** to expand the field.

Update Data | Program Offerings | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

- + Contact Information
- + Program Types
- + Credentials
- + About Our Program
- + Our Schedule
- + Program Data by Age
- + Special Needs
- + Customized Data
- + Imported Data

Save

4. Enter the correct link (to Calendly, Chili Piper, or similar scheduling app) in the Link to schedule tours or interviews field and select **Save**.

Update Data
Program Offerings
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Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

+ Contact Information
+ Program Types
+ Credentials
+ About Our Program

Are you Hiring at this time?:

Yes

URL Link to Schedule Tours or Interviews:
www.calendly.com

Save

- Once the link is entered and saved, a **Make Appointment** button will appear on the program profile. Users will then be able to schedule dates and times for tours or interviews.

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