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Georgia Department of Early Care and Learning

# **PANDA**

## **Summer Transition Program (STP)**

### **Rising Kindergarten Application Manual**

## Getting Started

Go to the PANDA website at <http://www.decal.ga.gov/panda> using Google Chrome

Log in using your user ID and password.

From the menu on the left, select **Enter RK STP Application**.

The screenshot shows the PANDA dashboard interface. At the top, there is a header with the 'BRIGHT from the START' logo, a 'PILOT' logo, and the date 'Today is: 2/6/2019'. The left sidebar menu is highlighted, with a red arrow pointing to 'Enter RK-STP Application'. The main content area displays a 'Welcome to PANDA' message and a calendar for February 2019.

**System Admin** > **Dashboard**  
Pre-K > Home  
RK-STP > **Enter RK-STP Application**  
Aff. Lawful Presence RK-STP  
View/Edit RK-STP Calendar  
View/Edit RK-STP Rosters  
View RK-STP Pmt Advice  
RK-STP Recon Form  
RPK-STP >  
QRSG >

**Welcome to PANDA**

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to [panda.support@decal.ga.gov](mailto:panda.support@decal.ga.gov). Emails to PANDA Support will be answered during normal business hours.

**New and Improved PANDA Webinar**

A webinar has been recorded to introduce you to the updated PANDA user interface. Please take a moment to view the [New and Improved PANDA Webinar](#).

**PANDA Resources**

Visit the [PANDA Resources](#) page to view instructions for entering student rosters, teachers, and waiting lists; adding and modifying PANDA users; viewing Payment Advices; submitting a Pre-K application; the Frequently Asked Questions (FAQ) document; and other PANDA documentation. The documents have been updated to reflect PANDA's new and improved user interface.

**User IDs**

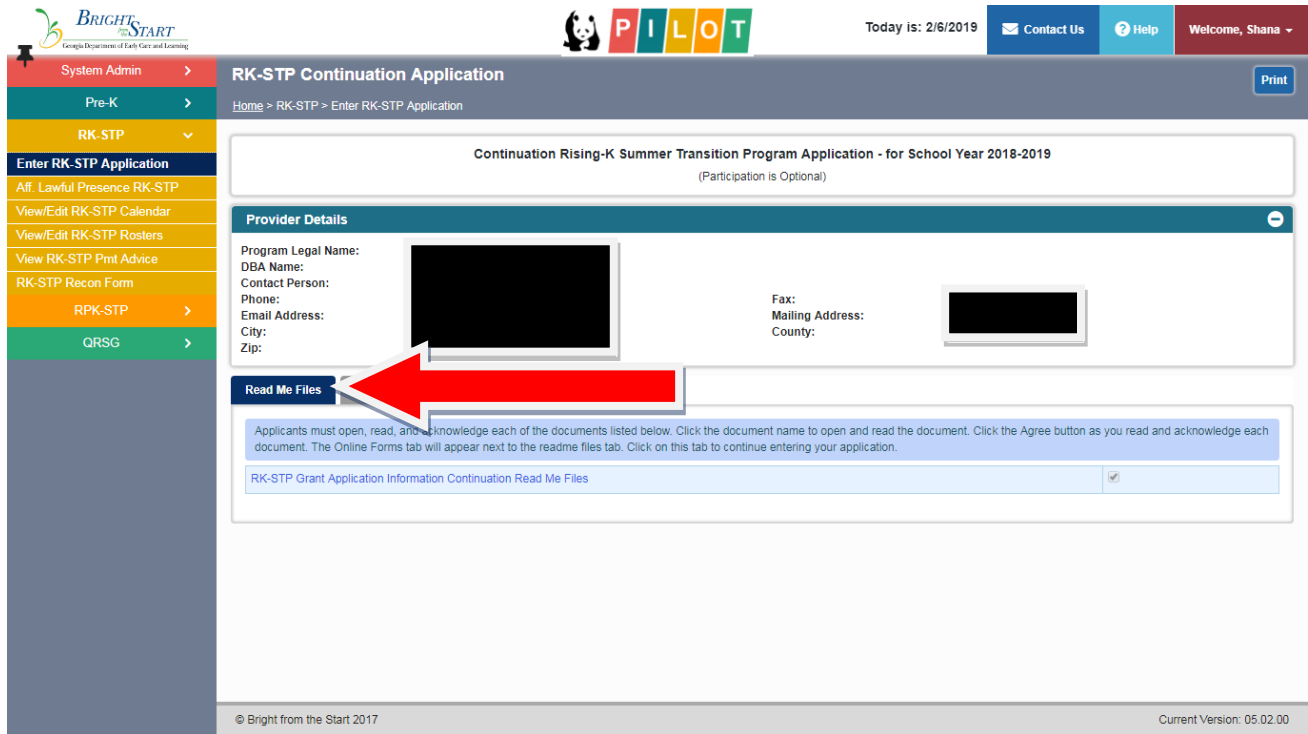
Please remember that your user ID and password should not be shared with anyone else. If multiple people within your organization need access to PANDA, each person should have their own unique user ID with the appropriate role assigned. For

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

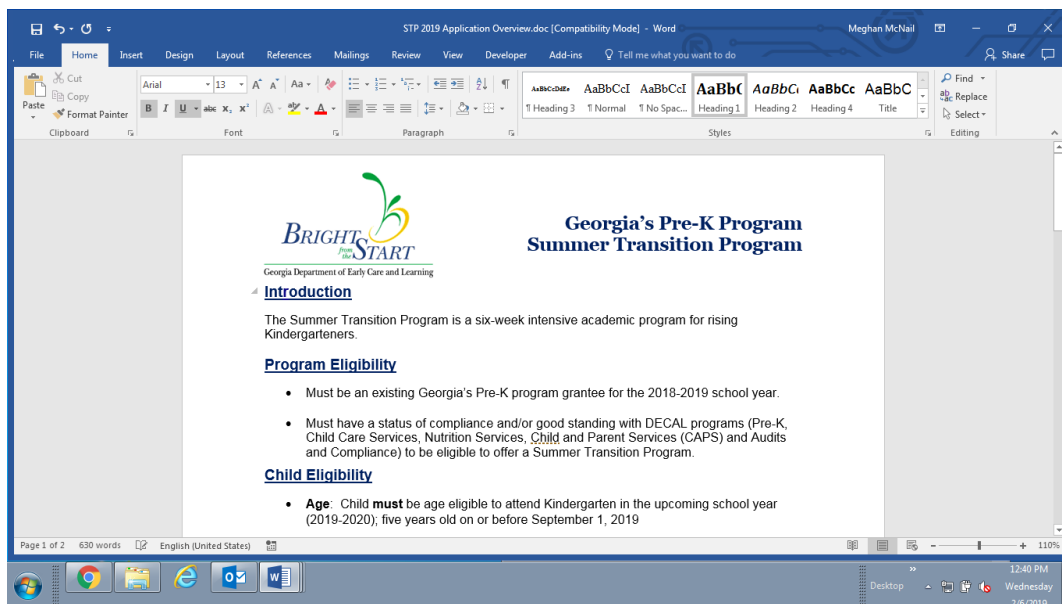
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You will see your company's contact information at the top of the screen.



The first time you visit this page, you will see only one tab – **Read Me Files**.

Click **STP Grant Application Information** to bring up the Read Me document. The file will open in a new window. If you are asked if you want to Open or Save the file, select Open. If you have problems with this step, see **Appendix A**.



When you have finished reading the information in the Read Me document, click the **Agree** button. You may need to scroll over to see the button. The window will close, and you will return to the **Read Me Files** tab. Now there should be a check next to the **STP Grant Application Information**, and you should have an additional tab labeled **Online Forms**.

Click the **Online Forms** tab. This will bring up the list of items necessary to complete the STP application.

The screenshot shows the PANDA web interface for the 'RK-STP Continuation Application'. The left sidebar contains a navigation menu with options like 'System Admin', 'Pre-K', 'RK-STP', and 'Enter RK-STP Application'. The main content area is titled 'Continuation Rising-K Summer Transition Program Application - for School Year 2018-2019'. Below this, there is a 'Provider Details' section with fields for Program Legal Name, DBA Name, Contact Person, Phone, Email Address, Fax, Mailing Address, City, and Zip. A red arrow points to the 'Online Forms' tab, which is active. Below the tab, a message states: 'You are now ready to complete the RK-STP application forms. Click the form name, enter the required information, and then save your work. You can then click the Return button to return to the Online Forms list, or click the Next button to view the next form. PANDA places a check mark next to each complete form's name. When all the forms are complete, you can submit the application to DECAL.' A table lists three forms: 'RK-STP Questions', 'RK-STP Sites', and 'RK-STP Assurances', each with a checkbox. A red arrow points to the 'RK-STP Questions' checkbox.

Now click the first item – **STP Questions**. The **STP Questions** screen will appear, scroll down to answer all of the questions:

The screenshot shows the 'RK-STP Continuation Application - Questions for Atlanta Public Schools' screen. The left sidebar is the same as in the previous screenshot. The main content area has a 'Previous' button on the left and a 'Next' button on the right. A red arrow points to the 'Return to Online Forms List' button in the top right corner. The main content area contains a message: '2018-2019 School Year - Please provide detailed responses to the following questions. Cite references for data included in this application.' Below this, there is a question: '1. Are you applying for the same site location(s) as last year to offer the Rising Kindergarten Rising-K Summer Transition Program (RK-STP)? If not, explain the reason for the change.\*' The question is followed by a large, empty text input area for the user to provide their answer.

Click the **Edit** button. Type in your answers to the questions, and then click **Save**. Each answer box will accept up to 7,500 characters (approximately 2,000 words).

**Remember that the system will time you out after 60 minutes of inactivity. The recommended method is to type your answers into a word processor (such as Microsoft Word) beforehand, and copy and paste your answers into the form.**

Click **Next** to move on to the next item. The **STP Sites** form will now appear. Click **Add** to begin adding STP sites.

The screenshot shows the 'RK-STP Continuation Application - Site List for Atlanta Public Schools' interface. The left sidebar contains a navigation menu with items like 'System Admin', 'Pre-K', 'RK-STP', and 'Enter RK-STP Application'. The main content area has a breadcrumb trail: 'Home > RK-STP > Enter RK-STP Application > RK-STP Continuation Application - Site'. Below the breadcrumb are 'Previous' and 'Next' buttons. The main form area contains the following text and fields:

- Enter Pre-K Site Information and Click Save
- Select the Pre-K sites where you are applying to offer RK-STP services, and enter the number of RK-STP classes you are requesting at each site.
- Sites receiving RK-STP services for the 2018 - 2019 school year.
- Sites With RK-STP Services: \* (with a drop-down menu)
- Number of Classes: \* (with a text input field)
- Save Cancel buttons

A large red arrow points to the 'Save' button.

Choose the site name where you wish to offer STP services from the drop-down box. Enter the number of STP classes for the site. Click **Save**.

System Admin > RK-STP Continuation Application - Site List for Atlanta Public Schools

Home > RK-STP > Enter RK-STP Application > RK-STP Continuation Application - Site

Select the Pre-K sites where you are applying to offer RK-STP services, and enter the number of RK-STP classes you are requesting at each site.

Showing 1 to 1 of 1 entries

Select	Sites W/RK-STP services	# of Classes
<input type="checkbox"/>	Barack and Michelle Obama Academy	1.00

[Complete](#) [Cancel](#)

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Click **Complete** to continue. If you need to add additional sites, click **Add** again and repeat the steps above. If you need to change the number of classes, click **Edit**, then select the site.

When you are finished adding sites, click **Next** to continue to the **STP Assurances** page.

System Admin > RK-STP Continuation Application - Site List for Atlanta Public Schools

Home > RK-STP > Enter RK-STP Application > RK-STP Continuation Application - Site

[Add](#) [Edit](#) [Return to Online Forms List](#)

[Previous](#) [Next](#)

Click Edit to update OR To enter Pre-K sites, click on ADD button

Select the Pre-K sites where you are applying to offer RK-STP services, and enter the number of RK-STP classes you are requesting at each site.

Data has been saved. Click Next to continue.

Showing 1 to 1 of 1 entries

Sites W/RK-STP services	# of Classes
Barack and Michelle Obama Academy	1.00

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Click **Edit**, then read and check off all the assurances. Click **Save** when you are done.

System Admin > RK-STP Continuation Application - Assurances for Atlanta Public Schools

Home > RK-STP > Enter RK-STP Application > RK-STP Application - Assurances

2018-2019 School Year - Continuation Rising-K Summer Transition Program Application Assurances

Showing 1 to 10 of 10 entries

Item	Description
<input checked="" type="checkbox"/>	Quality Rising-K Summer Transition Program services, including Family Support Services, will be provided to the enrolled children and families in my program.
<input checked="" type="checkbox"/>	All record-keeping requirements as described in the current Bright from the Start Pre-K Providers' Operating Guidelines will be met.
<input checked="" type="checkbox"/>	Report all RK-STP program expenditures to Bright From the Start.
<input checked="" type="checkbox"/>	Return any RK-STP funds spent outside the areas as defined for RK-STP expenses to Bright from the Start.
<input checked="" type="checkbox"/>	Maintain the confidentiality of client records and eligibility information received from DCH and Bright from the Start as well as their agents. Use that information only in the administration and coordination of health services/activities pursuant to Bright from the Start and DCH policy and procedures.
<input checked="" type="checkbox"/>	Share policy updates with RK-STP staff to ensure their awareness of the policies and procedures.
<input checked="" type="checkbox"/>	Attend all required training as defined by Bright from the Start.
<input checked="" type="checkbox"/>	Ensure that all children participating in RK-STP meet the income eligibility requirements as outlined by current regulations.
<input checked="" type="checkbox"/>	Submit reports and data on time as required by the established deadlines.
<input checked="" type="checkbox"/>	Ensure that all teachers meet the outlined credentials and requirements.

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Now click the button marked **Return to Online Forms** at the top. This will take you back to the **Online Forms** tab.

System Admin > RK-STP Continuation Application

Home > RK-STP > Enter RK-STP Application

Continuation Rising-K Summer Transition Program Application - for School Year 2018-2019  
(Participation is Optional)

Provider Details

Program Legal Name:  
DBA Name:  
Contact Person:  
Phone:  
Email Address:  
City:  
Zip:

Fax:  
Mailing Address:  
County:

Read Me Files | **Online Forms**

You are now ready to complete the RK-STP application forms. Click the form name, enter the required information, and then save your work. You can then click the Return button to return to the Online Forms list, or click the Next button to view the next form. PANDA places a check mark next to each complete form's name. When all the forms are complete, you can submit the application to DECAL.

RK-STP Questions	<input checked="" type="checkbox"/>
RK-STP Sites	<input checked="" type="checkbox"/>
RK-STP Assurances	<input checked="" type="checkbox"/>

Please click to Submit. Once submitted, the application cannot be edited.

Submit

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There should be a checkmark next to each of the listed items on this screen. If anything is not checked off, it means that it did not save correctly or something was not completed. Click on the item to bring it up again, complete again, and save.

When everything checked off, you will have a **Submit** button at the bottom of the **Online Forms** screen. **Please note that once you click the Submit button, you will not be able to make any further changes to the STP application.**

Click **Submit** to submit the application.

The **Submit** button will be replaced with a line of text that reads, **“This application has been submitted to DECAL for review.”** If you can see that text, then your STP application has been successfully submitted. You will be notified when a decision is made.



## Appendix A

The **Read Me Files** are in Microsoft Word format. If you do not have Microsoft Word installed on your system, you will need to do one of the following depending on your operating system:

- On Windows 10 PCs, download the free Word Mobile application from the Windows Store.
- On iOS devices, download the free Word for iOS application from the Apple Store.
- On Android devices, download the free Word for Android application from the Google Play store.
- On Windows 7 or Windows 8 PCs, upload the file to OneDrive and view it for free using Word Online.