



Georgia Department of Early Care and Learning

PANDA STP Calendar Instructions

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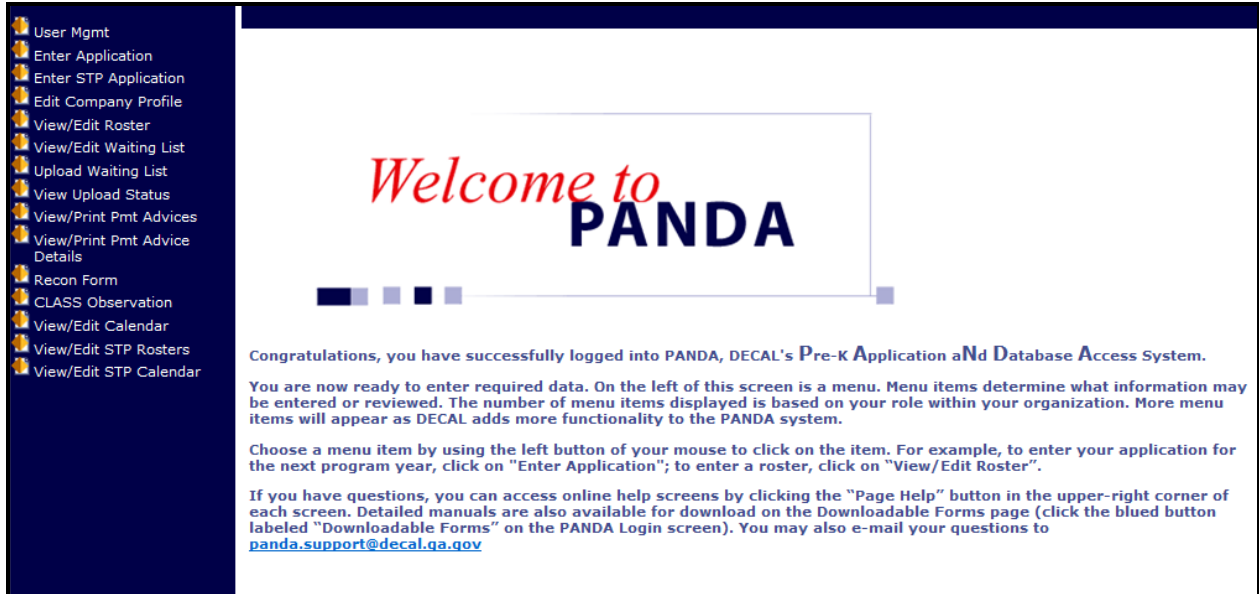
Getting Started

You will receive an email notification when your company's STP calendar is available for entry.

Go to the PANDA website at <http://www.dec.al.ga.gov/panda>

Log in using your user ID and password. You will need Provider Management rights to access the calendar (this is usually the Project Director).

From the menu on the left, select **View/Edit STP Calendar**.



User Mgmt
Enter Application
Enter STP Application
Edit Company Profile
View/Edit Roster
View/Edit Waiting List
Upload Waiting List
View Upload Status
View/Print Pmt Advices
View/Print Pmt Advice Details
Recon Form
CLASS Observation
View/Edit Calendar
View/Edit STP Rosters
View/Edit STP Calendar

Welcome to
PANDA

Congratulations, you have successfully logged into PANDA, DECAL's **P**re-**K** Application a**N**d 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 have questions, you can access online help screens by clicking the "Page Help" button in the upper-right corner of each screen. Detailed manuals are also available for download on the Downloadable Forms page (click the blue button labeled "Downloadable Forms" on the PANDA Login screen). You may also e-mail your questions to panda.support@dec.al.ga.gov

Calendar List - STP

Create
Delete

Example Childcare Company

Legal Name: Example Childcare Company, Inc.
Address: 15 Testing Lane, Atlanta, GA - 30303
Phone: 404-444-5555

Select a prior School Year and click Search to view the calendar for previous year.

School Year

Site ID	Site Name	Calendar	Status	Submitted On	<input type="checkbox"/>	<input type="checkbox"/>
					Create	Delete
5908	Example Childcare Center #1	Calendar 1	Draft			
5918	Example Childcare Center #2	Calendar 1	Draft			
5919	Example Childcare Center #3	Calendar 1	Draft			

You will see your company’s contact information at the top of the screen. Make sure the current school year is displayed. If you need to change the school year, select it from the drop-down and click Search.

Below the year and search button, your site(s) will be displayed with the associated calendar. By default, all sites are associated with Calendar 1. You will have an opportunity to rename the calendar, and create additional calendars if necessary, in later steps.

To get started editing your first calendar, click on the text “Calendar 1” next to your site name. The text is a hyperlink.

Submitting a Single Calendar

STP Provider Calendar

Calendar List

Enter the details and click save

Year: 2013 Legal Name: Example Childcare Company, Inc.

Calendar Name: Calendar Status: Draft

Required Number of Days: 34

General | Calendar | Sites

Enter the general details and click save

Start Time for the Instructional Day: (hh:mm AM/PM)

End Time for the Instructional Day: (hh:mm AM/PM)

First Day of Transition Coach:

Last Day of Transition Coach:

I acknowledge that the information entered is correct.

Save **Cancel** **Submit**

The Calendar 1 screen will display. Notice that there are three tabs: General, Calendar, and Sites. We will go through and complete each tab in order.

At the top of the screen under Calendar Name, you can edit the name of your calendar if you wish. For example, providers with sites in multiple counties may wish to name each calendar after the name of the county. Or, providers with a different calendar for each site may wish to name each calendar after the site. Pick a naming convention that works for you. You can always leave it the default “Calendar 1” if you wish.


The Required Number of Days field displays the appropriate number of days for the school year. This number is equal to the required instructional days plus the teacher planning days.


General Calendar Sites

Enter the general details and click save

Start Time for the Instructional Day: (hh:mm AM/PM)

End Time for the Instructional Day: (hh:mm AM/PM)

First Day of Transition Coach: 

Last Day of Transition Coach: 

I acknowledge that the information entered is correct.

Save **Cancel** **Submit**

On the General tab, enter the Start Time and End Time for the Instructional Day of your program. These times should be entered in the format (hh:mm AM/PM). For example, 7:30 AM is a valid start time.

Enter the First Day and Last Day for your Transition Coach.





Click Save when you are done entering information. Any errors will be displayed in red text. After you save successfully with no errors, click on the Calendar tab.

General **Calendar** Sites

Enter the Calendar details and click save

May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

July 2013							August 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

1st Day of Student Instruction		0/1
Last Day of Student Instruction		0/1
Teacher Planning/ In-Service Days		0/5
Holidays		0



I acknowledge that the information entered is correct.


Save Cancel Submit





On the Calendar tab, you will need to enter the calendar for this site. Click the legend on the right to select a day type, then click on the calendar to mark the appropriate days. To the right of the legend, the number of days selected is displayed, followed by the allowed number of days. The number of days selected will increment as you select additional days on the calendar.

General **Calendar** Sites

Enter the Calendar details and click save

May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2		4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26		28	29
							30						

July 2013							August 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16		18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

1st Day of Student Instruction		1/1
Last Day of Student Instruction		1/1
Teacher Planning/ In-Service Days		5/5
Holidays		1

I acknowledge that the information entered is correct.

Save Cancel Submit

When your calendar is complete, click Save, then continue to the Sites tab.

General Calendar **Sites**

Enter the Sites details and click save

Sites associated with this Calendar

<input type="checkbox"/>	<u>Site ID</u>	<u>Site Name</u>	<u>Calendar</u>
<input checked="" type="checkbox"/>	5908	Example Childcare Center #1	Calendar 1
<input checked="" type="checkbox"/>	5918	Example Childcare Center #2	Calendar 1
<input checked="" type="checkbox"/>	5919	Example Childcare Center #3	Calendar 1

I acknowledge that the information entered is correct.

Save **Cancel** **Submit**

If all your sites use this calendar, you can check the box acknowledging that the information entered is correct, then click Submit. You can also assign a different calendar to certain sites on this tab later.

If this is your only calendar, verify that the Calendar Status at the top of the screen has changed from Draft to Submitted. If so, you have completed the calendar submission process and can skip to the **Consultant Approval** section. If you have additional calendars to submit, continue to the **Submitting Multiple Calendars** section.

STP Provider Calendar

Calendar List

Enter the details and click save

Year: 2013 **Legal Name:** Example Childcare Company, Inc.

Calendar Name: **Calendar Status:** Submitted

Submitting Multiple Calendars

Click the Calendar List button at the top of the screen, or select View/Edit STP Calendar again from the left-hand menu. Either one will return you to the Calendar List screen.

Calendar List - STP

Create
Delete

Example Childcare Company

Legal Name: Example Childcare Company, Inc.
Address: 15 Testing Lane, Atlanta, GA - 30303
Phone: 404-444-5555

Select a prior School Year and click Search to view the calendar for previous year.

School Year Search

Site ID	Site Name	Calendar	Status	Submitted On	<input type="checkbox"/> Create	<input type="checkbox"/> Delete
5908	Example Childcare Center #1	Calendar 1	Submitted	5/1/2013 10:31:05 AM		
5918	Example Childcare Center #2	Calendar 1	Submitted	5/1/2013 10:31:05 AM		
5919	Example Childcare Center #3	Calendar 1	Submitted	5/1/2013 10:31:05 AM		

To create an additional calendar, click the Create button at the top of the screen. A new row will appear in the list, named Calendar 2 by default. At this point it is not associated with any sites.

Site ID	Site Name	Calendar	Status	Submitted On	<input type="checkbox"/> Create	<input type="checkbox"/> Delete
		Calendar 2	Draft			<input type="checkbox"/>
5908	Example Childcare Center #1	Calendar 1	Submitted	5/1/2013 10:31:05 AM		
5918	Example Childcare Center #2	Calendar 1	Submitted	5/1/2013 10:31:05 AM		
5919	Example Childcare Center #3	Calendar 1	Submitted	5/1/2013 10:31:05 AM		

If you need to delete a calendar for some reason after creating it, check the box to the right under Delete, then click the Delete button.

To get started editing your second calendar, click on the text “Calendar 2” in the list. The text is a hyperlink.

The screenshot shows the 'STP Provider Calendar' interface. At the top, there is a dark blue header with the text 'STP Provider Calendar' and a yellow button labeled 'Calendar List'. Below the header, the instruction 'Enter the details and click save' is displayed. The form contains several fields: 'Year' set to 2013, 'Legal Name' set to 'Example Childcare Company, Inc.', 'Calendar Name' set to 'Calendar 2' (highlighted with a red box), and 'Calendar Status' set to 'Draft'. Below these fields, 'Required Number of Days' is set to 34. There are three tabs: 'General' (selected), 'Calendar', and 'Sites'. Under the 'General' tab, the instruction 'Enter the general details and click save' is shown. The form includes fields for 'Start Time for the Instructional Day' and 'End Time for the Instructional Day', both with red boxes and '(hh:mm AM/PM)' labels. There are also fields for 'First Day of Transition Coach' and 'Last Day of Transition Coach', each with a calendar icon. At the bottom, there is a checkbox labeled 'I acknowledge that the information entered is correct.' and three buttons: 'Save', 'Cancel', and 'Submit'.

At this point you will go through the General and Calendar tabs again as before, setting up your second calendar. You can rename the calendar under the Calendar Name field if you wish.

Year: 2013 Legal Name: Example Childcare Company, Inc.

Calendar Name: Calendar Status: Draft

Record Saved Successfully

Required Number of Days: 34

General Calendar **Sites**

Enter the Sites details and click save

Sites associated with this Calendar

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input type="checkbox"/>	5908	Example Childcare Center #1	Calendar 1
<input checked="" type="checkbox"/>	5918	Example Childcare Center #2	Calendar 2
<input checked="" type="checkbox"/>	5919	Example Childcare Center #3	Calendar 2

I acknowledge that the information entered is correct.

When you get to the Sites tab, you can select the site(s) that are associated with Calendar 2, then click Save. The Calendar column will reflect the new calendar association. Then check the acknowledgement box and click Submit to submit Calendar 2.

If you have additional calendars to enter, you can repeat this process as many times as necessary until all calendars are entered and associated with the correct sites. Ensure at the end of the process that all sites are in Submitted status on the Calendar List screen.

<u>Site ID</u>	<u>Site Name</u>	<u>Calendar</u>	<u>Status</u>	<u>Submitted On</u>	<input type="checkbox"/> Create	<input type="checkbox"/> Delete
5908	Example Childcare Center #1	Calendar 1	Submitted	5/1/2013 10:31:05 AM		
5918	Example Childcare Center #2	Calendar 2	Submitted	5/1/2013 10:36:44 AM		
5919	Example Childcare Center #3	Calendar 2	Submitted	5/1/2013 10:36:44 AM		

Consultant Approval

After submission, your Pre-K consultant will review your calendar(s) and either Approve or Re-Open them. You will receive an email notice when this occurs. If changes are needed, your calendar will be placed in Re-Open status which will allow you to make further edits, even after the due date.

<u>Site ID</u>	<u>Site Name</u>	<u>Calendar</u>	<u>Status</u>	<u>Submitted On</u>	<input type="checkbox"/>	<input type="checkbox"/>
					Create	Delete
5908	Example Childcare Center #1	Calendar 1	Re-Opened	5/1/2013 10:31:05 AM		
5918	Example Childcare Center #2	Calendar 2	Approved	5/1/2013 10:36:44 AM		
5919	Example Childcare Center #3	Calendar 2	Approved	5/1/2013 10:36:44 AM		

In this example, Calendar 2 was Approved by the consultant but Calendar 1 was reopened for changes. Click on the text “Calendar 1” next to your site name to make changes. The text is a hyperlink.

General | **Calendar** | Sites | Comments

Enter the general details and click save

Start Time for the Instructional Day: (hh:mm AM/PM)

End Time for the Instructional Day: (hh:mm AM/PM)

First Day of Transition Coach:

Last Day of Transition Coach:

I acknowledge that the information entered is correct.

You will notice there is now a fourth tab, labeled Comments. Click this tab to view your consultant’s comments.

General Calendar Sites **Comments**

Enter the Comments and click save

Comments for Provider:

Please increase the number of instructional days.

I acknowledge that the information entered is correct.

Save Cancel Submit





Review the comments and make changes to your calendar as appropriate. When finished, check the acknowledgement box and then click the Submit button.

General **Calendar** Sites Comments

Enter the Calendar details and click save

May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

July 2013							August 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

1st Day of Student Instruction		1/1
Last Day of Student Instruction		1/1
Teacher Planning/ In-Service Days		5/5
Holidays		1

I acknowledge that the information entered is correct.

Save Cancel Submit

<u>Site ID</u>	<u>Site Name</u>	<u>Calendar</u>	<u>Status</u>	<u>Submitted On</u>	<input type="checkbox"/>	<input type="checkbox"/>
					Create	Delete
5908	Example Childcare Center #1	Calendar 1	Approved	5/1/2013 10:31:05 AM		
5918	Example Childcare Center #2	Calendar 2	Approved	5/1/2013 10:36:44 AM		
5919	Example Childcare Center #3	Calendar 2	Approved	5/1/2013 10:36:44 AM		

When all of your calendars show a status of Approved, you have completed the process. Please work with your Pre-K Consultant if you have questions or issues as you submit your calendars. You can also email summerschool@dec.al.ga.gov with questions about STP policy, or panda.support@dec.al.ga.gov for technical assistance.