



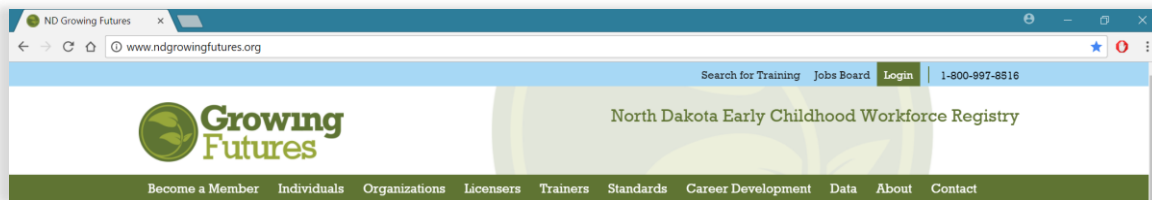
How to Use the Classrooms Tab

For all program types

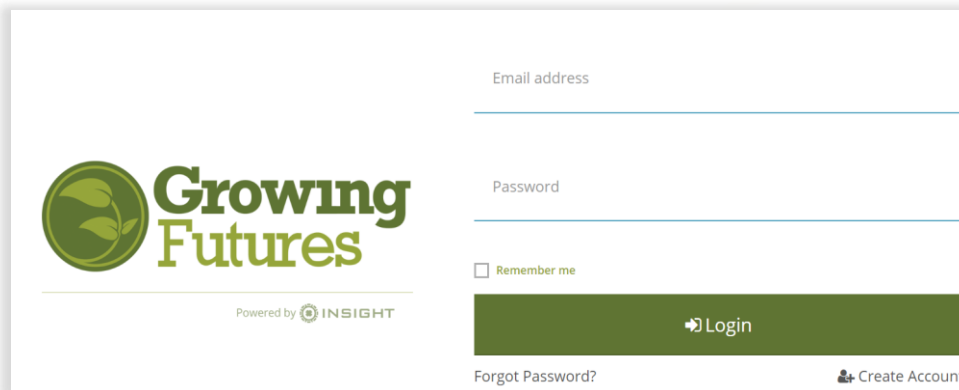
Bright & Early ND programs will store classroom or group level information on the Classrooms tab. This step-by-step tutorial will help you enter program enrollment, designate a Licensee/Owner or Director, create classrooms/groups and assign Lead Staff to each classroom/group.

For Organizations

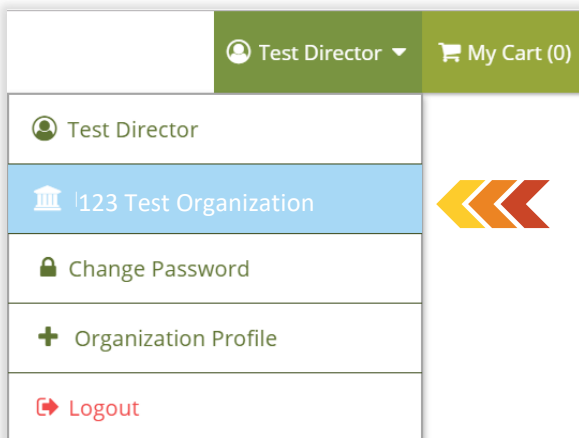
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



2. Log in to your account in Growing Futures.



3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



- On the main page, at the top, Click on the **Classrooms** tab.

- Once on the Classroom tab, check that the program enrollment information is up to date. If needed, click on the **Edit** button to update. Below you will find details and tips for completing the Program Enrollment section.

- Number of Classrooms/Groups Section:** You may input more than one (1) classroom/group if your program separates children by age or physical space for majority of the day. Most Family and Group licensed programs will input a one (1) in this box.



Age Group	Total Enrollment	High Needs Enrollment	High Needs
Infants (0 - 18 months)	8	4	High Needs
Toddlers (19 - 36 months)	10	1	High Needs
Three Year Olds (37 - 48 months)	14	3	High Needs
Four Year Olds (49 - 60 months)	20	2	High Needs
Five Year Olds (61 - 72 months)	24	0	High Needs
Elementary (K - 5th grade)	0	0	High Needs

- High Needs Section:** In this section you will report your current enrollment and any 'high needs' children you serve. A child should be counted as 'high needs' if the child meets one or more of the following criteria:

- Children with an Individualized Education Plan (IEP), Individual Family Service Plan (IFSP) or diagnosed special need
- Children who speak English as a second language
- Families and children involved with multiple state agencies (children and families receiving WIC, early intervention services, etc.)
- Recent immigrants (within the past 5 years)
- Children whose parents are deployed and who do not live on a military base
- Low-income households (children enrolled in the Child Care Assistance Program)
- Parents with less than a high school education
- Children who are homeless, do not have a permanent home address, or move more than once a year

When entering enrollment into the 'high needs' section, the following tips will ensure a smooth transition.

- If you input a number greater than one (1) in the 'high needs' section, you will be directed to select which criteria this child meets. You may select multiple criteria for one child (see example below).
- If you do not serve any children that may be counted as 'high needs', you must at least put a zero (0) in the 'high needs' section.

Infants (0 - 18 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="4"/>	
Children with IEP or IFSP			<input type="text" value="1"/>	
Children whose home language is not English			<input type="text"/>	
Families and children involved with multiple state agencies			<input type="text" value="1"/>	
English language learners			<input type="text"/>	
Recent immigrants (within the past 5 years)			<input type="text"/>	
Children whose parents are deployed and who do not live on a military base			<input type="text"/>	
Low-income households			<input type="text" value="3"/>	
Parents with less than a high school education			<input type="text" value="1"/>	
Children who are homeless, do not have a permanent home address, or move more than once a year			<input type="text"/>	

6. To add a 'Licensee/Owner' (for Family and Group licensed programs) or a 'Director of Record' (for Preschool and Center-based programs), click on the **Edit** button.


Director of Record

None



7. Under 'Edit Licensee/Owner' (for Family and Group licensed programs) or 'Edit Director of Record' (for Preschool and Center-based programs), click **Add Director**.

Edit Director of Record



8. A list of the organization's current employees will generate. From this list, click **Select** to assign this role. If you do not see an employee listed, this means they have not added the organization to their 'employment' tab in their individual Growing Futures account. Please see the [Professional Development Tip Sheet](#), under 'Ensure Accurate Employment Records' for more details.

Select Employee Cancel

ID	Name	Title	Date	Membership	Current Status	Status
88314	Test Teacher	Teacher	5/1/2018 - Current		In Process	Verified by Program Select
88310	Test Director	Program Director	5/1/2018 - Current		In Process	Verified by Program Select



9. Next you will enter the date the 'Licensee/Owner' (for Family and Group licensed programs) or 'Director of Record' (for Preschool and Center-based programs) began employment in that role, when completed click **Confirm**.

Add Director of Record

Test Director #88310

Indicate when this employee became the Director of Record

mm/dd/yyyy

If applicable, when did this employee stop being Director of Record

mm/dd/yyyy

Confirm
Cancel

10. Check over the information listed, click **Return** when finished.

Edit Director of Record Add Director

Test Director 🗑️

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Update
Return

11. To add 'Classrooms/Groups', click the **Add** button.

- For Preschool and Center-based programs, you will need to repeat steps 11-17 until all classrooms/groups are listed.
- For Family and Small Group programs (*licensed to serve up to 18 children at a time*), you will create one classroom/group.
- For Large Group programs (*licensed to serve 19-30 children at a time*), that separate children by age, you will create more than one classroom/group and need to repeat steps 11-17 for each group. Please note, this means that each group of children must also be separated by space and have a designated Lead Caregiver.

Classrooms / Groups

Add

⚠ No Classrooms / Groups exist

12. Add the classroom information and click **Save**.

Add Classroom

Classroom Name*

Start Date*

Save
Cancel

13. To add a Lead Teacher to the classroom/group, click the **Plus Sign Icon**.

Please note, the Classrooms tab uses the term 'Lead Teacher' to describe both the Lead Caregiver (*for Family and Group licensed programs*) and Lead Teacher (*for Preschool and Center-based programs*).

Lead Teacher

+

Position is Vacant

14. A list of the organization's current employees will generate. From this list, click **Select** to assign this role. If you do not see an employee listed, this means they have not added the organization to their 'employment' tab in their individual Growing Futures account. Please see the [Professional Development Tip Sheet](#), under 'Ensure Accurate Employment Records' for more details.

Select Lead Teacher for Infant Room

Cancel

Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Career Level.

ID	Name	Title	Date	Membership	Current Status	Status	
88314	Test Teacher	Teacher	5/1/2018 - Current		In Process	Verified by Program	Select
88310	Test Director	Program Director	5/1/2018 - Current		In Process	Verified by Program	Select

15. Next you will enter the date the 'Lead Teacher' began employment, when completed click **Next**.

Add Lead Teacher to Infant Room Cancel

· Test Teacher #88314

When did this Teacher start as lead for this Classroom:	If applicable, when did this Teacher stop being lead in this Classroom:
<input type="text" value="05/01/2018"/> <small>mm/dd/yyyy</small>	<input type="text"/> <small>mm/dd/yyyy</small>
Hours per Week	
<input type="text" value="40"/>	

Next

16. For this classroom/group, select the age groups served by checking the boxes, add the capacity of the classroom/group and click **Update**.

Capacity

Age Ranges*

- Infants (0 - 18 months)
- Toddlers (19 - 36 months)
- Three Year Olds (37 - 48 months)
- Four Year Olds (49 - 60 months)
- Five Year Olds (61 - 72 months)
- Elementary (K - 5th grade)

What is the capacity of this room / group?

Update Cancel



17. For this organization, the classrooms tab is now complete. If you need to edit the information under 'Classrooms/Groups', click on the name of the classroom/group.

Classrooms / Groups Add Classroom

Infant Room

Lead Teacher	Test Teacher (40 Hours)
Teacher	Vacant
Age Ranges	Infants (0 - 18 months)
Room Capacity	8

Frequently Asked Questions

- Q:** My organization is trying to add a 'Director of Record' but when looking at the list of employees I can't click on the 'Select' button.
- A:** To assign the 'Director of Record', the program must have an employee with the designated title 'Program Director'. Double check that the employee designated as Director has the title 'Program Director' and not 'Program Administrator'.
- Q:** My organization is trying to add a Lead Teacher to a classroom, but it keeps saying, 'Teacher start date must be within employment date range'. What does this mean?
- A:** This means that the date you are entering as the employee's start date must either match or be later than the start date listed on the 'Employees' tab.
- Q:** One of our classrooms had a Lead Teacher leave, how do we change this in the 'Classrooms' tab?
- A:** Click on the name of the classroom/group. Once you are on the classroom information page you can enter in the end date for the previous Lead Teacher and check the box that says 'Position is Vacant' or add a new Lead Teacher.