

## HOW TO CREATE CLASSROOMS

1. Click on your **organization** in the drop-down menu under your name in the upper right-hand corner of the PD Registry home page.
2. Click on the **Classrooms** Tab.
3. Click **Edit**.
4. Enter the **number of classrooms** in your organization.

Number of Classrooms / Groups

5. Enter the number of children **enrolled** in each age group. Enter the number of **"high needs"** children per classroom. A child should be counted as **"high needs"** if meets one or more of the following criteria:
  - Receives Child Care Works (CCW)
  - Has documented special needs [e.g. Individualized Family Service Plan (IFSP) Individualized Education Plan (IEP) A dual language learner
  - Experiencing homelessness

A drop-down menu will appear to select the specific risk factors for the children within a classroom. Select the appropriate risk factors that apply.

Infants	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>
Toddlers	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>
Preschool	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>
Pre-Kindergarten	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>
Kindergarten	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>
School-Age	<input style="width: 40px; height: 20px;" type="text" value="0"/>	High Needs	<input style="width: 40px; height: 20px;" type="text" value="0"/>

6. Select the option to describe when your program is open and serving children.

When is your program open and serving children? (Please choose the one answer that best fits.)

-- Select Timeframe -- ▼

-- Select Timeframe --

Full calendar year

School year only (typically September-May)

Summer only

7. In the next section, please describe any time your program is closed for more than 2 weeks and not serving children.
8. Click **Update**.

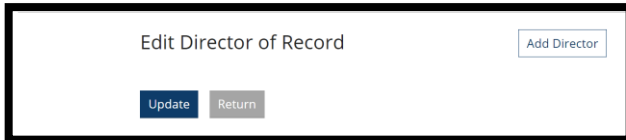
9. Click **Edit** next to Director section if the Director is not listed. **If the Director is listed, skip to step 14.**



Director of Record

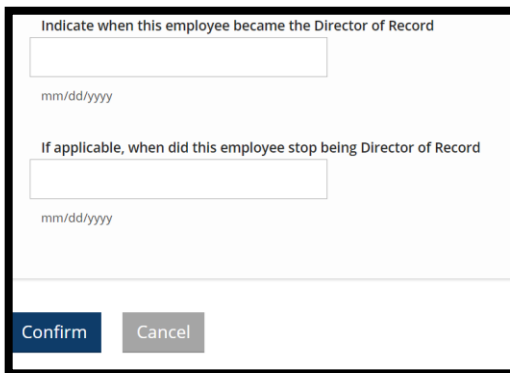
None

10. Click the **Add Director** tab.



Edit Director of Record

11. Click **Select** next to the Director listed in the staff list.  
12. Indicate date when this employee became the Director and click **Confirm**.



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

13. Confirm start date for Director and click **Update**.



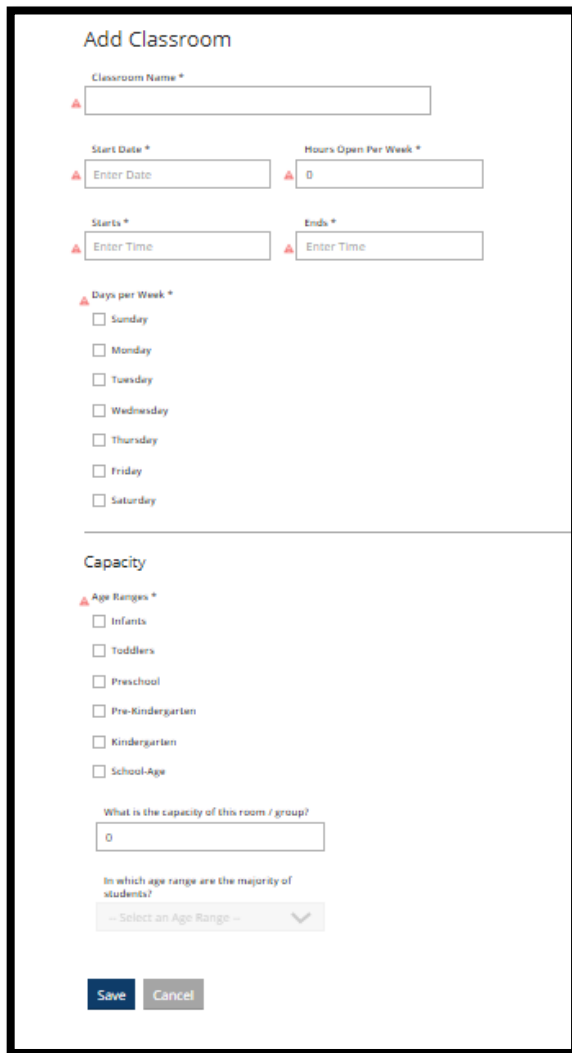
Start Date  End Date

mm/dd/yyyy mm/dd/yyyy

14. Click on the **Add Classroom** tab to add classrooms.



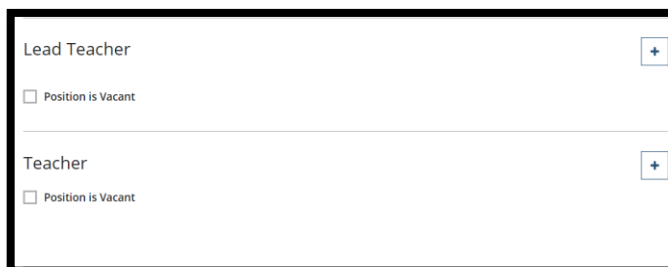
15. Add name of classroom, date the classroom opened, hours open per week, times classroom is open, days of the week, ages served, and capacity. Once a classroom is set up, you do not need to add this classroom each year.



The screenshot shows a form titled "Add Classroom". It contains several input fields and sections:

- Classroom Name \***: A text input field.
- Start Date \***: A date picker input field.
- Hours Open Per Week \***: A numeric input field with the value "0".
- Starts \***: A time input field.
- Ends \***: A time input field.
- Days per Week \***: A list of days from Sunday to Saturday, each with an unchecked checkbox.
- Capacity**: A section containing:
  - Age Ranges \***: A list of age ranges (Infants, Toddlers, Preschool, Pre-Kindergarten, Kindergarten, School-Age) with unchecked checkboxes.
  - What is the capacity of this room / group?**: A numeric input field with the value "0".
  - In which age range are the majority of students?**: A dropdown menu with the text "-- Select an Age Range --".
- Buttons**: "Save" and "Cancel" buttons at the bottom.

16. Click **Save**.
17. Scroll down to the middle of the screen to **add Lead Teacher and Teachers** to the classroom. Click the **+ sign** to add a Lead Teacher and Teacher.



The screenshot shows a list of teacher roles with selection options:

- Lead Teacher**: A text label with a "+" button to its right.
- Position is Vacant**: A checkbox below the Lead Teacher label.
- Teacher**: A text label with a "+" button to its right.
- Position is Vacant**: A checkbox below the Teacher label.

18. A list of teachers that have added their employment will be displayed.  
\*Please note that a teacher must add their employment and the Director must verify employment under the Employee tab within the organization before you will be able to add them as a Lead Teacher or Teacher to a classroom.  
Click the **select** tab to the right of the Lead Teacher for this classroom.
19. Add start date and hours worked per week and click **next**.

When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

**Next**

20. Click **return** on the next screen after verifying Lead Teacher information. This will take you back to the classroom to add information for the other teachers in the classroom.
21. Click on the **+ sign** to add a Teacher to this classroom. Multiple Teachers may be listed under the Teacher section. You will need to go through this same process to add multiple teachers.

Teacher +

Position is Vacant

22. Chose the correct teacher from the list of employees to be added to this classroom.
23. Add start date and hours worked per week and click **next**.

When did this Lead Teacher start as lead for this Classroom:

mm/dd/yyyy

If applicable, when did this Lead Teacher stop being lead in this Classroom:

mm/dd/yyyy

Hours per Week

**Next**

24. Click **Update** and go back to the Classroom tab. Go to **Add Classroom** to continue setting up classrooms with teachers.