



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

PANDA STP Calendar Instructions

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Getting Started

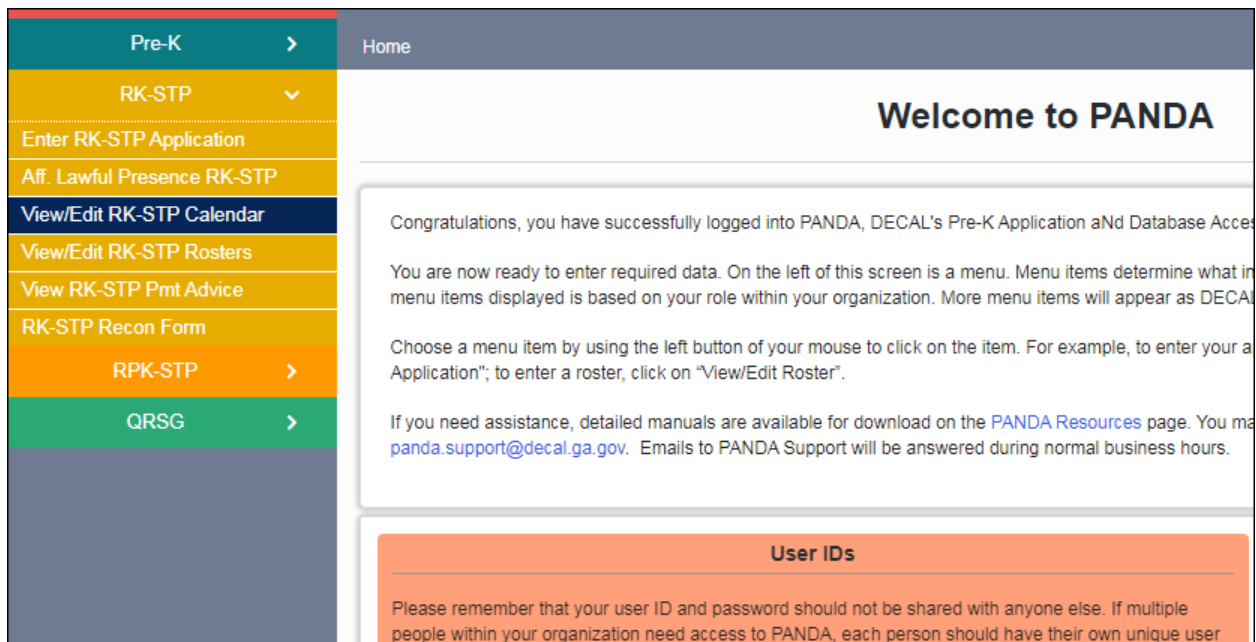
Note that these instructions apply to both RPK-STP and RK-STP calendars.

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

Go to the PANDA website at <http://www.decal.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 **RPK-STP** or **RK-STP**, then **View/Edit STP Calendar**.



The screenshot shows the PANDA website interface. On the left is a vertical navigation menu with the following items: Pre-K (with a right arrow), RK-STP (with a down arrow), Enter RK-STP Application, Aff. Lawful Presence RK-STP, View/Edit RK-STP Calendar (highlighted in dark blue), View/Edit RK-STP Rosters, View RK-STP Pmt Advice, RK-STP Recon Form, RPK-STP (with a right arrow), and QRSG (with a right arrow). The main content area has a header that says "Home" and "Welcome to PANDA". Below the header is a large text box with the following content: "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 and menu items displayed is based on your role within your organization. More menu items will appear as DECAL's role within your organization. Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application, click on 'Enter RK-STP Application'; to enter a roster, click on 'View/Edit Roster'." Below this text box is another section titled "User IDs" with the text: "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 and password."

View/Edit RK-STP Calendar
[Create Calendar](#) [Print](#) [Delete Calendar](#)

[Home](#) > [RK-STP](#) > [View/Edit RK-STP Calendar](#)

Provider Details -

Example Childcare Company

Legal Name: Example Childcare Company, Inc. **Address:** 15 Testing Lane, Atlanta, GA - 30303
Phone: (770) 555-1234

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

School Year:

Showing 1 to 3 of 3 entries Search in Results:

Create	Delete	Site ID	Site Name	Calendar	Status	Submitted On
		6683	Example Childcare Center #1	Calendar 1	Draft	
		6682	Example Childcare Center #2	Calendar 1	Draft	
		6681	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

The screenshot shows the 'RK-STP Provider Calendar' interface. At the top, there are 'Calendar List' and 'Print' buttons. Below the header, a breadcrumb trail reads 'Home > RK-STP > View/Edit RK-STP Calendar > RK-STP Provider Calendar'. The main section is titled 'Calendar Details' and contains the following fields:

- Year:** 2020
- Legal Name:** Example Childcare Company, Inc.
- Calendar Name:** * Calendar 1
- Calendar Status:** Draft
- Required Number of Days:** 34

Below these fields are four tabs: 'General', 'Calendar', 'Sites', and 'Upload Docs'. The 'General' tab is active, showing a blue instruction bar: 'Enter the general details and click save'. Underneath are two time selection fields:

- Start Time for the Instructional Day: (hh:mm AM/PM)*** with dropdowns for HH, MM, and AM.
- End Time for the Instructional Day: (hh:mm AM/PM)*** with dropdowns for HH, MM, and AM.

At the bottom of the 'General' tab, there is a checkbox labeled 'I acknowledge that the information entered is correct.' and three buttons: 'Submit', 'Save', and 'Cancel'.

The Calendar 1 screen will display. Notice that there are four tabs: General, Calendar, Sites, and Upload Docs. 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
Upload Docs

Enter the general details and click save

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

HH ▾

MM ▾

AM ▾

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

HH ▾

MM ▾

AM ▾

I acknowledge that the information entered is correct.

Submit
Save
Cancel

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.

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
Upload Docs

Enter the Calendar details and click save

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	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.


Submit
Save
Cancel


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.


Enter the Calendar details and click save


May 2020							June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	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  0

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

General Calendar **Sites** Upload Docs

Enter the Sites details and click save

Sites associated with this Calendar

Showing 1 to 3 of 3 entries Search in Results:

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input checked="" type="checkbox"/>	6683	Example Childcare Center #1	Calendar 1
<input checked="" type="checkbox"/>	6682	Example Childcare Center #2	Calendar 1
<input checked="" type="checkbox"/>	6681	Example Childcare Center #3	Calendar 1

I acknowledge that the information entered is correct.

If all your sites use this calendar, you can move on to the Upload Docs tab. You can also assign a different calendar to certain sites on this tab later.

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.

View/Edit RK-STP Calendar

Create Calendar
Print
Delete Calendar

[Home](#) > [RK-STP](#) > [View/Edit RK-STP Calendar](#)

Provider Details
⊞

Example Childcare Company

Legal Name: Example Childcare Company, Inc. **Address:** 15 Testing Lane, Atlanta, GA - 30303
Phone: (404) 555-1234

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

School Year:

Showing 1 to 3 of 3 entries Search in Results:

Create	Delete	Site ID	Site Name	Calendar	Status	Submitted On
		6683	Example Childcare Center #1	Calendar 1	Draft	
		6682	Example Childcare Center #2	Calendar 1	Draft	
		6681	Example Childcare Center #3	Calendar 1	Draft	

To create an additional calendar, click the Create Calendar 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.

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

School Year:

Showing 1 to 4 of 4 entries Search in Results:

Create	Delete	Site ID	Site Name	Calendar	Status	Submitted On
	<input type="checkbox"/>			Calendar 2	Draft	
		6683	Example Childcare Center #1	Calendar 1	Draft	
		6682	Example Childcare Center #2	Calendar 1	Draft	
		6681	Example Childcare Center #3	Calendar 1	Draft	

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

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

RK-STP Provider Calendar Calendar List Print

Home > RK-STP > View/Edit RK-STP Calendar > RK-STP Provider Calendar

Calendar Details

Year: 2020 Legal Name: Example Childcare Company, Inc.
Calendar Name: * Calendar Status: Draft

Required Number of Days: 34

General Calendar Sites Upload Docs

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)*

I acknowledge that the information entered is correct.

Submit Save Cancel

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.

Calendar Details -

Data Saved Successfully

Year:	2020	Legal Name:	Example Childcare Company, Inc.
Calendar Name: *	<input type="text" value="Calendar 2"/>	Calendar Status:	Draft

Required Number of Days: 34

General
Calendar
Sites
Upload Docs

Enter the Sites details and click save

Sites associated with this Calendar

Showing 1 to 3 of 3 entries Search in Results:

	Site ID	Site Name	Calendar
<input type="checkbox"/>	6683	Example Childcare Center #1	Calendar 1
<input checked="" type="checkbox"/>	6682	Example Childcare Center #2	Calendar 2
<input checked="" type="checkbox"/>	6681	Example Childcare Center #3	Calendar 2

I acknowledge that the information entered is correct.

Submit
Save
Cancel

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

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.



Uploading Docs

After entering your calendar(s), click the Upload Docs tab to begin uploading required forms. Blank forms can be downloaded from the Summer Transition Program section of the DECAL website, or you can request them from summerschool@decals.ga.gov.

General Calendar Sites **Upload Docs**

There are two documents for STP that are required to be uploaded, the Transition Coach Calendar and the Site Contact Form. Both forms can be located on the DECAL website under Summer Transition Program.

Site specific documents for Site ID 6683 - Example Childcare Center #1

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Transition Coach Calendar *	0			
2	Site Contact Form *	0			

I acknowledge that the information entered is correct.

Submit **Save** **Cancel**

Click the pen icon under the Add button on the right to upload a form.

Upload Files ✕

Program: RKSTP ▾
Module: Calendar ▾

Document Type: Transition Coach Calendar ▾

Site Name: Example Childcare Center #1

Click the browse button to select the appropriate document from your desktop and then press the Open button. One can select multiple documents as well. Once done, enter the description (if any) and click the Upload button to save the documents in PANDA.

Valid File Types: .docx, .png, .jpg, .jpeg, .gif, .pdf, .txt, .xls, .xlsx, .xps

No file chosen

Description:

Click the Choose Files button, then navigate to the completed form on your computer. Then click the Upload button to complete the process.

Repeat those steps for each form listed.

Once all forms are uploaded and all calendars have been entered, check the acknowledgement box and then click the Submit button. All calendars should have a status of Submitted on the View/Edit Calendar screen.

I acknowledge that the information entered is correct.

Pre-K Specialist Approval

After submission, your Pre-K specialist 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.

Create	Delete	Legal Name	Site ID	Site Name	Calendar	Status	Submitted On
		Example Childcare Company, Inc.	6683	Example Childcare Center #1	Calendar 1	Re-Opened	3/12/2020 4:33:01 PM
		Example Childcare Company, Inc.	6681	Example Childcare Center #3	Calendar 2	Approved	3/12/2020 4:31:59 PM
		Example Childcare Company, Inc.	6682	Example Childcare Center #2	Calendar 2	Approved	3/12/2020 4:31:59 PM

In this example, Calendar 2 was Approved by the specialist 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 | Upload Docs | Comments

Enter the general details and click save

Start Time for the Instructional Day: (hh:mm AM/PM) * 07 00 AM

End Time for the Instructional Day: (hh:mm AM/PM) * 02 00 PM

I acknowledge that the information entered is correct.

[Submit](#) [Save](#) [Cancel](#)

You will notice there is now a fifth tab, labeled Comments. Click this tab to view your Pre-K specialist’s comments.

General Calendar Sites Upload Docs **Comments**

Enter the Comments and click save

Total Instructional 31
Days:

Comments for Provider:

Please add more instructional days.

I acknowledge that the information entered is correct.

Save Cancel

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

Enter the Calendar details and click save

May 2020							June 2020							July 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6			1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					
31																				

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	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	0


Create	Delete	Legal Name	Site ID	Site Name	Calendar	Status	Submitted On
		Example Childcare Company, Inc.	6683	Example Childcare Center #1	Calendar 1	Approved	3/12/2020 4:33:01 PM
		Example Childcare Company, Inc.	6682	Example Childcare Center #2	Calendar 2	Approved	3/12/2020 4:31:59 PM
		Example Childcare Company, Inc.	6681	Example Childcare Center #3	Calendar 2	Approved	3/12/2020 4:31:59 PM

When all of your calendars show a status of Approved, you have completed the process. Please work with your Pre-K specialist 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.

Printing Your Calendar

You can print your approved calendar to share with teachers and parents at your center. To start printing, click the Print button in the top-right corner of the screen. Make sure your pop-up blocker is disabled. PANDA will open a new version of your calendar that is suitable for printing in a new tab of your web browser.

1 of 1
100%
Print



RK-STP CALENDAR REPORT

Legal Name:	Example Childcare Company, Inc.		
Calendar Name:	Calendar 1	Inst. Start Time:	07:00 AM
Status:	Approved	Inst. End Time:	02:00 PM

#	Sites for this Calendar
1	Example Childcare Center #1

Legal Name:	Example Childcare Company, Inc.		
Calendar Name:	Calendar 1		

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mar 2020	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
Apr 2020				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
May 2020						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jun 2020		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
Jul 2020				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
Aug 2020							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Legend:

	 First Day of Student Instruction	 Teacher Planning Day	 Weekend
	 Last Day of Student Instruction	 Holiday	

3/12/2020 5:19:15 PM
Page 1 of 1

Click the printer icon at the top-right of the screen to send the calendar to your color printer. You can also save the printable calendar as a PDF or other format by clicking the disk icon, then selecting a format from the drop-down.