



Georgia Department of Early Care and Learning

PANDA

Provider Calendar

Instructions

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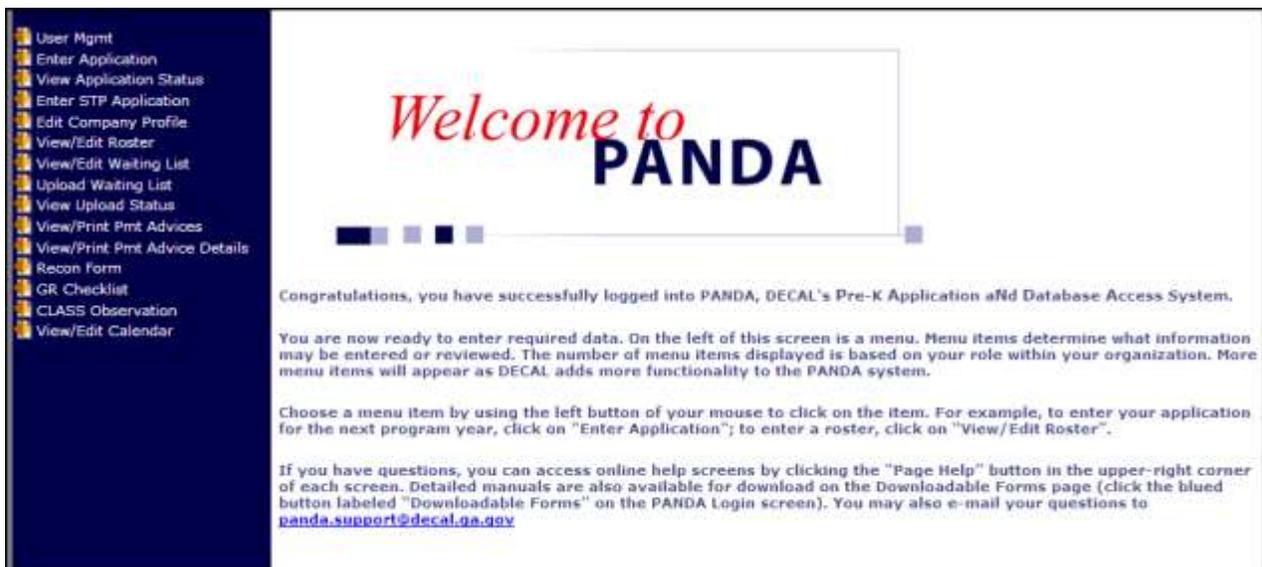
Getting Started

You will receive an email notification when your company's 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 **View/Edit Calendar**.



The screenshot shows the PANDA website interface. On the left is a dark blue vertical menu with 16 items, each preceded by a small icon. The items are: User Mgmt, Enter Application, View Application Status, 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, GR Checklist, CLASS Observation, and View/Edit Calendar. The main content area is white and features a large graphic with the text "Welcome to PANDA" in red and blue. Below the graphic, there are three paragraphs of text: a congratulatory message, instructions on how to use the menu, and information about help resources. At the bottom of the help text is a blue hyperlink: panda.support@decal.ga.gov.

Calendar List - Provider

Create **Delete**

Example Childcare Centers

Legal Name: Example Childcare Company, Inc.
 Address: 10 Park Place, Atlanta, GA - 30303
 Phone: 404-444-5555

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

School Year

<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
5215	Example Childcare Center #1	Calendar 1	Draft			
5214	Example Childcare Center #2	Calendar 1	Draft			
5212	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 (2013 means the 2012-2013 school year). 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 a web form titled "Provider Calendar" with a "Calendar List" button. The form is divided into sections. The top section, "Enter the details and click save", contains fields for "Year" (2013), "Legal Name" (Example Childcare Company, Inc.), "Calendar Name" (Calendar 1), and "Calendar Status" (Draft). Below this is a section for "Required Number of Days" (179). A tabbed interface shows "General", "Calendar", and "Sites" tabs, with "General" selected. The "General" section is titled "Enter general information related to the Calendar and click save" and includes fields for "Start Time for the Instructional Day", "End Time for the Instructional Day", "No. of Days in a Standard Week the Program will Run" (a dropdown menu), "Additional Days the Program will Run" (0), and "Source of Fund for Additional Days" (a dropdown menu). A text area labeled "Describe in case of Local Funding or Other:" is also present. At the bottom, there is a checkbox "I acknowledge that the information entered is correct." and three buttons: "Save", "Cancel", and "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 general information related to the Calendar and click save

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

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

No. of Days in a Standard Week the Program will Run: ▼

Additional Days the Program will Run: 0

Source of Fund for Additional Days: ▼

Describe in case of Local Funding or Other:

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.

Choose the Number of Days in a Standard Week the program will run from the drop-down. Possible values are 5 and 4.

Enter any Additional Days the program will run (if applicable). Then choose the Source of Funds for Additional Days from the drop-down. Possible values are Local, Tuition, Carry-over, and Other.

If you choose Local or Other as the funding source, you must enter a description in the comment field. You can also use this field for general comments if needed.

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

Select a legend on the right and then mark the dates on the calendar.

July 2012							August 2012							September 2012							October 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
29	30	31				30																					

November 2012							December 2012							January 2013							February 2013								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
				1	2	3						1			1	2	3	4	5					1	2				
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28							
						30	31																						

March 2013							April 2013							May 2013							June 2013						
Su	Mo	Tu	We	Th	Fr	Sa	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						1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	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 0/9 

 Holidays 0 

I acknowledge that the information entered is correct.

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

Select a legend on the right and then mark the dates on the calendar.

July 2012							August 2012							September 2012							October 2012									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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

November 2012							December 2012							January 2013							February 2013									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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

March 2013							April 2013							May 2013							June 2013									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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		9/9
Holidays		16
Not in session for 4 day week		39

I acknowledge that the information entered is correct.

Save **Cancel** **Submit**

If you chose 4 as the Number of Days in a Standard Week the program will run, you will also need to select the days you are not in session for a 4 day week (purple in the legend).

General **Calendar** Sites

Select a legend on the right and then mark the dates on the calendar.

July 2012							August 2012							September 2012							October 2012									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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

November 2012							December 2012							January 2013							February 2013									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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

March 2013							April 2013							May 2013							June 2013									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	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
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
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
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		9/9
Holidays		15
Not in session for 4 day week		39

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**

Assign the sites to this calendar by selecting a checkbox to the left of the site

Sites associated with this Calendar

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input checked="" type="checkbox"/>	5212	Example Childcare Center #3	Calendar 1
<input checked="" type="checkbox"/>	5214	Example Childcare Center #2	Calendar 1
<input checked="" type="checkbox"/>	5215	Example Childcare Center #1	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.

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 Calendar again from the left-hand menu. Either one will return you to the Calendar List screen.

Calendar List - Provider

Example Childcare Centers

Legal Name: Example Childcare Company, Inc.
 Address: 10 Park Place, 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"/>
5215	Example Childcare Center #1	Calendar 1	Submitted	7/20/2012 2:30:32 PM		
5214	Example Childcare Center #2	Calendar 1	Submitted	7/20/2012 2:30:32 PM		
5212	Example Childcare Center #3	Calendar 1	Submitted	7/20/2012 2:30:32 PM		

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"/>	<input type="checkbox"/>
		Calendar 2	Draft			<input type="checkbox"/>
5215	Example Childcare Center #1	Calendar 1	Submitted	7/20/2012 2:30:32 PM		
5214	Example Childcare Center #2	Calendar 1	Submitted	7/20/2012 2:30:32 PM		
5212	Example Childcare Center #3	Calendar 1	Submitted	7/20/2012 2:30:32 PM		

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” next to your site name. The text is a hyperlink.

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: 179

General | Calendar | Sites

Enter general information related to the Calendar and click save

Start Time for the Instructional Day: (hh:mm AM/PM)
End Time for the Instructional Day: (hh:mm AM/PM)
No. of Days in a Standard Week the Program will Run:
Additional Days the Program will Run:
Source of Fund for Additional Days:

Describe in case of Local Funding or Other:

I acknowledge that the information entered is correct.

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: 179

General Calendar **Sites**

Assign the sites to this calendar by selecting a checkbox to the left of the site

Sites associated with this Calendar

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input type="checkbox"/>	5215	Example Childcare Center #1	Calendar 1
<input checked="" type="checkbox"/>	5214	Example Childcare Center #2	Calendar 2
<input checked="" type="checkbox"/>	5212	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
5215	Example Childcare Center #1	Calendar 1	Submitted	7/20/2012 2:30:32 PM		
5214	Example Childcare Center #2	Calendar 2	Submitted	7/20/2012 2:47:05 PM		
5212	Example Childcare Center #3	Calendar 2	Submitted	7/20/2012 2:47:05 PM		

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"/> <u>Create</u>	<input type="checkbox"/> <u>Delete</u>
5215	Example Childcare Center #1	Calendar 1	Re-Opened	7/20/2012 2:30:32 PM		
5214	Example Childcare Center #2	Calendar 2	Approved	7/20/2012 2:47:05 PM		
5212	Example Childcare Center #3	Calendar 2	Approved	7/20/2012 2:47:05 PM		

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 general information related to the Calendar and click save

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

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

No. of Days in a Standard Week the Program will Run:

Additional Days the Program will Run:

Source of Fund for Additional Days:

Describe in case of Local Funding or Other:

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 reason for Approval or Rejection

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

Select a legend on the right and then mark the dates on the calendar.

July 2012							August 2012							September 2012							October 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
29	30	31											30														

November 2012							December 2012							January 2013							February 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
4	5	6	7	8	9	10	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
11	12	13	14	15	16	17	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
18	19	20	21	22	23	24	23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
25	26	27	28	29	30		30	31																			

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

1st Day of Student Instruction		1/1
Last Day of Student Instruction		1/1
Teacher Planning/ In-Service Days		9/9
Holidays		15
Not in session for 4 day week		39

<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
5215	Example Childcare Center #1	Calendar 1	Approved	7/20/2012 2:30:32 PM		
5214	Example Childcare Center #2	Calendar 2	Approved	7/20/2012 2:47:05 PM		
5212	Example Childcare Center #3	Calendar 2	Approved	7/20/2012 2:47:05 PM		

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 panda.support@dec.al.ga.gov for technical assistance.