Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START

PANDA
Pre-K Application and Database Access

Pre-K Application Handbook

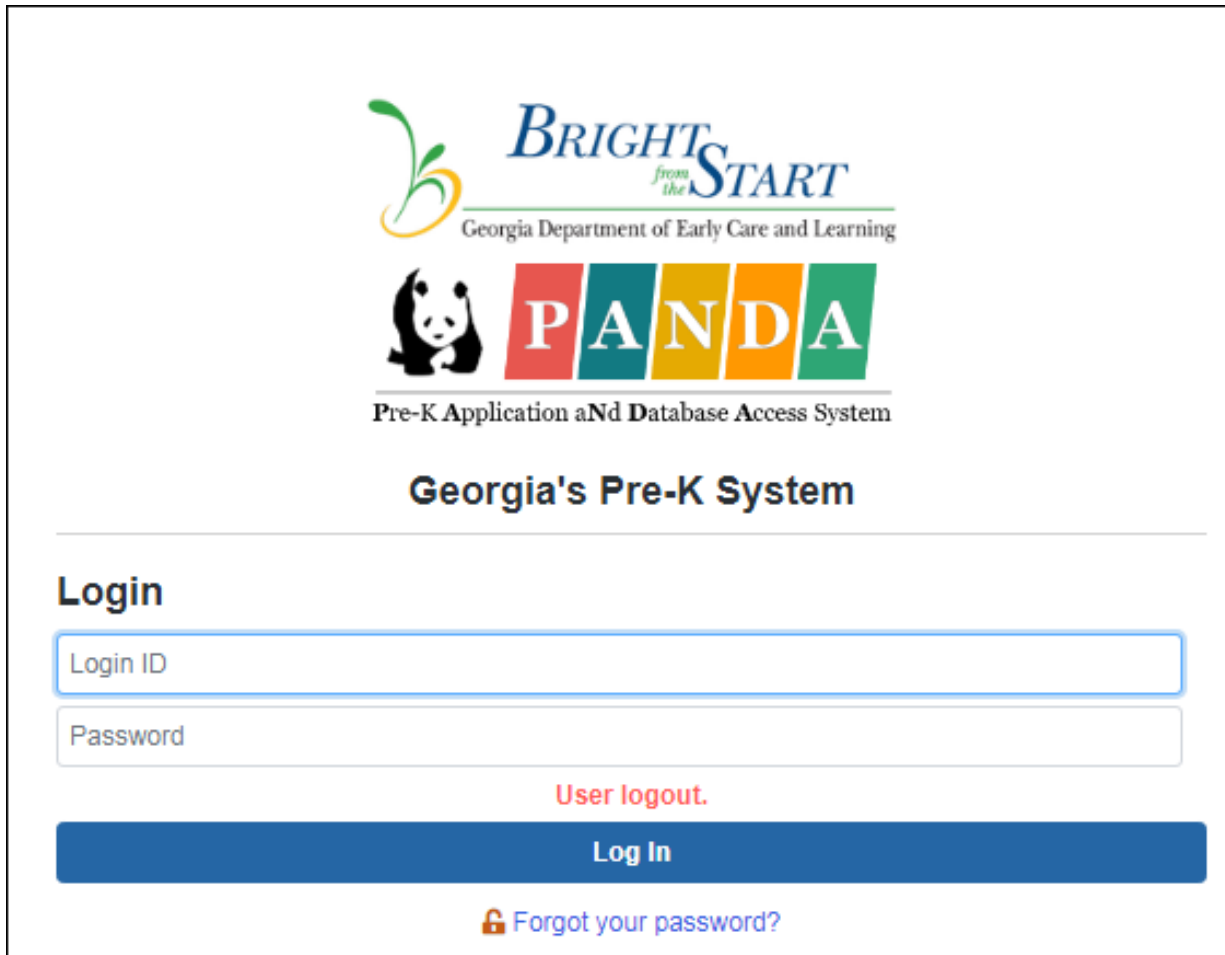# Table of Contents

Getting Started

Log onto PANDA at the following address: http://www.decal.ga.gov/panda

Type in the user ID that you received by e-mail from DECAL.

The first time you log in, your password will be **initpass** (short for *initial password*). You will be instructed how to change your password on the next screen.

Note: If you have already completed these steps to set your password, skip ahead to the next section.

Passwords

Your password must contain between 10 and 14 characters. There must be at least one number and one special character included.

These qualify as special characters: ! @ # $ % ^ & * ( ) + < > ?

You will also be asked to type in a secret question and answer, such as your favorite color or the name of your pet, in case you forget your password.

As the PANDA system will be used to transmit sensitive data, DECAL is requiring that all passwords for the system be secure. Secure passwords are difficult for hackers to break should they somehow obtain a username. Secure passwords are required to meet the several criteria.

Passwords for PANDA must:
- be at least 10 characters in length (no longer than 14)
- contain at least one number (0,1,2,3,4,5,6,7,8,9)
- contain at least one special character (i.e. ! " # $ % & ' ( ) * + , - . / : = ? @ [ ] \ ^ _ { } | ~ <>)

An example of a valid password for the PANDA system is as follows: **dx#psm4hbz**.

Your username and password should not be shared with anyone else. You should not write your username and password down and store it under your keyboard or on your monitor where it is readily available.

* indicates a required field

Login ID: * _____

What is your: * _____ ▼

Password Reminder: * _____

Reset Password

To login, click here

Enter the required information and click **Reset Password**. You will be returned to the login screen.

Login now with your user ID and your new password.

If you forget your password, click on the **Forget Your Password?** link below the login button. You will be taken to a screen where you can reset your password using the secret question you entered.

If you leave your computer or discontinue working in PANDA for more than one hour, you will need to login again when you return. There will be a message reading **Session Timeout** beneath the user ID field.

PANDA Welcome Screen

You are now at the PANDA welcome screen. The left side of the screen has several menu items, depending on your role with your company. Click the program name, such as Pre-K, to expand the items under it. Possible menu items include User Management, Enter Application, View Application Status, and Edit Company Profile.

Entering an Application

To begin entering a Pre-K application, click on **Enter Application**.

The first time you visit this page, you will see just one tab – **Read Me Files**.

Below the tab is your company name and the status of the application. The application status will be **Not Submitted** at this point. Later, the status will move through several stages, depending on they type of application submitted: **Submitted Incomplete**, **Submitted Complete**, **Under Review**, **Pending Approval**, **Partially Awarded**, **Awarded,** or **Not Awarded**.

If you request an expansion class or new site, the status will be **Submitted Incomplete** until you complete the **Upload Docs** section. When all the documents have been uploaded the status will then change to **Submitted Complete**. As applications are reviewed and funding decisions are made, the status will change.

The application type can be **New**, **Continuation**, or **Expansion**.

The type of program will be **Pre-K 10 Month Program**.

Program Year should match the upcoming school year.

Read Me Files

Read and agree to each mandatory document. There are two documents which will appear one at a time. You must click the first document before you can click the second, and so on.

If you have difficulty opening the **Read Me Files**, first ensure your web browser's pop-up blocker is disabled. If you still have issues, refer to **Appendix A** at the end of this document for help.

Click on the **PANDA Application Information Package**. When the document saves, open the document to read it and then click **Agree** at the top of the screen. The window will close and return you to the **Read Me Files** tab.

Now click on **PANDA Critical Reporting Dates**. When the document opens, read the document and click **Agree** at the top of the screen. The window will close and return you to the **Read Me Files** tab.

There should now be a check mark next to each of the Mandatory Documents, and you should have additional tabs at the top of the screen. The tabs will be labeled **Online Forms** and **Upload Docs**.

At the bottom of the page are documents that are recommended for more information concerning Pre-K, such as Pre-K Provider's Operating Guidelines, or forms that you will need to complete and upload later, such as the Online Access Agreement.

Online Forms

Click the tab labeled **Online Forms**. Note that each form has a checkbox to the right of it, just like the Read Me Files. All forms on this screen must be checked off before you can submit the application, so check this tab if you get stuck or lost.

Click the first form, **Pre-K Program Application**. The form will appear on the screen.

Click **Edit** to enter edit mode and being making any necessary changes.

Red asterisks (*) next to fields denote required information, while fields that are greyed out cannot be edited by you. Which fields these are depends on your provider type. When finished with changes, click **Save**.

Important: You will need to click **Save** on every form that does not have a checkbox next to it before the **Submit** button will become available to you. If you do not see the **Save** button at any time, click the **Edit** button to re-enter Edit mode.

Note: To request an update to the Grant Agreement Signatory, download the **Contract Signatory Change Addendum Form** from the **Read Me Files** tab, complete it and email to panda.support@decal.ga.gov. The Contract Signatory must be an officer or representative vested with the powers to commit the organization to a binding agreement if the grant is awarded.

Now click the **Next** button to move on to the listing of sites for your company.

To select a site, click the yellow box in the **Select** column to the left of one of the sites.

Click **View Site Details** to bring up the Site Form. This is where you will make changes to site-level data, and request new or expansion classes if applicable.

Site Form for Example Pre-K, Inc.

Home > Pre-K > Enter Application > Online Forms > List of Sites > Site Details

Changes can be made to the Pre-K site contact, phone/FAX numbers, and mailing address. Any changes to the site name, street address or curriculum require prior DECAL approval and can only be changed by DECAL staff.

Note that the Provide Transportation, Provide Before School Care, and Provide After School Care fields only apply to students enrolled in the Pre-K Program.

Requesting a New or Expansion Class

To request a new or expansion class at the current site, scroll down to the **Number of Pre-K Classes Requested** table on the left side of the screen. PANDA will automatically populate 22 students for each class you key in. Please note that although PANDA will automatically populate 22 students for each class, new and expansion classes will be funded for 20 students.

Class Information

Expansion Classes

Number of Pre-K Classes Requested:*   0

Number of Students: 0

Continuation Classes

Number of Pre-K Classes Requested:*   1

Number of Students: 22

Continuation classes will have a separate Continuation Class table on the right side that cannot be changed. If you are planning to move or close a class, submit the appropriate form from the **Pre-K Providers' Operating Guidelines** to your Pre-K Specialist.

When you have completed the form, click Save. You should see a message saying "Site was successfully updated." If there were errors preventing the form from saving, PANDA will list them for you:

Please review the following errors:
- Number of Pre-K Classes Requested is a required field

Requesting Another New Site

Since the application process for new applicants begins in Koala, you will not be able to add additional sites from PANDA. If your company owns more than one site and you wish to apply at more than one of them, you will need to log back into Koala under that site and click the button to request an application there. If the legal names match, the site will be added to the **List of Sites** screen in PANDA. You can then complete the second **Site Form** in the same way as the first.

Requesting an Expansion Site

For continuation providers: To request an expansion site for your company, click **Return to Site List** to go back to the site listing screen.

List of Sites

Home > Pre-K > Enter Application > Online Forms > List of Sites

| Previous | | | | | Next |

View Site Details   Add Site

Example Pre-K, Inc.

Showing 1 to 1 of 1 entries   Search in Results:

Select	#	Site Name	Address	Phone	Type
■	1	Example Pre-K	Atlanta	(404) 656-5957	N

Now click the **Add Site** button at the top of the screen. This will allow you to add an expansion site.

IMPORTANT – DO NOT add a new site unless you are actually requesting an expansion site. Expansion classes at existing sites need to go on the site form for the existing site, as explained in the previous section.

A blank **Site Form** will come up where you can enter the information about the expansion site, including the number of classes requested. Red fields are required. Click **Save** when you have entered all data. You should see a message that the site was successfully updated.

Now click **Return to Site List** to go back to the site listing. Your newly added site should now appear in the list along with your continuation site(s).

Click **Next** to move on to the **Program Assurances**.

Assurances

If you are not currently in edit mode, click **Edit**.

Scroll down the page and read and check the box to the left of each item. You must check all assurances before saving.

Click **Save** to save your work. If any checkboxes are not checked, the page will not save. Look for red asterisks next to any required fields that were not properly filled out.

Click the **Next** button at the top of the screen to continue.

New or Expansion Class Justification

If you apply for a new or expansion class or expansion site, you will see this form after you complete the **Assurances**. Continuation providers not requesting expansion will not see this form. Again, red fields denote required information.

1. Answer each question below for each site expansion request. A. Which site is requesting expansion? B. Number of expansion classes requested at this site? C. How will you recruit students in order to fill the class at this site? D. Provide additional details to support this request. *

2. Describe the program's administrative oversight in place to manage each of the following: A. Pre-K program requirements B. Supporting teachers and families C. Maintaining compliance with Georgia's Pre-K Operating Guidelines *

3. Describe in detail how the program will provide support to children: A. Who have disabilities or development delays B. Who display challenging behaviors C. Who are Dual Language Learners *

Complete each section and click **Save**. Remember that the system will time you out if the screen is not refreshed within one hour. You may want to type your answers into a word processing program first, then copy and paste them into PANDA to avoid being timed out.

Click **Next** to move on to the **Vendor TIN** screen.

Vendor TIN

The **Vendor TIN** (Taxpayer Identification Number) screen contains information required of all state vendors under Georgia law.

Click **Edit** to make changes if you are not already in edit mode.

Depending on your provider type, you will need to complete certain fields and not be able to complete others. Changes to greyed-out fields require additional paperwork to DECAL.

The **Ethnic Group** question applies to the overall ownership of the company.

Complete the tax-exempt information.

At the bottom of the screen, enter the operating fiscal year of your company. If you operate on the calendar year, enter January 1 of the current year as the Start Date and December 31 of the current year as the End Date. The State of Georgia Fiscal Year runs July 1 through June 30. The Federal Fiscal Year runs October 1 through September 30.

Click **Save** to save your changes.

Continue to Upload Docs Tab

Click the **Online Forms** button at the top of the screen to return to the **Online Forms** tab. Each form should now have a checkmark next to it.

If any form is missing a check mark, that means it did not save correctly. Click on the form to go back and complete it.

For continuation programs who are NOT requesting expansion classes:
All forms must be checked off, click the **Read Me Files** tab and then you will see a submit button at the bottom of the screen, click submit and your application is complete. The Application Status should change from **Not Submitted** to **Pending Approval**

For programs who are NEW or continuation programs who are applying for expansion classes:
When all forms are checked off, click the **Read Me Files** tab at the top of the screen. You should now have a **Continue to Upload Docs** button at the bottom of the screen.

If you do not see the **Continue to Upload Docs** button, go back to the **Online Forms** tab and make sure all forms are checked off. Also note that only project directors or users that are assigned the Provider Management role will have access to the **Continue to Upload Docs** button.

IMPORTANT: If you wish to request additional classes or sites, you must do so BEFORE clicking **Continue to Upload Docs**. See the appropriate section above for information on requesting additional classes or sites.

Thank you for your interest in the Pre-K program. Your online portion of the application has been partially submitted to the Department of Early Care and Learning (DECAL). You will have to upload the appropriate documents by going to "Upload Docs" tab.

Once you click **Continue to Upload Docs**, you will no longer be able to make any changes to the **Online Forms**. The application status should change to **Submitted-Incomplete**.

If an application is submitted in error, send an e-mail to panda.support@decal.ga.gov for assistance.

Upload Docs

The **Upload Docs** are only required for new and expansion requests. If you are a continuation provider not requesting expansion, you do not need to upload any docs.

Application Documents

Home > Pre-K > Enter Application > Application Documents

Print Application

| Read Me Files | Online Forms | **Upload Docs** |

Submit Documents

Provider specific documents ⊖

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Secretary of State's certification page of Articles of Incorporation *	0			✎
2	Completed Online Access Agreement for PANDA *	0			✎
3	Documentation from the IRS reflecting provider's business employer identification number (EIN) *	0			✎

Site specific documents for Site ID 10208 - Example Pre-K ⊖

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Pictures of the outside of the site *	0			✎
2	Pictures of the playground intended for Pre-K use *	0			✎
3	Copy of current child care learning center license *	0			✎

Class specific documents for Class 89634 @ Example Pre-K ⊖

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Pictures of the room intended for Pre-K use *	0			✎
2	First page of the most recent licensure study which identifies the room and playground capacities with the proposed Pre-K classroom indicated *	0			✎

For new and expansion requests, the application cannot be processed until the appropriate items have been uploaded to DECAL. The application will be considered Incomplete until that time.

The **Upload Docs** tab is dynamic, meaning that it changes depending on the provider type, type of request, etc. A local school system requesting an expansion class will see a different list than a private provider requesting a new class, for example.
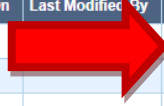

Application Documents

Home > Pre-K > Enter Application > Application Documents

Print Application

| Read Me Files | Online Forms | **Upload Docs** |

Submit Documents

Provider specific documents ⊖

#	Document Type	# Files Uploaded	Last Modified On	Last Modified By	Add
1	Secretary of State's certification page of Articles of Incorporation *	0			✎
2	Completed Online Access Agreement for PANDA *	0			✎
3	Documentation from the IRS reflecting provider's business employer identification number (EIN) *	0			✎

To upload your first doc, click the **Add** button in the rightmost column next to the first doc listed. The **Upload Files** dialog box should appear:

Next click the **Choose Files** button and browse to add your docs. Multiple files can be added here if needed by repeating the process under the same doc type, or by selecting multiple files at once. The **Description** field is optional.

After adding all the files for this doc type, click the **Upload** button.

If the upload was successful, you should see the # Files Uploaded, Last Modified On, and Last Modified By fields are updated. Continue uploading docs in this manner until they are all successfully uploaded.

If you wish to view a file after uploading it, click the Document Type, which you will notice is now a hyperlink. You can Download or Delete the a from the next dialog box. You can also Search in Results if you have many uploaded files you need to look through.

After you have uploaded all the docs displayed on the tab for your situation, click the Submit Documents button at the top of the tab. **This will submit your Pre-K application.**
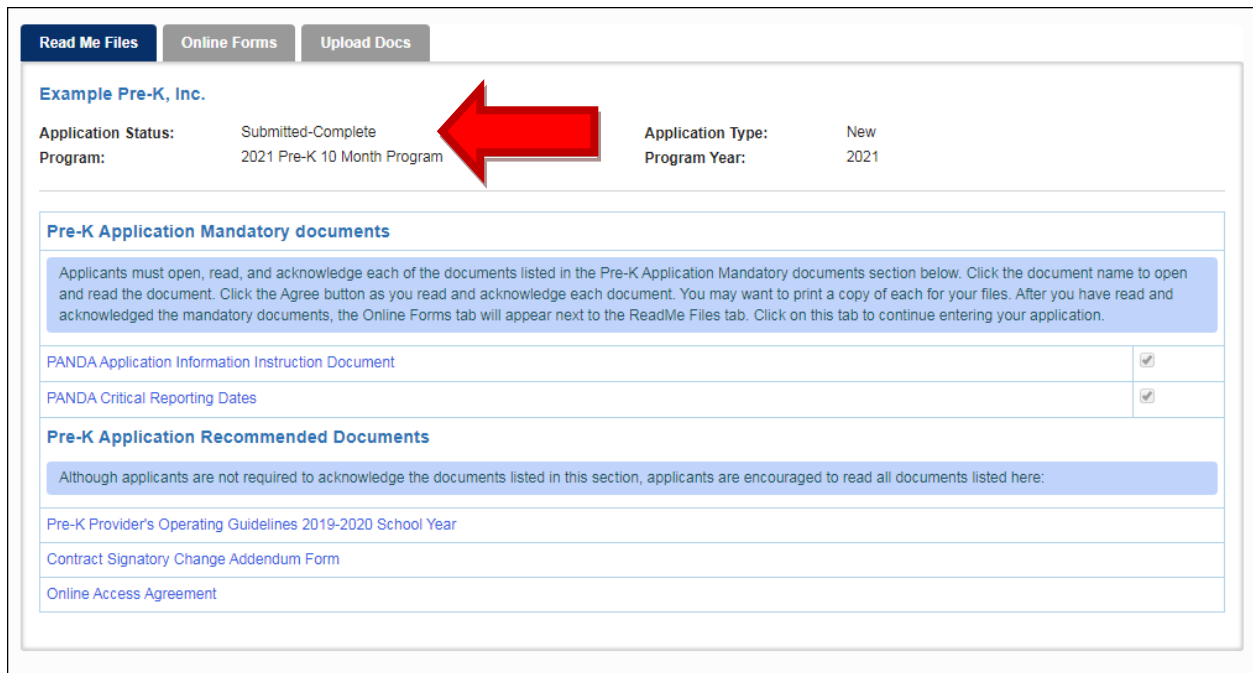
Note: You can click the Submit Documents button any time during the process of uploading docs, but PANDA will not update your application status to Submitted-Complete unless all required docs are present. If successful, you will receive the following message:

Application Status updated successfully. DECAL will review your application and will inform you of the status for the upcoming school year.

Return to the Read Me Files tab to verify that your application status has been updated successfully.

Application Status

You can view your overall application status at any time on the **Read Me Files** tab of the application.

Continuation classes in good standing will generally be approved. New and expansion requests will be reviewed by Pre-K Specialists and sent to the Deputy Commissioner for Pre-K for approval.

Printing Your Application

To print your application, simply click the **Print Application** button that appears in the top-right corner of your screen. It will open a PDF file that you can then send to a printer. Note that **Upload Docs** must be printed separately.

For More Information

E-mail – PANDA Support (panda.support@decal.ga.gov)

Telephone – call 404-656-5957 or 1-888-4GA-PREK and ask for the Pre-K Specialist of the Day.

Appendix A

The **Read Me Files** are in Microsoft Word format. If you do not have Microsoft Word installed on your system, you will need to do one of the following depending on your operating system:

- On Windows 10 PCs, download the free Word Mobile application from the Windows Store.
- On iOS devices, download the free Word for iOS application from the Apple Store.
- On Android devices, download the free Word for Android application from the Google Play store.
- On Windows 7 or Windows 8 PCs, upload the file to OneDrive and view it for free using Word Online.