



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

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 **Pre-K > View/Edit Calendar**.

The screenshot shows the 'View/Edit Calendar' page in the PANDA system. On the left is a navigation menu with 'View/Edit Calendar' highlighted. The main area has a breadcrumb trail 'Home > Pre-K > View/Edit Calendar' and buttons for 'Create', 'Print', and 'Delete'. Below the breadcrumb is a search instruction: 'Select a prior 'School Year' and click 'Search' to view the calendar for previous year.' A 'School Year' dropdown is set to '2019' with a 'Search' button. Below this, it says 'Showing 1 to 2 of 2 entries' and 'Search in Results:'. A table displays the following data:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Draft			
10046	Example Pre-K Site #2	Calendar 1	Draft			

View/Edit Calendar Create Print Delete

[Home](#) > [Pre-K](#) > View/Edit Calendar

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

School Year:

Showing 1 to 2 of 2 entries Search in Results:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Draft			
10046	Example Pre-K Site #2	Calendar 1	Draft			

Make sure the current school year is displayed (2019 means the 2018-2019 school year, for example). 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

Provider Calendar Calendar list Print Calendar

Home > Pre-K > View/Edit Calendar > Provider Calendar

Calendar Details

Enter the details and click save

Year: 2019 Legal Name: Example Pre-K, Inc.
Calendar Name: * Calendar Status: Draft
Number of Days: 190

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.

Save Submit Cancel

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)*	<input type="text"/>	End Time for the Instructional Day: (hh:mm AM/PM)*	<input type="text"/>
No. of Days in a Standard Week the Program will Run:*	<input type="text" value="5"/>	Additional Days the Program will Run:	<input type="text" value="0"/>
Source of Fund for Additional Days:	<input type="text"/>		
Describe in case of Local Funding or Other:	<input style="height: 20px;" type="text"/>		

I acknowledge that the information entered is correct.

Save
Submit
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. If you are using the Hybrid Split Day Instructional Model, please include the start time of your first class and the end time of your second class.

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 2020							August 2020							September 2020							October 2020						
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		2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
5	6	7	8	9	10	11	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
12	13	14	15	16	17	18	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
19	20	21	22	23	24	25	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
26	27	28	29	30	31		30	31																			

November 2020							December 2020							January 2021							February 2021						
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	1	2	3	4	5		3	4	5	6	7	8	9	1	2	3	4	5	6		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	10	11	12	13	14	15	16	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	17	18	19	20	21	22	23	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	24	25	26	27	28	29	30	21	22	23	24	25	26	27
29	30						27	28	29	30	31		31							28							

March 2021							April 2021							May 2021							June 2021						
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		1	2	3				2	3	4	5	6	7	8	1	2	3	4	5			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	9	10	11	12	13	14	15	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	16	17	18	19	20	21	22	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	23	24	25	26	27	28	29	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	30	31						27	28	29	30				

1st Day of Student Instruction 0/1

Last Day of Student Instruction 0/1

Teacher Planning/ In-Service Days 0/10

Holidays 0

Not in session for 4 day week 0

Teacher Furlough Days 0

I acknowledge that the information entered is correct.

Save
Submit
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. You will notice a new day type in the calendar legend. Furlough day should only be used by Local School System programs that have mandated furlough days.

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.

I acknowledge that the information entered is correct.

Save Submit Cancel

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

Showing 1 to 2 of 2 entries Search in Results:

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input checked="" type="checkbox"/>	10045	Example Pre-K	Calendar 1
<input checked="" type="checkbox"/>	10046	Example Pre-K Site #2	Calendar 1

I acknowledge that the information entered is correct.

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 **Pre-K Specialist Approval** section. If you have additional calendars to submit, continue to the **Submitting Multiple Calendars** section.

Provider Calendar [Calendar list](#) [Print Calendar](#)

[Home](#) > [Pre-K](#) > [View/Edit Calendar](#) > Provider Calendar

Calendar Details -

Enter the details and click save

Year:	2019	Legal Name:	Example Pre-K, Inc.
Calendar Name: *	<input type="text" value="Calendar 1"/>	Calendar Status:	Submitted
Number of Days:	190		

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.

The screenshot shows the 'View/Edit Calendar' interface. At the top, there are buttons for 'Create', 'Print', and 'Delete'. Below the header, there is a search bar with the text 'Select a prior 'School Year' and click 'Search' to view the calendar for previous year.' The 'School Year' dropdown is set to '2019' and a 'Search' button is next to it. Below the search bar, it says 'Showing 1 to 2 of 2 entries' and 'Search in Results:'. The table below has the following data:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Submitted	10/26/2018 11:30:21 AM		
10046	Example Pre-K Site #2	Calendar 1	Submitted	10/26/2018 11:30:21 AM		

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.

The screenshot shows the 'View/Edit Calendar' interface after clicking the 'Create' button. The 'School Year' dropdown is still '2019'. It now says 'Showing 1 to 3 of 3 entries'. The table below has the following data:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
		Calendar 2	Draft			<input type="checkbox"/>
10045	Example Pre-K	Calendar 1	Submitted	10/26/2018 11:30:21 AM		
10046	Example Pre-K Site #2	Calendar 1	Submitted	10/26/2018 11:30:21 AM		

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 Print Calendar

Home > Pre-K > View/Edit Calendar > Provider Calendar

Calendar Details

Enter the details and click save

Year: 2019 Legal Name: Example Pre-K, Inc.
 Calendar Name: * Calendar Status: Draft
 Number of Days: 190

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.

General | Calendar | **Sites**

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

Sites associated with this Calendar

Showing 1 to 2 of 2 entries Search in Results:

<input type="checkbox"/>	Site ID	Site Name	Calendar
<input checked="" type="checkbox"/>	10046	Example Pre-K Site #2	Calendar 2
<input type="checkbox"/>	10045	Example Pre-K	Calendar 1

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.

View/Edit Calendar

Home > Pre-K > View/Edit Calendar

Create Print Delete

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

School Year: Search

Showing 1 to 2 of 2 entries Search in Results:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Submitted	10/26/2018 11:30:21 AM		
10046	Example Pre-K Site #2	Calendar 2	Submitted	10/26/2018 11:40:02 AM		

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.

Showing 1 to 2 of 2 entries Search in Results:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Approved	10/26/2018 11:30:21 AM		
10046	Example Pre-K Site #2	Calendar 2	Re-Opened	10/26/2018 11:40:02 AM		

In this example, Calendar 1 was Approved by the specialist, but Calendar 2 was reopened for changes. Click on the text “Calendar 2” 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 specialist’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.

General **Calendar** Sites

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

I acknowledge that the information entered is correct.

Save Submit Cancel

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

Showing 1 to 2 of 2 entries Search in Results:

Site ID	Site Name	Calendar	Status	Submitted On	Create	Delete
10045	Example Pre-K	Calendar 1	Approved	10/26/2018 11:30:21 AM		
10046	Example Pre-K Site #2	Calendar 2	Approved	10/26/2018 11:40:02 AM		

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

Printing Your Calendar

After your calendar has been approved, you may print it for distribution to parents. To get started, click the “Print Calendar” button at the top of the Provider Calendar screen.

Provider Calendar Calendar list Print Calendar

Home > Pre-K > View/Edit Calendar > Provider Calendar

Calendar Details

Enter the details and click save

Year:	2019	Legal Name:	Example Pre-K, Inc.
Calendar Name: *	<input type="text" value="Calendar 1"/>	Calendar Status:	Approved

Number of Days: 190

General | Calendar | Sites | Comments


Enter general information related to the Calendar and click save

Start Time for the Instructional Day: (hh:mm AM/PM) *	<input type="text" value="08:00 AM"/>	End Time for the Instructional Day: (hh:mm AM/PM) *	<input type="text" value="02:00 PM"/>
No. of Days in a Standard Week the Program will Run: *	<input type="text" value="5"/>	Additional Days the Program will Run:	<input type="text" value="0"/>
Source of Fund for Additional Days:	<input type="text"/>		
Describe in case of Local Funding or Other:	<input type="text"/>		

I acknowledge that the information entered is correct.

Make sure your pop-up blocker is disabled. PANDA will display your calendar in a printer-friendly format.

1 of 1 Find | Next



PROVIDER CALENDAR REPORT

Legal Name:	Example Pre-K, Inc.		
Calendar Name:	Calendar 1	Inst. Start Time:	08:00 AM
Status:	Approved	Inst. End Time:	02:00 PM
Inst. Days per Week:	5	Extra Inst. Days:	0

#	Sites for this Calendar
1	Example Pre-K

Legal Name:	Example Pre-K, Inc.
Calendar Name:	Calendar 1

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Jul 2018	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 2018				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
Jan 2019			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		
Feb 2019						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		

Right-click on the screen and select Print. Select a color printer for best results.