

### PARENT AWARE – SETTING UP CLASSROOMS

All licensed programs participating in Parent Aware are required to complete the Classrooms Tab in Develop. Classrooms are needed for each infant, toddler and preschool age group. Programs must also assign a Lead Teacher for each classroom. Family Child Care programs must create at least one classroom and assign a Lead Provider to that classroom.

### HOW TO SET UP A CLASSROOM

1. After logging into Develop and selecting your organization profile, click on the **Classrooms** tab.



2. Review the Classroom section to verify which classrooms are currently listed. Make sure the number of classrooms listed equals the number of classrooms created.

**Program Enrollment**

# 140874  
ABC Learning Center Inc  
DCYF License : 1095850  
Active

Program Info **Classrooms** Quality Employees RBPD Reports Document Vault

Click on edit to enter information for the classrooms.

Programs will want to make sure the number of classrooms listed in the Program Enrollment section equals the number of classrooms created below. Enrollment and age group information listed here will be used to help determine age groups needed for some Indicator evidence.

**Program Enrollment**

Licensed Capacity	40
Number of Classrooms / Groups	3
Number of Children Enrolled	40
Infants	5
Toddlers	9
Preschoolers	9
School Age	17

High Needs

5

9

9

17

Edit

3. To add a classroom, click on **Add**. To edit, click on the name of the Classrooms.

## Parent Aware - Setting up Classrooms

Classrooms

Click on the name to edit the classroom information

[Preschool Room](#)

Lead Teacher	Heitkampstest, Tiffany (40 Hours)
Teacher	None
Age Ranges	Preschoolers
Max Room Capacity	9
Hours Open Per Week	40

Parent Aware ESA

- When you add a classroom, you will need to enter a classroom name, start date, the hours the room is open, and the capacity. Click **Save** when finished.

Add Classroom

Classroom Name\*

Start Date \*

Hours Open Per Week \*

0

Capacity

Age Ranges \*

☐ Infants

☐ Toddlers

☐ Preschoolers

☐ School Age

What is the maximum enrollment of this room / group?

0

Save Cancel

## HOW TO ASSIGN A LEAD TEACHER

- Select the Classroom to edit. On the **Edit Classroom** screen, click on the plus (+) sign next to Lead Teacher or Teacher to add a current employee.

## Parent Aware - Setting up Classrooms

The screenshot shows the 'Edit Classroom' form. At the top, a green box contains a checkmark and the text 'Save Complete' and 'Your changes have been saved successfully.' Below this, the 'Classroom Name\*' field contains 'Toddlers'. To its right is a red 'Delete Classroom' button. Below the name field are two more fields: 'Start Date \*' with '01/01/1970' and 'Hours Open Per Week \*' with '30'. To the right of these is a blue box with the text 'Click to add a Lead Teacher.' Below the form fields is a section for 'Lead Teacher' with a checkbox 'Position is Vacant' and a blue '+' button. A red arrow points from the 'Click to add a Lead Teacher.' box to this '+' button. Below the 'Lead Teacher' section is a section for 'Teacher' with a checkbox 'Position is Vacant' and a blue '+' button. A blue box with the text 'Click to add a Teacher.' is positioned to the left of this '+' button, with a red arrow pointing from it to the button.

Edit Classroom

✓ Save Complete  
Your changes have been saved successfully.

Classroom Name\*  
Toddlers

Delete Classroom

Start Date \*  
01/01/1970

Hours Open Per Week \*  
30

Click to add a Lead Teacher.

Lead Teacher

☐ Position is Vacant

Teacher

☐ Position is Vacant

Click to add a Teacher.

2. Click on the Select button to add the individual to the classroom.

If the **Lead Teacher** has not reported employment to the organization, they will not be listed. If the **Lead Teacher** does not have the title of Teacher, Education Coordinator, Assistant Director or Director reported, they will not be able to be assigned as Lead Teacher.

## Parent Aware - Setting up Classrooms

### Select Lead Teacher for Toddlers

Cancel

Select the teacher/provider who works the most hours in this classroom/home. If there are two teachers who work the same amount of hours, select the teacher with the highest Career Lattice Level.

ID	Name	Title	Date	Career Lattice Step	Current Status	Status	
156950	Cozzitest, Lori	Teacher	5/1/2023 - Present			Self Reported	Select
61957	Golovkotest, Natalie	Teacher	7/18/2019 - Present	Step 9d	Expired- Expires 10/31/2022	Verified by Program	Select
95028	Guzman torrestest, Bianca	Teacher	7/20/2019 - Present	Step 4	Expired- Expires 8/31/2024	Verified by Program	Select
65818	Heitkampstest, Tiffany	Teacher	3/19/2019 - Present	Step 9d	In Process- Expires 8/31/2024	Verified by Program	Select
159036	Hermitatest, Ruth	Teacher	9/15/2022 - Present			Self Reported	Select
159053	Hildebrandttest, Jayden	Teacher	10/25/2022 - Present			Verified by Program	Select
118069	Hongtest, Rebecca	Director	6/25/2019 - Present	Step 11d	Current- Expires 11/30/2025	Verified by Program	Select
156921	Kinnearstest, Nicole	Teacher	2/9/2023 - Present			Verified by Program	Select
137223	Lovestrandtest, Jodi	Teacher	7/20/2019 - Present	Step 6	Expired- Expires 4/30/2025	Verified by Program	Select

3. **Enter** the date the employee started as the Lead Teacher for the classroom and the hours worked per week. Click **Next**.

### Add Lead Teacher to Toddlers

Cancel

Lovestrandtest, Jodi #137223

When did this teacher start as lead in this classroom

mm/dd/yyyy

If applicable, when did this teacher stop being lead in this classroom

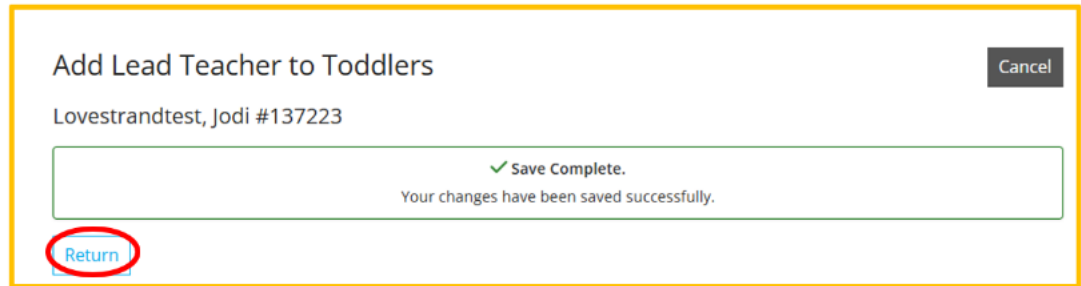
mm/dd/yyyy

Hours per Week

**Next**

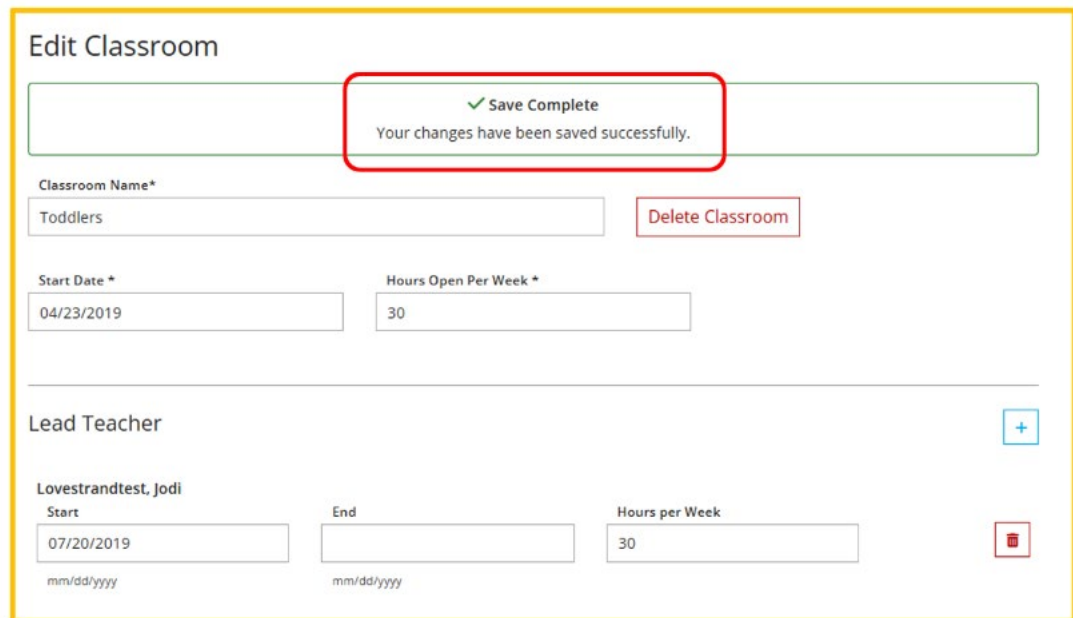
4. Click on **Return** to go back to the **Edit Classroom**.

## Parent Aware - Setting up Classrooms



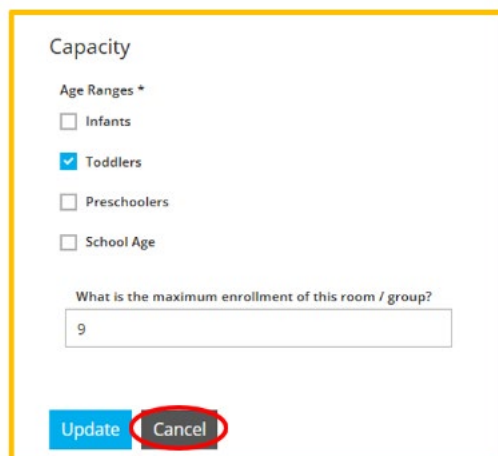
This screenshot shows a confirmation dialog titled "Add Lead Teacher to Toddlers". It displays the teacher's name "Lovestrandtest, Jodi #137223". A green message box states "✓ Save Complete. Your changes have been saved successfully." A "Return" button is circled in red at the bottom left, and a "Cancel" button is at the top right.

5. On the **Edit Classroom** page, it will confirm the save is complete.



This screenshot shows the "Edit Classroom" page. A red box highlights a green message box that says "✓ Save Complete. Your changes have been saved successfully." Below this, the form fields are visible: "Classroom Name\*" (Toddlers), "Start Date\*" (04/23/2019), "Hours Open Per Week\*" (30), and a "Delete Classroom" button. The "Lead Teacher" section shows "Lovestrandtest, Jodi" with "Start" (07/20/2019) and "Hours per Week" (30) fields. A "+" button is next to the teacher name, and a trash icon is at the bottom right.

6. To exit the **Edit Classroom**, scroll down and click **Cancel**. You will return to **Classroom Tab**.



This screenshot shows the "Capacity" settings page. Under "Age Ranges \*", the "Toddlers" checkbox is selected. Below, a text box asks "What is the maximum enrollment of this room / group?" with the value "9". At the bottom, the "Update" and "Cancel" buttons are shown, with the "Cancel" button circled in red.