HOW TO ACCESS AND FILL OUT THE NAD EARLY CHILDHOOD PROGRAM OPENING REPORT DATA

North American Division
Office of Education
Prepared by Evelyn Sullivan, Director of Early Childhood Education

EARLY CHILDHOOD EDUCATION

...where the Journey to Excellence Begins

EARLY CHILDHOOD PROGRAM DATA COLLECTION

Adventist Education

Every fall early childhood program directors are asked to submit data about their Seventh-day Adventist program. The information collected helps conferences, unions and the NAD report the total number of early childhood programs (ECPs); how many dedicated early childhood educators we have, and how many children we are providing early learning education to. The electronic data entry process should only take you 20 minutes to complete.

ECP OPENING REPORT DUE BY SEPTEMBER 15

Adventist Education

This opening report is for centers, learning development programs and preschools. Schools that have a Pre-Kindergarten classroom, (the year prior to Kindergarten) must report their numbers on the Pre-K - 12 opening report.

Note: Children in Pre-Kindergarten must be 4 years-old by the state cut-off date for Kindergarten.

i.e.

Age of School Attendance for Kindergarten

Pursuant to Maryland regulations, a child must be 5 years old on or before September 1 of the school year in which the child applies for entrance to be admitted to kindergarten.

ECP OPENING REPORT SECTIONS

Adventist Education

- Program Information
- Contact Information
- Teacher/Staff/Director Information
- Enrollment
- Special Needs
- SDA or Non-SDA Families

EARLY CHILDHOOD PROGRAM DATA COLLECTION

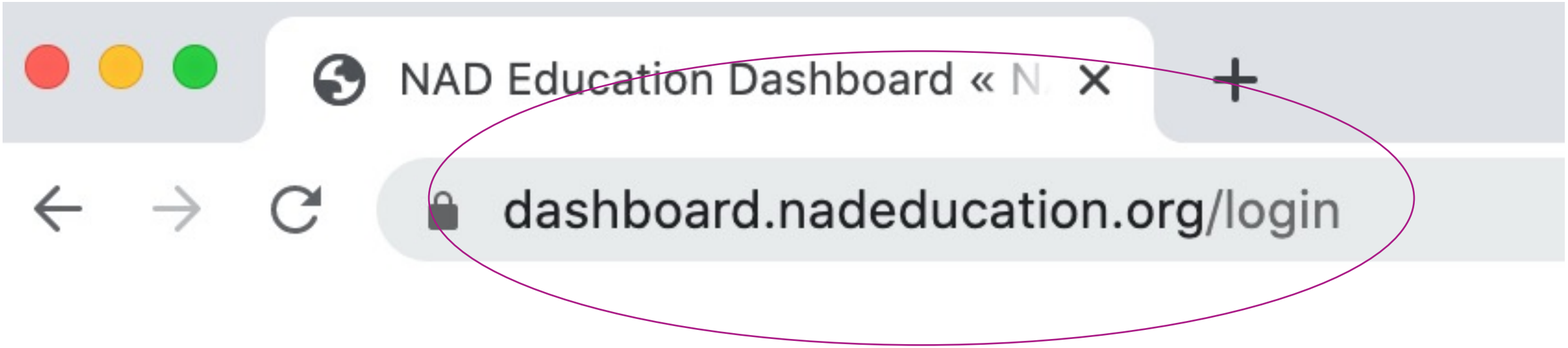
Adventist Education

The next 14 slides will guide you from beginning to end on how to access the electronic NAD Dashboard portal, as well as step-by-step instructions on how to complete the report. Prior to starting the data entry, you may want to organize yourself by having on hand the the following information listed on next slide.

GATHER THE FOLLOWING ITEMS

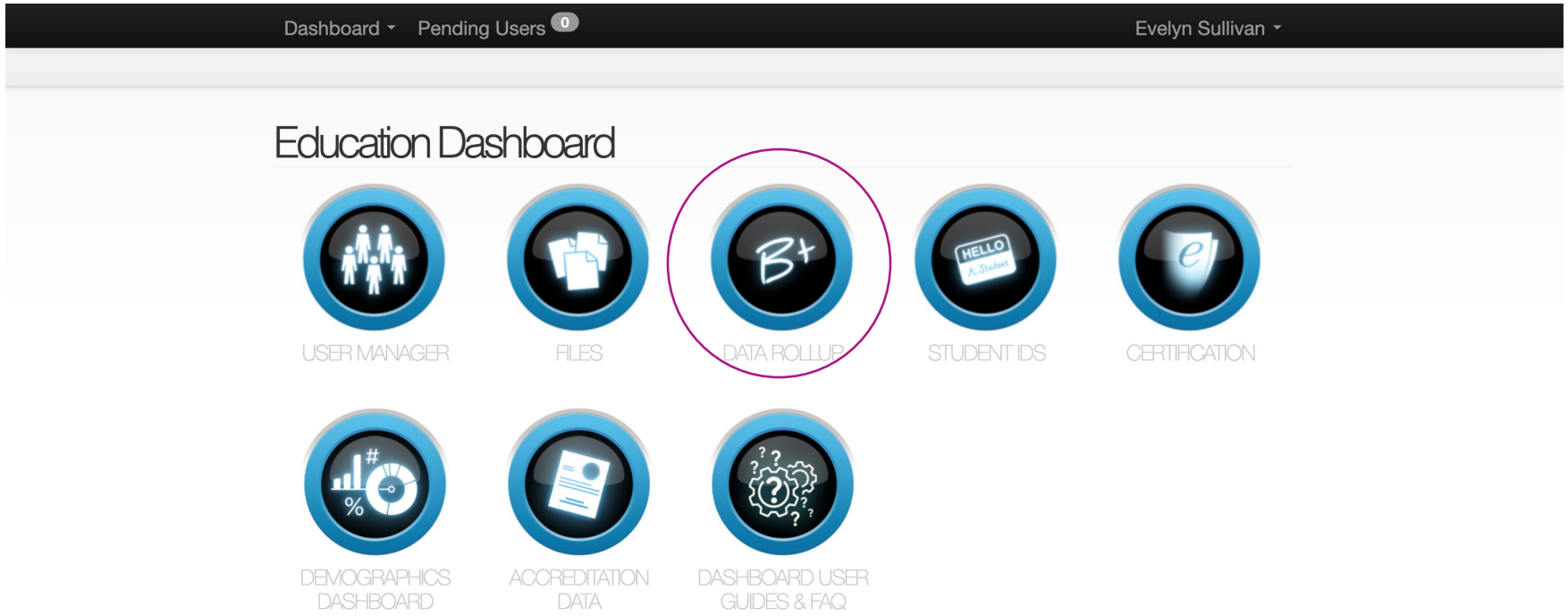
Adventist Education

- Chairperson's contact information
- Principal's contact information if your ECP is governed by a school
- Pastor's contact information if your ECP is governed by the church
- Your teachers' highest degree
- Enrollment figures, including Before and After school programs
- Number of children with special needs
- Number of SDA Families vs. Non-SDA Families
- E-mail address and password needed to log in to the NAD Education Dashboard (if you need assistance with this step contact your local conference office of education)



GO TO YOUR BROWSER AND TYPE IN THE ABOVE ADDRESS

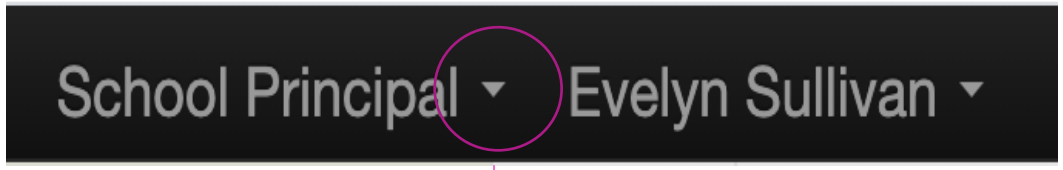
TYPE IN YOUR E-MAIL ADDRESS AND PASSWORD & CLICK "LOG IN"



ONCE YOU ARE ON THE LANDING PAGE, CLICK "DATA ROLLUP"

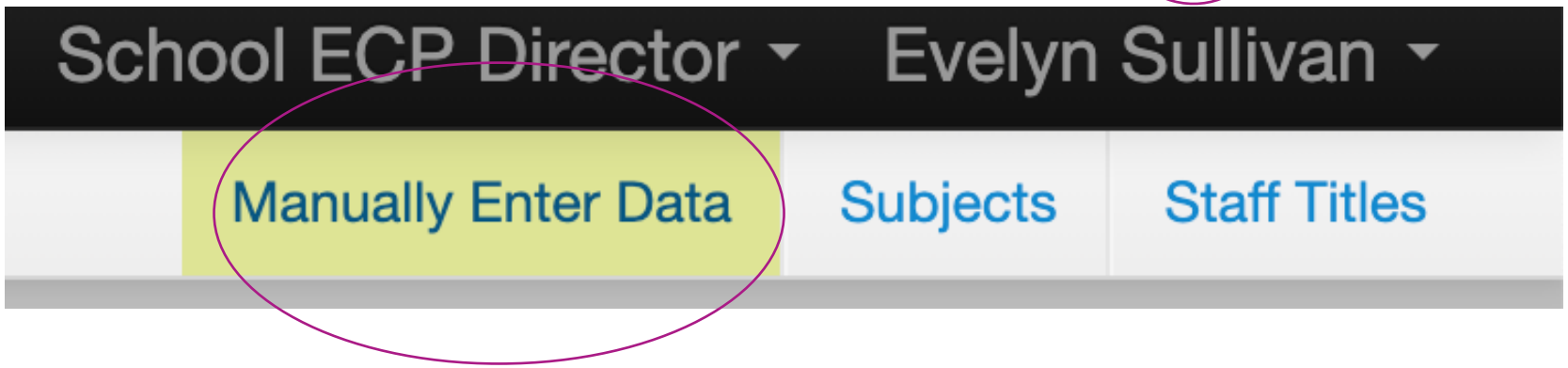
If you have a dual role example:
School Principal & School ECP Director

Make sure you switch to
School ECP Director

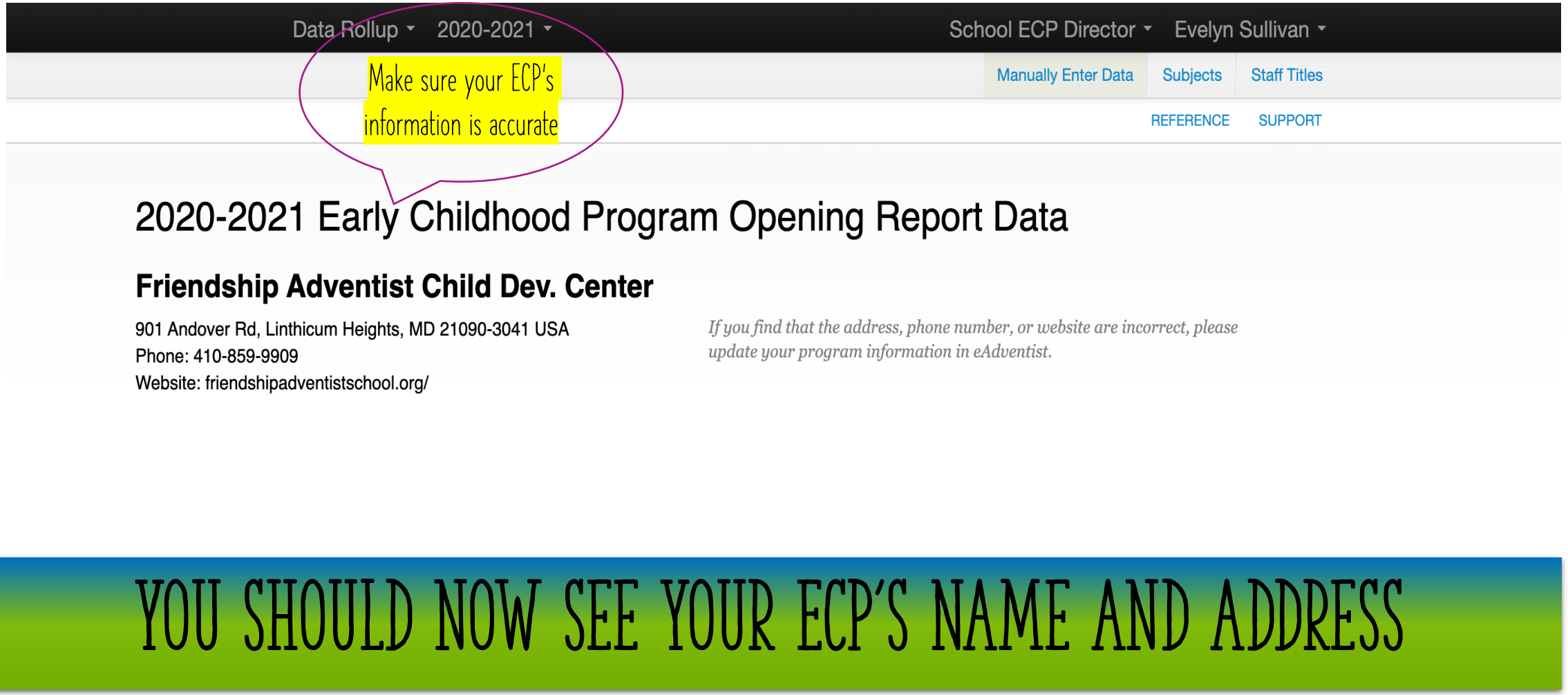


ON THE TOP RIGHT-HAND CORNER CLICK THE DROP-DOWN ARROW TO CHANGE ROLE

You should see the ECP director's name



ON THE TOP RIGHT-HAND CORNER CLICK MANUALLY ENTER DATA



YOU SHOULD NOW SEE YOUR ECP'S NAME AND ADDRESS

Program Information

Type of program

- (●) Early Childhood Center (6 weeks through 5 years old)
- ( ) Preschool (3-5 year olds)

Is your ECP (●) on a school campus ( ) on church property

Program Licenced by State? (●) Yes ( ) No

Program receives [ ] Church subsidy [x] Government subsidy [ ] Other

Is your ECP incorporated? ( ) Yes (●) No

Accredited by AAA/NCPSA ( ) Yes (●) No ( ) In Process

Accredited by another association? (●) Yes ( ) No ( ) In Process NAEYC

COMPLETE THIS SECTION BY CLICKING ON ALL APPLICABLE AREAS

Choose this option if your ECP is incorporated

Contact Information

Who governs your ECP? ◉ Church ○ School ○ Board of Directors/Corporation

Pastor

Paul	Jones	555-555-5555	pastorjones@gmail.com

ECP Chairperson

John	Smith	555-555-5555	johnsmith@gmail.com

Director

Doris	Brown
555-555-5555	directorbrown@gmail.com

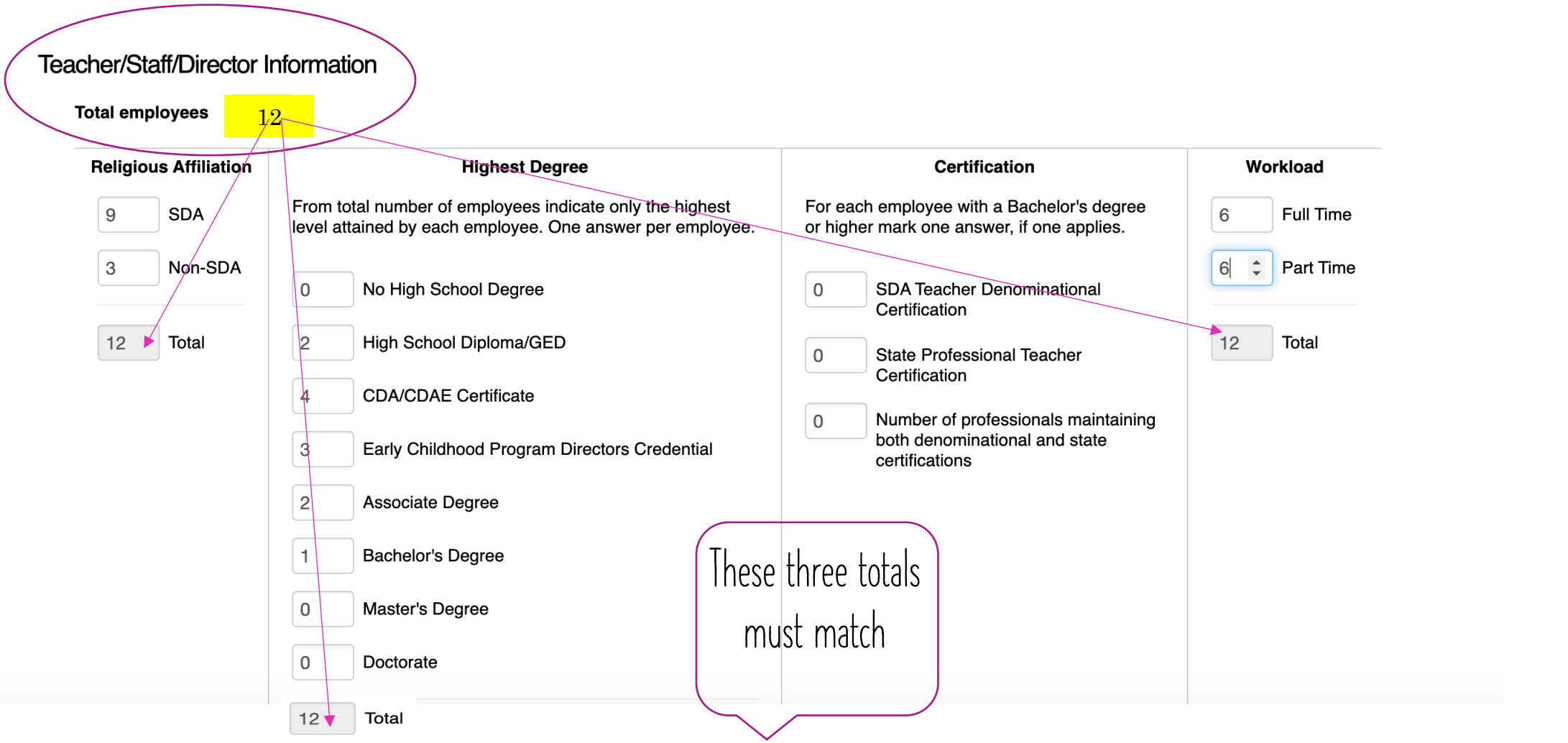
Director's Highest Degree

Associate Degree

Director is Seventh-day Adventist?

◉ Yes ○ No

OPTION CHOSEN MAY ASK YOU TO ENTER DIFFERENT INFORMATION



RELIGIOUS AFFILIATION, HIGHEST DEGREE AND WORKLOAD

Total employees 12 Please make sure all totals match

Religious Affiliation	Highest Degree	Certification	Workload
	From total number of employees indicate only the highest level attained by each employee. One answer per employee.	For each employee with a Bachelor's degree or higher mark one answer, if one applies.	
9 SDA	0 No High School Degree	0 SDA Teacher Denominational Certification	6 Full Time
3 Non-SDA	2 High School Diploma/GED	0 State Professional Teacher Certification	6 Part Time
12 Total	4 CDA/CDAE Certificate	0 Number of professionals maintaining both denominational and state certifications	12 Total
	3 Early Childhood Program Directors Credential		
	2 Associate Degree		
	0 Bachelor's Degree		
	0 Master's Degree		
	0 Doctorate		
	11 Total		

EXAMPLE OF INFORMATION ERROR, IF TOTALS DON'T MATCH

Enrollment

Infants to 5 year-olds		Before and After Care		Grand Total	
10	Infant - 12 months	10	Total school age students in before care	88	Grand total of all infant - 5 year-old children and school-age students in before/after care
8	1 year-old	15	Total school age students in after care		
10	2 year-old				
11	3 year-old	25	Total		
20	4 year-old				
4	5 year-old				
63	Total				

GRAND TOTAL EQUALS FIRST TWO COLUMNS

Special Needs

Does this program service children with special needs? (•) Yes ( ) No

1 Number of children with diagnosed special needs

Please indicate in what areas:

Speech Impediment - Tongue-tie: A condition that restricts the tongues range of motion. Child is receiving speech therapy three times a week.

IF YOU ANSWER "NO" IT WILL NOT PROMPT YOU TO ENTER DATA

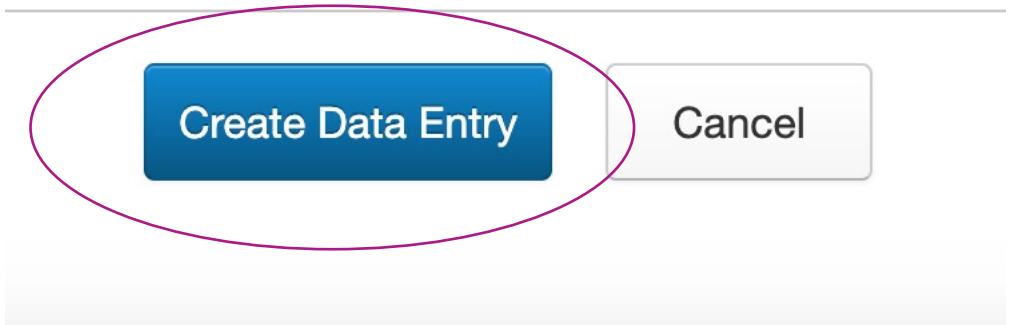
SDA or Non-SDA Families

Religious Affiliation of the Parent(s), one answer per family.

SDA Families	Non-SDA Families
20	47

Defined as a parent or guardian with whom the child lives

IF MULTIPLE CHILDREN ARE FROM THE SAME FAMILY, COUNT ONCE



FINAL STEP - CLICK "CREATE DATA ENTRY" ON THE BOTTOM RIGHT CORNER

Thank you for taking the time to complete the NAD ECP Opening Report. You have completed the process. If you need to update numbers, you can go back and change any figures. Should you have any questions, please contact your local conference office of education or union associate early childhood education director.

CONGRATULATIONS!