

# How to Add Information to Your Program Profile

V2 June 7, 2016

Information entered in this section will appear on your Program Profile in the Exceed Early Learning Program Search on [exceed.ri.gov](http://exceed.ri.gov). It will also be used across applications within the program-quality continuum. For each screen, please click the **Save** button to save the information you have entered.

## 1. About this Program

Most of the information on this screen is pulled from your regulatory authority. Please complete the following fields:

- Your program's web address (URL)
- A short description about your program
- If your program is affiliated with a religious institution
- If your program is based in a center or within a public school.

### About this Program

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.

**Note:** Name of program has character limits.

Licensed Center Name

Administrator Name

Program Type

Federal ID Number

Phone

Fax

Email

Web Address

About This Program

Affiliated with a religious institution.

Do you provide services in a: 

Center Based Setting  School Based Setting

**Tip:** If you are a child care program and provide services within a school, check school to appear in the search.

## 2. Contacts

Information that is in the Administrator fields is pulled from your foundational regulatory agency (DCYF or RIDE) so that is greyed-out and cannot be edited. If you need to make changes to the data in this section, you'll need to have the update approved by your regulatory agency. Please see the helpdesk tip sheets for information. Please enter contact information for an Enrollment

Contact for your program. The Enrollment Contact information will be reflected in your public profile page through the family search.

## Contacts

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.

### Administrator

First	Last
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>

### Enrollment Contact

First Name	Last Name
<input type="text"/>	<input type="text"/>
Phone	Email
<input type="text"/>	<input type="text"/>

**Tip:** Data entry errors happen! Notify your regulatory authority if something is incorrect.

### 3. Addresses

There are two addresses to be maintained in this section, and you can toggle between the two using the two tabs, **Physical Address** and **Mailing Address**.

The first, **Physical Address**, is not editable. This information is provided by your regulatory agency. To make changes to this information, please contact your regulatory authority (DCYF or RIDE).

The second, **Mailing Address**, is editable. Please provide mailing address details if different from your program's physical address.

## Addresses

The physical address information displayed below has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE) and cannot be edited. If it is incorrect, please use the Help menu at the upper right to start a help desk ticket to request a change to your information. Mailing Address is editable and you may edit your mailing address by clicking the tab below.

### Addresses

Physical Address | Mailing Address

Address Line 1  
345 BLACKSTONE BLVD

Address Line 2

Address Line 3

City	State	Zip
Providence	Rhode Island	02906

## 4. Hours of Operation

### Hours of Operation

This page will allow you to modify your hours of operation.

Schedule

	Day	Open	Close
Delete	Monday	8:00am	5:00pm

Delete All + Add

View Profile

Please enter your program's daily hours of operation. Click the **+ Add** button to select the days and hours for your program, then click the **Save** button. If you make a mistake, use the **Delete** button next to the inaccurate record. Then use the **+ Add** button to enter the correct information.

Edit Hours of Operation

Start (eg 8:00 AM) Close (eg 5:00 PM)

Start Time Close Time

Monday  Tuesday  Wednesday  Thursday  Friday

Saturday  Sunday

Close Save

**Note:** You can add more than one time schedule- for example, Mondays 7:00-9:00 a.m. and 3:00 - 6:00 p.m.

If you have different hours over the summer, please attach a note with the schedule in the document management tab under Program: "Program Calendar".

## 5. Dates Closed

### Dates Closed

Please enter a date or range of dates for holidays or other times that your program is closed.

Closure Dates

	From Date	To Date
Delete	05/30/2016	-

View Profile

**Tip:** You do not need to enter weekends if you are a M-F program!

Please enter the dates on which your program is closed each year. Click the **+ Add** button to enter the date for your program, then click the **Save** button. If it is a single date, enter the date in the 'From Date' field. If your program is closed over multiple consecutive days, enter the range using

the 'From Date' and 'To Date' field. If you make a mistake, use the **Delete** button next to the inaccurate record. Then use the **+ Add** button to enter the correct information.

## 6. Languages

Please mark the languages spoken in your program by staff by checking the appropriate boxes.

### Languages

Languages

- English
- Spanish
- Arabic
- Armenian
- Chinese
- Creole
- French
- German
- Greek
- Hindi
- Italian
- Japanese
- Korean
- Lao
- Miao, Hmong
- Mon-Khmer, Cambodian
- Other
- Persian
- Polish
- Portuguese
- Russian
- Swahili
- Tagalog
- Thai
- Tribal
- Urdu
- Vietnamese
- Yiddish

## 7. Meals

Please select the meals that your program provides to its students.

### Meals

Meals Served

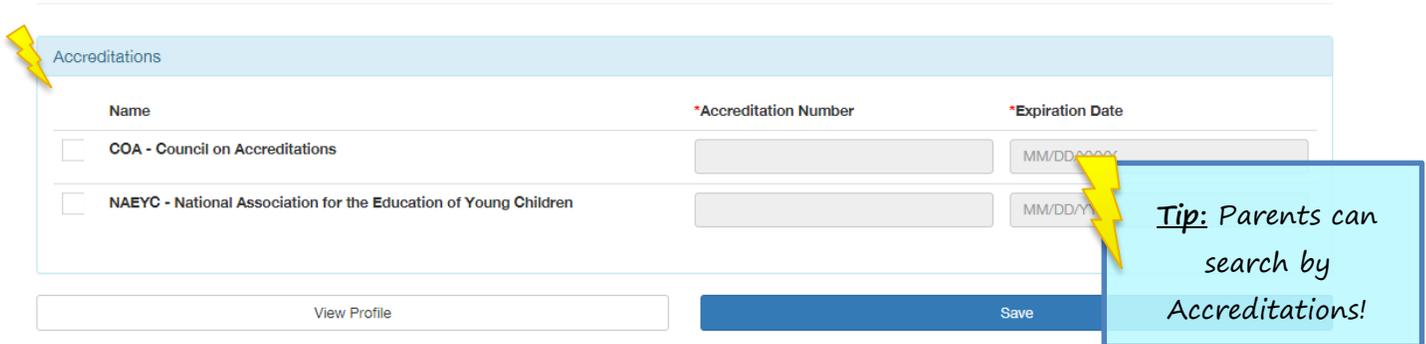
- Breakfast
- Morning Snack
- Lunch
- Afternoon Snack
- Dinner
- Evening Snack

**Tip:** If your program requires families to bring in their own meals, leave this section blank.

## 8. Accreditations

If your program has received accreditation by either the Council on Accreditation (COA), or the National Association for the Education of Young Children (NAEYC), or the National Association for Family Child Care (NAFCC), please check the accreditation and provide your program's accreditation number and expiration date of accreditation. You will upload your accreditation certificate in the document management section.

### Accreditations



The screenshot shows a form titled "Accreditations" with a yellow lightning bolt icon in the top left corner. The form has three columns: "Name", "\*Accreditation Number", and "\*Expiration Date". There are two rows of input fields. The first row is for "COA - Council on Accreditations" and the second is for "NAEYC - National Association for the Education of Young Children". Below the form are "View Profile" and "Save" buttons. A blue callout box with a lightning bolt icon contains the text: "Tip: Parents can search by Accreditations!".

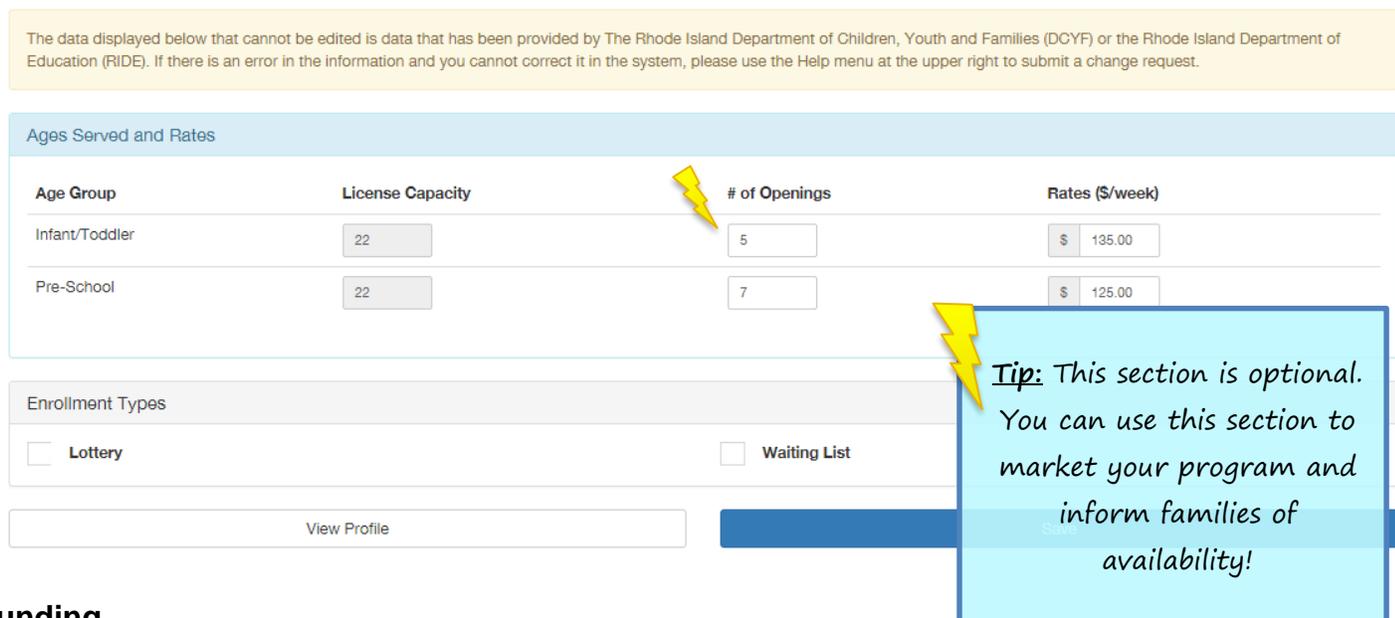
Name	*Accreditation Number	*Expiration Date
<input type="checkbox"/> COA - Council on Accreditations	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>
<input type="checkbox"/> NAEYC - National Association for the Education of Young Children	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>

**Tip:** Parents can search by Accreditations!

## 9. Age Groups and Rates

The Age Groups and License Capacity data on this page is not editable, as it provided by your regulatory authority. For each age group, please provide the number of openings your program has, and the weekly tuition. Please also note if your program operates a lottery for enrollment, or currently maintains a waiting list.

### Age Groups & Rates



The screenshot shows a form titled "Age Groups & Rates" with a yellow lightning bolt icon in the top left corner. A yellow banner at the top states: "The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If there is an error in the information and you cannot correct it in the system, please use the Help menu at the upper right to submit a change request." Below this is a table with columns: "Age Group", "License Capacity", "# of Openings", and "Rates (\$/week)". There are two rows: "Infant/Toddler" and "Pre-School". Below the table is an "Enrollment Types" section with checkboxes for "Lottery" and "Waiting List". At the bottom are "View Profile" and "Save" buttons. A blue callout box with a lightning bolt icon contains the text: "Tip: This section is optional. You can use this section to market your program and inform families of availability!".

The data displayed below that cannot be edited is data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If there is an error in the information and you cannot correct it in the system, please use the Help menu at the upper right to submit a change request.

Age Group	License Capacity	# of Openings	Rates (\$/week)
Infant/Toddler	<input type="text" value="22"/>	<input type="text" value="5"/>	<input type="text" value="\$ 135.00"/>
Pre-School	<input type="text" value="22"/>	<input type="text" value="7"/>	<input type="text" value="\$ 125.00"/>

Lottery  Waiting List

**Tip:** This section is optional. You can use this section to market your program and inform families of availability!

## 10. Funding

Please check off the funding sources for your program. Several checkboxes may not be editable, as they are maintained by your regulatory authority. If you see an issue here, please contact your regulatory authority.

Eastside Early Learning Center (C)

## Funding

Welcome

Program Profile

About this Program

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Hours of Operation

Dates Closed

Languages

Meals

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Age Groups & Rates

Funding

Staff

Classrooms & Spaces

The funding sources displayed below marked "read-only" represents data that has been provided by The Rhode Island Department of Children, Youth and Families (DCYF) or the Rhode Island Department of Education (RIDE). If it is incorrect, please use the Help menu at the upper right to submit a change request.

### Sources

- CCAP (read only)
- CACFP
- Financial Aid
- Grants
- Head Start/Early Head Start
- IDEA
- Medicaid
- State Pre-K (read only)
- Tuition

View Profile

Save