This guide outlines the steps to add classroom information in the **Organization Profile**. The three tabs; **Status, Program Info, and Classroom** on the Organization Profile are where classroom information can be verified and edited.

The Organization Profile must accurately reflect all classrooms to move through the rating process. If the classroom information is incorrect, it must be corrected for the rating application to be accepted.
1. Review the **Status** tab which includes program information that must be confirmed if the program is a Great Start Readiness Program, Head Start, Early Head Start, or is a Tribal organization.

The GSRP district number will be verified by MiRegistry. The **Head Start/Early Head Start Grantee** must be selected in the dropdown. This will assist in designating the program as Alternate Path for Great Start to Quality.
2. Review the **Program Info** tab which is where you can identify if your program is NAEYC Accredited.

Programs who are NAEYC Accredited must specify their ID Number and upload their program accreditation certificate. The ID Number and accreditation documentation will be verified by MiRegistry and assist in designating the program as Alternate Path for Great Start to Quality.
3. Review and edit the **Classroom** tab which contains information regarding enrollment and classrooms of the program.

This information must be filled out to reflect all specific classroom offerings. Because this information changes often, update this information immediately before submitting the rating application.

Please note, once you submit your application, **you must not edit or delete your classrooms**. Doing so will impact your rating case which may affect your published rating and subsidy reimbursement.
4. All individual Early Head Start, Head Start, Great Start Readiness Program (GSRP), or blended classrooms (e.g. GSRP and Head Start together) must be designated in the classrooms tab.

If the classroom is a Family Child Care program, Out-of-School Time classroom or a classroom type not mentioned above, then select **Classroom**.

All program types must have at least one classroom.
5. Great Start Readiness Program (GSRP), GSRP blended classrooms (ex. GSRP and Head Start together), Head Start, Early Head Start, or NAEYC classrooms must be named with the naming convention of license number–last name (e.g. DC111222333-Smith).

Out-of-School Time only programs must add at least one classroom named Great Start to Quality-OST. This classroom **must not be deleted** as the on-site assessment results will be linked to it.

All other classroom types can be added with any name.
6. All licensed classrooms serving children must be added.

**Example**: A program has three physical classrooms; one infant, one toddler, and one preschool.

**Action**: Add three classrooms

- One Infant
- One Toddler
- One Preschool

Designate each individual classroom as Infant/Toddler/Preschool/School-age in the Age Ranges section. If the classroom serves a combination of ages, select the majority of the children’s age range in the **Majority Age Range** dropdown.

**Guidance**:

- Designate the classroom as Infant if the majority of the children are under the age of one.
- Designate the classroom as Toddlers if the majority of the children are 1 year to 36 months of age.
- Designate the classroom as Preschool if majority of the children are age 36 months to Kindergarten.
- Designate the classroom as School-age if the majority of the children are 4 years 9 months or older.
7. Separate classrooms for different age range of children cared for:
   - On different days
   - At different times
   - In different physical classrooms

Example: A program has one physical classroom with the same teaching team throughout the week and cares for four-year-olds on Monday, Wednesday, and Friday and three-year-olds on Tuesday and Thursday.

Action: Add two classrooms
   - One four-year-old Monday, Wednesday, Friday
   - One three-year-old Tuesday and Thursday
Example: A program has one physical classroom that has an AM Head Start session and a PM tuition/private session. The same teaching team teaches both sessions.

Action: Add two classrooms
- One AM Head Start
- One PM tuition/private
8. Separate classrooms for different teaching teams caring for children:
   - On different days
   - At different times
   - In different physical classrooms

Example: A program has one physical classroom that has an AM and session. They serve the same age group (three-to-five-year-olds together in one class) of children throughout the week; however, the teaching team is different in the morning and afternoon.

Action: Add two classrooms:
   - One AM
   - One PM
Example: A program has one Early Head Start, one Head Start, and one GSRP/Head Start blended class.

Action: Add three classrooms
- One Early Head Start
- One Head Start
- One GSRP/Head Start Blend
9. Once your classrooms have been added to your Organization Profile, based on these guidelines, you are ready to **Submit** your rating application. Once you submit your application, you **must not edit or delete your classrooms**. Doing so will impact your rating case which may affect your published rating and subsidy reimbursement.

If you have further questions about adding classrooms accurately to your Organization Profile, please contact your local Great Start to Quality Resource Center at 1-877-614-7328.