



Maintaining PE, PK, and K Homeroom Information in SIM

Situation: Specific PE, PK, and K homeroom information IS required by both CPS and grant guidelines. In order to ensure the collection of accurate and timely data, the following procedures must be implemented at each school providing preschool and or kindergarten programs.

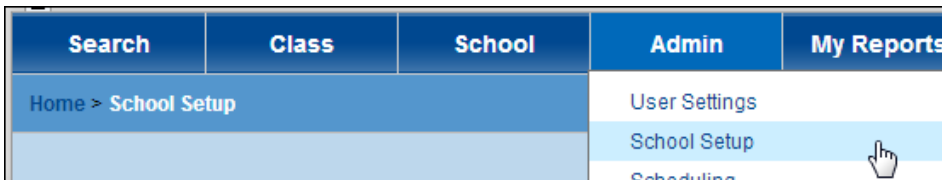
Description: This data is collected on the *Homerooms* page in SIM for all PE, PK, and K homerooms.

Response: Elementary School schedulers should work with the Office of Early Childhood Education to ensure this information is maintained accurately in SIM. If you have questions specific to your preschool program, contact the Office of Early Childhood Education at 553-2010.

For technical questions about SIM, contact the IT Service Desk at 553-3925, option 2.

Work Steps:

1. On the *Home Page*, on the horizontal *Menu bar*, under *Admin*, click *School Setup*.



2. On the *School Setup* page, under *School*, click *Homerooms*.
3. On the *Homerooms* page, under the *HR* column, click the PE, PK, or K homeroom to be updated.

HR	Teacher	Grade	Room	Attendance	Meeting Pattern	Total/Capacity
<input type="checkbox"/> A301	...	K	301	Full Day		36/28
<input type="checkbox"/> A302	...	K	302	Full Day		35/28
<input type="checkbox"/> A303AM	...	PE, PK	303	AM Only		16/17
<input type="checkbox"/> A303PM	...	PE, PK	303	PM Only		15/17

Note: ECE data must be maintained on any homeroom that is setup to accept PE, PK, or K students.



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4. On the *Edit Homeroom* page, complete the following fields, as explained in the table below.

Note: It is critical that the *Homeroom name* follows the naming convention detailed in the table below.

Also, the *Homeroom name* should include the actual room number where the program is located.

Field Name	Description
* <i>Homeroom name</i>	<p>The <u>Homeroom name</u> should reflect the <u>actual room number</u> where the program is located.</p> <p>It is critical that the following homeroom naming convention is used:</p> <ul style="list-style-type: none"> • Create a homeroom for each half day preschool program (i.e., an AM session and a PM session): <ul style="list-style-type: none"> ○ <i>Homeroom name</i> for the 1st session must include AM (A303AM) ○ <i>Homeroom name</i> for the 2nd session must include PM (A303PM). • If your school offers a “Third Shift” preschool program, the <i>Homeroom name</i> must include TS (A304TS) • If your school offers a “Full Day” preschool program, the <i>Homeroom name</i> must include FD (A304FD).
<i>Capacity</i>	<p>The appropriate capacity is based on the program(s) offered at your school, as follows.</p> <ul style="list-style-type: none"> • Head Start Half Day Programs – 17 per session • Child Parent Center Half Day Programs – 17 per session • All Other Half Day Preschool Programs – 20 per session • All Full Day Preschool Programs – 20 per session • All Kindergarten Programs – 28 per session



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5. Scroll down to the *Additional Information* section, select the required information, and click *OK* when completed. See the table below for guidance.

PE, PK, and K Additional Information ^

ECE Program Format: ▼

ECE Blended Room: ▼

Kindergarten Format: ▼

Field Name	Drop-down Options	Description
<i>ECE Program Format</i>	Community/Agency Based Full School Day – School Based Full Work Day – School Based (TB only) AM – School Based PM – School Based Third Shift – School Based	PE and PK programs are offered in both school-based and community- based locations. The <i>Full School Day</i> program follows the school’s schedule. The <i>Full Work Day</i> provides service before and after the regular school day. The <i>Half Day</i> program is a part day program in <i>AM</i> and <i>PM</i> sessions, with the <i>Third Shift</i> operating as a third session in select schools. Multiple models may operate at the same school.
<i>ECE Blended Room</i>	No Yes	Some PE and PK classrooms provide services to both typically developing children and children with special needs within the same classroom. The “Blended” classroom is staffed with both Early Childhood and Special Education teachers. Indicate if your school offers a blended classroom.
<i>Kindergarten</i>	Full School Day	Effective for the 2013-14SY, all Kindergarten programs are now full day.