



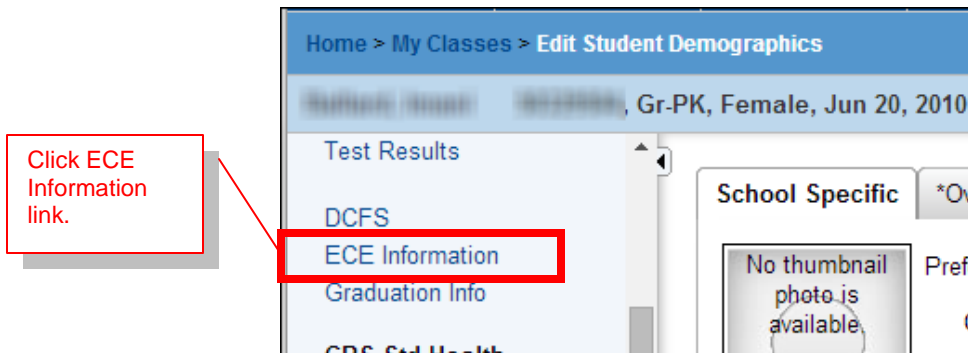
Entering Data into the ECE Information Page in SIM

Specific family and volunteer information for Early Childhood programs are required by grant guidelines. This data is collected in SIM on the *Early Childhood Education Information* page for each applicable student.

Teachers are responsible for maintaining ECE data for each PE and PK students assigned to their class for the current school year. This includes entering data for children who were previously assigned but are no longer attending. It is important that **ALL** children served be included in the report.

The following steps detail how to enter ECE data for PE and PK students:

1. Open the student's record, and on the *Control Bar*, click the *ECE Information* link.



2. Under the *Placement History* section:

Do **not** make changes to the ECE Program information.

If you are Head Start funded, enter the ASQ-SE and ESI-R total points in COPA.

If you are **not** Head Start funded, enter ASQ-SE and ESI-R total points here in IMPACT SIM.





3. Do **not** complete the *Educational Assessment* section.

4. Under the *Family Information* section:

Enter the child's family situation, as detailed in the table below.

| Field | Description |
|-----------------------------------|--|
| <i>Family Structure/Type</i> | Should reflect the family type. More specifically, this is with whom the child lives (i.e., the primary care-giver in the home). If the child is a Student in a Temporary Living Situation (STLS), use the <i>STLS</i> page to reflect this. However, still use the <i>Family Structure/Type</i> field to select the primary care-giver of the child. |
| <i>Mother's Highest Education</i> | Is the maximum level of education completed by the Mother of the child, regardless of whether the child lives with her. The value of "N/A" should only be used in special circumstances, such as the mother is no longer living or the mother's whereabouts and information are unknown. |
| <i>After Program Care</i> | Is used to indicate where the child goes at the end of each day after he/she leaves the program. More than one choice may be selected, but at least one answer must be chosen. The choice of "N/A" should be selected only if no information is known about the child's after program care. |



5. Under the *Parent Participation Levels* section:

This section contains activities offered to parents throughout the school year in which they could participate.

* Enter the participation of the primary parent, guardian, or custodian with whom the child lives.

Parent Participation Levels

This is the participation of the primary parent, guardian, or custodian with whom the child lives.

Classroom Activities: Two or More

Field Trips: Two or More

Parent Ed Classes: One

Enrichment Activities: Two or More

Parent-Teacher Conference: Two or More

Social/Informational Meet: One

Parent Support/Advocacy: Two or More

Book and Toy Lending Libr: One

Other: N/A

*Required

Apply OK Cancel

Click OK after all data has been entered and validated.

* Note the following for the *Parent Participating Levels* section:

- For each field, select from the drop-down menu how often the parent participates in that activity.
- The value of "N/A" should not be used unless that activity was not offered or not made available.
- If a parent did not participate in an offered activity, the value of "None" should be selected.
- If all fields are set to "None," this indicates that a parent was not involved with any of the child's program activities and never participated in the offered programs.

6. Do **not** complete the *Social Service Information* section. This section is completed by Child Parent Center only.

Social Service Information

Household annual income: 35000

Household size: 4

USDA income guidelines: Sets Federal Guidelines for free meals

Lacks legitimate residence