



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

North American Division
Office of Education

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EARLY CHILDHOOD EDUCATION

...where the Journey to Excellence Begins

EARLY CHILDHOOD PROGRAM DATA COLLECTION

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 30

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

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

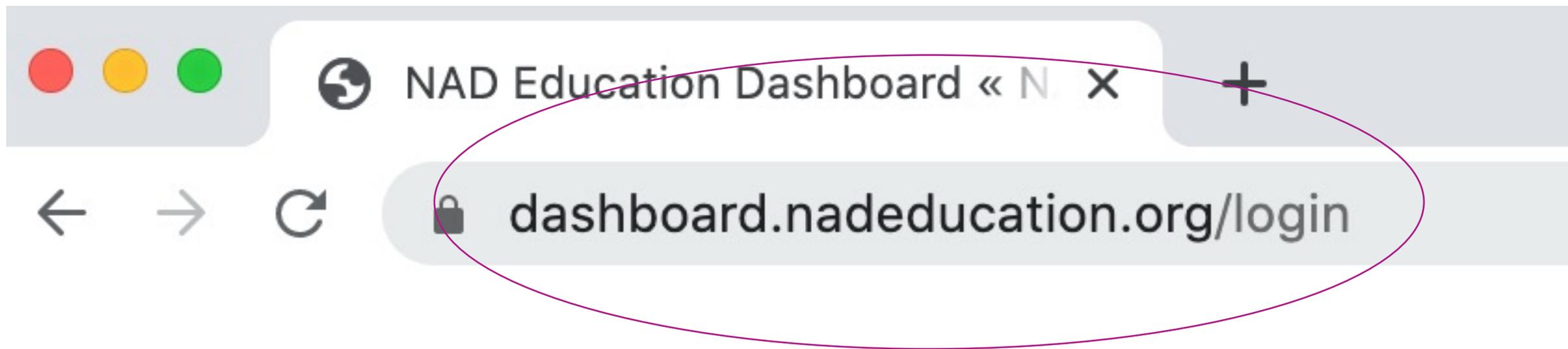
EARLY CHILDHOOD PROGRAM DATA COLLECTION



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

- 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

Log In

Adventist Education
TOOLKIT



E-mail address

Password

[Forgot Password](#)

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

Education Dashboard



USER MANAGER



FILES



DATA ROLLUP



STUDENT IDS



CERTIFICATION



DEMOGRAPHICS
DASHBOARD



ACCREDITATION
DATA



DASHBOARD USER
GUIDES & FAQ

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

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

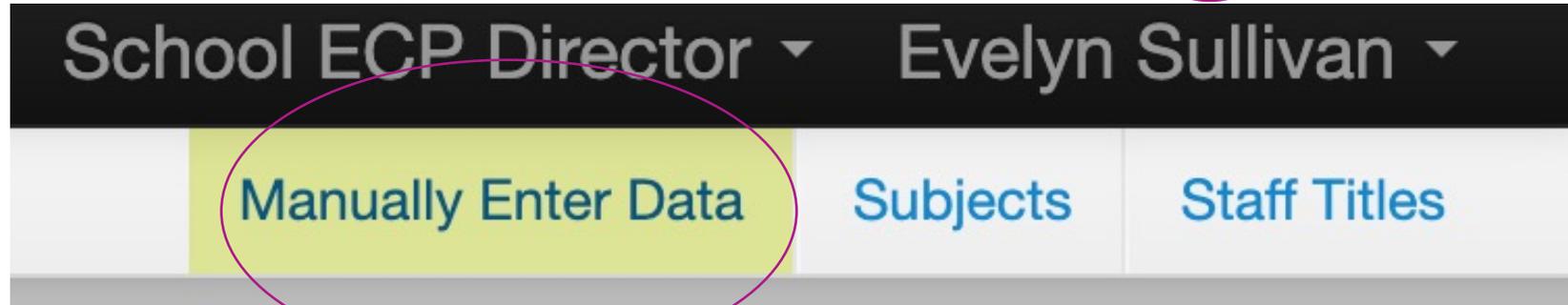
Make sure you switch to
School ECP Director

School Principal ▾ Evelyn Sullivan ▾

School ECP Director ▾ Evelyn Sullivan ▾

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

Make sure your ECP's
information is accurate

[Manually Enter Data](#)

[Subjects](#)

[Staff Titles](#)

[REFERENCE](#)

[SUPPORT](#)

2020-2021 Early Childhood Program Opening Report Data

Friendship Adventist Child Dev. Center

901 Andover Rd, Linthicum Heights, MD 21090-3041 USA

Phone: 410-859-9909

Website: friendshipadventistschool.org/

If you find that the address, phone number, or website are incorrect, please update your program information in eAdventist.

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 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

Contact Information

Choose this option if your
ECP is incorporated

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

Teacher/Staff/Director Information

Total employees

12

Religious Affiliation

SDA

Non-SDA

Total

Highest Degree

From total number of employees indicate only the highest level attained by each employee. One answer per employee.

No High School Degree

High School Diploma/GED

CDA/CDAE Certificate

Early Childhood Program Directors Credential

Associate Degree

Bachelor's Degree

Master's Degree

Doctorate

Total

Certification

For each employee with a Bachelor's degree or higher mark one answer, if one applies.

SDA Teacher Denominational Certification

State Professional Teacher Certification

Number of professionals maintaining both denominational and state certifications

Workload

Full Time

Part Time

Total

These three totals must match

RELIGIOUS AFFILIATION, HIGHEST DEGREE AND WORKLOAD

Total employees

Please make sure all totals match

Religious Affiliation

SDA
 Non-SDA
 Total

Highest Degree

From total number of employees indicate only the highest level attained by each employee. One answer per employee.

No High School Degree
 High School Diploma/GED
 CDA/CDAE Certificate
 Early Childhood Program Directors Credential
 Associate Degree
 Bachelor's Degree
 Master's Degree
 Doctorate

Total

Certification

For each employee with a Bachelor's degree or higher mark one answer, if one applies.

SDA Teacher Denominational Certification
 State Professional Teacher Certification
 Number of professionals maintaining both denominational and state certifications

Workload

Full Time
 Part Time
 Total

EXAMPLE OF INFORMATION ERROR, IF TOTALS DON'T MATCH

Enrollment

Infants to 5 year-olds

10 Infant - 12 months

8 1 year-old

10 2 year-old

11 3 year-old

20 4 year-old

4 5 year-old

63 Total

Before and After Care

10 Total school age students in before care

15 Total school age students in after care

25 Total

Grand Total

88 Grand total of all infant - 5 year-old children and school-age students in before/after care

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 tongue's 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**

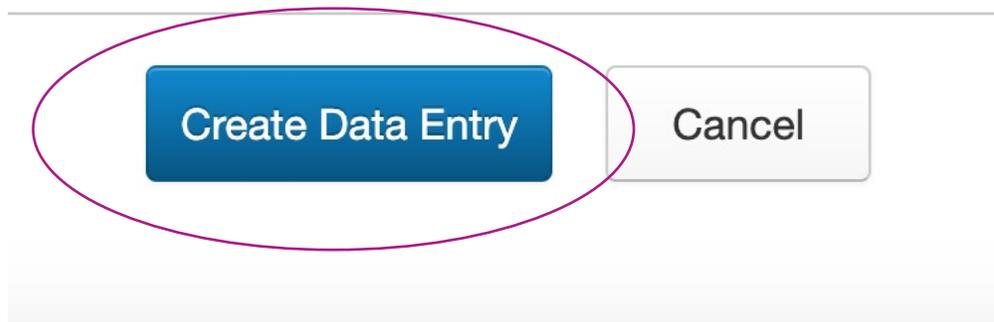
20

**Non-SDA
Families**

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 successfully completed the process. If you need to update numbers, you have until September 30 to 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!