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:**


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.

**Note:** ECE data must be maintained on any homeroom that is setup to accept PE, PK, or K students.
4. On the Edit Homeroom page, complete the following fields, as explained in the table below.

### Field Name | Description
--- | ---
* Homeroom name | The Homeroom name should reflect the actual room number where the program is located.
  - Include two sessions for all half day preschool programs.
  - The first session should include “AM” at the end of the homeroom name, and the second session should include “PM” at the end of the homeroom name (i.e., A001AM and A001PM). Each session (AM and PM) must be setup as individual homerooms.
  - If your school offers a “Third Shift” preschool program, “TS” should be at the end of the homeroom name to indicate the session (i.e., A001TS).
Capacity | The appropriate capacity is based on the program(s) offered at your school, as follows.
  - 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

**Note:** For Homeroom name, remember to use the actual room number in the name – do not create a different number. See table below.
5. Scroll down to the Additional Information section, select the required information, and click OK when completed. See the table below for guidance.

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Drop-down Options</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECE Program Format</strong></td>
<td>Community/Agency Based&lt;br&gt;Full School Day – School Based&lt;br&gt;Full Work Day – School Based&lt;br&gt;(TB only)&lt;br&gt;AM – School Based&lt;br&gt;PM – School Based&lt;br&gt;Third Shift – School Based</td>
<td>PE and PK programs are offered in both school-based and community-based locations. The Full School Day program follows the school’s schedule. The Full Work Day provides service before and after the regular school day. The Half Day program is a part day program in AM and PM sessions, with the Third Shift operating as a third session in select schools. Multiple models may operate at the same school.</td>
</tr>
<tr>
<td><strong>ECE Blended Room</strong></td>
<td>Yes&lt;br&gt;No</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Kindergarten</strong></td>
<td>Full School Day</td>
<td>Effective for the 2013-14SY, all Kindergarten programs are now full day.</td>
</tr>
</tbody>
</table>