Intake Form Cover Sheet for

ECBG Environment Profiles

This cover sheet provides information on translating the Intake and Demographic Form for Environment Profiles (printable PDF) into a DAISEY Environment Profile.

Note: Mandatory DAISEY questions are preceded by an asterisk (*). Profiles cannot be saved in DAISEY without the answers to these questions.

Add Environment

Active Status: This question is not on the Intake Form PDF. Your organization may choose to use this to track if an environment is currently "Active" or "Inactive". This field provides a way for DAISEY users to sort the environment search grid by this status.

*Program/Academic Year: Select the program or academic year to which the environment profile is linked (e.g., 2024-2025 for ECBG program year June 1, 2024 – May 31, 2025).

*Environment Type: Select "Classroom" or "Child Care".

*Environment Name: The Environment Name is the name you give to the environment profile. The name of the environment is up to you; however, you may want to devise a naming scheme that will help you keep information organized at a later date. In order to optimize the use of environment profiles, a new environment is created for each class (i.e. group of children), with new profiles created each program year.
- *Suggestion 1*: Put the class year in the environment name (e.g. "Smith Class 2023-2024" and "Smith Class 2024-2025").
- *Suggestion 2*: If a class is half-day, put "AM" or "PM" in the environment names (e.g. "Smith Class 2024-2025 AM" and "Smith Class 2024-2025 PM").

*Name of School or Facility: The Name of School or Facility is the name of the building in which the classroom or child care services are located. For example, "Smith Day Care Center" or "Little Bitty Early Childhood Center".

Teacher or Facilitator: The Teacher or Facilitator is the name of the person that manages the environment. This person may be a head classroom teacher or a lead care provider at a child care center.

*Environment Program Type: Select one or more program types applicable to this environment. Options include: Child Care, Classroom Infrastructure, and PreK.

Please refer to the most recent version of the Common Measures Table for the Program Types and Infrastructure Types applicable to this classroom/program. *DO NOT select Social-Emotional Classroom Consultation if it is not on the Common Measures Table for your program.* Contact Christie Wyckoff (cnwyckoff@ksde.org) with questions.

- **Infrastructure Type:** If "Classroom Infrastructure" program type was selected above, select one or more infrastructure components that apply to this environment. Check Common Measures Table (provided by KCCTF and WSU) to identify infrastructure type relevant for your program.
- **PreK Type:** If "PreK" program type was selected above, select one of the PreK components that apply to this environment.
- **Child Care Type:** If "Child Care" program type was selected above, select one of the PreK components that apply to this environment.

*Number of hours per week: How many hours per week this environment/unique group of children are scheduled to meet. Select appropriate range of hours.

*Select number of days per week: How many days per week this environment/unique group of children are scheduled to meet.

*Enter number of hours per day: How many hours per day this environment/unique group of children are scheduled to meet. Enter number up to 2 decimal places (e.g., 3.5 or 8.0), not to exceed 24 hours.

*Select duration: What is the planned duration for this environment/unique group of children? Select "Year-Round" or "Academic Year" or "Summer." If a different duration, select "Other," then provide details of other duration.

*Start Time: What time does this environment open each day?

*End Time: What time does this environment close each day?

Associated Children

Associated Child Name and DAISEY ID: Space is left for you to record the names and/or DAISEY ID numbers of child profiles that are associated with the environment. You can record as many associated children as necessary. Note: The child profile *must already be in the system* before you can associate them to the newly-created environment profile. ECBG users must associate children to all environment profiles.