

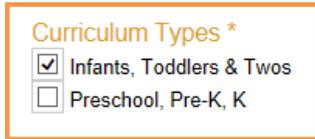
## GOLD: Assigning Color Bands

Class color band designations are managed differently for children in infant, toddler, twos classrooms than for children in 3 year old, pre-K and VPK classrooms.

### Infants, Toddlers, Twos

- **Assigning Classroom Color Bands**

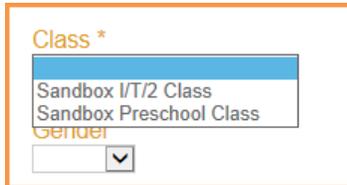
For infant, toddler and two year old classes the system does not require a color band designation.



A screenshot of a form titled "Curriculum Types \*". It contains two checkboxes: "Infants, Toddlers & Twos" which is checked, and "Preschool, Pre-K, K" which is unchecked.

It is important to ensure the primary teacher you select for this type of class has the Infant, Toddler and Two Year old curriculum checked in their user profile before creating a new class.

- **Assigning Children Color Bands** (typically children aged 0 to 36 months)



A screenshot of a form showing a dropdown menu labeled "Class \*". The menu is open, showing two options: "Sandbox I/T/2 Class" and "Sandbox Preschool Class". Below the dropdown is a "Gender" label and a dropdown arrow.

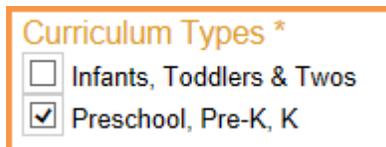
When you create a record for a child who is in an infant, toddler, and/or twos classroom, select the class name from the dropdown list under Class.

When you submit the completed form, the system automatically generates an age or class/grade designation based on the child's birth date. In addition, the system will automatically change the age designation if the child has a birthday during the program year.

*For example, suppose a 10-month-old child's record is added to the system in September. She will be included automatically in the group of children from birth to 1 year (red). When she turns 1 in November, her record will be updated automatically to include her in the group of 1- to 2-year-olds (orange).*

### Preschool 3 (Green), Pre-K 4 (Blue)

- **Assigning Classroom Color Bands**



A screenshot of a form titled "Curriculum Types \*". It contains two checkboxes: "Infants, Toddlers & Twos" which is unchecked, and "Preschool, Pre-K, K" which is checked.

As stated above, it is important to ensure the primary teacher you select for this type of class has the Preschool, Pre-K and K curriculum checked in their user profile before creating a new class.

The color band designation for a preschool classroom is based on the curriculum you teach rather than the children's ages.

- Green Color Band- children in class will be in preschool 2 years before kindergarten
- Blue Color Band-children in class will be in preschool 1 year before kindergarten
- Purple Color Band is never used in a preschool program, even if a child is five years old.
- Purple is only used in kindergarten classrooms by kindergarten teachers using a kindergarten curriculum.

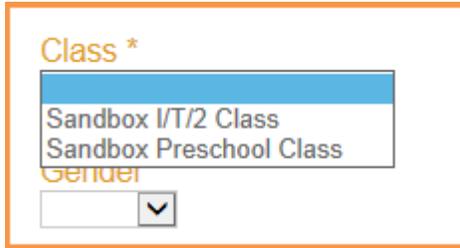
## GOLD: Assigning Color Bands

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### Preschool 3 (Green), Pre-K 4 (Blue)

- **Assigning Children Color Bands**

Adding a record for a child who is in a Preschool 3 (Green), Pre-K 4 (Blue) classroom is a bit different because the system does not designate the child's placement automatically (as it does for children in infant, toddler, two classes).



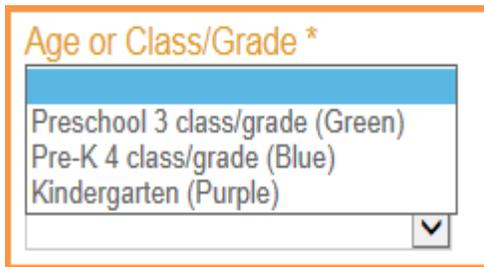
Class \*

Sandbox I/T/2 Class

Sandbox Preschool Class

Gender

On the form, first choose the class name from the dropdown list under Class.



Age or Class/Grade \*

Preschool 3 class/grade (Green)

Pre-K 4 class/grade (Blue)

Kindergarten (Purple)

Then, from the dropdown list for Age or Class/Grade, choose the applicable checkbox to indicate whether the child is in Preschool 3 (Green), Pre-K 4 (Blue). Base your selection on the child's class placement rather than the child's birth date. That is because children typically remain in the same group with the same teacher for the year.

Even when a child in a Preschool 3 (Green), Pre-K 4 (Blue) class is a few months younger than the age usually associated with the class, the child is considered to be in the class and the child's skills are compared with expectations for the group. Similarly, a child with developmental delays is considered to be in the class even when he or she is older than most of the other children in the group. For example: the knowledge, skills, and behaviors of children in a Pre-K 4 (Blue) class are held to expectations shown by the blue band, regardless if they are 3, 4, or 5 years old.

- **Are preschool color bands changed during the year?**

- **No!** A child in preschool must be on the same color band all year, regardless of the child's birthday.
- *Exception:* If a child turns 3 during the year and goes into a preschool program at that time, the child's color band is then changed to green and will be green for the remainder of that year and all of the following year.