



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

My Florida Schools Handbook for Early Learning and Child Care Providers



My Florida Schools Handbook

Table of Contents

Creating Your Account	3
Resetting Your Password	5
Customizing Your Listing	8
Saving Your Changes	8
Program Listing	9
Accepting New Enrollments	9
Number of Children Served	9
Languages Supported	10
Website or Social Media Links	11
Potty Training Required?	11
Daily Schedule and Calendar	12
SR CLASS® Score, VPK CLASS® SCORE, and Inspection Report	15
Tours	16
Setting up Single-Occurrence Tours	16
Setting Up Recurring Tours	17
Canceling Tours	18
Staff Management	18
Adding Staff Members	19
Making Staff Changes	20
Additional Resources and Support	23

Welcome to My Florida Schools! The Florida Department of Education (FLDOE) has created a searchable online directory of more than 12,000 early learning and childcare providers in the state. Providers can drive parent traffic to their program listings by providing additional information, allowing families to make well-informed decisions about care.

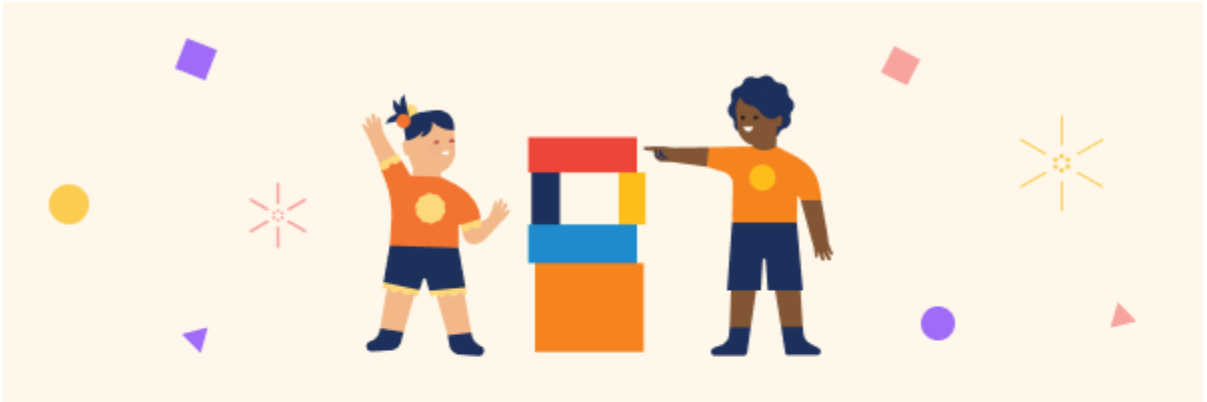
We are excited that you are joining the Florida Department of Education in improving family access to educational choices. This guide will provide you with step-by-step instructions for claiming your listing and some best practices so you can get the most out of the platform.

Creating Your Account

The first thing you will need to do is create a **My Florida Schools** account. These steps will guide you through claiming your listing and creating your account.

1. If your contact information is registered with the Florida Department of Education (FLDOE), you will receive an email with instructions for claiming your provider listing. Open the email and select the **Accept invitation** link/button in the email. *If you have not received this email or have trouble accessing your account, please contact My*

Florida Schools at **myfloridaschools@fldoe.org**.



You're invited!

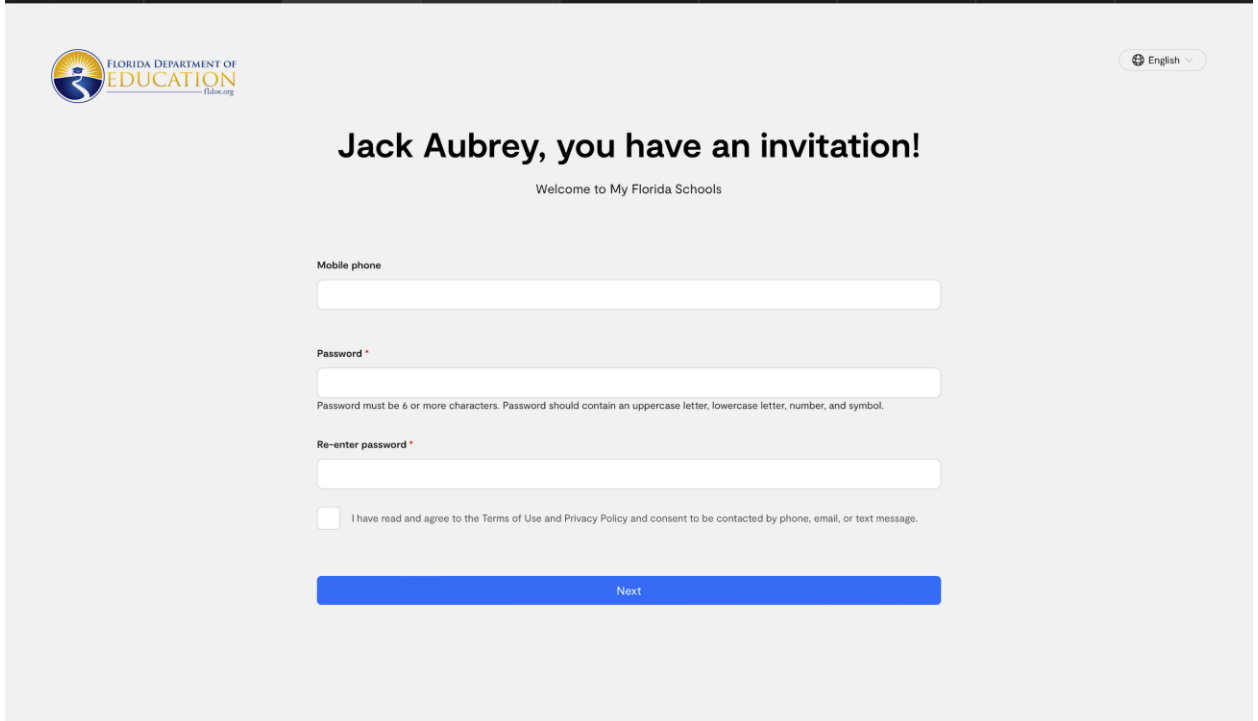
Hi [Provider user name],

[Network Actor or Provider] has invited you to sign up for a My Florida Schools account. Accept the invite to start updating your website and managing tours.

Florida Department of Education

[Accept invitation](#)

2. You will be directed to a welcome page for **My Florida Schools**. Enter your mobile phone number (optional) and create a password. After you review the **Terms of Use** and **Privacy Policy**, check the box indicating you have read and agree to these policies, then select **Next**.




The screenshot shows a web page for the Florida Department of Education. At the top left is the logo, and at the top right is a language dropdown menu set to "English". The main heading reads "Jack Aubrey, you have an invitation!" followed by "Welcome to My Florida Schools". Below this are three input fields: "Mobile phone", "Password", and "Re-enter password". The password field has a red asterisk and a note below it: "Password must be 6 or more characters. Password should contain an uppercase letter, lowercase letter, number, and symbol." There is a checkbox for "I have read and agree to the Terms of Use and Privacy Policy and consent to be contacted by phone, email, or text message." At the bottom is a blue "Next" button.

It's just that simple! For future logins, you will use the email on file with FLDOE and this password to access your account.

Resetting Your Password

Resetting your password is easy:

1. If you need to reset your password but are still signed in, first log out of your **My Florida Schools** account.

 FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org
[Little Stars](#) >
[Staff](#)
[Website](#)
[Tours](#)

Signed in as
littlestars.director@wonderschool.com

[Sign out](#)

You are currently editing this schools Listing. Please take care and save changes.

Last edited on July 10, 2024 at 3:43 PM EDT

Little Stars

Some data below is not editable.

You can make edits from your provider portal.

School & Contact Information

First name

Jane

Position

Program Director

Provider type

Family child care

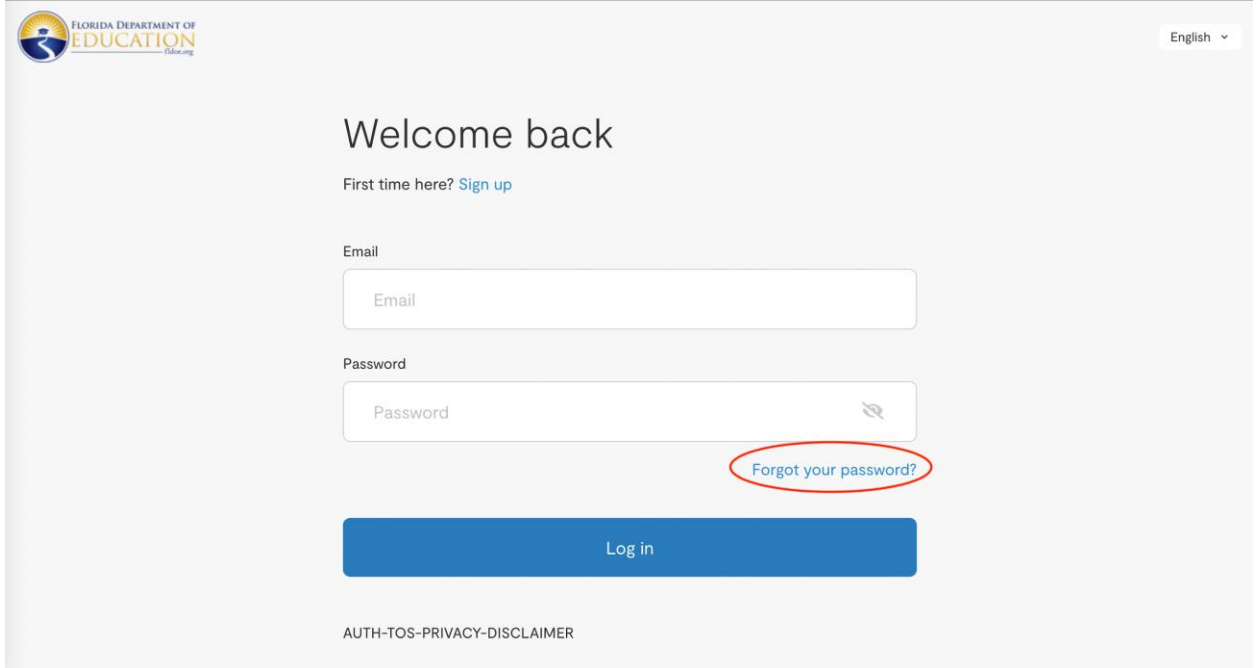
Street address

M.L.K. Jr Blvd

Apt, suite. (optional)

Town/City

- You will be redirected to the login screen. Alternatively, you can navigate directly to this screen at fldoe.org/myfloridaschools/adminlogin. Directly beneath the fields for username and password, select **Forgot your password?**



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org


English ▾

Welcome back

First time here? [Sign up](#)

Email

Password

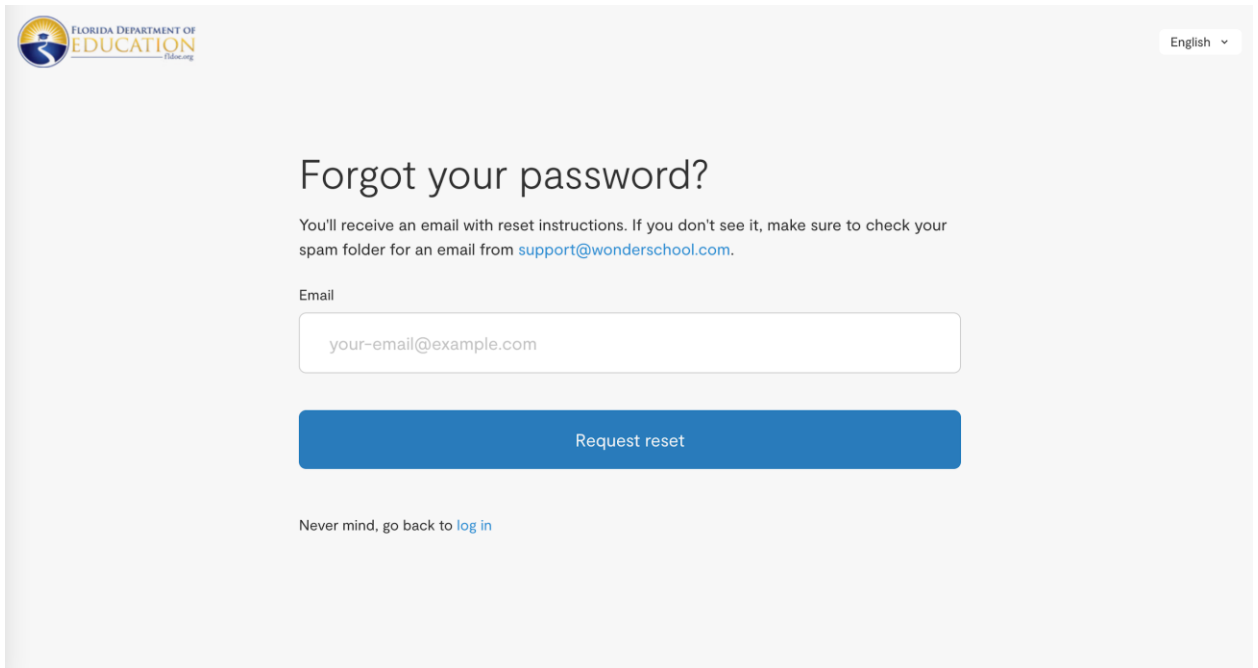
 

[Forgot your password?](#)

Log in

[AUTH-TOS-PRIVACY-DISCLAIMER](#)

3. In the new window, enter your email address and select **Request reset** to request a link to reset your password.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

English ▾

Forgot your password?

You'll receive an email with reset instructions. If you don't see it, make sure to check your spam folder for an email from support@wonderschool.com.

Email

Request reset

Never mind, go back to [log in](#)

4. When you receive the email, follow the link to the password reset page. Enter your new password and save. You will be redirected to the login screen to sign in with your new

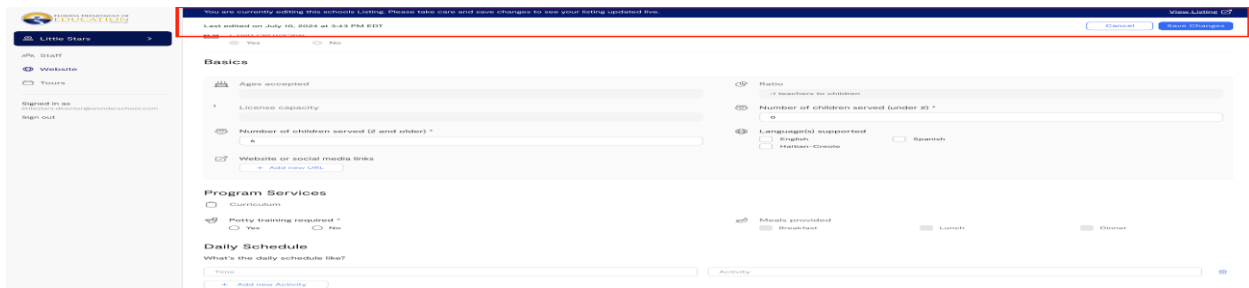
password. If you need more help logging in or resetting your password, please reach out to our team at myfloridaschools@fldoe.org.

Customizing Your Listing

Customizing your listing is easy to do and can be done at any time from your **My Florida Schools** dashboard by signing in to your account.

Saving Your Changes

Please note that any time you add something to or change your listing, you **MUST** select **Save Changes** in the upper right corner of the page for those updates to appear in your public listing. To discard changes or exit without saving, select **Cancel**. As you are building or updating your listing, you can see how your current listing looks by selecting **View Listing** in the bar at the top of the page.



The screenshot shows the 'Listing Settings' page in the My Florida Schools dashboard. At the top, a notification bar states: 'You are currently editing this school's Listing. Please take care and save changes to see your listing updated live.' Below this, the page is divided into sections: 'Basics' (Age accepted, License capacity, Number of children served, Website or social media links), 'Program Services' (Partly training required, Schedule provided), and 'Daily Schedule' (What's the daily schedule like?). On the right side, there are settings for 'Hours' (Teachers in classroom), 'Number of children served (under 2)', and 'Language(s) supported' (English, Spanish). At the bottom right, there are buttons for 'Save Changes', 'Cancel', and 'View Listing'.

[View Listing](#) 

Cancel

Save Changes

Program Listing

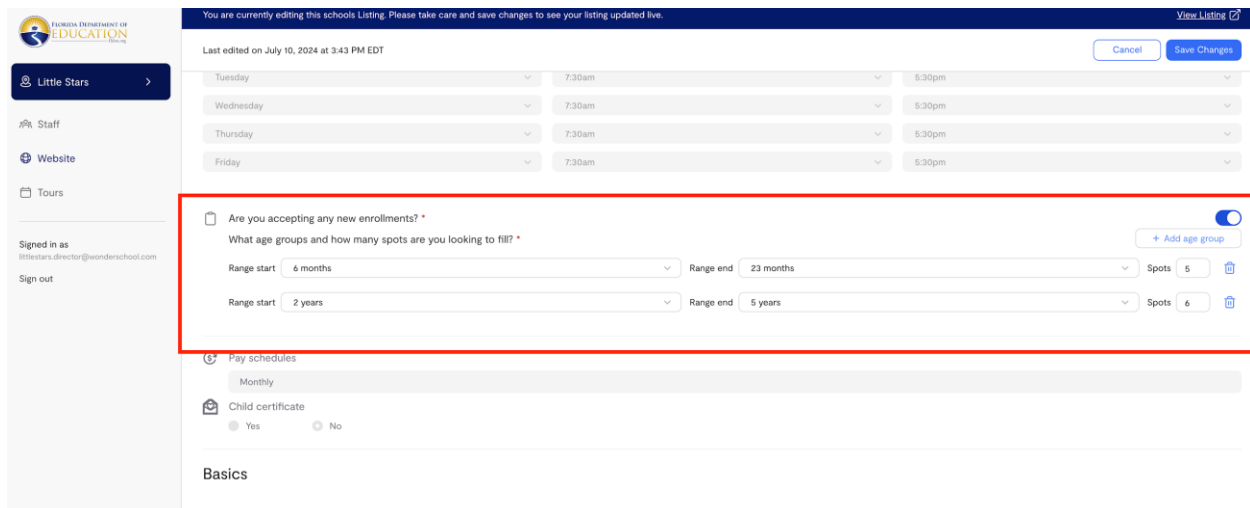
Parents and guardians will use this information to find the perfect fit for their children, so it is important to keep it accurate and up to date. You are able to provide the following information about your program:

- Accepting New Enrollments
- Number of Children Served
- Languages Supported
- Website and Social Media Links
- Potty Training Required
- Daily Schedule
- Calendar

If you need to change any other information in your listing, contact FLDOE at myfloridaschools@fldoe.org.

Accepting New Enrollments

This is a toggle selection to indicate whether or not you are accepting new enrollments. With this toggle selected, you'll be prompted to enter the number of open spots in your program for various age ranges.



You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)

Tuesday	7:30am	5:30pm
Wednesday	7:30am	5:30pm
Thursday	7:30am	5:30pm
Friday	7:30am	5:30pm

Are you accepting any new enrollments? *

What age groups and how many spots are you looking to fill? *

+ Add age group

Range start	6 months	Range end	23 months	Spots	5
Range start	2 years	Range end	5 years	Spots	6

Pay schedules

Monthly

Child certificate

Yes No

Basics

Number of Children Served

Here, you will input the number of children *currently enrolled* in your program. There are different selections for children under the age of 2 and those aged 2 years old and older.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Child certificate
 Yes No

Basics

Ages accepted

License capacity

Number of children served (2 and older) *

Ratio
:1 teachers to children

Number of children served (under 2) *

Languages(s) supported
 English Spanish
 Haitian-Creole

Website or social media links
+ Add new URL

Program Services

Curriculum

Potty training required *
 Yes No

Meals provided
 Breakfast Lunch Dinner

Daily Schedule

What's the daily schedule like?

Time Activity

Languages Supported

In this section, you can select “English,” “Spanish,” or “Haitian-Creole.” You will be able to select more than one language.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Child certificate
 Yes No

Basics

Ages accepted

License capacity

Number of children served (2 and older) *

Ratio
:1 teachers to children

Number of children served (under 2) *

Languages(s) supported
 English Spanish
 Haitian-Creole

Website or social media links
+ Add new URL

Program Services

Curriculum

Potty training required *
 Yes No

Meals provided
 Breakfast Lunch Dinner

Daily Schedule

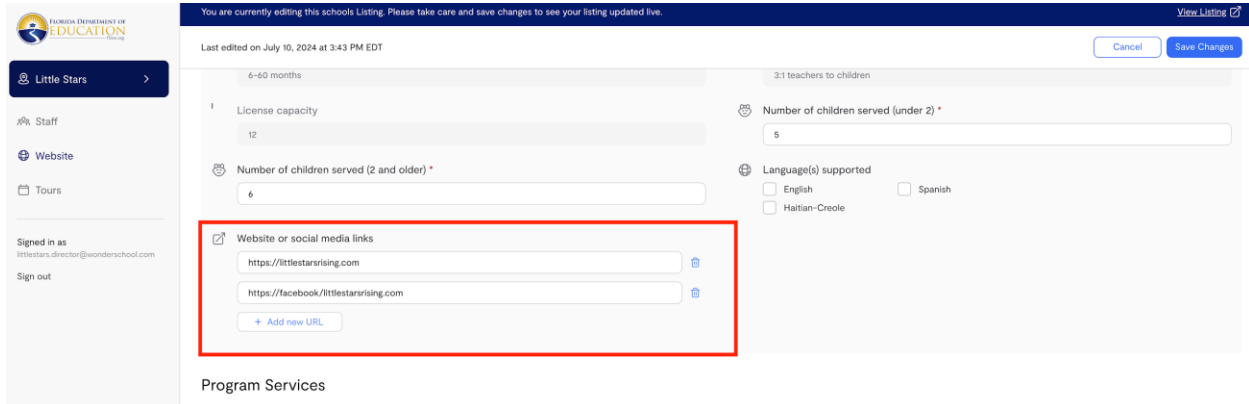
What's the daily schedule like?

Time Activity

+ Add new Activity

Website or Social Media Links

In this section, you can provide a direct link to your external website if you have one. Be sure to start your entry with `https://` and then your web address. It may be helpful to copy the website address directly from the address bar of your web browser and paste it into this field. If you have a social media presence, you can also provide direct links to your accounts.



You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

6-60 months 3:1 teachers to children

License capacity: 12

Number of children served (2 and older) *: 6

Number of children served (under 2) *: 5

Language(s) supported: English Spanish Haitian-Creole

Website or social media links

🗑️

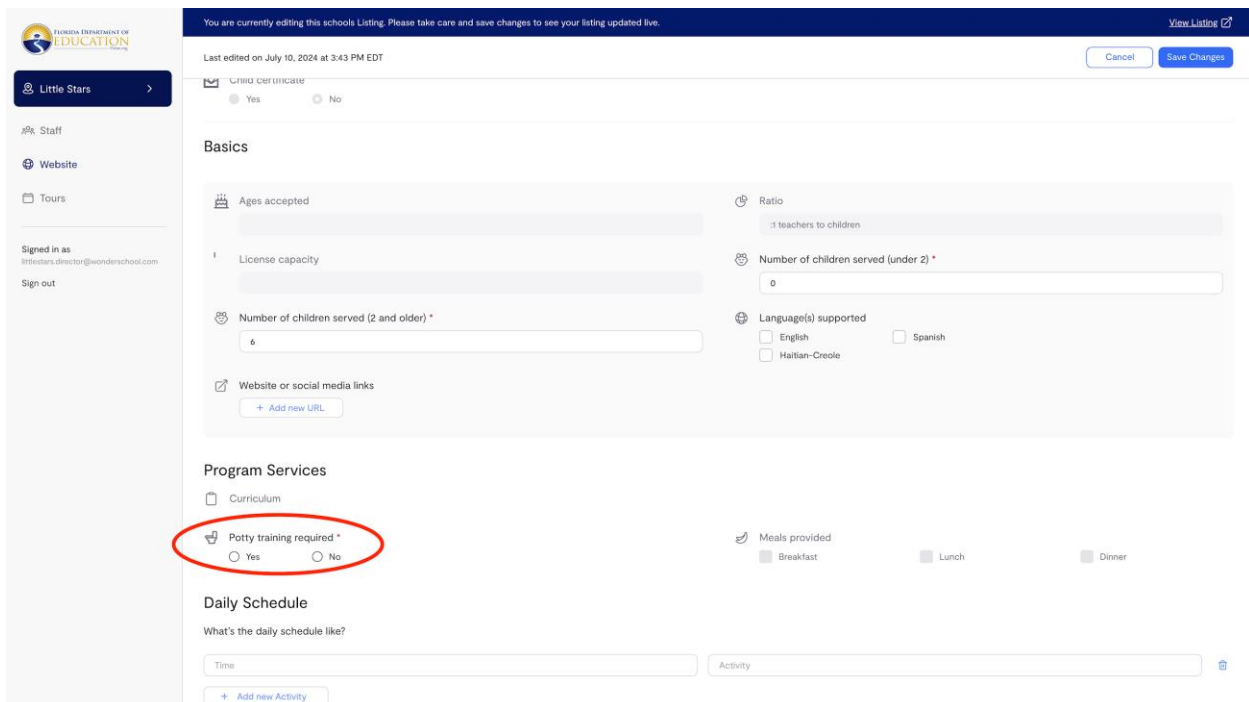
🗑️

[+ Add new URL](#)

Program Services

Potty Training Required?

This is a simple yes/no selection indicating whether you require children to be potty trained before they can attend your program.



You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT Cancel Save Changes

Curriculum certificate: Yes No

Basics

Ages accepted:

Ratio: 3:1 teachers to children

License capacity:

Number of children served (2 and older) *: 6

Number of children served (under 2) *: 0

Language(s) supported: English Spanish Haitian-Creole

Website or social media links

[+ Add new URL](#)

Program Services

Curriculum

Potty training required *

Yes No

Meals provided: Breakfast Lunch Dinner

Daily Schedule

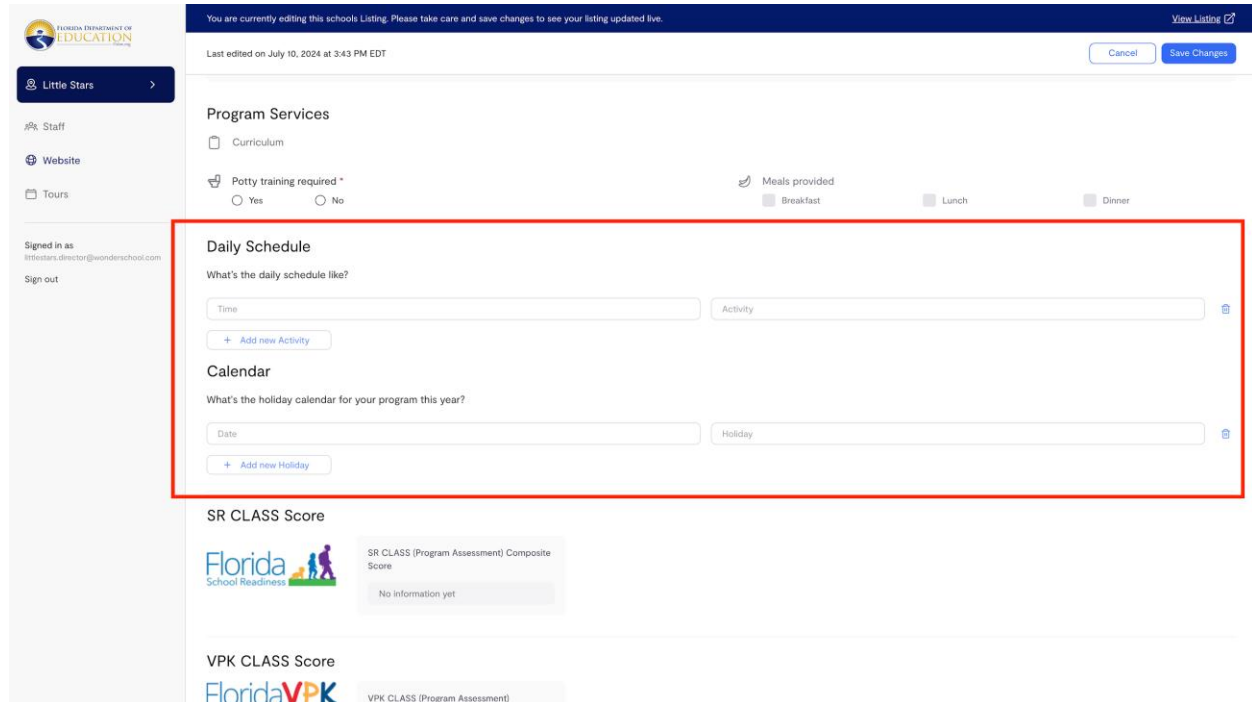
What's the daily schedule like?

Time: Activity: 🗑️

[+ Add new Activity](#)

Daily Schedule and Calendar

Here, you will input a typical daily schedule for parents to see. Remember, the more details you provide, the more informed parents will be. If your program offers a unique element, you can use this section to show it. Calendar inputs are available to show your program holidays and special events. You can use this section to indicate the days you may not be operating.



The screenshot shows the 'Program Services' page in the Florida Department of Education's system. The page is titled 'Little Stars' and is currently being edited. The 'Daily Schedule' section is highlighted with a red box and contains the following elements:

- Program Services:** Includes checkboxes for 'Curriculum', 'Potty training required *' (Yes/No), and 'Meals provided' (Breakfast, Lunch, Dinner).
- Daily Schedule:** A section titled 'What's the daily schedule like?' with a 'Time' input field, an 'Activity' input field, and a trash can icon. Below it is a '+ Add new Activity' button.
- Calendar:** A section titled 'What's the holiday calendar for your program this year?' with a 'Date' input field, a 'Holiday' input field, and a trash can icon. Below it is a '+ Add new Holiday' button.
- SR CLASS Score:** A section titled 'SR CLASS (Program Assessment) Composite Score' with a 'No information yet' message.
- VPK CLASS Score:** A section titled 'VPK CLASS (Program Assessment)'.

1. To add items to the Daily Schedule, select **Add new Activity**. Enter the time and activity in the indicated boxes. The daily schedule will automatically publish in chronological order. To delete an item, simply select the trash can icon to the right of any activity. Don't forget to save your changes!

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)

Daily Schedule

What's the daily schedule like?

7:30am	Morning Drop Off + Open Exploration	
8:00am	Breakfast	
8:30am	Morning Meeting	
9:00am	Choice Time	
10:00am	Toileting Time + Morning Snack	
10:30am	Outside Time	
11:45am	Transition inside for Lunch	
12:00pm	Lunch	
12:30pm	Nap/Rest Time	
3:00pm	Toileting Time + Afternoon Snack	
3:30pm	Center Exploration	
4:15pm	Outside Time	
5:00pm	Closing Circle	
5:15pm	Independent Play and Pickup	

[+ Add new Activity](#)

Calendar

What's the holiday calendar for your program this year?

- The process for editing your school's holiday calendar looks very similar. To add dates to your calendar, select **Add new Holiday**. To edit an event's date, select the date field and select a new date (or range of dates) on the calendar. To edit the name of an event, select the name field and change the text. To delete an event, select the trash can icon to the right of the event.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 3:43 PM EDT [Cancel](#) [Save Changes](#)


Calendar

What's the holiday calendar for your program this year?

January 15	MLK Holiday	
February 19	President's Day	
March 29	Good Friday	
April 8 - April 12	Spring Break	
May 27	Memorial Day	
June 10	Personal Day	
July 4 - July 5	Fourth of July	
July 29 - August 2	Summer Closure	
September 2	Labor Day	
November 11	Veteran's Day	
November 27 - November 29	Thanksgiving Break	
December 23 - January 3	Winter Break	

[+ Add new Holiday](#)

SR CLASS Score

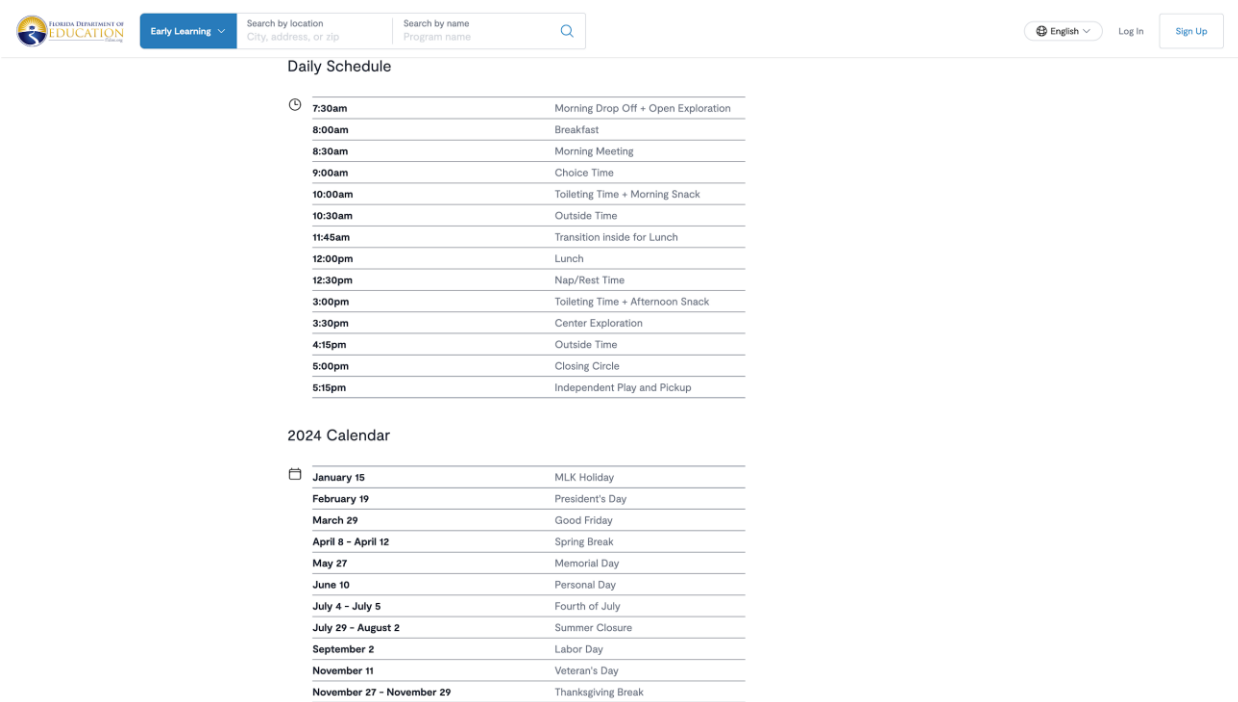
 SR CLASS (Program Assessment) Composite Score

No information yet

- You can verify your changes by first saving your changes with **Save Changes** in the upper right corner of your screen.



- When your changes have been saved, select **View Listing**. Your updated listing will open separately so you can see the parent view.



The screenshot shows the Florida Department of Education website interface. At the top, there is a navigation bar with the logo, 'Early Learning' dropdown, search fields for location and name, and 'English', 'Log In', and 'Sign Up' buttons. Below the navigation bar, the 'Daily Schedule' section is displayed as a table:

Time	Activity
7:30am	Morning Drop Off + Open Exploration
8:00am	Breakfast
8:30am	Morning Meeting
9:00am	Choice Time
10:00am	Toileting Time + Morning Snack
10:30am	Outside Time
11:45am	Transition inside for Lunch
12:00pm	Lunch
12:30pm	Nap/Rest Time
3:00pm	Toileting Time + Afternoon Snack
3:30pm	Center Exploration
4:15pm	Outside Time
5:00pm	Closing Circle
5:15pm	Independent Play and Pickup

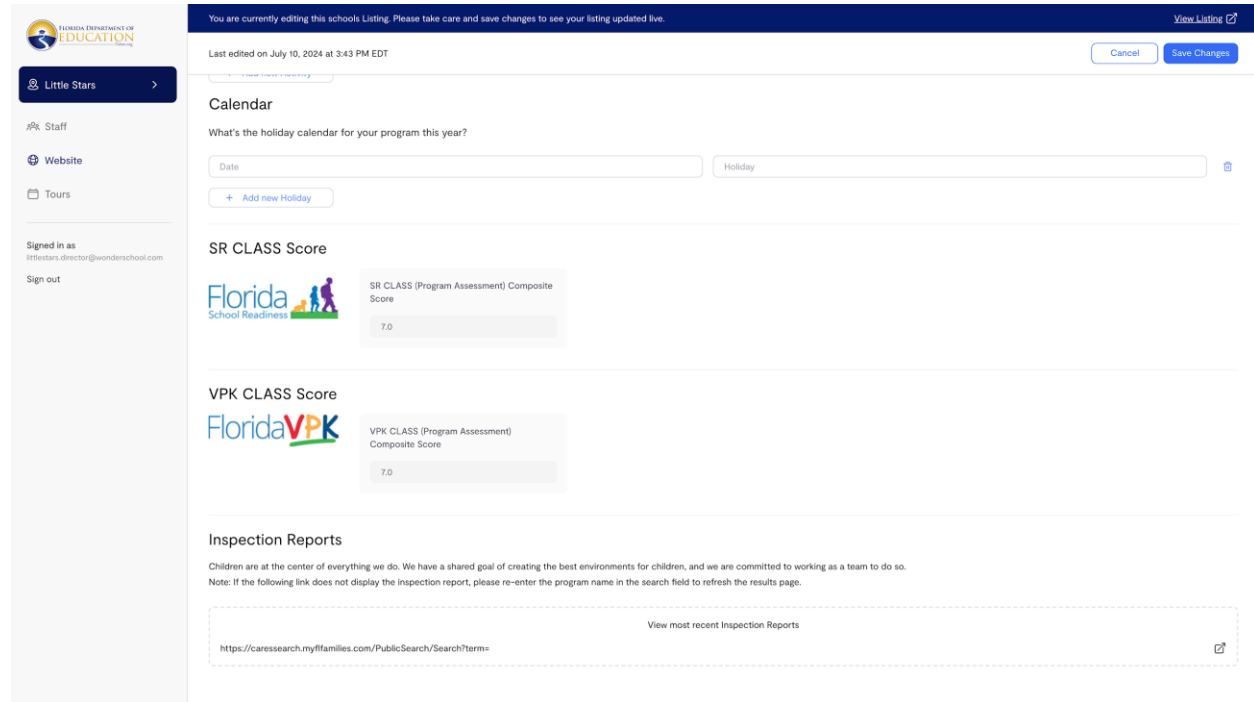
Below the daily schedule is the '2024 Calendar' section, which lists various holidays and breaks:

January 15	MLK Holiday
February 19	President's Day
March 29	Good Friday
April 8 - April 12	Spring Break
May 27	Memorial Day
June 10	Personal Day
July 4 - July 5	Fourth of July
July 29 - August 2	Summer Closure
September 2	Labor Day
November 11	Veteran's Day
November 27 - November 29	Thanksgiving Break

SR CLASS[®] Score, VPK CLASS[®] SCORE, and Inspection Report

The FLDOE collects information regarding your school or center's School Readiness Classroom Assessment Scoring System (SR CLASS[®]) Score, Voluntary Prekindergarten (VPK CLASS[®]) Score,

and State Inspection Report. The information in this section of your listing can only be edited by FLDOE.



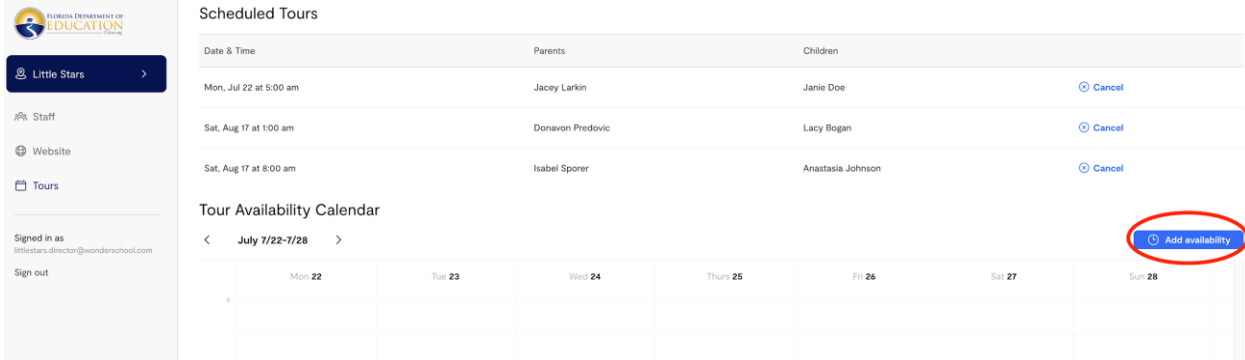
Congratulations! You have successfully customized the listing for your program!

Tours

Offering tours is a great way to provide a look into your school and get to know prospective students and their families. You can set up a one-time tour, like an open house or special event, or tours that happen regularly on a given day and time.

Setting up Single-Occurrence Tours

1. Navigate to the **Tours** section in the sidebar on the left of your screen. From there, select **Add Availability** with the blue button at the top right of the calendar to input dates and times.



Scheduled Tours

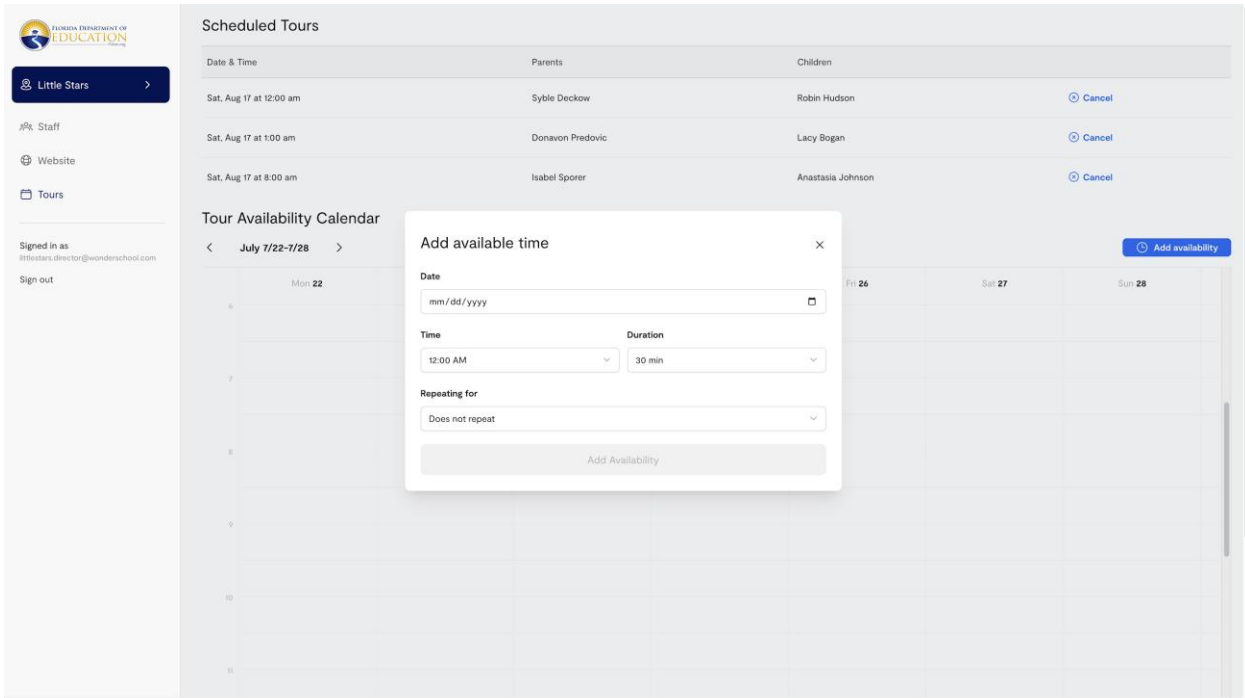
Date & Time	Parents	Children	
Mon, Jul 22 at 5:00 am	Jacey Larkin	Janie Doe	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

Tour Availability Calendar

< July 7/22-7/28 >

[Add availability](#)

2. In the field labeled **Repeating for**, select **Does not repeat**



Scheduled Tours

Date & Time	Parents	Children	
Sat, Aug 17 at 12:00 am	Syble Deckow	Robin Hudson	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

Tour Availability Calendar

< July 7/22-7/28 >

[Add availability](#)

Add available time

Date:

Time:

Duration:

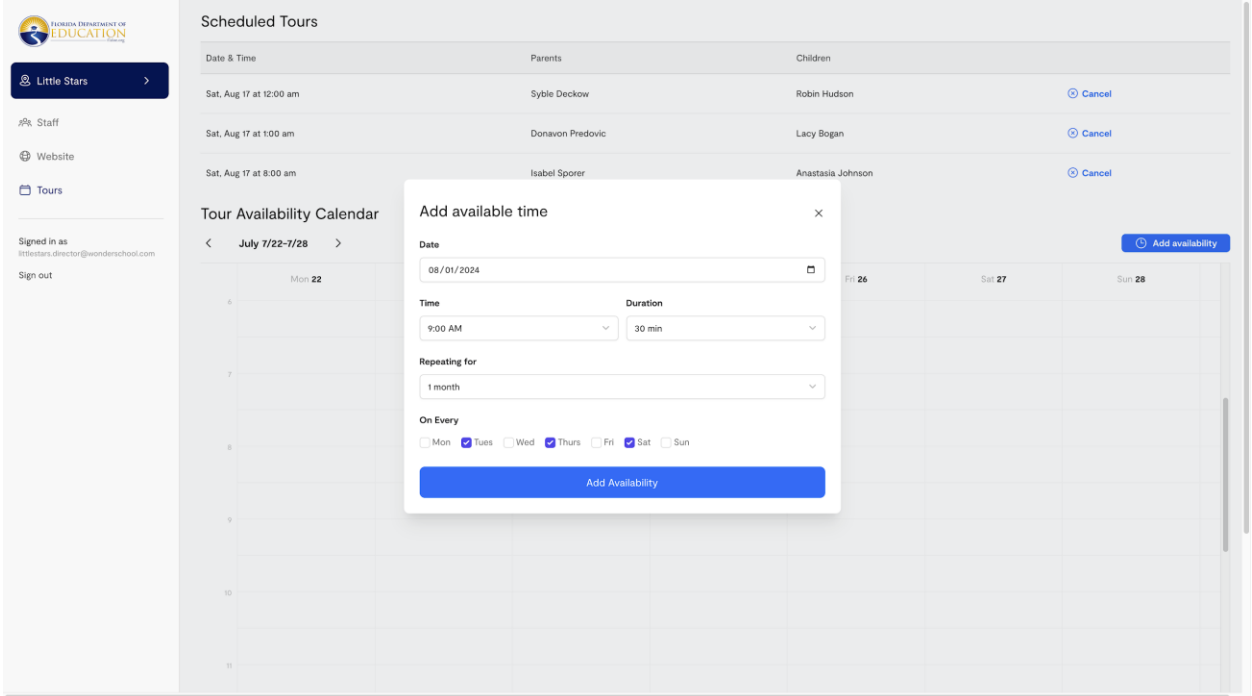
Repeating for:

[Add Availability](#)

3. When the date and time are correct, select **Add Availability**.

Setting Up Recurring Tours

1. To create a recurring tour schedule, select a time frame from one to six months in this field. From there, you will be able to select days of the week. You can change this availability and schedule any time.
2. When the dates, days, and times are correct, select **Add Availability**.



The screenshot shows the 'Scheduled Tours' interface. On the left is a sidebar with navigation options: 'Little Stars', 'Staff', 'Website', and 'Tours'. The main area displays a table of scheduled tours with columns for 'Date & Time', 'Parents', and 'Children'. Three tours are listed:

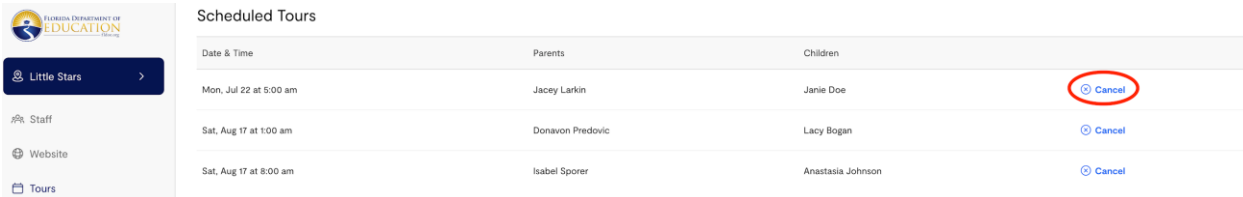
Date & Time	Parents	Children	Action
Sat, Aug 17 at 12:00 am	Syble Deckow	Robin Hudson	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

An 'Add available time' modal window is open, showing a calendar for July 22-28. The modal includes fields for 'Date' (08/01/2024), 'Time' (9:00 AM), 'Duration' (30 min), 'Repeating for' (1 month), and 'On Every' (Tues, Sat). An 'Add Availability' button is at the bottom.

- When a tour is scheduled through your listing, you will receive a confirmation email. You will get parent or caregiver contact information so that you can reach out if you want to personally welcome the family or provide additional information.

Canceling Tours

- To cancel a tour, simply select **Cancel** to the right of the scheduled tour, indicated with a circled x. The parent or caregiver will receive an email notification, and they will be invited to reschedule. Though the parent or caregiver will receive an email from My Florida Schools, you may also reach out to them with the email address they provided when they scheduled the tour.



The screenshot shows the 'Scheduled Tours' interface with the 'Cancel' button for the first tour circled in red. The table of tours is as follows:

Date & Time	Parents	Children	Action
Mon, Jul 22 at 5:00 am	Jacey Larkin	Janie Doe	Cancel
Sat, Aug 17 at 1:00 am	Donavon Predovic	Lacy Bogan	Cancel
Sat, Aug 17 at 8:00 am	Isabel Sporer	Anastasia Johnson	Cancel

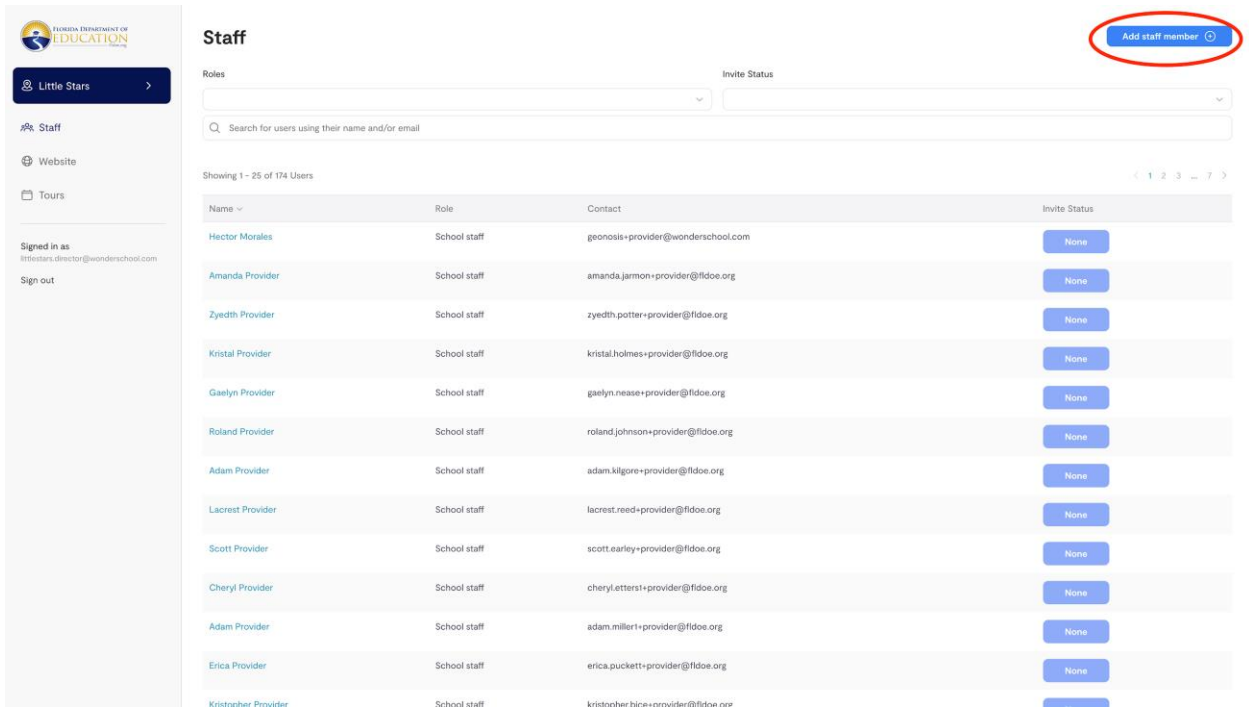
Staff Management

In addition to the primary provider, you can add additional staff members to your program listing. Each user must accept an invitation and create an account to gain access to your listing. You will enter each staff member's name and email address, and the system will automatically

send them an invitation to create their own account. All staff members will have access to edit your listing, including managing staff members, updating program information, and more.

Adding Staff Members

1. From your **Dashboard**, Select **Staff**. In the top right corner, select the button **Add New Staff Member**.



The screenshot shows the 'Staff' management page. On the left is a sidebar with navigation options: 'Little Stars', 'Staff', 'Website', and 'Tours'. The main content area is titled 'Staff' and includes a search bar and a table of users. The 'Add staff member' button in the top right corner is circled in red.

Name	Role	Contact	Invite Status
Hector Morales	School staff	geonosls+provider@wonderschool.com	None
Amanda Provider	School staff	amanda.jarmon+provider@fldoe.org	None
Zyedth Provider	School staff	zyedth.potter+provider@fldoe.org	None
Kristal Provider	School staff	kristal.holmes+provider@fldoe.org	None
Gaelyn Provider	School staff	gaelyn.nease+provider@fldoe.org	None
Roland Provider	School staff	roland.johnson+provider@fldoe.org	None
Adam Provider	School staff	adam.kilgore+provider@fldoe.org	None
Lacrest Provider	School staff	lacrest.reed+provider@fldoe.org	None
Scott Provider	School staff	scott.earley+provider@fldoe.org	None
Cheryl Provider	School staff	cheryl.letterst+provider@fldoe.org	None
Adam Provider	School staff	adam.miller1+provider@fldoe.org	None
Erica Provider	School staff	erica.puckett+provider@fldoe.org	None
Kristopher Provider	School staff	kristopher.bice+provider@fldoe.org	None

2. A new window will display **New Account Setup**. Enter the staff member's name and contact information. When you are satisfied with the staff member's listing, select **Create Account and Send Invitation**.

User Management / New User

New Account Setup

Personal information

First name Middle name Last name

Contact information

Email Phone

As each staff member is added, they will receive an automated email inviting them to create their own account in **My Florida Schools**. You can resend these invitations from your dashboard by selecting **Staff** in the left sidebar, then searching for the staff member by name or email. You can also filter your search by using the field labeled **Invite status** and choosing **Sent**.

Staff

Invite Status

Showing 1 - 3 of 3 Users < 1 >

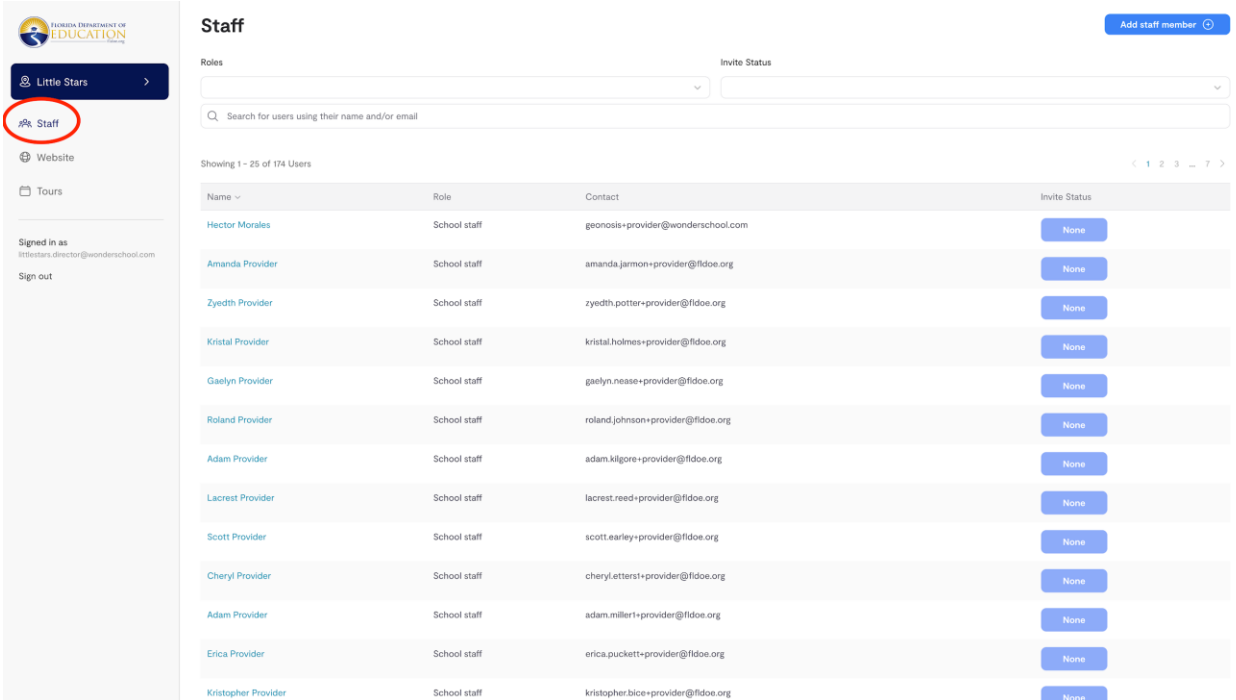
Name	Contact	Invite Status
Jane Doe	jane.doe@littlestars.com	<input type="button" value="Resend"/> Invited 8 days ago
Jane Doe (Deactivated)	jane.doe@littlestars.com	Deactivated user
Jane Williams	littlestars.director@wonderschool.com	Invite accepted

Showing 1 - 3 of 3 Users < 1 >

Making Staff Changes

Making changes to your staff is easy and can be done at any time by any authorized user.

1. If you need to change a staff member's name or contact information, log in to your **My Florida Schools** account, and from your **Dashboard**, select **Staff**.



Staff Add staff member

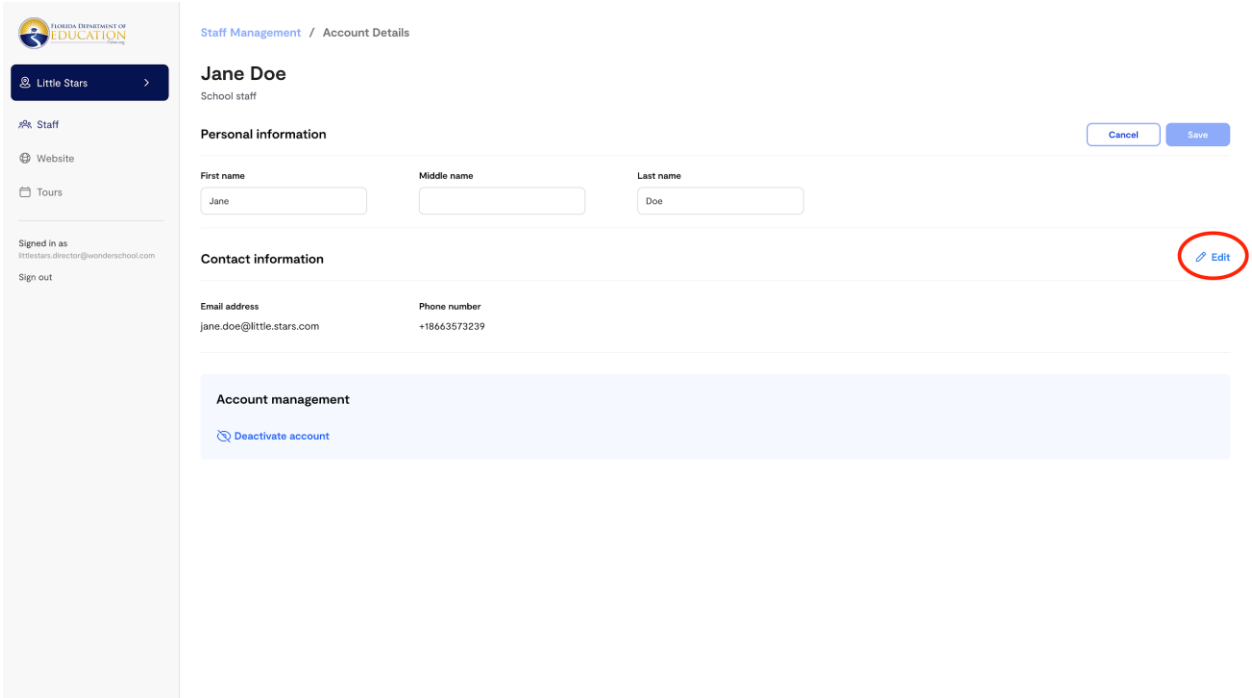
Roles Invite Status

Search for users using their name and/or email

Showing 1 - 25 of 174 Users < 1 2 3 ... 7 >

Name	Role	Contact	Invite Status
Hector Morales	School staff	geonosis+provider@wonderschool.com	None
Amanda Provider	School staff	amanda.jammon+provider@fldoe.org	None
Zyedth Provider	School staff	zyedth.potter+provider@fldoe.org	None
Kristal Provider	School staff	kristal.holmes+provider@fldoe.org	None
Gaelyn Provider	School staff	gaelyn.nease+provider@fldoe.org	None
Roland Provider	School staff	roland.johnson+provider@fldoe.org	None
Adam Provider	School staff	adam.kilgore+provider@fldoe.org	None
Lacrest Provider	School staff	lacrest.reed+provider@fldoe.org	None
Scott Provider	School staff	scott.earley+provider@fldoe.org	None
Cheryl Provider	School staff	cheryl.letterst+provider@fldoe.org	None
Adam Provider	School staff	adam.miller1+provider@fldoe.org	None
Erica Provider	School staff	erica.puckett+provider@fldoe.org	None
Kristopher Provider	School staff	kristopher.bice+provider@fldoe.org	None

- To edit staff name or contact information, Select a staff member's name. On the **Account Details** screen, select **Edit** (indicated by a pencil).



Staff Management / Account Details

Jane Doe
School staff

Personal information Cancel Save

First name Middle name Last name

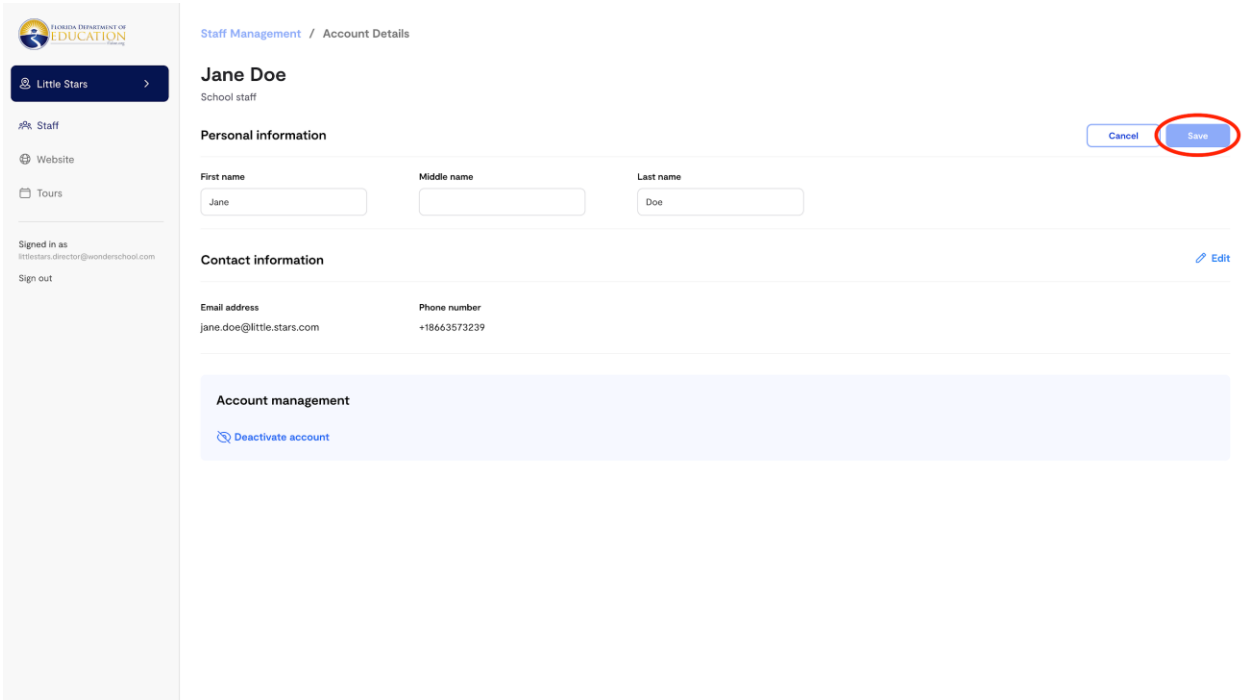
Contact information Edit

Email address Phone number

Account management

[Deactivate account](#)

- After you make any desired changes, select **Save**.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Little Stars

Staff

Website

Tours

Signed in as
littlestars.director@wonderschool.com
Sign out

Staff Management / Account Details

Jane Doe

School staff

Cancel Save

Personal information

First name Middle name Last name

Jane Doe

Contact information Edit

Email address Phone number

jane.doe@little.stars.com +18663573239

Account management

Deactivate account

4. At the bottom of the page, you can activate or deactivate an individual staff member's account. Deactivating an account preserves the staff member's information but removes the user's access to your listing. Staff member accounts can be reactivated at a later date. You will be prompted to confirm your selection.

Staff Management / Account Details

Jane Doe
School staff

Personal information Cancel Save

First name	Middle name	Last name
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doe"/>

Contact information Edit

Email address	Phone number
<input type="text" value="jane.doe@little.stars.com"/>	<input type="text" value="+18663573239"/>

Account management

[Deactivate account](#)

Additional Resources and Support

If you need more help or information, you can visit the **My Florida Schools** landing page at fldoe.org/myfloridaschools/adminlogin. There, you will find helpful videos and FAQs (frequently asked questions). You can also contact our support team at myfloridaschools@fldoe.org.