This list is intended to provide suggestions for topics that may be covered in orientation for Pre-K staff.

**Current School Year Pre-K Operating Guidelines – Documents to Review**

- Basic Equipment, Materials, and Supplies Inventory List (materials accessible to staff)
- Instructional Quality Guides (IQ Guides for Assessment, Planning Instruction, Environment, Daily Schedule)
- Online Learning Module available on GELDS website: *Webinar 3: Pre-K Teachers*

**Current School Year Professional Development Training Schedule**

- GaPDS: Training registration system/profile
- Project/Site Director training requirements
- Lead Teacher and Assistant teacher training requirements
- Reimbursements for training related travel expenses

**Current School Year Salary/Pay Schedule for Pre-K Lead and Assistant Teachers**

[http://www.decal.ga.gov/PreK/Teachers.aspx](http://www.decal.ga.gov/PreK/Teachers.aspx)

**School Calendar**

- 180 day Pre-K calendar for children
- 190 day Pre-K calendar for staff
- Procedures for first day of Pre-K
- School holidays
- Staff work days
- Inclement weather days [http://www.decal.ga.gov/PreK/Teachers.aspx](http://www.decal.ga.gov/PreK/Teachers.aspx)
- Last day of Pre-K

**Lead Teacher Credential Requirements/Assistant Teacher Credential Requirements**

**Policies Regarding Staff Pay (hourly, salary, etc):**

- How frequently will staff be paid? (weekly, monthly, bi-monthly)
- How will pay be handled during school breaks? (winter holidays, Spring break, school closings due to inclement weather)
- Written work agreement/contract with lead and assistant teachers

**Staff Work Expectations**

- Scheduled work hours including staff planning time
- Leave/Time-Off policies

Appendix J – Suggested Topics for Pre-K Staff Orientation – revised 6/2021
Does your program offer paid leave?
Reports/forms staff members will be required to complete.
Conferences/meetings with families
Family Orientation
Staff meetings (if applicable)
Classroom cleaning responsibilities (as applicable)
Student attendance documentation/expectations

Pre-K Classroom Supply Funds
How will your program spend these funds?
How should teachers request/purchase classroom materials?

Georgia’s Pre-K Child Assessment Program (WSO)
Review Appendix V from Pre-K Operating Guidelines
WSO set-up/requirements
Procedures/timeline for Director to review assessment in WSO: Appendix U
Sample matrices and WSO Refresher Teacher Webinar available at http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx

Lesson Plan Requirements
Completed for entire week
All completed lesson plans must be kept on site
Lesson plan templates (recommended) available at http://www.decal.ga.gov/Prek/Planning.aspx
Changes to the Learning Environment document
Planning for Assessment Template or on lesson plans
Georgia Early Learning and Development Standards: http://www.gelds.decal.ga.gov/

Teacher Resources: www.decal.ga.gov (Creating a Quality Learning Environment)
Real and Found Materials List (available under Room Arrangement)
Writing Center Ideas handout as well as Literacy in Each Center Area handout (available under Language and Literacy)
Concerns regarding a Pre-K student resources/procedure:
Resources and conferences forms for concerns available at http://www.decal.ga.gov/Prek/ClassroomManagement.aspx
Data collection, staff discussion with administrator/family, etc. procedure

Materials distributed to children’s families
Program Policies and Procedures

Appendix J – Suggested Topics for Pre-K Staff Orientation – revised 6/2021
Pre-K registration process for children and on-site written enrollment policy:
- Category 1 and 2 determination and documentation
- Required documents: Birth documentation; GA residency; Enrollment Form; Roster Information Form; Immunizations; Vision, Hearing, Dental, Nutrition (3300 form)

Roster reporting dates and process to ensure accuracy

Requirements for retaining Pre-K records for 3 years: WSO, Student Registration