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**
http://www.decal.ga.gov/Prek/GuidelinesandAppendix.aspx
- Basic Equipment, Materials, and Supplies Inventory List (materials accessible to staff)
- Instructional Quality Guides (IQ Guides for Assessment, Planning Instruction, Environment, Daily Schedule)
- Georgia Early Learning and Development Standards (GELDS):
  http://www.gelds.decal.ga.gov/
- 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

**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
- 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 6/2020
Georgia’s Pre-K Program
Suggested Topics for Pre-K Staff Orientation

- 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](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](http://www.decal.ga.gov/Prek/Planning.aspx)
- Changes to the Learning Environment document
- Planning for Assessment Template or on lesson plans

**Teacher Resources:** [www.decal.ga.gov](http://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)
- Teacher-child classroom interactions (CLASS): Information available at [http://www.decal.ga.gov/PreK/CLASS.aspx](http://www.decal.ga.gov/PreK/CLASS.aspx)
- Concerns regarding a Pre-K student resources/procedure:
  - Resources and conferences forms for concerns available at [http://www.decal.ga.gov/Prek/ClassroomManagement.aspx](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 6/2020

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