

Pre-K Updates

September 18, 2020



**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

Today's Agenda



- Communication
- Instructional Models
- Pre-K Rosters and Payments
- Student Attendance & Documentation
- Staffing the Pre-K Classroom
- Reconciliation Reports
- Virtual Visits
- Supporting Teachers
- Reminders
- Important Dates
- Questions

Communication



Communication

September

- Weekly director emails
- FAQs updated as needed.
- Update Webinar: Friday, September 18th, 12:00 pm

October

- Director emails bi-weekly
- FAQs updated as needed.
- Update Webinar: Friday, October 23rd, 12:00 pm

Communication



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Pre-K

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PROJECT DIRECTORS

Project directors are responsible for appropriately implementing Georgia's Pre-K Program. Many resources are available on this website to assist directors in effectively managing their program and in making quality improvements to the Pre-K classroom.

The following is a list of items and/or documents to support you in implementing Georgia's Pre-K Program.

Project Director Resource List:

[2019 – 2020 Pre-K Providers' Operating Guidelines](#)

[2019 – 2020 Pre-K Providers' Operating Guidelines Addendum April 21, 2020](#)

[2020 – 2021 School Year Georgia's Pre-K Program Guidance Toolkit](#)

[2020 – 2021 School Year Georgia's Pre-K Program Guidance Webinar](#)

[2020 – 2021 School Year Georgia's Pre-K Program Guidance Webinar Slides](#)

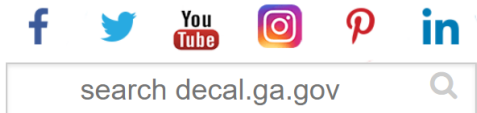
[+ 2020 – 2021 Georgia's Pre-K Updates and FAQ](#)

[Pre-K Instructional Model Approval Form](#)

Click



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RESOURCES FOR THE GEORGIA'S PRE-K 2020-2021 SCHOOL YEAR

[+ General Information](#)

[+ Pre-K Instructional Models](#)

[+ Schedule and Lesson Plan Templates](#)

[+ Virtual Learning Resources](#)

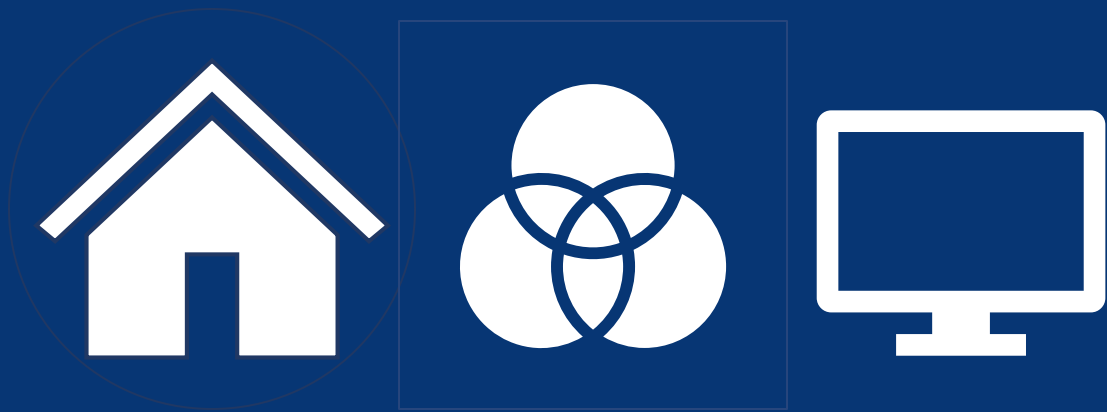
[+ Social and Emotional Tools](#)

[+ Family Engagement and Resources](#)

Click



Instructional Models



- Instructional Models were selected for the first nine week of schools.
- Programs may choose to continue with current model or select a new model based on the needs of program, families and staff.
- Contact your Pre-K Specialist with any changes to your current instructional model.





Pre-K Rosters & Payments



Pre-K Rosters

2020 - 2021

Dates for Roster 1 and 2 have been revised due to later school start dates.

Roster	OLD Roster Open for Data Entry	NEW Roster Open Date for Data Entry	OLD Count Day	 NEW Count Day	 NEW Due Date
1	August 3, 2020	August 25, 2020	September 4, 2020	September 18, 2020	September 25, 2020
2	October 5, 2020	October 19, 2020	November 6, 2020	November 13, 2020	November 20, 2020
3	December 11, 2020	No Change	January 15, 2021	No Change	No Change
4	February 12, 2021	No Change	March 12, 2021	No Change	No Change

* Operating Guidelines and COVID-19 Addendum have been updated and posted.

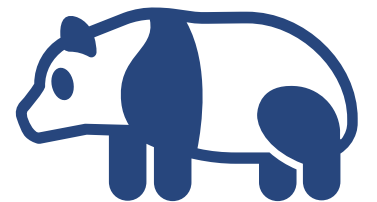
Pre-K Rosters

2020 - 2021

Count date is September 18th.

- Only enter enrolled students on your roster. Children are enrolled when they have enrollment paperwork on file and are receiving educational services (in-person, virtual, completing distance learning activities).
- Make sure that you have confirmed each child's attendance in the classroom.
- Contact PreK@decal.ga.gov if you have questions about a parent who submitted enrollment paperwork, but the child has not started.
- **Remove teachers that did not return to the program.**
- Classes with no students entered will be closed.

All rosters must be submitted by September 25th.



Pre-K Rosters

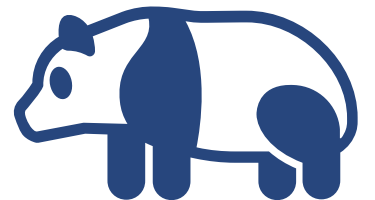
2020 - 2021

Waiting Lists

- Any students on the Pre-K waiting list for your program should be entered in the Waiting List.
- Waiting list should be submitted with your first roster.

Should a student be entered on the Pre-K waiting list if the family has completed registration or waiting list paperwork, but the child is not attending the program yet due to the pandemic?

Yes, even if the program has open slots in their Pre-K classroom(s), the program should enter the student on the Waiting List for the classroom. The program should have appropriate documentation from the family (i.e. waiting list form or registration application); and the program should confirm that the family is requesting that child remain on the waiting list and is not enrolled in another Pre-K program.



Roster Resources

- *Roster Tips- Entering and Correcting Student Information*
- *PANDA Roster System: Student Data Entry Webinar*

**Need help? Email
panda.rosters@dec.al.ga.gov**

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Project Director Resource List:

+ Pre-K Providers Operating Guidelines

2019-2020 WSO End of the Year Guidance for Directors

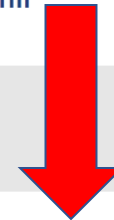
2020-2021 Pre-K Rate/Pre Child Estimate Chart

Pre-K Instructional Model Approval Form

+ Resources

+ PANDA Roster: Change Request Forms, Tips Sheets, Webinars, and Other Resources

+ 2020 – 2021 Georgia's Pre-K Updates and FAQ



Payments

2020 - 2021

Unpaid Pre-K Classes

- Failure to indicate that a class was staffed with a lead and/or assistant teacher from August 1, 2020 to the present results in a gap in teacher service.
- A payment cannot be processed for classes with a gap in teacher reporting.
 - Review the class roster to ensure that a lead teacher and assistant teacher are reported. Add any missing teacher(s) to the roster.
 - If teachers are being reported, make sure the start date reflects 8/1/2020.
 - If a teacher started working and then left, the new teacher's begin date should immediately follow the former teacher's end date.
- Teachers that did not return should not be reported on the roster.
 - Select "Multiple Substitutes Used" if multiple teachers are currently staffing the class.



Payments

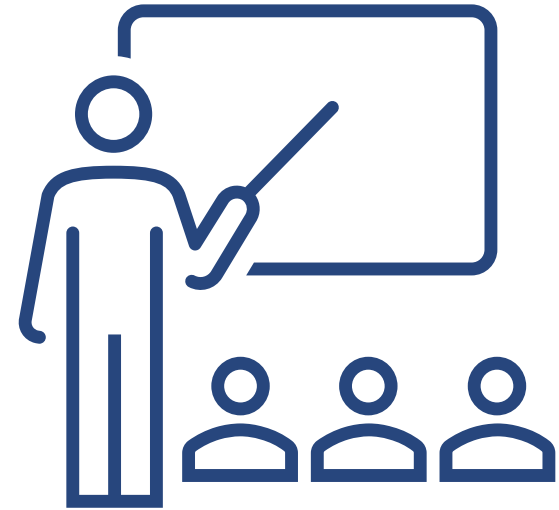
2020 - 2021

November Payment

- The November payment will be based on Roster 1 data.
- Roster 1 data will be reviewed to determine proration of operating costs.
- **It is very important that Roster data is entered correctly and on time.**
- If you are contacted regarding roster data, please address as soon as possible.



Student Attendance & Documentation



Student Attendance

2020 - 2021

How To Take Attendance for Distance Learning

- Each Pre-K program is responsible for developing a written process for how student attendance will be documented. The process should include how the program will determine if a child is present and the procedures for addressing attendance issues with families.
- Programs may choose to take attendance based on children's presence during virtual learning instruction, as well as evidence of activities completed at home. Other examples for recording attendance include:
 - Communication from a family member/caregiver that the child was engaged in a learning activity
 - Online sign-in form
 - Family responding to a text, email, or phone call
 - Participation in “check-in” virtual conference
 - Parent or caregiver picking up learning packets as they are distributed
 - Daily or Weekly Family Report (prepared by the teacher with activities to be "checked off" by families)
 - Logging into an online learning platform

Student Attendance

2020 - 2021

How To Address “Excessive” Absences

- There may be additional absences this year due to the pandemic:
 - Quarantine of the child or a family member
 - Transportation issues
 - Technology issues
- Programs should follow up with the families of children who are absent to document reasons for the absences.
- Programs are not required to automatically disenroll children due to absences if the program is in communication with the family and documenting reasons for absences.
- Programs should withdraw children who are no longer attending and are not returning to the program.

Student Attendance

2020 - 2021

Should a program mark a student who is quarantined absent?

- If a child is quarantined, not sick, and able to participate in distance learning activities, then the child can be marked present. If a child is quarantined and is sick or unable to participate in distance learning activities, then the absence should be recorded as an excused absence.



Staffing the Pre-K Class



Staffing the Pre-K Class

2020 - 2021

- Programs must have a Pre-K Lead and Assistant teacher hired and actively working with each Pre-K classroom.
- Due to strategies to mitigate the spread of COVID-19, it is appropriate to have teachers working with smaller groups of children in separate areas.
 - Separate classrooms
 - Inside/outside
 - Virtual small groups at different times
- For licensed programs, ratio and group size must be maintained.
- Pre-K staff cannot be utilized to supervise other groups of children during the Pre-K day.
- Students not enrolled in Pre-K should not be in the Pre-K classroom during the Pre-K day.

Staffing the Pre-K Class

2020 - 2021

Teacher Absences and Substitutes

- Traditional Model: Programs should make every effort to provide a substitute.
- Hybrid Model: Programs should make every effort to provide a substitute on days children attend the facility. A substitute is not required on a distance learning day, but the teacher delivering instruction must have the support and materials needed to engage with children and families.
- Full Distance Model: A substitute is not required, but the teacher delivering instruction must have the equipment and materials needed to engage with children and families.
- Programs are required to meet the minimum salary requirements for lead and assistant teacher positions. Programs may pay a teacher on leave due to COVID-19 illness or quarantine.

COVID-19 Leave Q&A for Pre-K Teachers

- Created to help answer questions from teachers regarding leave due to COVID-19.
- The document is posted on the Teacher Resource page.

2019-2020 Year End Reconciliation Report \$

- Available now in PANDA.
- May be completed by the financial officer, business manager, project director or owner.
- Report Due Dates
 - Private- October 31st
 - School System- November 15th
- Reconciliation Report Resources
 - [2019-2020 Year End Reconciliation Webinar](#) is posted on the Project Director page under the Webinars/Presentation Slides tab.
 - [Provider Reconciliation Report Training Document](#) provides instructions for completing and submitting the report to DECAL – posted on the Panda Resources page.
- For questions, email Panda.Recon@dec.al.ga.gov

**Expending 2019-2020 Funds Reminder:
All Pre-K funding must be expended by
September 30, 2020.**



Pre-K Specialist Support



Pre-K Specialists are available to offer support and technical assistance:

- Instructional Models
- New Teachers
- New Directors
- Daily schedule development
- GELDS, lesson planning, and WSO
- Classroom management strategies

Pre-K Specialist of the Day
(404) 656-5957

If you do not know which Pre-K Specialist is assigned to your program, email prek@dec.al.ga.gov.



SEEDS Helpline

GEORGIA
SEEDS
FOR SUCCESS



Social-Emotional Early Development Strategies

SEEDS HELPLINE

How do I request support
with preventing and reducing
persistent challenging behavior.?

Call the helpline at:

1-833-35-4HELP

OR email inclusion@dec.al.ga.gov

Program and Roster Verification Visits

- Will begin after September 25th (first roster)
- Visits will be scheduled for a mutually agreed upon time and day
- Providers will be contacted by their assigned Pre-K Specialist to provide:
 - An overview of the process
 - A list of documents to be uploaded
 - Assistance with the PANDA document upload function

PANDA Upload Feature

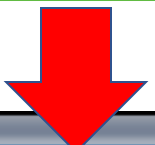


Uploading Student Documents

- Pre-K Specialists may request documents for a student.
- Providers can upload requested student documents in PANDA.
- Security Features
 - Encrypted during transit and while stored in PANDA
 - Deleted at the end of the day after being viewed by Pre-K staff
- *PANDA Student Rosters: Uploading Student Documents* provides instructions for uploading student documents requested by your Pre-K Specialist – posted under the Project Director Resource List (under PANDA Roster)




PANDA Upload Feature




Student Information

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Student Information

[Back](#) [Edit](#) [Change Trans/Socio](#) [Upload Document](#) [Close Student](#)

Site Details 

Add/Modify Student Information 

[Delete](#)

Student Last Name: *	<input type="text" value="Mouse"/>	Ethnicity: *	<input type="text" value="Not Hispanic/Latino"/>
Student First Name: *	<input type="text" value="Michael"/>	Race: *	<input type="checkbox"/> American Indian or Alaska Native
Student Middle Name: *	<input type="text" value="J."/>		<input type="checkbox"/> Asian
Suffix:	<input type="text"/>		<input type="checkbox"/> Black or African American
			<input type="checkbox"/> Native Hawaiian or Other Pacific Islander

Click the Upload Document to begin the upload process.

Supporting Teachers



Teacher Resources

2020 - 2021



search decal.ga.gov



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+ Virtual Learning Resources

+ Social and Emotional Tools

+ Family Engagement and Resources

Teacher Training

2020 - 2021

Sessions currently open for registration:

- Day 1 New Lead Teacher Training (Virtual)
- Day 1 New Assistant Teacher Training (Virtual)
- Returning Teacher Training (Lead and Assistant)
 - Reading and Exploring Information Text SCIENCE (Virtual Live)
 - Literacy by the Sea (Virtual Live and Virtual Training Pre-Recorded & Competency Quiz)
- Returning Assistant Teacher Training
 - Behind the Scenes of Center Time (Virtual Live Part 1, Part 2, and Online Self-paced)



Registration will open in November for:

- Day 2 New Lead Teacher Training (face to Face)
- Day 2 New Assistant Teacher Training (Face to Face)
- Returning Teacher Training (Lead and Assistant)
 - Math Throughout the Day (Face to Face or Virtual) **NEW**
 - Marvel of Writing (Online Self-paced)
 - Reading and Exploring Information Text SOCIAL STUDIES (Face to face or Online Self-paced)
 - Returning Leads and Assistants Reading and Exploring Information Text SCIENCE (Face to Face or Virtual)
 - Digging Deeper into Assessment (Face to Face)

Inclusion classrooms and Montessori classrooms with teachers not reported on the roster should email gapds@dec.al.ga.gov for assistance with registering teachers for training.

Resources

2020 - 2021



Launched in 2020 by Georgia's Department of Behavioral Health and Developmental Disabilities and Voices for Georgia's Children along with incredible partners, the Free Your Feels campaign helps Georgia's children, teens, and young adults stay mentally healthy by expressing their true feelings with peers, parents, teachers, and most importantly, themselves. With free educational resources, instant access to mental health professionals, and support for kids and families, they are helping Georgia's youth voice their real feels and get the help they need when they need it.

<https://www.freeyourfeels.org/>



This issue brief provides a review of best practice strategies for creating inclusive early learning settings. It also identifies system-level reforms that can reduce disproportionate suspensions and expulsions for Black children. It is part of the National Black Child Development Institute's campaign, Eliminating Exclusionary Discipline and Concentrating on Inclusion. Although the data are focused on ages birth to five, the strategies included are relevant for school-age.

[Delivering on the Promise of Effective Early Childhood Education](#)



October 5 – 9 VIRTUAL Celebration!

- Video recordings of legislators and community leaders reading a book will be posted in a video library and made available on the Voices for Georgia's Children website.
- A daily activity for children and families will be featured on the Voices website.
- Pre-K Specialists will contact programs to schedule virtual visits to read to classes.
- Invite your local leaders and community "heroes" to post a video recording of themselves reading a book for your social media platforms.

Stay tuned for additional info and steps for registering your program for Georgia's Pre-K Week!



Reminders



- Submit roster as soon as it is ready.
- Notify specialist of any closures and changes in instructional models.
- Look for the email to register for Georgia's Pre-K Week!



Important Dates



September 18: Roster Count Date

September 18: Pre-K Updates
Webinar

September 25: Roster Due Date

September 30: Deadline for 2019-
2020 funding
expenditures

October 5 – 9: Georgia's Pre-K
Week



Questions



Thank You!

Susan Adams
Deputy Commissioner
Pre-K & Instructional Supports
Susan.adams@dec.al.ga.gov

prek@dec.al.ga.gov

