# Pre-K Updates

October 23, 2020

Today's Agenda

- Communication
- Instructional Models
- Pre-K Rosters and Payments
- Student Attendance & Documentation
- Reconciliation Reports
- Virtual Visits
- PANDA Upload
- Supporting Teachers
- TOTY & Pre-K Week
- Reminders
- Important Dates
- Questions

Communication

Communication

![Georgia Dept of Early Care and Learning - BRIGHT FROM THE START]

search decal.ga.gov
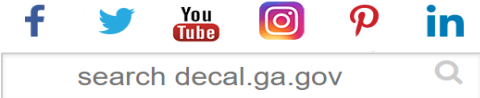
Agency Programs Families Teachers Providers Contact Us

☰ / Georgia's Pre-K / Project Directors

PROJECT DIRECTORS

Project directors are responsible for appropriately implementating 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.

Click +

Director Resource List:

Providers Operating Guidelines

9 – 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

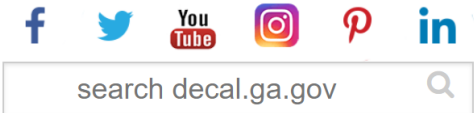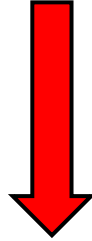2020 – 2021 School Year Georgia's Pre-K Program Guidance Webinar Slides

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

Pre-K Instructional Model Approval Form

Sidebar navigation:
- Pre-K
- ⊞ About Pre-K
- Book List
- Classroom Assessment Scoring System (CLASS)
- ⊞ Creating a Quality Learning Environment
- Curriculum
- Enrolling in Pre-K
- Families
- FAQ
- GA's Pre-K At Home
- Georgia Early Learning and Development Standards
- Operating Guidelines
- ⊞ Pre-K Supports
- Professional Learning
- ⊞ Project Directors
- Search for Pre-K
- Starting a Pre-K Program
- Summer Transition Program

Communication

Instructional Models

- Programs may choose to continue with current model or select a new model based on the needs of the 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 (January 22, 2021)
4	February 12, 2021	No Change	March 12, 2021	No Change	No Change (March 19, 2021)

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

Roster 2 count date is November 13th.

- 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.

Roster 2 must be submitted by November 20th.
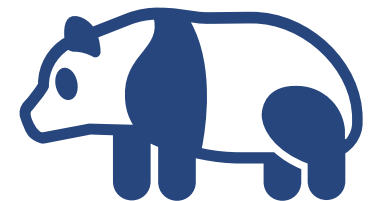
Waiting Lists

Waiting list information should be updated each roster cycle as needed (add new children, remove children no longer waiting for a Pre-K slot and children whose parents can no longer be contacted).

Note: Providers can make changes to their waiting lists at any time during the school year.

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 the 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 the child remain on the waiting list and is not enrolled in another Pre-K program.
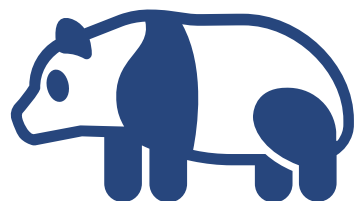
Roster Resources

Roster Tips- Correcting Student Data and Avoiding Gaps in Teacher Reporting NEW

Need help? Email panda.rosters@decal.ga.gov

PROJECT DIRECTORS

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

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**

Payment Proration

- **All** Pre-K payments for the 2020 - 2021 will be based on the Grant Agreement and current lead teacher credentials.

  o A per child proration will not be applied to operating funds.

 o Programs are still required to fill vacant slots with eligible students.

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Unpaid Classes

If you have a classroom that you have not received payment for:

- Check your roster for gaps in reporting dates for teachers
- Doublecheck that each class was submitted successfully in the roster process
- Ensure that your grant agreement has been executed

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Student Attendance & Documentation
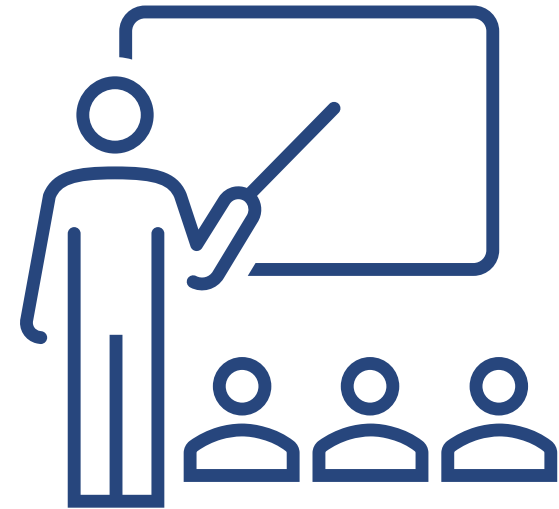
Classrooms with Low Enrollment

Classrooms with less than 11 children are being reviewed for possible closure.

The following criterion are being considered in the process:

- SY2021 Enrollment across the site
- SY2020 Enrollment
- Issues with teacher credentials
- Parent Choice of Instructional Models within area
- Projected need for SY2022

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Monitoring Student Attendance

- Programs should monitor attendance records regularly to ensure that students are actively participating in the program.
- Follow up with the families of students who are absent (face to face, virtual) to document reasons for the absences.
- Withdraw students who are no longer attending and are not returning to the program.
- Programs with students reported on **more than one** Pre-K roster will be asked to submit attendance records to DECAL.
  - Programs may be directed to follow up with parents to confirm that the child is not enrolled in another Pre-K program.
  - Parents who enroll their child in more than one program must decide which program the child will attend.

2019-2020 Year End Reconciliation Report

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- 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@decal.ga.gov

Expending 2019-2020 Funds Reminder:
Any 2019-2020 funding must be returned
if it was not spent 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@decal.ga.gov.

SEEDS Helpline

- Inclusion and Behavior Support Specialists are available to provide a variety of resources, strategies and supports even while working remotely.
- Use the SEEDS Helpline 1—833-35-4HELP or email inclusion@decal.ga.gov to request support.

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@decal.ga.gov

Program and Roster Verification Visits

- Specialists have begun scheduling virtual Program and Roster Verification Visits.

- Visits are scheduled in advance and should only be cancelled by the program if absolutely necessary.

- Providers will be contacted by their assigned Pre-K Specialist to provide:

    o An overview of the process

    o A list of documents to be uploaded

    o 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

Click the Upload Document to begin the upload process.

Supporting Teachers

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/ Georgia's Pre-K / Teachers

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

- Pre-K
- ⊞ About Pre-K
- Book List
- Classroom Assessment Scoring System (CLASS)
- ⊞ Creating a Quality Learning Environment
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- Enrolling in Pre-K
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- FAQ
- GA's Pre-K At Home
- Georgia Early Learning and Development Standards

+ General Information

+ Pre-K Instructional Models

+ Schedule and Lesson Plan Templates

+ Virtual Learning Resources

+ Social and Emotional Tools

+ Family Engagement and Resources

Face to face training will not be provided this school year.

Registration will open on Monday, October 26th for:
- Returning Teacher Training (Lead and Assistant)
  - Math Throughout the Day (Virtual) **NEW**
  - Marvel of Writing (Online Self-paced)
  - Reading and Exploring Information Text SOCIAL STUDIES (Online Self-paced)

Registration will open in November for:
- Day 2 New Lead Teacher Training (Virtual)
- Day 2 New Assistant Teacher Training (Virtual)

New Project Director Training will be provided in November (Virtual).
- **Pre-K Basics:** This training will focus on the *Pre-K Providers' Operating Guidelines*.
- **Financial Basics**: This training will focus on record keeping, expenditure requirements, reporting requirements and the Agreed Upon Procedures (AUP) review process.
- **Registration information will be provided soon.**

Please share the following with your teachers:

- Cameras should be turned on.
- Mics should be muted.
- Change screen name in ZOOM to the name listed on the confirmation.
- Teacher's training location should be free from distractions.
- Dress appropriately.
- Download handouts prior to training.
- Do not share training links with other teachers.
- If teachers are sharing a device:
  - Inform the training administrator
  - Change the name on Zoom to reflect the teachers who are
  - sharing the device
  - Both teachers must be visible on the screen.

best practices

2020 - 2021 Work Sampling Online Guidance Document

- Provides guidance to teachers implementing WSO during the 2020 - 2021 school year.
- Posted on the Teacher Resources page and under the Project Director Resource List.
- WSO Guidance topics include:
  - Required Materials for Teachers
  - Collecting Assessment Data
  - WSO Developmental Checklist
  - WSO Narrative Summary Report
  - Family Conferences/Sharing Assessment Information with Families
  - Record Keeping Requirements

- **Teachers will collect assessment documentation for the Language and Literacy and Mathematical Thinking domains ONLY.**
- WSO Developmental Checklist
  - Although not required, if a teacher feels it is necessary for him or her to collect documentation for the other domains prior to entering a rating on the Developmental Checklist, the teacher may choose to collect documentation.
  - Teachers should try to rate as many indicators as possible.
- Family Conferences
  - Develop a written process for how children's performance will be shared with families.
  - Family conferences may be done via a web-based platform.

- Printing Narrative Summary Reports and Developmental Checklists
  - **Traditional Model and Hybrid Model:** Print a copy of the Narrative Summary and Developmental Checklist for each student in the class.
  - **Full Distance Model:** Download and save a copy of the Narrative Summary Report and Developmental Checklist for each student in the class. When teachers and students return to the classroom, print Narrative Summary Reports and Developmental Checklists.
- Retain the following assessment data for a minimum of three years:
  - Work Sampling System P-4 Developmental Checklist
  - Work Sampling Online Narrative Summary

Whether students across the state are in-person or engaged in distance learning, they need more support and connection than ever. The Free Your Feels campaign sponsored by Georgia's Department of Behavior Health and Developmental Disabilities and Voices for Georgia's Children helps Georgia's children, teens, and young adults stay mentally healthy by expressing their feelings with peers, parents, teachers, and most importantly themselves. The Free Your Feels campaign provides free materials to help encourage kids, youth, and teens to talk about their emotions, whether with peers or a trusted adult. To access these educational resources use the following link: https://www.freeyourfeels.org/. Educators, counselors, school personnel, and other youth-serving professionals now have access to posters, flyers, and stickers to promote mental wellbeing! These materials are geared towards elementary, middle, and high-school ages and can be placed in school hallways, sent out in a newsletter, or distributed however you think will be most effective in spreading the word.

Click to access all posters and flyers

Harvard's Center on the Developing Child has gathered a number of resources and recommendations to help early childhood educators through this challenging time. This guide pulls together information on COVID-19, what it means for child development, and easy-to-share resources that can help parents and caregivers, as well as child care providers, pediatricians, and others who work with families. A Guide to Covid-19 and Early Childhood Development

October 5 – 9 VIRTUAL Celebration!

- Over 800 Pre-K programs registered with Voices for Georgia's Children. **Record-breaking number registered!**

- Registered Programs Drawing Winners – **Rex Childcare and Early Learning Center and Dade Elementary School Pre-K.**

- Celebrity Engagement:
  - Coy Bowles - Zac Brown Band
  - Monica Kaufman-Pearson - Legendary Atlanta TV and Radio Personality
  - Karen Greer - CBS46 News Anchor
  - Foye Oluokun – Atlanta Falcons
  - Brooks Lennon – Atlanta United
  - Rafael Furcal – Atlanta Braves

Thank you for making Georgia's Pre-K Week a success!

Georgia's Pre-K Teachers of the Year

Heather Melillo
West End Elementary School (Rome)

Alderine Healey
Paulding Early Learning Center (Hiram)

Reminders

- Submit roster on the November 13 count date if it is ready.

- Notify specialist of any closures and changes in instructional models.

- Submit Year End Reconciliation Report on or before:
  - October 31 – private providers
  - November 15 – school systems

Important Dates

October 19: Roster 2 open for updates

October 31: Year End Reconciliation Report due for private providers

November 13: Roster 2 Count Date

November 15: Year End Reconciliation Report due for school systems

November 20: Roster 2 Due Date

December 4: Pre-K Updates Webinar

Questions

Thank You!

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