

Pre-K New Director Training

Pre-K Basics



Welcome to: Pre-K Basics Training



Georgia Dept
of Early Care
and Learning
BRIGHT FROM THE START

Questions?



TYPE ALL QUESTIONS IN THE CHAT
TO THE **HOST ONLY**, NOT TO
EVERYONE



Attendance



TYPE YOUR FULL NAME IN THE
CHAT BOX FOR ATTENDANCE



Shhhhh



PLEASE ALWAYS STAY MUTED



Today's Agenda



Student Enrollment

- Eligibility Requirements
- Student Documentation
- Student Attendance

Pre-K Staffing Requirements

- Teacher Credential Requirements
- Teacher Salary Requirements
- Creditable Years of Experience (CYE)

Pre-K Funding

Pre-K Payments

Reporting Requirements

Expenditure Basics/Audit and Accounting

Program Support

Pre-K Providers' Operating Guidelines

This document outlines the requirements and regulations for operating a Georgia's Pre-K Program. To ensure program compliance and quality service, all Pre-K providers must be familiar with and implement these guidelines. This document is intended to provide clarity and to offer guidance to current and new Pre-K providers.

Pre-K

+ About Pre-K

Book List

Classroom Assessment Scoring System (CLASS)

+ Creating a Quality Learning Environment

Curriculum

Enrolling in Pre-K

Families

FAQ

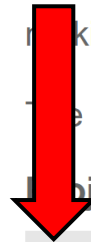
GA's Pre-K At Home

Georgia Early Learning and Development Standards

Operating Guidelines

+ Pre-K Supports

Click



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:

+ 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

Eligibility Requirements Student Documentation

Age Requirement & Documentation

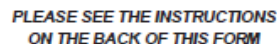
- Students must be four years of age on September 1.
- Age documentation is required on the first day of Pre-K (2.1).
 - Acceptable age documentation is listed in the Guidelines.
- Parent Acknowledgement Form/Appendix A
 - Five years of age
 - Attended Pre-K for less than 30 days

Residency Requirement & Documentation

- Students must be a Georgia resident.
- Residency documentation is required on the first day of Pre-K (2.2)
 - Acceptable residency documentation is listed in the Guidelines.
 - If a family is living with someone else, a notarized affidavit from the property owner plus a copy of the property owner's proof of residency is required.

Student Documentation – Form 3300

- Certificate of Vision, Hearing Dental and Nutrition Screening, Form 3300 (3.12)
 - Form 3300 required within 90 calendar days of starting Pre-K.
 - Screenings conducted within 12 months prior to the start of Pre-K.
 - Follow up required for **Needs Further Evaluation**.
 - Maintain follow-up documentation on site.
 - Contact Pre-K Specialist for guidance addressing families who fail to provide the appropriate follow-up after the program has made multiple attempts to obtain the information.



Date of Birth: ____/____/____ Gender: ☐ Male ☐ Female
Child's Home Address:

street city state zip code county

Screeners' Comments:

DPH Form 3300 Rev. 2013

Student Documentation

- Certificate of Immunization Form 3231 (3.13)
 - Required within 30 calendar days of starting Pre-K.
 - Georgia law allows for two types of exemptions:
 - **Medical Exemption**
 - **Religious Exemption**

Rev. 07/2014

Georgia Department of Public Health

Form 3231

CERTIFICATE OF IMMUNIZATION

Child's Name (Last name first)

Birthdate

Date of Expiration

(Next required immunization
or review of medical
exemption due.)

Complete For K through 6th Grade

Child must be 2-4 years and have met all
requirements for school attendance.

Complete For 7th Grade or higher

Fulfills requirements K through 6th grade
AND must have Tdap and MCV4 documented.

(Optional) Parent/Guardian Name (Last name first)

Unless specifically exempted by law, Georgia law [O.C.G.A. § 20-2-771] requires a certificate on file for each child in attendance in any school or child care facility in Georgia with penalties for failure to comply. Detailed instructions for this form and immunization requirements by age are spelled out in policy guides 3231INS and 3231REQ distributed by the Georgia Immunization Office.

VACCINE	DATE			DATE			DATE			DATE			DATE			DATE			Total Doses	Diagnosed	Serology +	History	Medical Exemption
	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY	MM	DD	YY					
Required Vaccines for School or Child Care Attendance																							
DTP,DTaP, DT, Td																							
Polio																							
Hepatitis B																							
Tdap																							
MCV4																							
HIB (Under Age 5)																							
PCV (Under Age 5)																							
Measles																							
Mumps																							
Rubella																							
Hepatitis A (Born on/after 1/1/86)																							
Varicella																							
Recommended Vaccines (For Information Only)																							
Rotavirus																							
HPV (3 doses)																							
Influenza																							
Td Booster																							

Notes:

A licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local Board of Health or the State Immunization Office is responsible for the content of this certificate. All dates must include month, day and year. In cases of natural immunity or Medical Exemption, the 4 digit year of infection, test or exemption must be filled in the appropriate box(es). The certificate is NOT valid without name and birthdate of the child, date of expiration OR "X" in Complete for School Attendance box, legible name and address of the physician, Advanced Practice Registered Nurse, Physician Assistant or health department, certified by signature and a date of issue. A school or facility official is responsible for keeping a current valid

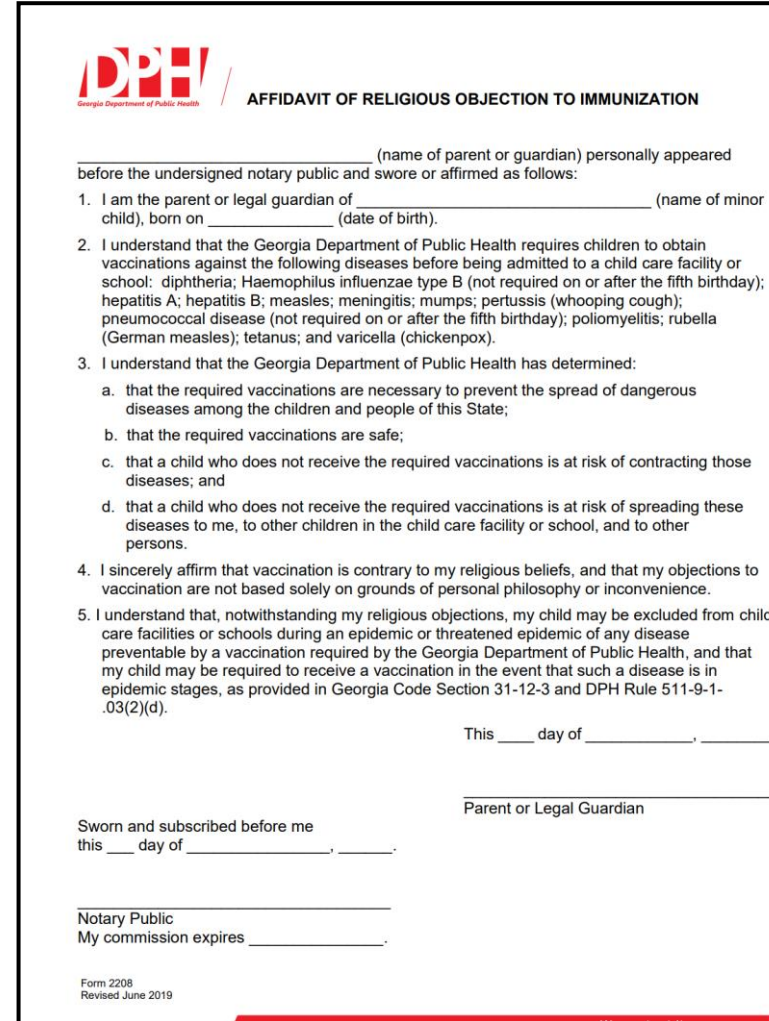
Printed, Typed or
Stamped Name,
Address and
Telephone # of
Licensed
Physician

● Medical Exemption

- Must be marked on Form 3231
- Letter from a medical professional will not be accepted
- Valid for one year

Religious Exemption (DPH Form 2208)

- Religious Exemption
- Must be documented on DPH Form 2208



DPH / **AFFIDAVIT OF RELIGIOUS OBJECTION TO IMMUNIZATION**
Georgia Department of Public Health

____ (name of parent or guardian) personally appeared before the undersigned notary public and swore or affirmed as follows:

1. I am the parent or legal guardian of _____ (name of minor child), born on _____ (date of birth).
2. I understand that the Georgia Department of Public Health requires children to obtain vaccinations against the following diseases before being admitted to a child care facility or school: diphtheria; Haemophilus influenzae type B (not required on or after the fifth birthday); hepatitis A; hepatitis B; measles; meningitis; mumps; pertussis (whooping cough); pneumococcal disease (not required on or after the fifth birthday); poliomyelitis; rubella (German measles); tetanus; and varicella (chickenpox).
3. I understand that the Georgia Department of Public Health has determined:
 - a. that the required vaccinations are necessary to prevent the spread of dangerous diseases among the children and people of this State;
 - b. that the required vaccinations are safe;
 - c. that a child who does not receive the required vaccinations is at risk of contracting those diseases; and
 - d. that a child who does not receive the required vaccinations is at risk of spreading these diseases to me, to other children in the child care facility or school, and to other persons.
4. I sincerely affirm that vaccination is contrary to my religious beliefs, and that my objections to vaccination are not based solely on grounds of personal philosophy or inconvenience.
5. I understand that, notwithstanding my religious objections, my child may be excluded from child care facilities or schools during an epidemic or threatened epidemic of any disease preventable by a vaccination required by the Georgia Department of Public Health, and that my child may be required to receive a vaccination in the event that such a disease is in epidemic stages, as provided in Georgia Code Section 31-12-3 and DPH Rule 511-9-1-.03(2)(d).

This ____ day of _____, ____.

Parent or Legal Guardian

Sworn and subscribed before me
this ____ day of _____, ____.

Notary Public
My commission expires ____.

Form 2208
Revised June 2019

Student Documentation

- Social Security Number or *Student Social Security Number Information Form/Appendix B (3.7)*
- Category One Documentation (2.4)
 - Required for students reported as Category One
- Roster Information Form/Appendix D

Record Keeping Requirements for Student Files

- Current school year records must be maintained at the Pre-K site.
- Retain the following records for a minimum of **three** years:
 - Child Registration & Student Roster Information forms
 - Attendance records
 - Age & residency documentation
 - Assessment information
 - **See 4.10** for complete list of documentation that must be retained

Student Attendance (3.10)

- Procedures for Student Attendance
 - Maintain student attendance records.
 - Develop a written plan for addressing attendance concerns.
- Chronic absenteeism
 - More than two absences per month without a reasonable excuse
 - An established regular attendance pattern
- Document efforts to assist families in addressing attendance concerns.
- There may be additional absences this year due to the pandemic. Contact your Pre-K Specialist if you have concerns about excessive absences.

Pre-K Staffing Requirements

Teacher Credential Requirements

Approved Credentials

- Lead Teacher (12.3)
 - Early Childhood Education (ECE) or ECE Related Bachelor's Degree
 - Bachelor's Degree not related to ECE plus ECE approved Technical Certificate of Credit (TCC), Technical College Diploma (TCD), Associate Degree, Montessori Diploma
 - T4 Georgia Teaching Certificate (Four Year Degree & Teaching Certificate) or T5 Teaching Certificate (Master's Degree & Teaching Certificate)
 - Refer to 12.3 in the Guidelines for complete list of approved credentials.
- Assistant Teacher (13.3)
 - Valid Paraprofessional Certificate
 - Valid Child Development Associate (CDA) Credential or TCC or TCD
 - Refer to 13.3 in the Guidelines for complete list of approved credentials.

Georgia Professional Development System (GaPDS)

gapds.dec.al.ga.gov



- The Georgia Professional Standards Commission (GaPSC) reviews transcripts and credentials for the GaPDS to verify an individual teacher's credentials and degrees (11.3).
- Until a teacher is enrolled in the GaPDS, the eligibility to serve in the lead or assistant teacher role has not been established.

GaPDS Profile - Meets Lead Teacher Requirements

Jane Doe

Professional Development System Profile

PDS# 99999

Qualifies for GA Pre-K Lead

Status: Active

Career Level: 5

Username: Doelanda 14

Email: Doelanda14@gmail.com

County:

Education Information

Secondary Education :

High School Diploma/GED: Yes

Post-Secondary Education :

Degree Date	Verified Status	Level	Institution / City	Major Degree
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Assistant Teacher – Look for a career level of 4 or higher.

John Doe
Professional Development System Profile
PDS# 99999

Status: Active

Career Level: 5

Username: Jhnlanda 11

County:

Email: Johnborn11@gmail.com

Education Information

Secondary Education :
High School Diploma/GED: Yes

Post-Secondary Education :

Degree Date	Verified Status	Level	Institution / City	Major Degree
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Teacher Salary Requirements

Lead and Assistant Teacher Salary Information

- Lead Teacher Salary Components (12.7)
 - 90% Base Salary Requirement
 - 100% Supplemental Compensation
- Assistant Teacher Salaries (13.4)
 - 100% Salary Requirement

Lead Teacher Base Salary Requirements (12.3)

Lead Teacher Credential / Certification Requirements

A Georgia's Pre-K Program lead teacher must have one of the following valid and current certificates or credentials listed below. Pre-K providers should review the qualifications and conditions carefully to ensure that the lead teacher qualifies to teach in Georgia's Pre-K. *The salary rates reflect 100% of the base salary funded by Bright from the Start to the provider.* Providers are required to pay lead teachers a minimum of 90% of the total base salary funded by Bright From the Start.

Note: Early Childhood Education (ECE)/related degrees and credentials are verified in the Georgia Professional Development System (GaPDS). Georgia Professional Standards Commission (GaPSC) certification is verified through review of www.gapsc.com for all certified teachers.

Bachelor's Degree not related to Early Childhood Education

A teacher with a Bachelor's degree not related to Early Childhood Education must also hold one of the following approved ECE credentials:

- Associate degree with ECE major
- Technical College Diploma (TCD) with ECE major
- Technical Certificate of Credit (TCC) with ECE major
- Montessori diploma

Non-ECE Degree Lead Teacher Salary Funded by Bright from the Start: \$30,315.60

Minimum Salary Requirement: \$27,284.04

ECE or ECE-Related Bachelor's Degree – Four Year Degree or Higher Credential (Masters, Specialist, etc.)

Early Childhood Education (P-5)

Birth Through Kindergarten

Early Childhood Special Education General Curriculum (P-5)

Special Education Preschool (ages 3-5)

Child and Family Development

Child Development

Elementary Education

Elementary Reading and Literacy

Family & Consumer Science/Home Economics

Infant and Child Development

Special Education General Curriculum

Special Education Adapted Curriculum

Four Year Degree Lead Teacher Salary: \$30,315.60

Minimum Salary Requirement: \$27,284.04

2020-2021 CYE Supplemental Compensation Chart (12.7)

Creditable Years of Experience	Associate Degree	Bachelor's Degree	Certified (T4)	Certified (T5)
0-1	\$0.00	\$0.00	\$0.00	\$0.00
2-3	\$643.50	\$819.47	\$1,074.62	\$1,210.29
4-5	\$1,306.30	\$1,663.52	\$2,181.48	\$2,456.89
6-7	\$1,988.98	\$2,532.89	\$3,321.55	\$3,740.89
8-9	\$2,692.15	\$3,428.34	\$4,495.82	\$5,063.41
10-11	\$3,416.41	\$4,350.66	\$5,705.32	\$6,425.60
12-13	\$4,162.40	\$5,300.65	\$6,951.10	\$7,828.66
14-15	\$4,930.77	\$6,279.14	\$8,234.25	\$9,273.81
16-17	\$5,722.19	\$7,286.98	\$9,555.90	\$10,762.32

2020-2021 Salary Schedule for Pre-K Lead Teachers

Placement on the salary schedule is first determined by the teacher's verified Creditable Years of Experience (CYE), and then by credential type.

Creditable Years of Experience (CYE) are defined as all years taught as a full-time lead teacher in a Georgia's Pre-K Program (public or private) with an approved credential and/or all years taught as a full-time certified lead teacher in a K-12 public school. The 2020-2021 school year should not be included in CYE because only PRIOR, completed years of experience are valid. Refer to Section 12.8 in the *Pre-K Provider's Operating Guidelines* for additional information.

Base Salary is based on the teacher's verified credential(s). Providers are required to pay lead teachers a minimum of 90% of the total base salary funded by Bright from the Start.

Supplement is cumulative and is based on the teacher's creditable years of experience. Providers are required to pay teachers 100% of the supplement.

Total Salary is the combined base salary and CYE supplement. This represents the total yearly reimbursement.

The rates represent the annual salary funded by DECAL. Monthly rates are reflected in the Pre-K Payment Advice.

Creditable Years of Experience		Insufficient	Associate Degree	Bachelor's Degree	Certified (T4)	Certified (T5) or Higher
0 - 1	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73	\$43,343.04
	Supplement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73	\$43,343.04
2 - 3	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73	\$43,343.04
	Supplement	\$0.00	\$643.50	\$819.47	\$1,074.62	\$1,210.29
	Total Salary	\$16,190.35	\$25,093.36	\$31,135.07	\$39,895.35	\$44,553.33
4 - 5	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73	\$43,343.04
	Supplement	\$0.00	\$1,306.30	\$1,663.52	\$2,181.13	\$2,456.89
	Total Salary	\$16,190.35	\$25,756.16	\$31,979.12	\$41,002.21	\$45,799.93
6 - 7	Base Salary	\$16,190.35	\$24,449.86	\$30,315.60	\$38,820.73	\$43,343.04
	Supplement	\$0.00	\$1,988.98	\$2,532.89	\$3,321.55	\$3,740.89
	Total Salary	\$16,190.35	\$26,438.84	\$32,848.49	\$42,142.28	\$47,083.93

Creditable Years of Experience (CYE)

- CYE is defined in section 12.8.
- CYE must be verified.
 - Develop a written process/policy for verifying CYE.
 - Appropriate verification documentation (teacher contracts, letters from human resources or former employer, Experience Verification Form completed by former employer)
 - Inappropriate verification documentation (employment application, resume, data from the GaPDS, training certificate)
- If verification documentation is not available to support the reported CYE, **Pre-K funding will be impacted.**

Verification Documentation Example

VERIFICATION OF EMPLOYMENT	
DATE: June 6, 2017	
Name of Applicant: [REDACTED]	
[REDACTED]	
TO WHOM IT MAY CONCERN:	
The above named applicant was employed by [REDACTED] County Board of Education as a Teacher. She was employed in the following capacity:	
<ul style="list-style-type: none">• 8-7-2006 to 8-3-2008 Full Time Teacher - Liberty [REDACTED] ary School• 8-4-2008 to 7-31-2013 Full Time ESOL Teacher - [REDACTED] mentary School• 8-1-2013 to 12-20-2013 Part Time ESOL Teacher [REDACTED] ementary School	
Her last step was a level 16, and she held a L6 and T6 certificate.	
If further information is needed, please contact [REDACTED]	

Verification Documentation Example

Georgia PSC Experience Verification Form
Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141
Please Use Black Ink or Type

Title ☐ Mr ☒ Ms **Last name** [Redacted] **Middle or Maiden Name** [Redacted]

First name [Redacted]

Social Security Number [Redacted] **Date of Birth (MM/DD/YY)** [Redacted]

The Experience Verification Form is used to verify educational work experience. You must submit this form if:

- (a) you are requesting certification in Educational Leadership or Teacher Support Specialist;
- (b) you are using teaching or school experience in lieu of a practicum or internship;
- (c) you have taught full time in a PSC-accepted accredited college during the last five years;
- (d) you are using out of state school experience (3 satisfactory years within the last 5 years) in lieu of a Georgia Praxis test(s) and/or other special Georgia requirements;
- (e) you have a minimum of one year in the past five of full-time certified school experience out of state to meet recency.

Employer Section:
The information listed below is to be completed by the current or previous employer (Superintendent, Headmaster, Agency Director, or Designated Personnel Officer). Principals are not authorized to sign this form unless they are the designated personnel officer. Please note that if verifying college experience, only full-time college experience can be accepted. (One year of full-time teaching experience at a college or university is defined as teaching 9 semester hours each semester for two consecutive semesters.) Use one line for each change in status. Do not include leave of absence periods. Please verify only full-time or consecutive years of half-time educational employment experience.

School District Or Institution	State	Regional Or State Accreditation? (Yes/No)	Dates of Service		Ratings on Performance Reviews	Grades and Subjects Taught Major Portion of School Day *
			From mm/dd/yy	To mm/dd/yy		
Little Rock	AR	Yes	08/12/96	06/3/97	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed / K-6
Little Rock	AR	Yes	08/13/97	06/04/98	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed. / K-6
Little Rock	AR	Yes	08/13/98	06/04/99	<input checked="" type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Special Ed. / K-6



Wally's Kids Academy Experience Verification Form

(EMPLOYEE, PLEASE FILL OUT THIS SECTION)

Last Name _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip _____

The following information must be completed by the employer/official

Georgia's Pre-K Program/K-12 Public School Experience

Program Name _____ Site Name _____

REQUIRED (check one) _____ Public _____ Private

Beginning date of service	End date of service	Full Time/Part Time	Position Worked

I certify that the information provided is correct according to official records.

Official/Employer Signature _____ Date _____

Printed Name _____ Title _____

Address _____

Phone _____ Email _____

Remit to: Wally's Kids Academy
229 Elm Street
Anywhere, Georgia 33556

Staffing Requirements

- Programs must have a Pre-K Lead and Assistant teacher hired and actively working in the Pre-K classroom.
- 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.

Short-Term Substitute (14.2)

- Use when a teacher is out of the classroom for a few hours up to three weeks due to illness, personal leave, or professional development training.
- No prior approval from Bright from the Start is needed for a short-term substitute.

Long-Term Substitute (14.3)

- Use when a teacher is out for longer than three weeks.
- Submit a ***Long-Term Substitute Request Form (Appendix M)*** to your Pre-K Specialist for approval.
- **Requests will only be approved for extended medical leave, maternity/paternity leave, military reserves, or a student teaching program.**
- Make an attempt to hire long-term substitutes with a credential equivalent to the credential of the original lead teacher.

Staffing Requirements

- Project/Site Director may not serve as a lead or assistant teacher (5.1).
- Site director should be on site during the instructional day.
- Inappropriate use of teachers (5.8)

Pre-K Funding

Georgia's Pre-K Rate/Per Child Estimate Chart (19.1)

- Your Pre-K grant funding is based on several cost drivers including:
 - Provider type: public or private
 - Service Area: metro or non-metro
 - Lead teacher credential: bachelor or certified
 - Student enrollment

2020 - 2021 Georgia's Pre-K Rate/Per Child Estimate Chart

The 2020 - 2021 Georgia's Pre-K Rate/Per Child Estimate Chart is designed to help Georgia's Pre-K Program Grantees estimate the amount of grant funding for an individual class with full enrollment. The Rate Chart is not intended to provide an exact funding amount. The actual reimbursement may vary based on changes in class size, changes in lead teacher credential and number of days offering service. Payment calculations for operating costs are based on student enrollment and the lead teacher credential for each class as reported on the submitted Pre-K roster. Payment for lead and assistant teacher salaries are based on the salary rates reflected in sections 12.3 and 13.4 of the *Pre-K Providers' Operating Guidelines*. The rates do not include Creditable Years of Experience pay for lead teachers, start-up funds, sparsity allowances, or transportation funds.

Credential	Private Metro Area		Private Non-Metro Area		Public School	
Insufficient	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35	Salary Lead	\$ 16,190.35
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65	Operating - Benefits	\$ 7,693.65
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 64,255.47	Total	\$ 57,663.17	Total	\$ 54,544.23
		Per Child Per Year \$ 2,920.70			Per Child Per Year \$ 2,479.28	
		Per Child Per Month \$ 292.07			Per Child Per Month \$ 247.93	
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Two Year Degree	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86	Salary Lead	\$ 24,449.86
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 9,656.11	Operating - Benefits	\$ 9,656.11	Operating - Benefits	\$ 9,656.11
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 74,477.44	Total	\$ 67,885.14	Total	\$ 64,766.20
		Per Child Per Year \$ 3,385.34			Per Child Per Year \$ 2,943.92	
		Per Child Per Month \$ 338.53			Per Child Per Month \$ 294.39	
Credential	Private Metro Area		Private Non-Metro Area		Public School	
Four Year Degree	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60	Salary Lead	\$ 30,315.60
	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35	Salary Asst.	\$ 16,190.35
	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81	Operating - Benefits	\$ 11,049.81
	Operating - Classroom	\$ 24,181.12	Operating - Classroom	\$ 17,588.82	Operating - Classroom	\$ 14,469.88
	Total	\$ 81,736.88	Total	\$ 75,144.58	Total	\$ 72,025.64

2020-2021 Pre-K Payments

● Payment Proration

- All Pre-K payments for the 2020 - 2021 will be based on the Grant Agreement and current lead teacher credentials.
- A per child proration will not be applied to operating funds.
- Programs are still required to fill vacant slots with eligible students.

Georgia's Pre-K Rate/Per Child Estimate Chart

- Reimbursement is impacted by additional factors NOT represented on the Rate Chart:
 - Transportation services provided for Category 1 students
 - Start up funds for newly funded classes
 - Supplemental Compensation for Lead Teachers

Pre-K Payments

Pre-K Payment Eligibility

- A provider that meets all of the following is eligible for payment:
 - Has an executed Pre-K Grant Agreement
 - Successfully submitted class roster information as required for the payment calculation
 - If payment is not on hold for program administration reasons:
 - Change of ownership
 - Pending receipt of requested documentation
 - Pending receipt of reconciliation report
 - Pending receipt of Child Care License Fee.

Schedule of Payments (18.4)

Ten (10) Payments	Level of Teacher Credentials and Number of Children	Ten (10) Months
Payment Processed on or Before	Based On	For the Month of
August 10, 2020	Grant Agreement	August
September 14, 2020	Grant Agreement	September
October 12, 2020	Grant Agreement	October
November 10, 2020	Grant Agreement	November
December 14, 2020	Grant Agreement	December
January 11, 2021	Grant Agreement	January
February 15, 2021	Grant Agreement	February
March 15, 2021	Grant Agreement	March
April 12, 2021	Grant Agreement	April
May 10, 2021	Grant Agreement	May

Pre-K Payments (18.3)

- Deposited in the Pre-K provider's bank account via an Electronic Funds Transfer (EFT) process.
- Takes 3 to 7 days to post to the account on file..
- Providers should review their monthly payments and payment advice each month.

Payment Advice

The screenshot shows the PANDA system dashboard. On the left is a teal sidebar menu with the following items: 'System Admin' (with a red background and a right arrow), 'Pre-K' (with a dropdown arrow), 'Enter Application', 'Aff. Lawful Presence Pre-K', 'Edit Company Profile', 'Rosters' (with a right arrow), 'Waiting List' (with a right arrow), 'Payments' (with a dropdown arrow and a red circle around it), 'View/Print Pmt Advice' (indented under Payments), 'Retro Payment History Report' (indented under Payments), 'Recon Form', 'CLASS Observation', 'View/Edit Calendar', 'RK-STP' (with a right arrow), 'RPK-STP' (with a right arrow), and 'PBA' (partially visible at the bottom). The main content area has a grey header with 'Dashboard' and 'Home'. Below the header, it says 'Welcome to PANDA'. A white box with a grey border contains a message: 'Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.' followed by instructions on how to use the menu and a link to 'PANDA Resources' and an email address 'panda.support@dec.al.ga.gov'.

System Admin > Dashboard

Pre-K ▾ Home

Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to panda.support@dec.al.ga.gov. Emails to PANDA Support will be answered during normal business hours.

Pre-K Payment Advice

Bright from the Start: Georgia Department of Early Care and Learning
Vendor Code: 000012345
TIN: 20-1234567

Mother Goose, LLC
123 Anywhere Street
Anywhere, GA 12345



EFT Payment Advice
Pay Cycle: November
Pay Run #: 1
Payment Processed Date: 11/13/2020

November Payment Summary	LT Base Salary	* LT Base Sal. Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
Mother Goose, LLC	\$10,795.70	\$0.00	\$917.61	\$0.00	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33
								Startup Payment			\$0.00
								Special Adjustments			\$0.00
Total Sites Paid:	1	Total Classes Paid:	3					Program Total Payment			\$27,761.88

Class Payment Details for Mother Goose #2										Classes Paid:		3
Class ID	Students	LT Salary	* LT Salary Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
12345	22.0	\$3,882.07	\$0.00	\$332.16	\$0.00	\$1,001.30	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11
Mona Lisa		GaPSC Certification, T4			7.0					Startup Payment		\$0.00
									Class 12345 Total Payment			\$9,637.36
67890	22.0	\$3,031.56	\$0.00	\$253.29	\$0.00	\$780.48	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11
Mary Mack		No GaPSC Credential, ECE Bachelor or higher			6.0					Startup Payment		\$0.00
									Class 67890 Total Payment			\$8,487.16
34567	22.0	\$3,882.07	\$0.00	\$332.16	\$0.00	\$1,001.30	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11
Donald Duck		GaPSC Certification, T4			6.0					Startup Payment		\$0.00
									Class 34567 Total Payment			\$9,637.36
Total for Mother Goose #2		\$10,795.70	\$0.00	\$917.61	\$0.00	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments			\$0.00
									Total Program Payments			\$27,761.88
Grand Total		\$10,795.70	\$0.00	\$917.61	\$0.00	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33
									Total Startup Payments			\$0.00
									Total Program Payments (Less Sp. Adjustments)			\$27,761.88

* November Retro Payment Details								
Class ID	Retro Payment is for	LT Salary Retro	CYE Salary Retro	LT Benefits Retro	AT Salary Retro	AT Benefits Retro	Transport Retro	Operating Retro
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Cobail, LLC
3930 Mary Eliza Trace
Marietta, GA 30064-1077

Mother Goose, LLC
123 Anywhere Street
Anywhere, GA 12345

EFT Payment Advice
Pay Cycle: November
Pay Run #: 1
Payment Processed Date: 11/13/2020

November Payme Summary	Base Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating
Mother Goose, LLC	\$10,795.70	\$0.00	\$917.61	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33
							Startup Payment			\$0.00
							Special Adjustments			\$0.00
Total Sites Paid:	1	Total Classes Paid:		3			Program Total Payment			\$27,761.88

Class Payment Details for Mother Goose #2										Classes Paid:		3	
Class ID	Students	LT Salary	* LT Salary Retro	CYE Salary	* CYE Sal. Retro	LT Benefits	AT Salary	* AT Salary Retro	AT Benefits	Transport	* Trans. Retro	Operating	
12345	22.0	\$3,882.07	\$0.00	\$332.16	\$0.00	\$1,001.30	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11	
Mona Lisa		GaPSC Certification, T4			7.0			Startup Payment			\$0.00		
Class 12345 Total Payment										\$9,637.36			
67890	22.0	\$3,031.56	\$0.00	\$253.29	\$0.00	\$780.48	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11	
Mary Mack		No GaPSC Credential, ECE Bachelor or higher			6.0			Startup Payment			\$0.00		
Class 67890 Total Payment										\$8,487.16			
34567	22.0	\$3,882.07	\$0.00	\$332.16	\$0.00	\$1,001.30	\$1,619.04	\$0.00	\$384.68	\$0.00	\$0.00	\$2,418.11	
Donald Duck		GaPSC Certification, T4			6.0			Startup Payment			\$0.00		
Class 34567 Total Payment										\$9,637.36			
Total for Mother Goose #2		\$10,795.70	\$0.00	\$917.61	\$0.00	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33	
										Total Startup Payments		\$0.00	
										Total Program Payments		\$27,761.88	
Grand Total		\$10,795.70	\$0.00	\$917.61	\$0.00	\$2,783.08	\$4,857.12	\$0.00	\$1,154.04	\$0.00	\$0.00	\$7,254.33	
							Total Startup Payments		\$0.00				
							Total Program Payments (Less Sp. Adjustments)		\$27,761.88				

* November Retro Payment Details								
Class ID	Retro Payment is for	LT Salary Retro	CYE Salary Retro	LT Benefits Retro	AT Salary Retro	AT Benefits Retro	Transport Retro	Operating Retro
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PANDA Payment Advice Instructions

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

Basic Materials List

Pre-K CAPS

Child Registration Forms

Curriculum

Director Grant Requirement Checklist

Ownership Change Request

PANDA Resources

Payments

PANDA RESOURCES

PANDA (Pre-K Application and Database Access) is the online provider service system for Georgia's Pre-K Program. Through PANDA, providers can submit applications, complete rosters and waiting lists, check on payments, submit their reconciliation, and update site and contact information. The documents below are designed to assist providers with performing these functions in PANDA. For questions about PANDA, please contact Georgia's Pre-K Program at panda.support@dec.al.ga.gov.

Documents List

PANDA Frequently Asked Questions (FAQ)

PANDA Payment Advice Instructions

PANDA Provider Calendar Instructions

PANDA Student Data Training Document

PANDA Teacher Data Entry Training Document

Race & Ethnicity Instructions

PANDA Student Roster Template 2021

Teacher Roster Tips- Tips for Updating Roster 1 Teacher Data

Roster Tips- Entering and Correcting Student information

PANDA QRS Data Training Document

PANDA Waiting List Instructions

PANDA Waiting List Template 2021

Program Fees during the Pre-K Day

- Fees cannot be charged for Pre-K services (8.1)
- Develop a written policy explaining fee structure for:
 - Non-Pre-K program days (e.g., holiday, spring break, teacher work-days)
 - Transportation (optional)
 - Food services for Category Two children
- Refer to Section 8.0, Program Fees, for additional information

Reporting Requirements

Roster Reporting Dates (18.7)

Roster	Roster Open for Data Entry	Count Day	Due to DECAL
1 st	August 25, 2020	September 18, 2020	September 25, 2020
2 nd	October 19, 2020	November 13, 2020	November 20, 2020
3 rd	December 11, 2020	January 15, 2021	January 22, 2021
4 th	February 12, 2021	March 12, 2021	March 19, 2021

Pre-K Roster

- Roster data must be accurate for teachers' and students' information.
- Roster information is subject to audit and must be substantiated by documentation (credential and CYE documentation, student enrollment and attendance records).

Expenditure Basics

Expenditure Requirements (17.0)

- Pre-K providers may use no more than six percent of the budget for administrative expenses (17.1).
- Spend a minimum of \$1,000 per classroom for equipment, materials and supplies (17.1).
- Request permission to purchase playground and technology items that are not on the Pre-K Basic Equipment, Materials, and Supplies Inventory List (17.3 and 17.4).
- Providers may request a waiver for classroom materials/supplies and minimum teacher salary (17.5).

Audit and Accounting

Audit and Accounting

- Year End Reconciliation Report
 - Year End Reconciliation Training
- Agreed Upon Procedures (AUP) Review
 - Finance Basics Training
- See **20.0** for audit and accounting requirements

Record Keeping Requirements for Expenditures

- Retain the following for **three** years to support figures reported on the annual reconciliation report:
 - Canceled check copies (front and back)
 - Bank statements
 - Paid invoices
 - Federal and state payroll records
 - Timesheets
 - **See 17.7** for complete list of documentation that must be retained

Program Support and Monitoring

Student Support

- Dual enrollment (6.1).
- Developmental or behavioral concerns (6.2 & 6.3).
- Immediate vs. Extended Suspension (6.5 & 6.6)
- Modified Day (6.7)
- 1-833-354-4357
- inclusion@dec.al.ga.gov

1.833.354.HELP
GEORGIA SEEDS for SUCCESS



Program Support and Monitoring

- Pre-K Specialist Support (9.1)
 - Completes visits during the school year (announced and unannounced).
 - Monitors instructional and administrative requirements.
 - Provides technical assistance at the classroom and program level.

Visit Types

- Technical Assistance
- Roster Verification Visit
- Program Visits
- Site Visits

Additional Support

- PreK@dec.al.ga.gov
 - Pre-K policy questions
- 1-833-354-HELP or inclusion@dec.al.ga.gov
 - Modified day, extended suspension, disenrollment
- Panda.Support@dec.al.ga.gov
 - Panda login credentials
- Panda.Rosters@dec.al.ga.gov
 - Teacher and student data entry questions
 - Addressing duplicate issues

Additional Support

- Panda.Teachers@dec.al.ga.gov
 - Teacher credential and CYE questions
- Gapds@dec.al.ga.gov
 - Georgia Professional Development System and Training Questions
- Panda.Recon@dec.al.ga.gov
 - Expenditure requirements, reconciliation report

Additional Resources

- Pre-K Specialist of the Day
 - 404-656-5957
- Pre-K Roster Analyst of the Day
 - 404-656-5957
- Bright from the Start Website
 - www.decal.ga.gov/PreK
- Georgia Early Learning Developmental Standards
 - gelds.decal.ga.gov

Questions ?

Pre-K New Director Training

Pre-K Basics

