



Rising Pre-K Summer Transition Program Next Steps 2015

Congratulations on the award of your Summer Transition Program Rising Pre-K classroom(s). We look forward to working with you and can't wait to hear about the results of your hard work when the program ends. See below a list of next steps and the associated deadlines. All required forms can be found on our website at <http://www.decal.ga.gov/Prek/SummerTransitionProgram.aspx>

Click the Forms tab to access the list of downloadable forms.

- 1) Complete the Grant Agreement and mail to our office by May 11, 2015 (COB). **You must send back 2 signed original Grant Agreements. No faxed or emailed copies can be accepted.**

Georgia Department of Early Care and Learning
ATTN: Summer Transition Program
2 Martin Luther King Jr. Drive SE
East Tower, Suite 754
Atlanta, GA 30334

- 2) Complete the attached Rising Pre-K STP Contact Form and email to summerschool@decal.ga.gov by May 12, 2015.
- 3) You will received an email notifying you to register your Lead Teacher and Transition Coach for training through the Training Registry System. If you need assistance, please call 404-463-4109.
 - Lead Teacher Training will be held May 28, 2015
 - Transition Coach Training will be held May 14, 2015
 - Both trainings will be held in Macon, Georgia
- 4) An initial roster and priority count will be due via paper form by May 21st. The Initial Roster Form can be found on the Summer Transition webpage under the Rising Pre-K tab. You will also be required to submit rosters via email to summerschool@decal.ga.gov

The roster dates are listed below:

- Initial Roster Form – May 21, 2015
 - First Roster – June 10, 2015
 - Second Roster - June 24, 2015
 - Third Roster – July 15, 2015
- 5) The calendar for your Summer Program will be due via paper form. You will submit your calendar for approval via email to summerschool@decal.ga.gov.

Calendars are due by **May 12, 2015**. It is recommended but not required that programs begin on June 1, 2015. Programs are required to operate a minimum of 29 days. Indicate the following on your calendar: first day of student instruction, last day of student instruction, teacher planning/in-service days and holidays. Programs may use discretion in scheduling for the July 4th holiday.

- 6) The current child registration form and income verification forms are posted on our website. Programs are required to use the Rising Pre-K STP forms when registering students for the program. You will need to check the Rising Pre-K tab on our website at <http://www.decal.ga.gov/Prek/SummerTransitionProgram.aspx> for the most current registration and income verification forms.
- 7) Be on the lookout for your classroom materials and OWL curriculum that will be shipped directly to your school or center. Often times the boxes are misplaced upon delivery. Please notify your receptionist or front desk of the delivery of several large boxes from Lakeshore.
- 8) A Pre-K Consultant will contact STP programs to schedule an on-site training session prior to the start of the program. Programs will also receive monitoring visits throughout the program.
- 9) Payments will be made to STP programs in three payments. Your payment schedule will be as follows:

Column1	Date	Payment	Total per Class
Payment 1	Tuesday, June 02, 2015	\$ 8,000.00	\$ 8,000.00
Payment 2	Tuesday, June 16, 2015	\$ 8,000.00	\$ 8,000.00
Payment 3	Tuesday, June 24, 2015	\$ 8,000.00	\$ 8,000.00
		\$ 24,000.00	\$ 24,000.00