



## Summer Transition Program – Rising Kindergarten Frequently Asked Questions

### **GENERAL PROGRAM INFORMATION:**

#### **Q- What is the Summer Transition Program (STP)?**

A- The Summer Transition Program is a six-week intensive academic program for rising kindergarteners.

#### **Q- What are the child eligibility requirements?**

A – To participate, a child must be age eligible to attend kindergarten in the upcoming school year and must meet one of eligibility requirements listed below:

- Child did not attend a Georgia’s Pre-K Program or Head Start program during the 2021 - 2022 school year **OR**
- Child attended a Georgia’s Pre-K or Head Start program but did not attend the entire school year **OR**
- Child attended a Georgia’s Pre-K or Head Start program the entire school year and falls into one of the priority groups listed below:
  - Child identified as needing additional academic support
  - Dual language learner (Home language is a language other than English)
  - Foster care placement
  - Child’s family is without permanent housing (homeless as defined by McKinney-Vento Homeless Assistance Act)
  - Child has an Individual Education Program (IEP)

#### **Q – Is there an income eligibility requirement to participate in the STP?**

A – Due to the impact of the COVID-19 pandemic on students’ educational and social and emotional experiences this school year, the Summer Transition Program income eligibility requirement will continue to be suspended for summer 2022. Suspending the income eligibility requirement will allow the program to serve more students.

#### **Q – What documentation is needed to enroll a child in the STP?**

A – The following documents are required for a child to enroll in the STP. Other documentation will be requested upon enrollment into the program.

- Proof of age eligibility
- Proof of Georgia residency
- Documentation to support one of the eligibility priority groups

**Q- What are the program requirements for the STP?**

A – The Summer Transition Program is funded and designed to include the following for each classroom:

- Maximum of 12 students in each classroom
- One lead teacher and one assistant teacher (ratio of 1 adult to 6 students)
- 6.5 hour instructional day
- Transition coach to assist with family education and transition services

**Q- What is the role of the Transition Coach?**

A – The Transition coach works with families to build relationships that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children. The transition coach is required to conduct a minimum of one family workshop or engagement activity per week.

**Q- What curriculum is used during STP?**

A – STP teachers should use the Georgia Early Learning and Development Standards (GELDS) to plan instructional activities. Programs may utilize the curriculum approved for their Georgia’s Pre-K class to supplement instruction.

**Q- What are the required days of service?**

A- The Summer Transition Program is a six-week (29 Instructional days) program offered in June and July. The proposed dates are June 6 – July 15; however, providers may choose a start date that meets the needs of the families they serve. After funding is awarded, each provider will submit a calendar into PANDA for approval.

**Q – Will I be required to submit student rosters?**

A –Programs are required to submit two rosters electronically in PANDA.

**Q – Will I be required to submit a reconciliation report for the STP grant?**

A – Yes, all programs receiving STP funding will be required to submit a STP Reconciliation Report in PANDA. **All funds must be expended and paid out by July 31, 2022.** Any remaining funds or funds not spent appropriately must be returned to DECAL.

Closeout procedures and information regarding the 2022 STP Reconciliation Report will be forwarded to providers in July 2022. The reconciliation report will be due by August 12, 2022.

**PERSONNEL AND TRAINING:**

**Q- Are new lead and assistant teachers required to attend training?**

A - New lead teachers ONLY will be provided training prior to the beginning of the Summer Transition Program. Training is MANDATORY and will be held virtually in late May/early June. **New assistant teachers will not attend training.**

**Q – Are returning lead and assistant teachers required to attend training?**

A – Returning lead teachers ONLY will be provided training prior to the beginning of the Summer Transition Program. Training is MANDATORY and will be held virtually in late May/early June. **Returning assistant teachers will not attend training.**

**Q – Will Transition Coaches receive training?**

A- Transition coaches will be provided training to support their work with the program. Training is MANDATORY for all new and returning transition coaches and will be held virtually in May. Returning transition coaches will attend a ½ day session and new transition coaches will attend a full day session.

**Q- How many weeks will lead and assistant teachers work?**

A – Lead teachers and assistant teachers will work 7 weeks (6 weeks with students and 1 week for pre/post planning).

**Q – How many hours per day will lead and assistant teachers work?**

A – Lead and assistant teachers should work for 8 hours a day. Teachers will spend 6.5 hours working directly with the students in their classroom. The remaining 1.5 hours of the lead teacher and teacher assistant eight-hour day must be used for Pre-K related activities. They should not have any additional duties during this time.

**Q – How many weeks or hours will a transition coach work?**

A – Transition coaches will work 8-10 weeks or 200 hours per classroom. Transition coach schedules should be flexible to allow time for recruitment, enrollment, meeting with families, workshops, family engagement, and program closeout.

Transition coaches in a one-class Summer Transition Program are funded at 20 hours per week. If a program is funded 2 classes, the program may choose to use the same transition coach. Working with two classes would be considered a full-time position working 40 hours a week.

Summer Transition Programs are required to upload a Transition Coach Calendar in PANDA once classrooms are funded. The Transition Coach Calendar form can be found on the STP webpage under the Transition Coach tab.

**FUNDING:**

**Q- What is the funding amount for each classroom?**

A – The grant amount for the Summer Transition Program is \$27,750.00 per classroom. A STP Budget Summary Chart containing the amount of grant funding is posted on the STP webpage and included in the *Summer Transition Program 2022 Operating Guidelines*, which will be posted by April 1, 2022.

**Q – Am I required to pay 100% of the salary for lead and assistant teacher and transition coach?**

A –Yes, salaries are required to be paid at 100%. A STP Budget Summary Chart containing the amount of grant funding is posted on the STP webpage and included in the *Summer Transition Program 2022 Operating Guidelines*, which will be posted by April 1, 2022.

**Q – Am I required to pay 100% of the benefits for lead and assistant teacher and transition coach?**

A – The benefits line item is flexible. If a program is not paying for benefits over the summer, the program can expend the funds on employer fees (workman’s compensation, Medicaid, etc.), additional salary over the minimum requirements for classroom teachers or transition coach, dependent childcare, or expend the additional funds in the other STP expenses category.

**Q – What percentage of the grant funding may be spent on administrative costs of the program?**

A – The STP provider may use no more than six percent of the budget for administrative expenses.

**Q – What are appropriate uses of STP funds?**

A – Appropriate expenditures for STP funds include, but are not limited to, furniture, materials and supplies for the classroom, transportation costs, student transition materials, family engagement activities, food and giveaways for family engagement activities, workshops, COVID-19 related supplies, meal costs, and general operating expenses. For additional expenditure requirements, refer to the STP Operating Guidelines, which will be posted on the Summer Transition Program webpage by April 1, 2022.

**Q – How is before and after care funded?**

A - DECAL does not require STP providers to offer extended day services; however, providers are required to work with families needing extended day services to ensure needs are met. Families may receive services through the Childcare and Parent Services (CAPS) program if they meet all of the eligibility requirements. Transition coaches should assist families in completing the CAPS STP online application packet.

For additional questions, email [summerschool@dec.al.ga.gov](mailto:summerschool@dec.al.ga.gov)