



## **Summer Transition Program – Rising Pre-K Frequently Asked Questions**

### **STUDENT ENROLLMENT:**

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

A – Rising Pre-K is a summer school program that specifically targets students who are registered to attend Georgia's Pre-K Program or a Head Start Program in the 2023-2024 school year **AND** whose home language is Spanish. A defining characteristic of the program is that at least one teacher must be bilingual, fluent in English and Spanish. The instructional program is structured to include the use of both English and Spanish throughout the day, and activities and strategies are intentionally planned to support and promote dual language learners' language development and readiness for Pre-K.

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

A – Due to the continued impact of the COVID-19 pandemic on students' educational and social and emotional development, the Summer Transition Program income eligibility requirement will continue to be suspended for summer 2023. Suspending the income eligibility requirement will allow the program to serve more children.

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

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

- Proof of age eligibility
- Proof of Georgia residency

### **GENERAL INFORMATION:**

#### **Q – Is there an application process for providers interested in offering the Rising Pre-K STP?**

A – There is no application for programs interested in offering the Rising Pre-K STP. Programs are selected based on their ability to serve the children the program targets and available funding. For information or questions regarding the selection process, email [summerschool@dec.al.ga.gov](mailto:summerschool@dec.al.ga.gov)

**Q- What are the main components of the instructional program?**

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 and one assistant teacher (ratio of 1 adult to 6 students)
- One teacher who is bilingual and biliterate in English and Spanish
- One Transition coach per classroom, who is bilingual and biliterate in English and Spanish, to assist with family education and transition services
- 6.5 hour instructional day

**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 also required to conduct a minimum of one family workshop or engagement activity per week.

**Q- Is there a curriculum that is used during Rising Pre-K?**

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 is the timeline for the Rising Pre-K STP?**

A- The Summer Transition Program is a 23 instructional day program (149.5 hours) offered in June and July. The proposed dates are June 5<sup>th</sup> – July 7<sup>th</sup>; 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 form for the Rising Pre-K STP grant?**

A – Yes, all programs receiving STP funding will be required to submit a STP Reconciliation Report in PANDA. **All purchases/orders must be received and paid for by July 31, 2023.** Any remaining funds or funds not spent appropriately must be returned to DECAL.

Closeout procedures and information regarding the 2023 STP Reconciliation Report will be forwarded to providers in July 2023. The reconciliation report will be due by August 11, 2023.

**PERSONNEL AND TRAINING:**

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

A – Yes, new lead and assistant teachers for Rising Pre-K classes 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.

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

A – Yes, returning lead and assistant teachers 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.

**Q – Will transition coaches receive training?**

A- Transition coaches will be provided training to support their work with the program. The training is MANDATORY for all new and returning transition coaches and will be held virtually in mid-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 for 23 instructional days with students and three additional days for pre/post planning.

**Q – How many hours per day will the 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 will a transition coach work?**

A – Transition coaches will work 7-8 weeks or 160 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 Work Schedule in PANDA once classes are funded. The Transition Coach Work Schedule can be found on the STP webpage under the Transition Coach tab.

**Q – Are teachers required to be fluent in Spanish?**

A - At least one of the teachers (lead or assistant) must be bilingual and biliterate in English and Spanish. The teacher must be able to speak, read, and write fluently in Spanish.

**Q – Is the transition coach required to be fluent in Spanish?**

The transition coach must be bilingual and biliterate in English and Spanish. The transition coach must be able to speak, read, and write fluently in Spanish.

## **FUNDING:**

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

A – The grant amount for the Summer Transition Program is \$26,300 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 2023 Operating Guidelines*, which will be posted by April 1, 2023.

### **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 2023 Operating Guidelines*, which will be posted by April 1, 2023.

### **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, meals and giveaways for family engagement activities, COVID-19 related supplies, meal costs, and 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, 2023.

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

A -DECAL does not require Rising Pre-K 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)