



## **Summer Transition Program Suggested Topics for Staff Orientation**

This list is intended to provide suggestions for topics that may be covered in orientation for Summer Transition Program (STP) staff.

- Summer Transition Program Operating Guidelines – Documents to review
- Basic Equipment, Materials, and Supplies Inventory List
- Summer Transition Program Classroom Materials List
- Georgia Early Learning and Development Standards (GELDS)
- OWL Curriculum
  
- Summer Transition Program Professional Development Training Schedule
- Lead and assistant teacher training requirements
- Transition coach training requirements
- Reimbursements for travel related expenses
  
- Summer Transition Program Salary /Pay Schedule (for lead teachers, assistant teachers, and transition coaches)
  
- Summer Transition Program Calendar
- 6 week calendar for children
- 7 week calendar for lead and assistant teachers
- Calendar for transition coaches
- Summer Transition Program Holiday (4<sup>th</sup> of July)
- Staff Work Days (pre and post planning)
  
- Summer Transition Program Staff Requirements
- Lead and Assistant Teacher Credential and Experience Requirements
- Transition Coach Credential and Experience Requirements
  
- How will staff be paid? (ex. hourly, salary)
- How frequently will staff be paid?
- How will pay be handled for the 4<sup>th</sup> of July holiday?
- Written contract with teachers
  
- Work Expectations
- Scheduled work hours
  - Be sure to include planning time
- Leave/ Time-Off policies
- Paperwork – what reports/forms will the staff member be required to complete?
- Parent Orientation
- Staff Meetings (if applicable)
- Classroom cleaning responsibilities (as applicable)
- Student Attendance

- ❑ Lesson Plan Requirements
- ❑ OWL Curriculum lesson plans
- ❑ All completed lesson plans must be kept on site
- ❑ Georgia Early Learning and Development Standards (GELDS)
- ❑ Website – ([www.decal.ga.gov](http://www.decal.ga.gov))
  
- ❑ Required Student Documents
  - ❑ Age documentation
  - ❑ Proof of citizenship
  - ❑ Residency documentation
  - ❑ Eligibility Information Form
  - ❑ Income Eligibility Worksheet
  - ❑ Income documentation
  - ❑ Summer Transition Program Child Registration Form
  - ❑ Summer Transition Program Roster Information Form
  - ❑ Summer Transition Program Parent Agreement
  - ❑ Social Security Card or Student Social Security Number Information Form
  - ❑ Certificate of Vision, Hearing, Dental, and Nutrition Screening (Georgia Department of Human Services Form 3300)
  - ❑ DHS Certificate of Immunization (Form 3231)
  
- ❑ Roster reporting dates and process
  
- ❑ Requirements for keeping Pre-K records
  - ❑ 3 years