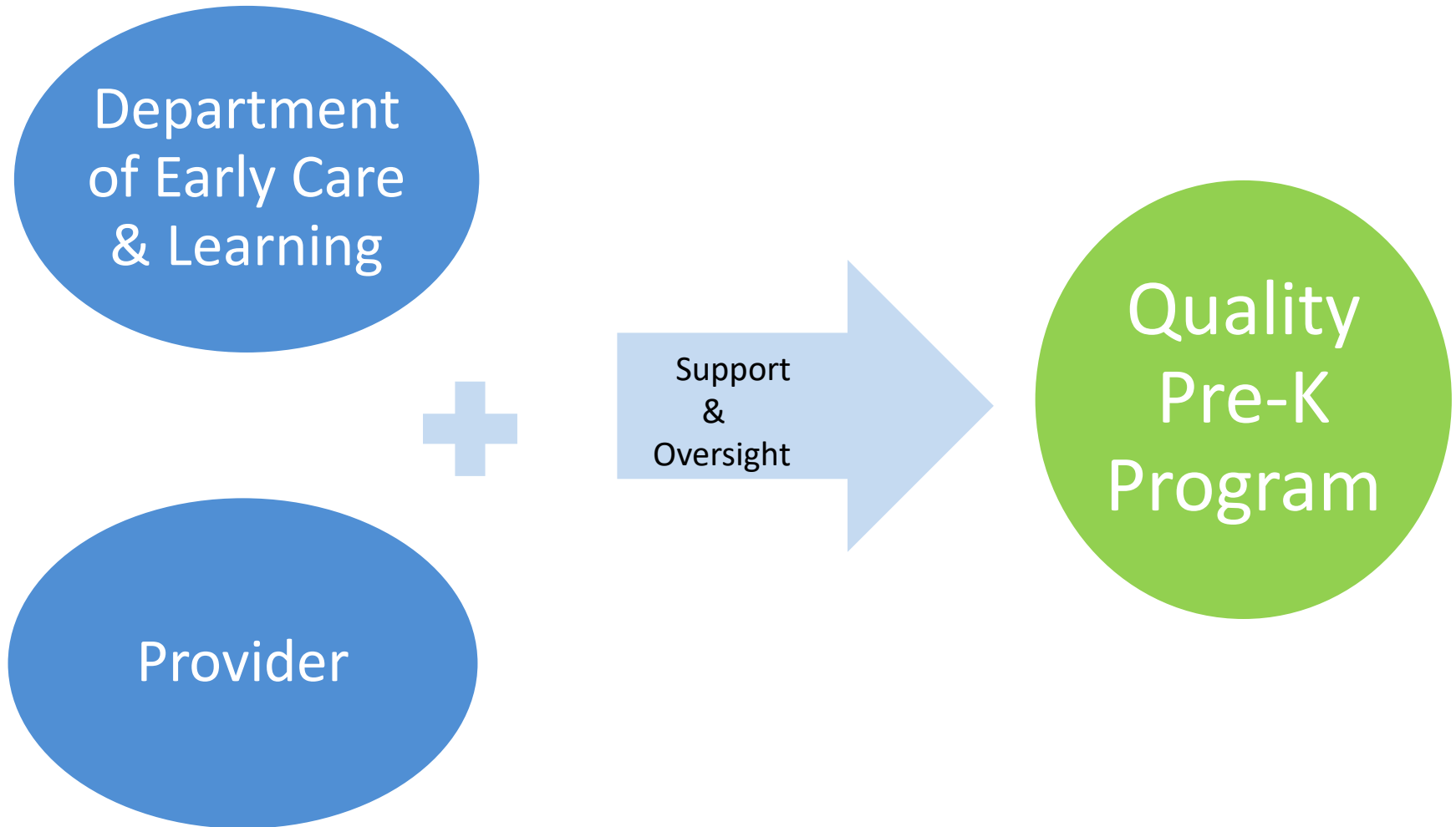


Welcome New Director Training

Georgia's Pre-K Program Supporting Quality

Supporting Quality



Supporting Quality

- Georgia's Pre-K Grant Agreement
- Shared Responsibility
 - Project Director
 - Site Director

Record Keeping Requirements

- 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

Grant Requirement Checklist

Legal Name:

Site Name:

Programs are responsible for completing the Grant Requirement Checklist for each site. Pre-K Project Directors may determine which administrators are responsible for which items on the checklist. This checklist is intended to be a working document to help collect and organize required documentation throughout the year. In order to check completed, **all of the appropriate documentation must be collected, updated and maintained on site throughout the school year.**

Examples of acceptable organizational tools include a 3 ring binder with labeled tabs, labeled file folders kept together in a designated file drawer or box, or an expandable file with labeled dividers.

Section #1 – Program Level Responsibilities	
Completed <input type="checkbox"/>	All lead teachers are registered for and have completed Bright from the Start training requirements. <input type="checkbox"/> Register all lead teachers for training. <input type="checkbox"/> Completed training certificates/documentation for each lead teacher.
Completed <input type="checkbox"/>	All assistant teachers are registered for and have completed Bright from the Start training requirements. <input type="checkbox"/> Register all assistant teachers for training. <input type="checkbox"/> Completed training certificates/documentation for each assistant teacher
Completed <input type="checkbox"/>	Project Director has participated in Bright from the Start Pre-K training (Training is mandatory for new directors).
Completed <input type="checkbox"/>	All new Pre-K staff have completed registration in the Georgia Professional Development System (GaPDS).
Completed <input type="checkbox"/>	Documentation for disenrollment of children is maintained on site. <input type="checkbox"/> No disenrollment of children
Comments:	

Grant Requirement Checklist

Section 1

Program Level Responsibilities

Section 2

Site Level Responsibilities

Section 3

Program & Site Level
Responsibilities

Section #1

Program Level Responsibilities

- Training Registration
 - Teachers
 - Assistant Teachers
 - Project Directors
 - Site Directors
- Georgia Professional Development System (GaPDS)
- Disenrollment

Section #1

Training Requirements



2018-2019 Georgia's Pre-K Training Requirements

To register for training, go to Georgia Professional Development System (GaPDS) at: <https://gapds.dec.al.ga.gov/>. Select the checkbox next to **Pre-K Directors: check here to login with PANDA credentials**. Log in with your PANDA username and password.

A GaPDS number is required for Pre-K training registration; therefore, teachers and directors must be enrolled in the GaPDS.

Providers should review the Training History page in the GaPDS for new and returning teachers to determine what DECAL professional development/training teachers have taken in the past before registering them for training for the current school year. For instructions for viewing the Training History page for teachers, refer to the GaPDS Help Files for Georgia's Pre-K Program Directors at <https://gapds.dec.al.ga.gov/Shared/HelpContent.aspx?c=pnlgaprek>.

For questions about the registration procedure, or if this is your first time using the GaPDS for training registration and you need help, call GaPDS Support at 404-267-2760 or email gapds@dec.al.ga.gov.

Pre-K Project and Site Director

2018-2019 GA's Pre-K New Director Training	MANDATORY for new project directors and optional for site directors. This face-to-face full day training will include information about Georgia's Pre-K Program and the role of the Project Director. Training will focus on the <i>Pre-K Providers' Operating Guidelines</i> , funding and finance, reporting requirements and program delivery.
2018-2019 GA's Pre-K Returning Director Informational Session	Optional for all returning project and site directors. This Informational session is a face-to-face half day session.

New Lead Teacher

2018-2019 GA's Pre-K New Lead Teacher Training	2018-2019 GA's Pre-K New Lead Teacher Training This is a two-day classroom training (consecutive days)/12 credit hours. Training topics include: child guidance, teaching social and emotional skills, components of the Pre-K daily schedule and assessment.
MANDATORY for: <ul style="list-style-type: none">Lead teachers who have never worked as	Additional Training Requirements: <ul style="list-style-type: none">Online podcasts and associated competency quizzes (may be completed PRIOR

Section #2 Site Level Responsibilities

- Parent Orientation
- Working Copy of Georgia's Pre-K Checklist for Student Files
- Individual Student file
- Attendance and tardy documentation
- Documentation of absenteeism and/or tardiness follow-up

Section #2: Parent Orientation

- Sign in sheet and agenda
- Parent agreements
- Suggested topics- [Appendix I](#)
- Completed within 20 school/business days
- What about families who enroll after orientation or do not attend orientation?

Parent Orientation GELDS Video

<http://www.gelds.decal.ga.gov/Resources.aspx>

4. Pre-K Administrators



[Download](#)

5. Communication, Language and Literacy for Infants and Toddlers



[Download](#)

6. Physical Development and Motor Skills for Infants and Toddlers



[Download](#)

7. Approaches to Play and Learning for Infants and Toddlers



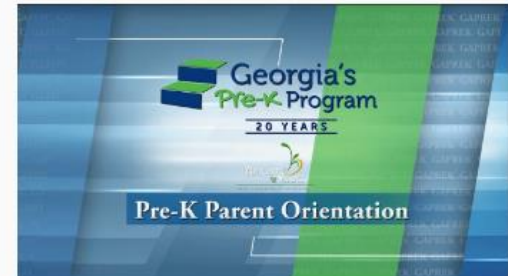
[Download](#)

8. Science for Infants and Toddlers



[Download](#)

9. Pre-K Parent Orientation



[Download](#)

Pre-K Student Files-Appendix P

- Develop a process to ensure student eligibility documentation is obtained on the first day of school.
- Create a letter template to notify families of approaching health screen due dates or when follow-up is needed.
- Periodically review and update the [Georgia's Pre-K Checklist for Student Files.](#)



Section #3 Shared Responsibilities

- Pre-K Teacher Orientation
- Suspensions
- Instructional Quality Guides and Written Monitoring Plans
 - Daily Schedule
 - Lesson Plans
 - Learning Environment
 - Work Sampling Online (WSO)

Section #3: Pre-K Staff Orientation

- Copy of the agenda
- Copy of sign-in sheet
- Suggested Topics – [Appendix J](#)
- Completed within 20 days
- What happens when your staff turnover?

Instructional Quality Guides

FAQ for Planning Instruction
and FAQ for Small Group

Planning Instruction

FAQ for the Daily Schedule

Daily Schedule

Instructional Quality Guides

Learning Environment

FAQ for the Learning
Environment

Assessment
Teacher Timeline
Director Timeline

FAQ for Assessment

Daily Schedule

- [IQ Guide for the Daily Schedule & FAQ](#)
 - Supports programs in developing an appropriate daily schedule
 - Within the first 30 days
 - Completed by the Lead Teacher and submitted to the Director
 - Reviewed and completed by Director
 - What do you do if and when the teacher revises the daily schedule?

Sample Daily Schedule

8:20-8:30	Arrival / Greet / Quiet Activities
8:30-8:55	Pre-K Day Starts: Circle Time (includes calendar & music and movement, and Phonological Awareness Activities)
8:55-9:20	Handwashing / Breakfast
9:20-9:35	Story Time 1
9:35-10:35	Centers
10:35-10:45	Clean Up
10:45-11:00	Large Group Literacy
11:00-11:15	Small Group Activities
11:15-12:15	Outside Time / Wash Hands
12:15-12:30	Music and Movement
12:30-1:00	Lunch Time
1:00-1:15	Bathroom / Prepare for Rest Time
1:15-2:15	Rest Time
2:15-2:25	Transition/Put Away Mats/Restroom
2:25-2:35	Story 2
2:35-2:50	Phonological Awareness
2:50-3:00	Pre-K Day Ends: Closing Activity and Prepare for Dismissal
3:00-3:10	Dismissal

Lesson Plans

- [IQ Guide for Planning Instruction & FAQ](#)
 - Supports planning appropriate instruction
 - Within the first 30 days of school
 - Completed by Lead Teacher and submitted to Director, unless using the 12 weeks of *Off to a Good Start Lesson Plans*
 - Reviewed and completed by Director and feedback provided to the teacher

Lesson Plans

- *Off to a Good Start Lesson Plans* for first 12 weeks of school
- BFTS Lesson Plan Templates are recommended
not required
 - Weekly template choices
 - Small group template
 - Assessment template option
 - Changes to the Learning Environment form

Time to Practice!

Learning Environment

- [IQ Guide for the Learning Environment & FAQ](#)
 - Supports programs in developing and maintaining a developmentally appropriate environment
 - Within the first 30 days
 - Completed by the Lead Teacher and a Reviewer
 - Signed by Director

Time to Practice!

Practice Time

- Language and Literacy
- Art
- Blocks
- Math
- Dramatic Play



Language & Literacy Area



Art Area



Math Area



Dramatic Play Area



Blocks Area

Child Assessment

All Georgia Pre-K classrooms use a formative assessment called Work Sampling System (WSO) to measure children's progress across 73 indicators in seven domains of learning. All indicators are aligned with the Georgia Early Learning and Development Standards (GELDS).

Child Assessment

- IQ Guide for Assessment & [FAQ](#)
- Timeline for [Directors](#) & Timeline for [Teachers](#)
- Updated through Period 1 (Fall) & Period 2 (Spring)
 - Reviewed and completed by Director Fall/Spring
 - Reviewed and completed by Lead Teacher Fall/Spring

Child Assessment

- New Teachers to WSO need to be entered by the project or site director
 - Directions are in the How To files, on the WSO Admin Webinar or contact prekassessment@dec.al.ga.gov or send a help ticket
- ALL teachers need immediate access to the PANDA CLASS ID and Student ID numbers
 - Generated when teacher & student data is entered into PANDA rosters and saved
 - Once teachers are given their CLASS ID and Student PANDA ID numbers they should enter them in the WSO platform
 - Teachers can begin entering documentation and ratings

Assessment - Help

- Visit www.decal.ga.gov for help with:
 - Submitting a Help Ticket
 - Accessing “How To” Files
 - Watching WSO Webinars
- Pre-K Specialist

Monitoring Pre-K

Monitoring is one of the most important aspects of operating a successful program. When strong monitoring plans are created and implemented, administrators and teachers are able to identify and address areas of concern in a timely manner. Taking a proactive approach to monitoring will help to ensure requirements and deadlines are being met and continue to be met throughout the year.

Developing Monitoring Plans

- Develop and *implement* written monitoring plans for Learning Environment, Planning Instruction, and Assessment.
- Plans should include:
 - 1) Who will be responsible for monitoring
 - 2) What instrument will be used for monitoring
 - 3) When and how often will monitoring occur
 - 4) How will feedback will be shared with teachers

Sample Monitoring Plan for Instruction

To ensure lesson plans are current and complete:

- Teachers will submit lesson plans to the director on Wednesday for the following week.
- Lesson plans will be reviewed by director each week to ensure plans are complete. The director will initial plans to indicate they are complete and ready to post on Monday. Notes will be added if activities are missing.

Sample Monitoring Plan for Instruction

To ensure lesson plans continue to meet Pre-K requirements:

- Lesson plans will be evaluated by the director once a month using the IQ Guide for Planning Instruction.
- The director will provide a copy of the completed IQ Guide to the teacher regarding any questions, concerns, suggestions. Copies of the reviewed lesson plans and IQ Guides, will be kept with the GRC documentation.

Sample Monitoring Plan for Environment

To ensure the learning environment meets Pre-K requirements after the initial review:

- The teacher and director will complete the IQ Guide for the Learning Environment during the months of November, January and March.
- Completed IQ Guides will be kept with the GRC documentation.
- The teacher and director will prioritize purchasing needs based on information gained during the reviews.
- If needs are identified at other times of the year, the teacher will submit a written request to the director.
- The director is responsible for purchasing needed supplies/materials in a timely manner. If funds are not available, the director will develop a plan describing when and how needed supplies/materials will be purchased.

Sample Monitoring Plan for Assessment

To ensure Assessment is being implemented as required:

- The director will complete reviews based on the Director's IQ Guide for Assessment timeline.
- For each student portfolio reviewed, the director will: verify that evidence is being entered weekly, Developmental Checklists are started and updated on a regular basis, and evidence is linked to support each student's Developmental Checklist.
- Prior to family conferences, Narrative Summaries will be reviewed to ensure they are complete, professionally written, and provide appropriate information.
- Feedback for each review will be provided to the teacher and copies kept with the GRC documentation.

Schedule Time to Monitor

- Create a calendar for the school year that includes:
 - Important Pre-K deadlines
 - When reminders/notifications will be sent
 - Your monitoring schedule for planning instruction, learning environment, and assessment
- Refer to the sample timeline provided.

Resources and Supports



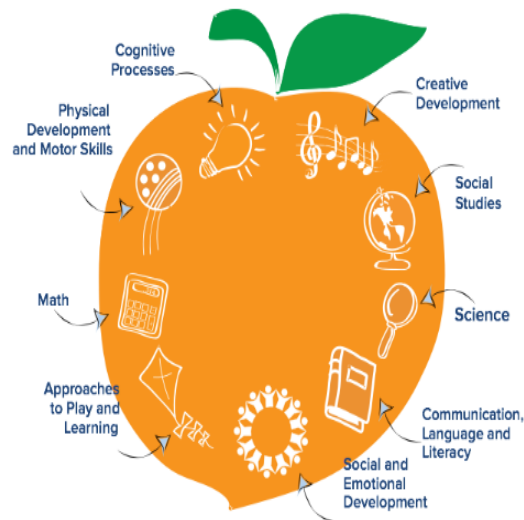
PEACH-Planning Educational Activities for Children

PEACH
Planning Educational Activities for Children

[Sign In](#) [Free Registration](#)

Search by GELDS code, title or keywords

[About PEACH](#) [Explore PEACH](#) [Create a Lesson Plan](#)



Presented By



Planning Educational Activities for Children (PEACH) is an interactive website that puts thousands of high-quality, developmentally appropriate activities at your fingertips! The activities available are designed for children ranging in age from birth to five years old and are directly linked to the Georgia Early Learning and Development Standards (GELDS).

Email Address

[Free Registration](#)

The GELDS have **FIVE** domains of learning

**PHYSICAL
DEVELOPMENT
AND MOTOR
SKILLS**
PDM



**SOCIAL AND
EMOTIONAL
DEVELOPMENT**
SED



**APPROACHES
TO PLAY AND
LEARNING**
APL



**COMMUNICATION,
LANGUAGE AND
LITERACY**
CLL



**COGNITIVE
DEVELOPMENT
AND GENERAL
KNOWLEDGE**
CD



Each domain is organized into strands, standards, and
age-appropriate indicators

Resources Support

- Grant Requirement Checklist (GRC) Appendix Q
- GRC Clarifications
- GRC Notebook Table of Contents
- GRC Notebook Cover Sheets

Documents can be found on the Bright From the Start website:

<http://dec.al.ga.gov/Prek/DirectorGrantRequirementChecklist.aspx>

WSO Help Ticket

Pre-K

Pre-K Program Updates

▣ About Pre-K

Book List

Classroom Assessment Scoring System (CLASS)

▣ Creating a Quality Learning Environment

Curriculum

Enrolling in Pre-K

Families

FAQ

Georgia Early Learning and Development Standards

Operating Guidelines

▣ Pre-K Supports

Professional Learning

▣ Project Directors

Search for Pre-K

Starting a Pre-K Program

Summer Transition Program

▣ Teachers

▣ Training

Useful Links

▣ Work Sampling System Program

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:

1. [Pre-K Providers' Operating Guidelines](#)
2. [Child Registration Form](#)
3. [Parental Agreement](#)
4. [Child Registration Form - Spanish](#)
5. [Parental Agreement - Spanish](#)
6. [CAPS Referral Form for Georgia's Pre-K Program](#)
7. [Order Georgia Birth Certificate Online](#)
8. [Georgia's Pre-K WSO Help Ticket](#)
9. [Georgia's Pre-K Training Guide](#)
10. [Waiting List Information Form](#)
11. [Waiting List Information Form - Spanish](#)



Documents

Webinars/Presentation Slides

Archived Presentations

Documents List

[Student File Checklist](#)

[WSO/GELDS Correlations](#)

WSO Assessment Support

Pre-K

Pre-K Program Updates

⊕ About Pre-K

Book List

Classroom Assessment Scoring
System (CLASS)

⊕ Creating a Quality Learning
Environment

Curriculum

Enrolling in Pre-K

Families

FAQ

Georgia Early Learning and
Development Standards

Operating Guidelines

⊕ Pre-K Supports

Professional Learning

⊕ Project Directors

Search for Pre-K

Starting a Pre-K Program

Summer Transition Program

⊕ Teachers

⊕ Training

Useful Links

GEORGIA'S PRE-K WSO HELP TICKET

Please select from the list below the type of issue that you are having with Georgia's Pre-K WSO:

I need help logging in

Please review the following for more information related to the issue you are experiencing.

[How To Create Passwords, Classes, and Add Students \[mp4\]](#)

If you are still having problems, please complete the information below. Include your Login Id as well as any error messages you have received in the Comments box below, then click Submit.

First Name

Last Name:

Current School/Site Name:

(i.e. Berkeley County Stone Ridge Elementary, Little Angels Childcare #12, Little Tots - McIver Rd.)

WSO Class Id:

Email Address:

Daytime Phone Number:

Role:

Please select -->

WSO Username:


100%

Web Based Support

DECAL Website (www.dec.al.ga.gov)



Web Based Support

 / Georgia's Pre-K / Project Directors

Pre-K

Pre-K Program Updates

About Pre-K

Book List

Classroom Assessment Scoring System (CLASS)

Creating a Quality Learning Environment

Curriculum

Enrolling in Pre-K

Families

FAQ

Georgia Early Learning and Development Standards

Operating Guidelines

Pre-K Supports

Professional Learning

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Summer Transition Program

Teachers

Teachers of the Year

Useful Links

Work Sampling System Program

PROJECT DIRECTORS

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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

+ Child Registration and Waiting List Information Forms

Order Georgia Birth Certificate Online

+ Georgia's Pre-K Training

+ Georgia's Pre-K Credential Information

+ Teacher Salary Information and Resources

2018-2019 Georgia's Pre-K Rate/Per Child Estimate Chart

Creditable Years of Experience Verification Response Form

+ WSO Resources

Documents

Webinars/Presentation Slides

Presentation Handouts

Archived Presentations

Pre-K Specialist Support

- Each Pre-K site has an assigned regional Pre-K Specialist.
- Specialist's role:
 - Provide technical assistance and training
 - Answer questions about the Operating Guidelines
 - Monitor programs for compliance with the program guidelines

Questions?



- Email: assigned Pre-K Consultant
- Consultant of the Day: 404-656-5957