

This list is intended to provide suggestions for topics that may be covered in orientation for Pre-K staff.

Current School Year Pre-K Operating Guidelines – Documents to Review

<http://www.decal.ga.gov/Prek/GuidelinesandAppendix.aspx>

- Basic Equipment, Materials, and Supplies Inventory List (materials accessible to staff)
- Instructional Quality Guides (IQ Guides for Assessment, Planning Instruction, Environment, Daily Schedule)
- Georgia Early Learning and Development Standards (GELDS):
<http://www.gelds.decal.ga.gov/>
- Online Learning Module available on GELDS website: *Webinar 3: Pre-K Teachers*

Current School Year Professional Development Training Schedule

- GaPDS: Training registration system/profile
- Project/Site Director training requirements
- Lead Teacher and Assistant teacher training requirements
- Reimbursements for training related travel expenses

Current School Year Salary/Pay Schedule for Pre-K Lead and Assistant Teachers

<http://www.decal.ga.gov/PreK/Teachers.aspx>

School Calendar

- 180 day Pre-K calendar for children
- 190 day Pre-K calendar for staff
- Procedures for first day of Pre-K
- School holidays
- Staff work days
- Inclement weather days <http://www.decal.ga.gov/PreK/Teachers.aspx>
- Last day of Pre-K

Lead Teacher Credential Requirements/Assistant Teacher Credential Requirements

Policies Regarding Staff Pay (hourly, salary, etc):

- How frequently will staff be paid? (weekly, monthly, bi-monthly)
- How will pay be handled during school breaks? (winter holidays, Spring break, school closings due to inclement weather)
- Written work agreement/contract with lead and assistant teachers

Staff Work Expectations

- Scheduled work hours including staff planning time
- Leave/Time-Off policies

- Does your program offer paid leave?
- Reports/forms staff members will be required to complete.
- Conferences/meetings with families
 - Family Orientation
- Staff meetings (if applicable)
- Classroom cleaning responsibilities (as applicable)
- Student attendance documentation/expectations

Pre-K Classroom Supply Funds

- How will your program spend these funds?
- How should teachers request/purchase classroom materials?

Georgia's Pre-K Child Assessment Program (WSO)

- Review Appendix V from Pre-K Operating Guidelines
 - WSO set-up/requirements
- Procedures/timeline for Director to review assessment in WSO: Appendix U
- Sample matrices and *WSO Refresher Teacher Webinar* available at <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>

Lesson Plan Requirements

- Completed for entire week
- All completed lesson plans must be kept on site
- Lesson plan templates (recommended) available at <http://www.decal.ga.gov/Prek/Planning.aspx>
- Changes to the Learning Environment document
- Planning for Assessment Template or on lesson plans
- Georgia Early Learning and Development Standards: <http://www.gelds.decal.ga.gov/>

Teacher Resources: www.decal.ga.gov (Creating a Quality Learning Environment)

- Real and Found Materials List (available under Room Arrangement)
- Writing Center Ideas handout as well as Literacy in Each Center Area handout (available under Language and Literacy)
- Teacher-child classroom interactions (CLASS): Information available at <http://www.decal.ga.gov/PreK/CLASS.aspx>
- Concerns regarding a Pre-K student resources/procedure:
 - Resources and concerns forms for concerns available at <http://www.decal.ga.gov/Prek/ClassroomManagement.aspx>
 - Data collection, staff discussion with administrator/family, etc. procedure

Materials distributed to children's families

- Program Policies and Procedures



Georgia's Pre-K Program Suggested Topics for Pre-K Staff Orientation

- Pre-K Family Handbook available at <http://dec.al.ga.gov/documents/attachments/PreKFamilyHandbook.pdf>

Pre-K registration process for children and on-site written enrollment policy:

- Category 1 and 2 determination and documentation
- Required documents: Birth documentation; Enrollment Form; Roster Information Form; Immunizations; Vision, Hearing, Dental, Nutrition (3300 form)

Roster reporting dates and process to ensure accuracy

Requirements for retaining Pre-K records for 3 years: WSO, Student Registration