

GAPREK

How to Apply User Guide

For child care providers who do not currently have Georgia's Pre-K

March 04, 2025

PURPOSE

The 'How to Apply for Georgia's Pre-K Program' User Guide will assist child care providers in applying for Georgia's Pre-K Program.

INTRODUCTION

Georgia's Pre-K is a voluntary, universal program for four-year-olds, funded through the Georgia Lottery for Education. It is offered in all 159 counties across the state and operates in both public and private settings.

If you are a new provider interested in applying for Georgia's Pre-K program, please follow the steps listed in this User Guide.



APPLYING FOR GEORGIA'S PRE-K PROGRAM

Follow the steps below to initiate Georgia's Pre-K application process in KOALA.

- 1. Log into your KOALA homepage.
- 2. Now, click the **Apply for a Georgia's Pre-K Grant** button.

		CCLS-99999 Brittany Sams 👻
Facility Update License Fee Enforcement Actions	Manage POI Notices License Certificate Bac	kground Check Required Reporting Emails
-		8
Walton's Child Care & Learning	Center	CCLC-99999
The New Pre-K Application must be completed in its entirety and submitted b	Apply for Georgia's Pre-K Grant	pted after the due date. Incomplete applications will not be reviewed.
Facility Address	Mailing Address	QUALITY"
Anytown, GA 33353 County: Fulton	Anytown, GA 33353 County: Fulton	
Contact Information	Owner Inform	ation

The Georgia's Pre-K Application Initiation page will be displayed.

- 3. Enter the contact information for the person who will be designated as the Pre-K Project Director, including the **First Name**, **Last Name**, and **Email Address**.
- 4. Click the I/We understand that Initiation of this process does not guarantee that Georgia's Pre-K grant will be issued checkbox, then click the Submit button.

Pre-K Application				
	Ton	CCLS-99999 Brittany Sams		
Tacility Update	Enforcement Actions Manage POI Notices License Certificate Back	ground Check Required Reporting Emails		
Pre-K Project Director				
Enter the Pre-K Project Director	ontact information, then Submit the online initiation application.	Email Address:		
I/We understand that Initiation	of this process does not guarantee that a Georgia's Pre-K grant will be issue	d.		
	Submit Cancel	1.01		



An email will be sent from GAPREK to the email address provided by you within 24 hours, which will include your username and how to set up your password. If you do not receive your email after 24 hours, email <u>gaprek.support@decal.ga.gov</u>.

ACTIVATING THE GAPREK USER ACCOUNT

To activate your GAPREK provider account, perform the following steps:

- 1. Go to your email inbox and search for a welcome email from GA DECAL.
- 2. Check junk/spam for the email.
- 3. Open the email and click the **link** you see in the email body.

Note: Your Username will be provided in this email. Please note this Username for future logins.

	[External Message] Sandbox: Welcome to GA DECAL (External) Inbox ×	8	Ø
•	GA DECAL no-reply@decal.ga.gov via xdw9ru1fd7n37j.3s-8hmguay.cs133.bnc.sandbox.salesforce.com 11:23 PM (0 minutes ago) ☆ to chinmayee.chirasmita+999@mtxb2b.com ▼ Hi John,	Ś	:
	Welcome to GA DECAL! To get started, go to https://gadecalmergeqa.sandbox.my.site.com/iccs/login?c=k1eo1NeSGBicMsLJdwt_SYbRtNA3C1 D_TmzdGDaQgKnJf9RdrSKNw7yyg5ss7OtbMhm1U7FvdRsET1f_HKV_oa2YENCiSz3EHgWJlyPYWM20gby7ndzaC5pPnCvXH3v3VBbPGxTmJRFnlys BcLR2.e7AoNSeNAIEhMQh1QLyjaelGevtlpfjtAeQmPEtQHino4Gnx3wn9i3P1AQD46CLJKg%3D%3D	<u>y1dK0N</u>	<u>v</u>
	Username: <u>chinmayee.chirasmita+999@mtxb2b.com</u> Thanks, Georgia Department of Early Care & Learning Gov Cloud Plus Org		_

After you click on the link in the email, the Georgia DECAL **Change Password** page will be displayed, allowing you to create a password.



- 4. Enter your password in the **New Password** and **Re-Enter Password** text boxes.
- 5. Click the **change Password** button.

Note: You will need to use this password, along with your username, every time you log in to the portal in the future. Save it somewhere that you will remember.

WELCOME TO Georgia DECAL Integrated Provider Portal	Georgia Dept of Early Care and Learning Helder From The Lynd	ovider Portal		en_US ~
MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications The password should satisfy the password policy of DECAL Include at least 10 characters Include Uppercase and Iowercase letters	WELCOME TO Georgia DECAL Ditegrated Provider Dortal MyDECAL is the Georgia DECAL's online platform for program and workforce management. Through MyDECAL, you can access the below applications		Change Password Please enter a new password New Password Re-Enter Password Re-Enter Password Image: Comparison of the password policy of DECAL Include at least 10 characters Include Uppercase and Iowercase letters	
CAPS Include at least 1 special character Include at least 1 special charact	CAPS Licensed child care programs and two categories of license-exempt programs (government owned and operated child care programs and day camps) are eligible to participate in CAPS.	Pre-K Services Pre-K Program licensee or Director, you can access Pre-K to manage your grant applications, staff and student rosters, check on payments, submit reconciliations and more.	Include at least 1 special character Include at least 1 number Change Password Privacy Policy • Terms & Conditions	

You are now logged into the Integrated Provider Portal. On the welcome page, the programs you have enrolled in (in this case, Pre-K) will be displayed as tiles under the Program List.

6. On the Pre-K Portal tile, click the **Go to Providers List** button.

Georgia Dept of Early Care and Learning Integrated Provider Portal	
Welcome, PAU CE	
Program List	
Georgia's Pre-K Program	
Pre-K Portal	
Submit Pre-K grant applications, Manage Student and Teacher Rosters, Reconciliation, Payments and many more.	
Go to Providers List \rightarrow	



The Provider List page will be displayed.

Note: You will be directed to the provider dashboard directly if enrolled with only one provider.

7. On the required provider tile, click the **Go To Dashboard** button.

Georgia's of Early care and Learning Pre-K Program	en_US
Welcome, PAU CE	
Please select the provider you would like to log into.	
Provider List	
CE Legal Owner Testa StreetSausalito CA United States 94965	JOMO Legal Owner China
Provider Details	Provider Details
Pre-K Provider ID 228378	Pre-K Provider ID 235297
Go To DashBoard	Go To DashBoard

You will be directed to the provider dashboard page, and the **Provider ID** will be displayed at the top.





MANAGING APPLICATION

Managing Applications includes submitting a Pre-K New Application for providers.

Submitting Pre-K New Application

To submit a new Pre-K New Application, perform the following steps:

1. On the Dashboard, click the **Apply Now** button.



*Once the application has been opened, if a provider logs out and logs back in, they will need to scroll to the bottom of the screen to continue working on the application.

The Requirements and Contact Information page will be displayed.

Wel	come to 11Priyaranjan Legal Owner	Provider ID 869355 Return to Pre-K pr	ovider list
1	Requirements and Contact Information Business Information	New Pre-K Application Requirements and Contact Information	
3	Site Information Document Upload	Get Started	~
5	Applicant Questions	* indicates a required field	
6	Program Assurances	New Applicants 1. All applicants interested in applying for Pre-K grant must complete and submit a Pre-K application polater than 5:00 p.m. June 30. 202	26.
7	Review and Submit	Late or incomplete applications will not be accepted. 2. Georgia's Pre-K Programs are regulated and guided by the <u>Pre-K Providers' Operating Guidelines r</u> ³ located on the Department website The guidelines outline grant requirements, explain operating regulations, and provide detailed funding information. The guidelines shou be reviewed by all new applicants prior to completing the application process.	i. Id
		Application Review Process	
		Funding for new classes will be based on the amount of available funding, the quality of the application, and the need for additional Pre classes in the region. Care is taken in all areas not to impact existing programs/sites by over-funding. Therefore, awards are made over period of time as need is established and class enrollments stabilize. Once your application has been reviewed, you will receive a notification about your application status. Your application status will also be updated in your provider profile.	-K a

2. Read the instructions then click the I have read and understood the requirements checkbox.



3. In the **Contact Information** section, select the *Provider Type* (**CCLC- Child Care Licensing Center**) from the drop-down list.

	Development of Development	laws) b. IRS documentation reflecting the provider	r's business employer identification number	r (EIN)
1	Information	* I have read and understood the requirements	i.	
2	Business Information	7		
3	Site Information	Contact Information		
4	Document Upload			
5	Applicant Questions	* Indicates a required field	Provider Type	
6	Program Assurances	11Priyaranjan Legal Owner	CCLC – Child Care Learning Center	
7	Review and Submit		✓ CCLC – Child Care Learning Center	
		Project Director Contact Information	DOD – Department of Defense LSS – Local School System	
		Every provider offering Georgia's Pre-K Progr should be legally responsible for the administ	GAHS – Georgia Head Start TEC – Technical School	as the Project Director. Project Directors
		* First Name	UNIV – University OTH – Other	•Email Address

- 4. In the Project Director Contact Information section, enter the **First Name**, **Last Name**, **Email Address**, and **Phone Number**.
- 5. In the Business Address section, enter the **Street Address**, **City**, **Zip Code**, and **Country**.
- 6. Select the *State* from the drop-down list.

Note: Fields marked with a red asterisk (*) are mandatory.

Information	Project Director Contact In	formation	
2 Business Information			
Site Information	Every provider offering Georgia' should be legally responsible fo	s Pre-K Program must designate an administrato r the administration of the grant.	or to serve as the Project Director. Project Directors
Document Upload			
	* First Name	* Last Name	*Email Address
Applicant Questions	Vilas	Legal Owner	vilas.aedigiwar+pduser@mtxb2b.com
Program Assurances	* Phone Number	Phone Extension	
Review and Submit	(234) 567-8906		
	Business Address		
	* Street Address	Building or Suite Number	* City
	3932 Heavner Avenue		Duluth
	State	* Zip Code	• County
	ID	- 30136	US
	1	1	
			Pi



7. In the Business Mailing Address section, select the **Business Mailing Address is the same as Business Address** checkbox if both the addresses are identical.

Note: Enter the Business Mailing Address if different from the Business Address.

	* State	* Zip Code	* County	
Applicant Questions	AL	▼ 30136	US	
Program Assurances				
Review and Submit	Business Mailing Address Business Mailing Address is	the same as Business Address		
	* Street Address	Building or Suite Number	* City	
	3932 Heaver Anenue		Duluth	
	* State	* Zip Code	* County	
	AL	- 30136	US	
				ſ
	Grant Agreement Signat	ory Contact Information		

- In the Grant Agreement Signatory Contact Information section, enter the Grant Agreement Signatory Name, Title, Email Address, and Phone Number. This would be the person who is responsible for signing the grant agreement if awarded a Pre-K grant.
- 9. In the Grant Agreement Signatory Business Address section, enter the **Street Address**, **City**, **State**, **Zip Code**, and **Country**.

Welcome to 11Priyaranjan Legal Owner Provider ID 869355 1 Requirements and Contact Information 2 Business Information 3 Site Information 4 Document Upload 5 Applicant Questions 6 Program Assurances 7 Review and Submit Program Assurances Submit Yulas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Phone Extension Strent Agreement Signatory Business Address Street Address Building or Suite Number City	BR Blythe Robinson
 Requirements and Contact Information Business Information Business Information Site Information Document Upload Applicant Questions Forgara Assurances Review and Submit Grant Agreement Signatory Name Title Paresh D Email Address Phone Number Phone Extension Vilas.aedigiwar+pduser12@mtxb2b.com Street Address Building or Sulte Number Street Address 	← Return to Pre-K provider li
2 Business Information 3 Site Information 4 Document Upload 5 Applicant Questions 6 Program Assurances 7 Review and Submit Crant Agreement Signatory Business Address Street Address	
4 Document Upload 5 Applicant Questions 6 Program Assurances 7 Review and Submit Grant Agreement Signatory Name • • Title 9 Paresh D • Email Address • Phone Number • Vilas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Grant Agreement Signatory Business Address • Street Address Building or Suite Number • City	ation to a binding hool ng for the grant
5 Applicant Questions • Grant Agreement Signatory Name • Title 5 Applicant Questions • Paresh D • Secretary 6 Program Assurances • Phone Number • Phone Extension 7 Review and Submit • Vilas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Grant Agreement Signatory Business Address • Street Address • Street Address • City	
6 Program Assurances *Email Address *Phone Number Phone Extension 7 Review and Submit vilas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Phone Extension Grant Agreement Signatory Business Address *Street Address Building or Suite Number *City	
6 Program Assurances *Email Address *Phone Number Phone Extension 7 Review and Submit vilas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Image: Comparison of the second secon	
7 Review and Submit vilas.aedigiwar+pduser12@mtxb2b.com (456) 789-0345 Grant Agreement Signatory Business Address * Street Address Building or Suite Number * City	
Grant Agreement Signatory Business Address • Street Address Building or Suite Number • City	
Grant Agreement Signatory Business Address * Street Address Building or Suite Number * City	
Street Address Building or Suite Number * City	
325709 Park Avenue Duluth	
*Zip Code County	
AK 👻 30137 US	_



10. In the Grant Agreement Signatory Business Mailing Address section, select the Grant Agreement Signatory Mailing Address is the same as Grant Agreement Signatory Address checkbox if both the addresses are identical, then click the Save & Next button.

Note: Enter the Grant Agreement Signatory Business Mailing Address if different from the Business Address.

2	Business Information	* State		*Zip Code	* County	
3	Site Information	АК	•	30137	US	
4	Document Upload	Grant Agreement Signatory	Business Ma	iling Address		
5	Applicant Questions	Grant Agreement Signatory	Mailing Addres	ss is the same as Grant Agreement	Signatory Address.	
		* Street Address		Building or Suite Number	* City	
6	Program Assurances	325709 Park Avenue			Duluth	
7	Review and Submit	* State		* Zip Code	* County	
		АК	*	30137	US	
		Save & Exit			Save	& Next

The **Business Information** page will be displayed.

11. Select the **Business Designation** from the drop-down list, then click the **Save & Next** button.

Note: Depending on the selected Business Designation, some additional fields may be required even if they are not marked with a red asterisk.

Georgia Dept of Early Care and Learning Pre-K Program			Notifications	R Blythe Robinson 🔻
Welcome to 11Priyaranjan Legal Owner	Provider ID 869355		← Retu	urn to Pre-K provider list
 Requirements and Contact Information Business Information 	New Pre-K Applicat	tion		
3 Site Information 4 Document Upload	* indicates a required field Complete this section by choosing	the correct information to describe your organization.		
5 Applicant Questions 6 Program Assurances	*Business Designation Governmental			
7 Review and Submit	Limited Liability Company Sole Proprietorship Partnership Corporation	An are not based on business designation, bus applying with the state of Georgia.	iness type, or demographic desig	ination. This
	Save & Exit		Previous	Save & Next



- 12. The **Site Information** page will be displayed. Licensed child care providers must use the +Add Koala Sites button to add their sites.
- 13. To add a new site, click the + Add Koala Site button.

Welcome to Koala legal owner Provi	der ID 874727	← Return to Pre-K provider list
 Requirements and Contact Information Business Information 	New Pre-K Application Site Information	
3 Site Information		
4 Document Upload 5 Applicant Questions	+ Add Koala Site	
6 Program Assurances	Provider Legal Name Koala legal owner	
7 Review and Submit		
	Save & Exit	Previous Save & Next

Click the checkbox to select the site, then click the **Add** button.

	mormation	×
2	Business Information	Add Koala Sites
3	Site Information	
		* Indicates required field
4	Document Upload	*Select all the sites you wish to add:
5	Applicant Questions	Z Koala site 1 CCLC-3657344
6	Program Assurances	7
7	Review and Submit	Cancel

*The *Koala sites have been added successfully* message will be displayed and you will be directed to the Site Information page displaying the imported site from KOALA.





Note: You can also remove the site using the Remove Site button.

G	Georgia Dept of Early Care and Learning Pre-K Program		Notifications
Welc	come to Koala legal owner Prov	ider ID 874727	← Return to Pre-K provider list
0	Requirements and Contact Information	New Pre-K Application	
2	Business Information	Site Information	
3	Site Information		
4	Document Upload	+ Add Koala Site	
5	Applicant Questions	Provider Legal Name	
6	Program Assurances	Koala legal owner	
7	Review and Submit	Koala site 1 CCLC-3657344	> a Remove Site
		Save & Exit	Previous Save & Next





14. Enter the **Number of Pre-K Classes** required, then click the **Submit** button.

		Add New Site			
Welcome to 11Priyaranjan I	AK	30137	Chattooga	- ₹et	urn to Pre-K provider list
Requirements and Cont	Site Mailing Address				
Information	Site Mailing Address is the same as the all	oove address			
2 Business Information	* Street Address	* Building or Suite Number	* City		
	423 Park Avenue	333	Duluth		
3 Site Information					
4 Document Upload	• State	* Zip Code	* County		
L L	AK	30137	Chattooga	· · · ·	
5 Applicant Questions	Check if your site will provide any of these	convisos for Bro-K students			
6 Program Assurances	Transportation	services for Fre-K students			
	Before School Care				
7 Review and Submit	After School Care				
	 Number of Pre-K Classes requested 				
	3				Save & Next
	4				
	1				
			Can	Submit	
	1				

A success message will be displayed and you will be directed to the Site Information page.

15. Now, click the **Save & Next** button.

Requirements and Contact Information	New Pre-K Application
2 Business Information	Site Information
3 Site Information	
4 Document Upload	+ Add Site
5 Applicant Questions	Provider Legal Name
6 Program Assurances	11Priyaranjan Legal Owner
7 Review and Submit	Summer Program Site >
	â Remove Site
	Save & Exit Previous Save & Next

The **Document Upload** page will be displayed.



- 16. To submit the documents, click the **Upload** button, then click the **Save & Next** button. **Notes**:
 - The Documents marked with a red (*) asterisk are mandatory.
 - The Online Access Agreement Form can be located by clicking <u>here</u>.
 - The other mandatory documents are business documents that applicants will provide.
 - Click the **chevron right** icon to view and upload Site-specific documents which will include photographs of the outside of the building, playground, and classroom.

Welcome to 11Priyaranjan Legal Owner	Provider ID 869355	← Return to Pre-K provider list
Requirements and Contact Information	Provider-specific documents for 11Priyaranjan Legal Owner	
2 Business Information 3 Site Information	Corporation paperwork (If ownership is under a corporation or LLC, submit the Certificate of Incorporation/Organization, Articles & By-laws)	± Upload
Document Upload Applicant Questions	Documentation from the IRS reflecting the provider's business employer identification number (EIN) Unsubmitted	1 Upload
6 Program Assurances	*Online Access Agreement Unsubmitted	t. Upload
 Review and Submit 	*Secretary of State (SOS) document (articles of incorporation or certificate of incorporation) Unsubmitted	± Upload
	Site-specific documents	
	Summer Program Site	
	Save & Exit	vious Save & Next

*The **Applicant Questions** page will be displayed.

17. Add answers to the questions, then click the **Save & Next** button.

*Provide answers that are rich in detail to assist with the application review process.



Requirements and Contact	The minimum education requirement for a Georgia's Pre-K lead teacher is a bachelor's degree in early childhood education or a related degree.	
mormation	How will you recruit/hire teachers that meet the qualifications outlined in the Pre-K Providers' Operating Guidelines?	
Business Information	Interview	
Site Information		9 / 4000
Document Upload	Daily Schedule	
Applicant Questions	Describe a typical day in your prospective Pre-K class. Include the instructional components you would include in the 6.5-hour day.	
Dream Assurances	8 am to 10 am	
Program Assurances		13 / 4000
Review and Submit	Additional Information List any program achievements that demonstrate quality (e.g. Quality Rated, NAEYC Accredited, Title 1 Distinguished school, National Green or Blue Ribbon school).	
	rest	
	Provide any additional information that would support awarding a Georgia's Pre-K classroom at this site.	4 / 4000
	rest +Provide any additional information that would support awarding a Georgia's Pre-K classroom at this site. Test	4 / 4000
	rest • Provide any additional information that would support awarding a Georgia's Pre-K classroom at this site. Test	4 / 4000 •

The **Program Assurance** page will be displayed.

18. Select the checkboxes to affirm the Program Assurance, then click the **Save & Next** button.

Welcome to 11Priyaranjan Legal Owner	r Provider ID 869355		← R	leturn to Pre-K provider list
 Requirements and Contact Information Business Information 	New Pre-K Application	on		
 Site Information Document Upload Applicant Questions Program Assurances Review and Submit 	 Indicates a required field Read the program assurances in full ar assurances. Lagree: All information provided in this apping in the second structure of Grant Agreement 	nd indicate your agreement by checking the box. The signature of plication is true and accurate. I understand that falsifying inform ontained within this application, as well as documentation requir at to Open Records request(s). Induct my business with financial integrity and fiscal responsibility mpliance with rules and regulations of the Secretary of State's of other financial obligations. to read and comply with the Pre-K Providers' Operating Guidelin : Signatory	of Grant Agreement Signatory confirms your program's commitment t ation reported will result in automatic termination of the grant agreem ed as a Pre-K fiscal agent, is considered public information and will b ty including, but not limited to, appropriate use of Pre-K grant funds, frice, the State Department of Audits, and other state agencies, as app ses and any addenda.	o these ent. le included in the compliance with plicable, and ap-
	*Name Paresh D	• Title Secretary	Dec 9, 2024	ii
	Save & Exit		Previous	Save & Next

The **Review & Submit** page will be displayed.

19. Review the information provided in the previous sections, then click the **Submit** button.

Note: You can update the information provided in the previous sections by clicking the **Edit** button.





come to 11Priyaranjan Legal Owner	Provider ID 869355	pporta amarang a acargia a rici it anaaraan at ana ata.		← Return to Pre-K provide
Requirements and Contact Information	Test			4
Business Information	6. Program Assurances			Edit
Site Information	Read the program assurances in full assurances.	and indicate your agreement by checking the box. The signature	of Grant Agreement Signatory confirms your program's comm	nitment to these
Document Upload	l agree:			
Applicant Questions	All information provided in this ap	plication is true and accurate. I understand that falsifying inform	ation reported will result in automatic termination of the grant a	igreement.
Program Assurances	I understand that all information c program's permanent file and is subi	ontained within this application, as well as documentation requir	ed as a Pre-K fiscal agent, is considered public information and	d will be included in the
Review and Submit	 If awarded a Pre-K grant, I will co state and federal tax requirements, c propriate settlement of employee an If awarded a Pre-K Grant, I agree Signature of Grant Agreement 	nduct my business with financial integrity and fiscal responsibilit ompliance with rules and regulations of the Secretary of State's J other financial obligations. to read and comply with the Pre-K Providers' Operating Guidelin nt Signatory	y including, but not limited to, appropriate use of Pre-K grant f office, the State Department of Audits, and other state agencie es and any addenda.	unds, compliance with s, as applicable, and ap-
	Name	Title	Date of signature	
	Paresh D	Secretary	Dec 9, 2024	

Upon successful submission, the **Reference Application Number** will be displayed along with the Submitted Successfully status.

Notes:

- To download the application, click the **Download** button.
- You can go back to the Dashboard using the **Go to Dashboard** button.

Georgia Day and Tarly Care and Anomaly Berlet A Program	Notifications	BR Blythe Robinson 🔻
Welcome to 11Priyaranjan Legal Owner Provider ID 869355		← Return to Pre-K provider list
New Pre-K Grant Application Submitted ✓ Submitted Successfully Your New Pre-K Grant Application has been submitted successfully.		
Your Reference Application No is 25576.		
Your New Pre-K Grant Application has been submitted to the Department for review. You will receive an email confirmation that includes can also find a copy under your Document Library in your provider portal. Please check the provider portal for any changes in your appli your patience as we review your application. There would be no next step for the provider to complete. Once the application is awarded, User needs to submit financial information, lawful presence etc.	a PDF of your comple ication status and next	eted application. You t steps. Thank you for
	Le Download	Go to Dashboard