



Summer Transition Program Frequently Asked Questions

GENERAL PROGRAM INFORMATION:

Q- What is the Summer Transition Program (STP)?

A – The Summer Transition program is a summer school program that provides a hands-on and engaging learning experience focusing on both academic and social skills. The program hosts two age groups – Rising Pre-K and Rising Kindergarten.

Rising Pre-K is a program that specifically targets students who are registered to attend Georgia's Pre-K Program during the 2025-2026 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.

Rising Kindergarten is an intensive academic program for rising kindergartners. The program is specifically for children who did not attend Georgia's PreK program during the school year or for children who attended but need additional support.

Q – What documentation is needed to enroll a child in STP?

A – The following document is required for a child to enroll in STP. Other documentation will be requested upon enrollment into the program.

- Proof of age eligibility

Q- What is the application process for providers interested in offering STP?

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

A - Rising Kindergarten: Programs who currently host Georgia's Pre-K Program during the school year and are in good standing with other agency divisions are eligible to apply. Applications are accepted in GAPREK March 10-24, 2025.

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:

Rising Pre-K	Rising K
<ul style="list-style-type: none">• 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 part-time 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	<ul style="list-style-type: none">• Maximum of 14 students in each classroom• One lead teacher and one assistant teacher (ratio of 1 adult to 7 students)• One part-time Transition coach per classroom to assist with family education and transition services• 6.5 hour instructional day

Q- Is there a curriculum that is used during STP?

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 STP?

A- The Summer Transition Program is a 23-instructional day program or equivalent instructional hours (149.5 hours) offered in June and July. The proposed dates are June 2nd - July 3rd; however, providers may choose a start date that meets the needs of the families they serve.

Note: Two federal holidays occur during STP (4th of July and Juneteenth). Programs can choose to observe these holidays on the actual date or anytime during STP.

After funding is awarded, each provider will submit a calendar in GAPREK for approval.

Q- How many weeks will lead and assistant teachers work?

A – Lead teachers and assistant teachers should work for 23 instructional days or equivalent instructional hours (149.5 hours) with students and three (3) 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 should 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 awarded 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 maintain a Transition Coach Work Schedule onsite once classes are funded. The Transition Coach Work Schedule can be found on the STP webpage under the Transition Coach tab.

STAFFING:

Q-What are the required credentials / certification for Lead Teachers?

A - The minimum education requirement for a Summer Transition Program lead teacher is a bachelor's degree in early childhood education or related degree. Lead teachers for the program must also have prior experience working with Georgia's Pre-K Program.

Q – What are the required credentials / certification for Assistant Teachers?

A - Assistant teachers are required to hold a minimum of a Child Development Associate (CDA) credential. Assistant teachers for the Summer Transition Program must also have prior experience working with Georgia's Pre-K Program.

Q – What are the required credentials for Transition Coaches?

A - Transition coaches must have a minimum of an associate degree and experience working with families of young children.

Q – Are teachers required to be fluent in Spanish?

A – Rising Pre-K Only: 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?

A – Rising Pre-K Only: 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.

TRAINING:

Q- Are Rising Kindergarten lead and assistant teachers required to attend training?

A – Lead teachers (new and returning) will be provided training prior to the beginning of the Summer Transition Program. Training is MANDATORY and will be held in late May/early June.
A – Assistant teachers will not attend training this summer.

Q – Are Rising Pre-K lead and assistant teachers required to attend training?

A – Yes, New and 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 in late May/early June.

Q – Are transition coaches required to attend training?

A – Yes, All Transition Coaches will be provided training prior to the beginning of the Summer Transition Program. Training is MANDATORY and will be held in mid-May.

Q – Are directors required to attend training?

A – Yes, Rising Kindergarten directors and Rising Pre-K directors will be provided training prior to the beginning of the Summer Transition Program. Rising Kindergarten directors will be REQUIRED to attend HATCH Ignite Admin Training in early May. Rising Pre-K directors will attend training with Rollins. RPK director training is REQUIRED for new RPK directors and optional for returning.

BUSINESS OPERATIONS:

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 2025 Operating Guidelines*, which will be posted by April 15, 2025.

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 2025 Operating Guidelines*, which will be posted by April 15, 2025.

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 – Am I required to complete a work agreement form with each STP staff member?

A – Yes, a work agreement MUST be on file for each staff member. It is important for each staff member and program to discuss the salary information (benefits, tax deductions, take home pay) for the summer as well as program protocols for sick leave, holidays, etc. The work agreement should be signed and dated by both the staff member and director. It should be kept onsite for Specialist review.

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, 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 15, 2025.

Q – How is before and after care funded?

A -DECAL does not require 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 the eligibility requirements. Transition coaches should assist families with the application process as it is outlined on the CAPS tab of the Summer Transition Program webpage of the DECAL website - <https://www.decal.ga.gov/Prek/SummerTransitionProgram.aspx>

Q – Will I be required to submit student rosters?

A –Programs are required to submit two rosters electronically in GAPREK.

Q – Will I be required to submit a reconciliation form for the STP grant?

A – Yes, all programs receiving STP funding will be required to submit a STP Reconciliation Report in GAPREK. **All purchases/orders must be received and paid for by July 31, 2025.** Any remaining funds or funds not spent appropriately must be returned to DECAL.

For additional questions, email summerschool@decal.ga.gov