



## 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
- Summer Transition Program Classroom Materials List
- Georgia Early Learning and Development Standards (GELDS)
  
- Summer Transition Program Training Schedule
- 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
- 23 instructional day calendar for children
- 3 planning days for lead and assistant teachers
- Calendar for transition coaches (7-8 weeks or 160 hours per class)
- Summer Transition Program Holidays (Juneteenth, 4<sup>th</sup> of July)
  
- 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 holidays?
- 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 (teachers must write their own lesson plans and small group templates)
- All completed lesson plans must be kept on site
- HATCH Assessment (Rising Kindergarten classes only)
- Georgia Early Learning and Development Standards (GELDS)
- Website – ([www.decal.ga.gov](http://www.decal.ga.gov))

- Required Student Documents
  - Age documentation
  - Residency 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