

## Georgia's Pre-K Program 2018-2019 Suggested Topics for Pre-K Staff Orientation

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

- ❑ Current School Year Operating Guidelines – Documents to review
  - ❑ Basic Equipment, Materials, and Supplies Inventory List
  - ❑ Instructional Quality Guides (Assessment, Lesson Planning, Environment, Daily Schedule)
  - ❑ Georgia Early Learning and Development Standards (GELDS)
  - ❑ On-line Learning Module(s)
  
- ❑ Current School Year Professional Development Training Schedule
  - ❑ Training registration system - GaPDS
  - ❑ Project/Site Director training requirements
  - ❑ Teacher training requirements
  - ❑ Assistant Teacher training Requirements
  - ❑ Reimbursements for travel related expenses
  
- ❑ Current School Year Salary /Pay Schedule (for Pre-K Lead and Assistant teachers)
  
- ❑ School Calendar
  - ❑ 180 day Pre-K calendar for children
  - ❑ 190 day Pre-K calendar for staff
  - ❑ First day of Pre-K procedures
  - ❑ School Holidays
  - ❑ Staff Work Days
  - ❑ Inclement Weather Days
  - ❑ Last Day of Pre-K
  
- ❑ Teacher Credential Requirements/Assistant Teacher Credential Requirements
  
- ❑ How will staff be paid? (ex. hourly, salary)
  - ❑ How frequently will staff be paid? (ex. weekly, monthly, bi-monthly)
  - ❑ How will pay be handled during school breaks? (ex. winter holidays, spring break, school closings due to inclement weather)
  - ❑ Written contract with teachers
  
- ❑ Work Expectations
  - ❑ Scheduled work hours
    - ❑ Be sure to include planning time
  - ❑ Leave/ Time-Off policies
    - ❑ Does your program offer paid leave (yes/no)
      - ❑ If yes - discuss program policies
  - ❑ Paperwork – what reports/forms will the staff member be required to complete?
  - ❑ Conferences/meetings with families
    - ❑ Parent Orientation
  - ❑ Staff Meetings (if applicable)

- ❑ Classroom cleaning responsibilities (as applicable)
  - ❑ Student Attendance
- ❑ 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
  - ❑ Review Appendix for WSO from Guidelines (can be found on website)
  - ❑ Set-up/Requirements
  - ❑ Procedures/Timeline for Director to review assessment
  - ❑ Review Sample Matrices (can be found on website)
  - ❑ On-line Learning Module for Assessment
- ❑ Lesson Plan Requirements
  - ❑ Completed for entire week.
  - ❑ All completed lesson plans must be kept on site
  - ❑ Changes to the Learning Environment
  - ❑ Planning for Assessment on lesson plans
  - ❑ Georgia Early Learning and Development Standards (GELDS)
- ❑ Lesson Plan formats
  - ❑ BFTS Templates (Recommended)
  - ❑ Weekly
  - ❑ Daily
- ❑ Website – Technical Assistance Resources ([www.decal.ga.gov](http://www.decal.ga.gov))
  - ❑ Real and Found Materials list
  - ❑ Writing Center Ideas handout
  - ❑ Literacy in Each Center Area handout
  - ❑ Georgia's Pre-K Sample Matrices
- ❑ Materials distributed to children and families
  - ❑ Family Handbook – found on DECAL website
  - ❑ How will families be notified of these documents?
- ❑ Registration process for children and on-site written enrollment policy
- ❑ Category One and Category Two determination and documentation
- ❑ Required documents (Vision, Hearing, Dental and Nutrition (Form 3300), Immunizations, Enrollment forms, Student Roster information form)
- ❑ Roster reporting dates and process
- ❑ Requirements for keeping Pre-K records
  - ❑ 3 years