

Congratulations on the award of your Summer Transition Program Pre-K classroom(s). We look forward to working with you and can't wait to hear about the results of your hard work when the program ends. Please take a moment to view the 2015 Summer Transition Program Directors Webinar for information regarding the requirements for the Summer Transition Program (STP). The webinar can be found on the STP webpage at <http://www.decal.ga.gov/Prek/SummerTransitionProgram.aspx>

See below for a list of next steps and the associated deadlines. All required forms can be found on the STP webpage. Click the Forms tab to access the list of downloadable forms.

- 1) Complete the Grant Agreement and mail to our office by May 8, 2015 (COB).
You must send back 2 signed original Grant Agreements. No faxed or emailed copies can be accepted.

Georgia Department of Early Care and Learning
ATTN: Summer Transition Program
2 Martin Luther King Jr. Drive SE
East Tower, Suite 754
Atlanta, GA 30334

- 2) Complete the attached STP Registration Contact Form and email to summerschool@decal.ga.gov by May 11, 2015.
- 3) You will receive an email notifying you to register your Lead Teacher and Transition Coach for training through the Training Registry System. If you need assistance, please call 404-463-4109.
 - Lead Teacher Training will be held May 28, 2015
 - Transition Coach Training will be held May 14, 2015
 - Both trainings will be held in Macon, GA.
- 4) Rosters will be entered into PANDA this year and mirrors the roster system you use during the regular school year. An initial roster and priority count will be due via paper form. The initial roster form can be found on the Summer Transition webpage under Forms tab.

The roster dates are listed below:

- Initial Roster Form – May 21, 2015
- First Roster – June 10, 2015
- Second Roster - June 24, 2015
- Third Roster – July 15, 2015

- 5) The calendar for your Summer Program must be submitted into PANDA for approval. Calendars are due in PANDA by **May 11, 2015**. As a reminder, it is recommended that programs begin on June 1, 2015. Programs may use discretion in scheduling for the July 4th holiday. Programs are required to operate a minimum of 29 days.
- 6) The current child registration form and income verification forms are posted on our website. Programs are required to use the STP forms when registering students for the program. You will need to check the Forms tab on our website at <http://www.decal.ga.gov/Prek/SummerTransitionProgram.aspx> for the most current registration and income verification forms.
- 7) If you are a new STP provider, be on the lookout for your classroom materials that will be shipped directly to your school or center. Often times the boxes are misplaced upon delivery. Please notify your receptionist or front desk of the delivery of several large boxes from Lakeshore.
- 8) A Pre-K Consultant will contact STP programs to schedule an on-site training session prior to the start of the program. Programs will also receive monitoring visits throughout the program.
- 9) Payments will be made to STP programs in three payments. Your payment schedule will be as follows:

Column1	Date	Payment	Total per Class
Payment 1	Tuesday, June 02, 2015	\$ 8,000.00	\$ 8,000.00
Payment 2	Tuesday, June 16, 2015	\$ 8,000.00	\$ 8,000.00
Payment 3	Tuesday, June 24, 2015	\$ 8,000.00	\$ 8,000.00
		\$ 24,000.00	\$ 24,000.00