



Georgia Department of Early Care and Learning

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Rising Kindergarten Summer Transition Program 2018 Frequently Asked Questions

General Program Information:

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

A- A six-week intensive academic program for rising kindergarteners whose families meet the income eligibility requirements (85% of the state median income) and the following criteria:

- Child did not attend a Georgia's Pre-K Program or Head Start program during the 2017-2018 school year **OR**
- Child attended a Georgia's Pre-K or Head Start program but did not attend the entire school year **OR**
- Child attended a Georgia's Pre-K or Head Start program the entire year but has been identified as needing additional academic support before entering Kindergarten (i.e. teacher recommendation, WSO data)
- **OR** A child must be part of one of the following PRIORITY GROUPS:
 - Dual Language Learner (home language is a language other than English)
 - Foster Care placement
 - Child's family is without permanent housing (homeless as defined by McKinney-Vento Homeless Assistance Act)
 - Child with an Individual Education Program (IEP)
- Additional consideration will be given to programs that serve children in a Turnaround Eligible School: <https://gosa.georgia.gov/turnaround-eligible-schools-list>

Q- What are the main components of the instructional program?

A - 16 students per classroom, one lead and one assistant teacher, 6.5 hour instructional day.

Q- What curriculum is used during STP?

A – The curriculum used during STP is Pearson Opening the World of Learning (OWL)

Q – Is the OWL curriculum required?

A – Yes, the OWL curriculum is required.

Q - Are programs required to purchase the OWL curriculum?

A – OWL curriculum will be provided for **each newly funded classroom only**. Continuation programs that are in need of replacement materials for their classes should use their STP funds to purchase items.

Q- What is the timeline for the Summer Transition Program?

A- The program is a six week program held in June and July. The proposed start date is June 4th. After funding is awarded, STP programs will submit calendars in PANDA for approval.

Q- Should schools operate on Wednesday, July 4th?

A- Programs may request to close for the holiday when submitting their calendar for approval.

Q- How many weeks will students attend the Summer Transition Program?

A - Students will attend the program for 6 weeks, 6. 5 hours per day (minimum of 29 days).

Q – Will I be required to submit student rosters?

A –Programs are required to submit two rosters electronically in PANDA. Rosters will be open for data entry beginning May 1, 2018.

Rosters	Count Date	Due Date
First Roster	Monday, June 11, 2018	Friday, June 15, 2018
Second Roster	Monday, July 9, 2018	Friday, July 13, 2018

Student Enrollment:

Q – What children are eligible to participate in the Summer Transition Program?

A - A child’s family must meet income requirements to be eligible for participation (85% of the state median income). Children must also be a resident of Georgia, a U.S citizen or have established status as a lawfully admitted qualified alien, and age eligible for kindergarten.

All families should complete the **Eligibility Information Form**. If the child and/or family participates in one of the following programs and participation is verified, the family automatically meets the state median income requirement: Child Care and Parent Services (CAPS), Medicaid, Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF). Verification of current participation must be kept in the student’s file.

If current participation in any of the aforementioned programs cannot be verified, the STP provider must complete the **Income Eligibility Worksheet** to determine eligibility prior to enrolling the child in the program. Appropriate documentation of income eligibility must be collected and kept in the student’s file. All forms for eligibility verification can be found under the Summer Transition Program Forms tab on the DECAL website.

Q- How do I calculate 85% of the State Median Income?

A - Below is the chart used to determine income eligibility by family size.

State Median Income (SMI)

****Covers the period of October 1, 2017 through September 30, 2018**

Family Unit Size	Annual Income Maximum - 50% of State Median Income (SMI)	Federal Limit - 85% SMI
1	\$18,372	\$31,232
2	\$24,024	\$40,841
3	\$29,677	\$50,451
4	\$35,330	\$60,060
5	\$40,982	\$69,669
6	\$46,635	\$79,280
7	\$47,695	\$81,082
8	\$48,755	\$82,883
9	\$49,815	\$84,685
10	\$50,875	\$86,487
11	\$51,935	\$88,289
12	\$52,995	\$90,091

Personnel and Training:

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

A - **New lead teachers only** will be provided training prior to the beginning of the STP. Training is MANDATORY and will be held on May 30, 2018 in Macon. New assistant teachers will not attend training but are encouraged to participate in a webinar that will be offered for STP teachers. The webinar will include a review of the STP and the requirements for instructional planning.

Q – Are returning lead and assistant teachers required to attend training?

A – No, returning lead and assistant teachers will not attend training this year. A STP webinar will be offered which will include a review of the STP and the requirements for instructional planning. Participation for the webinar is optional.

Q – Will transition coaches receive training?

A- Yes, transition coaches will be provided training to support their work with the program. Training is mandatory for all new and returning transition coaches and will be held on May 17, 2018 in Macon. Returning transition coaches will attend a ½ day session and new transition coaches will attend a full day session.

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

A – Lead teachers and assistant teachers will work 7 weeks.

Q – How many hours per day will lead and assistant teachers work?

A – Lead and assistant teachers should work for 8 hours a day. They should not have any additional duties during this time.

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%.

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 child care, or expend the additional funds in the other STP expenses category.

Q – How many weeks will a transition coach work?

A – Transition coaches will work 10 weeks to allow time for recruiting, enrollment and program closeout.

Q – How many hours will a transition coach work?

A - The salary is based on a 20 hour work week per class for 10 weeks (see chart below). If a program is funded 2 classes, they may choose to use the same transition coach. Working with two classes would be considered a full time position working 40 hours a week.

Funding:

Q- What is the funding breakdown for each classroom?

A-

STP funded at a private site		
2018		
Lead Teacher	\$ 8,006.24	Salary + Benefits
Assistant Teacher	\$ 3,547.73	Salary + Benefits
Transition Coach ½ time	\$ 5,004.97	Salary + Benefits
	\$ 7,741.06	Other STP expenses*
	*Other STP expenses include classroom materials and supplies, meal costs, transportation costs, family engagement activities, student transition materials, and program operating costs.	
Total Per Class	\$ 24,300	

STP funded at a public school		
2018		
Lead Teacher	\$ 8,685.12	Salary + Benefits
Assistant Teacher	\$ 3,547.73	Salary + Benefits
Transition Coach ½ time	\$ 5,004.97	Salary + Benefits
	\$ 7,062.18	Other STP expenses*
	*Other STP expenses include student materials and supplies, meal costs, transportation costs, family engagement activities, student transition materials, and program operating costs.	
Total Per Class	\$ 24,300	

Salary Per Person	Amount	Benefit Rate	Total
Private Lead Teacher Salary (7 weeks)	\$ 6,469.17	23.760%	\$ 8,006.24
Public Lead Teacher Salary (7 weeks)	\$ 6,469.17	34.254%	\$ 8,685.12
Assistant Teacher Salary (7 weeks)	\$ 2,866.62	23.760%	\$ 3,547.73
Transition Coach Salary (total for one-half coach for 10 weeks per class)	\$ 4,044.09	23.760%	\$ 5,004.97

Q – What percentage of the grant funding may be spent on administrative costs of the program?

A – The total administrative costs reconciled cannot exceed 6% of the total grant amount.

Q – What are appropriate uses of the funds in the “other” line item in the STP budget?

A – Program funds should be spent on items that are received in time to directly benefit the students enrolled in the STP. Examples include: field trips, student transition materials, furniture, classroom materials, OWL curriculum materials, special guests, transportation, family engagement activities, etc. For additional expenditure requirements, refer to the STP Operating Guidelines which will be posted on the Summer Transition Program webpage by April 31, 2018.

Q-What are student transition materials in the “other” line item of the STP budget?

A –Student transition materials are items that help support or prepare students for their transition to kindergarten. Programs will receive an additional \$300 per class in their first STP payment to pay for these materials. Examples of student transition materials include: school supplies, spirit wear from an elementary school, backpacks/book bags, water bottles, lunch boxes, etc. Pre-K consultants will verify purchases during STP visits.

Q – How is before and after care funded?

A - Bright from the Start 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 of the eligibility requirements. Transition coaches should assist families in completing the CAPS STP application packet. Transition coaches must forward the completed packet to the CAPS State Office either via email at CAPS.STP@dec.al.ga.gov or via fax at 866-467-7869. If the family is eligible, CAPS will create the appropriate child care certificates to subsidize before and after child care services. If the family is already participating in CAPS, the transition coach must forward to the CAPS State Office the referral packet along with the appropriate activity and income verification documents to participate in CAPS STP.

Q – How are STP programs paid?

A – Programs will receive 3 payments.

Payments	Date	Amount	Total Amount per Class
Payment 1	Friday, May 18, 2018	\$ 8,100	\$ 8,100
Payment 2	Monday, June 4, 2018	\$ 8,100	\$ 8,100
Payment 3	Friday, June 15, 2018	\$ 8,100	\$ 8,100
		\$ 24,300	\$ 24,300

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

A – Yes, all programs receiving STP funding will be required to reconcile funding detailing that all funds were expended appropriately. Any remaining funds or funds not spent appropriately must be returned to DECAL. Closeout procedures and information regarding the 2018 STP

reconciliation report will be forwarded to providers during July 2018. The reconciliation form will be due by August 3, 2018.