



Georgia Department of Early Care and Learning

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## **Rising Pre-K Summer Transition Program 2018 Frequently Asked Questions**

### **General Program Information:**

#### **Q- What is the Rising Pre-K Summer Transition Program (STP)?**

A – Rising Pre-K is a six-week program that specifically targets students who are registered to attend Georgia's Pre-K Program or a Head Start Program for the 2018-2019 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 presence of the bilingual staff facilitates the strategic use of the home language to support young dual language learners' early language and literacy development in English.

#### **Q – Is there an application process for providers interested in offering the Rising Pre-K STP?**

A – There is no application for programs interested in becoming a Rising Pre-K provider. Programs are selected based on the ability to serve the children the program targets. Email question regarding the selection process to [summerschool@dec.al.ga.gov](mailto:summerschool@dec.al.ga.gov)

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

A - 14 students per classroom, one lead and one assistant teacher, 6.5 hour instructional day. At least one of the teachers must be bilingual and biliterate in English and Spanish, i.e., **must speak, read, and write Spanish fluently**. 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.

#### **Q- What curriculum is used during Rising Pre-K?**

A – The curriculum is Pearson Opening the World of Learning (OWL) Dual Language version.

#### **Q – Is the OWL curriculum required?**

A – Yes, the OWL Dual Language 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 Rising Pre-K STP?**

A- The program is a six-week program held in June and July. The proposed start date is June 4, 2018. After funding is awarded, Rising Pre-K programs will submit calendars in PANDA for approval.

**Q – Should schools operate on Wednesday, July 4<sup>th</sup>?**

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

**Q- How many weeks will students attend the Rising Pre-K STP?**

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

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

**Student Enrollment:**

**Q – What children are eligible to participate in the Rising Pre-K STP?**

A – The program specifically targets children whose home language is Spanish. In addition, 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, age eligible for Pre-K on September 1, 2018.

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\*\***

<b>Family Unit Size</b>	<b>Annual Income Maximum - 50% of State Median Income (SMI)</b>	<b>Federal Limit - 85% SMI</b>
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 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. The 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 for 7 weeks.

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

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

**Q – Are both teachers required to be fluent in Spanish?**

A - 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 – 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 classroom 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. **The transition coach must be able to communicate fluently in both oral and written Spanish.**

**Funding:**

**Q- What is the funding breakdown for each classroom?**

A-

Rising Pre-K 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.	
<b>Total Per Classroom</b>	<b>\$ 24,300</b>	

Rising Pre-K 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 classroom materials and supplies, meal costs, transportation costs, family engagement activities, student transition materials, and program operating costs.	
<b>Total Per Classroom</b>	<b>\$ 24,300</b>	

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 Rising Pre-K STP budget?**

A – Program funds should be spent on items that are received in time to directly benefit the students enrolled in Rising Pre-K. Examples include: field trips, student transition materials, furniture, classroom materials, special guests, OWL curriculum materials, transportation, family engagement activities, etc. For additional expenditure requirements, refer to the Rising Pre-K 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 Georgia’s Pre-K Program or Head Start. Programs will receive an additional \$300 per class in their first Rising Pre-K payment to pay for these materials. Examples of student transition materials include: school supplies, spirit wear from a school, backpacks/book bags, water bottles, personal blankets/pillows for nap time, lunch boxes, etc. Pre-K consultants will verify purchases during Rising Pre-K visits.

**Q – How is before and after care funded?**

A - A - Bright from the Start does not require Rising Pre-K 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](mailto: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 Rising Pre-K STP programs paid?**

A – Programs will receive 3 payments.

Payment	Date	Amount	Total amount per class
Payment 1	Friday, May 18, 2018	\$ 8,300	\$ 8,100
Payment 2	Monday, June 4, 2018	\$ 8,000	\$ 8,100
Payment 3	Friday, June 15, 2018	\$ 8,000	\$ 8,100
		\$ 24,300	\$ 24,300

**Q – Will I be required to submit reconciliation form for the Rising Pre-K 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 the Department. 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.