

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

Immer Transition Program Professional Development Training Schedule and and assistant teacher training requirements ansition coach training requirements eimbursements for travel related expenses Immer Transition Program Salary /Pay Schedule (for lead teachers, assistant achers, and transition coaches) Immer Transition Program Calendar week calendar for children week calendar for lead and assistant teachers I week calendar for transition coaches I week calendar for transition coaches I week calendar for transition coaches I week calendar for transition program Holiday (4th of July) I work Days (pre and post planning)
achers, and transition coaches) Immer Transition Program Calendar Week calendar for children Week calendar for lead and assistant teachers Week calendar for transition coaches Immer Transition Program Holiday (4th of July)
week calendar for children week calendar for lead and assistant teachers week calendar for transition coaches Immer Transition Program Holiday (4 th of July)
an Went Baye (pre and post planning)
Immer Transition Program Staff Requirements and Assistant Teacher Credential and Experience Requirements ansition Coach Credential and Experience Requirements
ow will staff be paid? (ex. hourly, salary) ow frequently will staff be paid? ow will pay be handled for the 4 th of July holiday? ritten contract with teachers
ork Expectations cheduled work hours Be sure to include planning time eave/ Time-Off policies aperwork – what reports/forms will the staff member be required to complete? arent Orientation aff Meetings (if applicable) assroom cleaning responsibilities (as applicable)
r

Lesson Plan Requirements Completed for entire week OWL Curriculum lesson plans All completed lesson plans must be kept on site Georgia Early Learning and Development Standards (GELDS) Website – (www.decal.ga.gov)
Required Student Documents Age documentation Proof of citizenship Residency documentation Eligibility Information Form Income Eligibility Worksheet Income 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