



IMPLEMENTATION GUIDE FOR FIRST STEPS PARTNERSHIPS

BEFORE THE PROGRAM

- ☐ Review SCFS Accountability Standards for Countdown to Kindergarten to assure you understand all expectations
- ☐ Review SCFS CTK Data System Requirements available at <https://scfirststeps.org/c2k-forms/>
- ☐ Work with schools to recruit teachers
 - CTK teacher recruitment materials are available at <https://scfirststeps.org/c2k-forms/>
- ☐ Work with schools to recruit families
 - If family recruitment materials are needed, contact Janice Kilburn at jkilburn@scfirststeps.org or 803-730-3084
 - School staff familiar with families (social worker, guidance counselor, etc.) should complete **Family Information Sheet & Family Eligibility Determination Form** for each participating family (available at <https://scfirststeps.org/c2k-forms/>)
- ☐ Submit CTK Projected to Serve form to SCFS
 - The deadline is April 12, 2019
- ☐ Order one toolkit per child
 - If ordering from Kaplan, the order deadline is April 30, 2019
- ☐ Make copies of materials available online at <https://scfirststeps.org/c2k-forms/>
 - One per teacher:*
 - ☐ Memorandum of Agreement
 - ☐ Confidentiality Form
 - ☐ Home Visitor and Teacher Demographic Information Form
 - ☐ 2019 Curriculum Notebook (or 2019 Addendum to 2018 Curriculum Notebook if you already have hard copies of the 2018 Curriculum Notebook)
 - ☐ CTK Implementation Guide for Teachers
 - ☐ Set of teacher invoices – 2 copies for each teacher; one for FY19 and another for FY20, unless visits will only be made during one fiscal year
 - ☐ Set of Missed Visit Door Hangers (English & Spanish) – provide several in case parents miss visits
 - One per child:*
 - ☐ Consent and Authorization Form and Privacy Statement (English or Spanish)
 - ☐ Set of Weekly Activity Worksheets (English or Spanish) – 5 topics, one for each home visit

- ☐ Record of Home Visits
- ☐ Family Commitment Form (English or Spanish)
- ☐ Pre-Program Parent Survey (English or Spanish)
- ☐ Post-Program Parent Survey (English or Spanish)
- ☐ Work with your SCFS Program Officer to ensure you have enough copies (one for each family/parent) of CTK parent handouts (seven different types – English and Spanish) and, if applicable, Profile of the Ready Kindergartner posters – English and Spanish
- ☐ In May, watch for information on CTK Online Teacher Training Instructions. Email link to CTK teachers.
- ☐ As the end of the school year approaches, convene a meeting of CTK teachers and other relevant staff, to:
 - ☐ Have each teacher complete the Memorandum of Agreement, Confidentiality Form and Home Visitor and Teacher Demographic Information Form
 - ☐ Provide each teacher with a copy of 2019 Curriculum Notebook (or 2019 Addendum to 2018 Curriculum Notebook if you already have hard copies of the 2018 Curriculum Notebook)
 - ☐ Distribute forms for parents (one set of forms per child). This includes those forms listed above and available at <https://scfirststeps.org/c2k-forms/> and parent handouts (7 topics – English and Spanish) and Profile of the Ready Kindergartner poster (if available) provided by SC First Steps
 - ☐ Distribute toolkits (one per child)
 - ☐ Provide information on CTK Online Teacher Training Instructions
 - Home visits cannot begin until after the teacher has successfully completed online training
 - If teachers successfully completed 2018 CTK Online Training, they can choose to complete only the 2019 REFRESHER CTK Online Training – otherwise they must complete the 2019 COMPREHENSIVE CTK Training
 - Work with Janice Kilburn to get list of teachers who have completed training
 - ☐ Inform teachers of your expectations
 - Provide your (or a staff member's) relevant contact information
 - Indicate who teachers should contact for guidance, in case of emergency, etc.
 - Provide instructions for submitting teacher invoices (Note: the deadline to submit PAF to RM is July 15 for FY19 and August 14 for FY20)
 - Reinforce and encourage CTK Online Discussion and Support Group participation through CTK Online Teacher Training site
 - Provide instructions for submitting Pre-Program and Post-Program survey data (Who will enter responses in Survey Monkey—teachers or First Steps staff?)

DURING THE PROGRAM

- ☐ Participate in the First Steps marketing and outreach campaign for Countdown to Kindergarten
 - Consider using the Proclamation Toolkit available at <https://scfirststeps.org/c2k-forms/>
 - Sample social media posts and other resources coming soon

- ☐ Check in with the CTK Teacher Online Discussion and Support Group (link to be provided at a later date)
- ☐ Be available for questions and concerns from CTK teachers and families
- ☐ Submit Payment Authorization Forms before July 15 for FY19 and before August 14 for FY20
 - Attach signed MOA for each CTK Teacher when submitted to your RFM
- ☐ Work with your schools to assist with the CTK final visits to schools/classrooms (can you help provide a pizza, cupcakes, other treats, for example?)

AFTER THE PROGRAM

- ☐ Arrange to meet with all CTK teachers to collect hard copies of all forms (including FY20 teacher invoices), debrief with teachers, etc.
- ☐ Email CTK Teacher Survey link to teachers
 - Link will be available October 15
 - Deadline for teachers to complete survey is October 29
- ☐ Make sure all Survey Monkey data (Pre-Program Parent Survey and Post-Program Parent Survey) and SCFS data system entries are complete by the October 31 deadline