

COUNTDOWN TO KINDERGARTEN CONSIDERATIONS & DECISIONS WORKSHEET

for First Steps Executive Directors

** This form is optional and for internal planning uses only. **

- Review SCFS Accountability Standards for Countdown to Kindergarten to assure you are aware of all expectations
- Prepare a teacher invoice form. You may use one of the samples provided on the SCFS website or develop your own.
- Plan how best to deal with Countdown program covering two fiscal years. This means you need to project expenses for FY19 AND FY20. Prepare to submit FY19 Payment Authorization Forms for ALL toolkits & plan how much of teacher stipends and teacher travel you will need by June 30.

Parent surveys (a pre-program survey at first visit & a post-program survey at fifth or sixth visit) are usually completed with pencil and paper. How will the results be entered into Survey Monkey?

- By the CTK teacher
- By you (the ED)
- By another staff member
- By someone else (please specify):

How will Countdown to Kindergarten data be entered into SCFS data system?

- By you (the ED)
- By another staff member
- By someone else (please specify):

Where will CTK toolkits will be stored before CTK teachers pick them up? (They take up a lot of room!)

When and where will you meet with CTK teachers before the program? This orientation should include:

- distribution of toolkits, curriculum & forms
- collection of required paperwork (MOA, Confidentiality Form, etc.)
- instruction on expectations for home visits, parent survey data, submitting invoices, etc.
- sharing of your (or a staff member's) contact information

How will you reimburse CTK teachers for mileage?

- Standard mileage rate (please specify, e.g. the state rate of \$0.58/mile):
- A flat rate of \$50/child, as covered by grant funds

NOTE: Two versions of the teacher invoice are available on the SCFS website – one with a standard mileage rate and the other with a flat rate. Both are available either as a form with embedded formulas that make necessary calculations or as a form to be printed and completed with paper and pencil.

What will be your policy for families missing appointments or dropping from the program (i.e. will you pay the teachers for missed visits)?

NOTE: Most CTK Executive Directors recommend paying only for completed home visits. This helps encourage teachers to stay in touch with their families to confirm visits ahead of time. They also recommend you (or schools) keep a small waiting list if families drop out. They can quickly be replaced with another family. EDs say the best scenario is teachers meet with a family the same day and time each week. In this way, families are more likely to remember when they are expected to be ready for the visits.

What will be your policy for supervising CTK teachers?

NOTE: Teachers will be expected to check in via a secure online Countdown forum, which you are also welcome to join. In addition, you might want to consider how involved your partnership will be in addressing implementation with fidelity (60-minute sessions, following curriculum AND using professional judgment when modifications are warranted) and reflective supervision to support them in what can be stressful and emotional work.

In August, when and where will you meet with CTK teachers to receive paperwork (invoice, parent surveys, etc.)?

Additional Notes: