



FIRST STEPS PARTNERSHIP INITIAL PLANNING

PRESCHOOL DEVELOPMENT GRANT FUNDS SUMMER 2021

JANUARY

Consider extent of need for and interest in Summer 2021 Countdown to Kindergarten Programming in your county

Determine eligibility for Preschool Development Grant-funded Countdown to Kindergarten

Contact schools to determine their interest in and commitment (see Recruiting Resources on our website – for example Letter to School Administrators, Stakeholder Roles and Responsibilities, blogpost, recruitment videos)

Review Considerations and Decisions Worksheet

FEBRUARY AND MARCH

February 19 Deadline – Submit “Preliminary Partnership Survey for PDG CTK” to Janice Kilburn at jkilburn@scfirststeps.org

Finalize recruitment of school districts and elementary schools

With schools, develop plans to recruit Countdown teachers and families

Keep Janice Kilburn informed if rollout and/or commitment changes in your county

APRIL

Finalize recruitment of teachers

Continue recruitment of children/families (prioritize children with no previous early education experience; consider families in parenting programs, HeadStart, 4K, and other programs for children/families with risk factors); finalize by late May – over-enroll to accommodate inevitable dropouts

Watch for instructions on reallocating funds and adjusting BSP; adding Countdown page if needed

Watch for instructions on registering Countdown in data system (as needed)

Watch for instructions on completing CTK Budget Planning Form (previously Numbers to Serve form); due April 15

Watch for PDG Grant Amendments

Watch for information on optional CTK webinar for First Steps Executive Directors and other tasks to prepare for Summer 2021 Countdown to Kindergarten

Watch for more guidance in upcoming months, including deadlines. This includes information on how budget is loaded, trainings, etc. These will be in SCFS Weekly Wraps and emails.