



## 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](mailto: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 Budget Planning Worksheet to SCFS
  - The deadline is April 15, 2021
- ☐ Determine type of family questionnaire to be administered (short online or long paper & pencil). See Instructions for both types of survey (available at <https://scfirststeps.org/c2k-forms/>)
- ☐ Order one toolkit per child
  - If ordering from Kaplan, the order deadline is April 30, 2021
- ☐ 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
    - ☐ 2021 Curriculum Notebook (or 2021 Addendum to 2020 Curriculum Notebook if you already have hard copies of the 2020 Curriculum Notebook)
    - ☐ CTK Implementation Guide for Teachers
    - ☐ Set of teacher invoices – 2 copies for each teacher; one for FY21 and another for FY22, 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)
- ☐ Your partnership has made the decision to either administer the short online family questionnaire or long paper and pencil questionnaire
  - ☐ If you decided to administer short online questionnaire, be prepared if there are problems with online submission. Have enough hard copies of the questionnaire for CTK home visitors to provide to families. This questionnaire is available in English or Spanish.
  - ☐ If you decided to administer the long paper and pencil questionnaires, have enough hard copies (both pre-program and post-program) for every family. This questionnaire is available in English or Spanish.
- ☐ Work with your SCFS Program Officer to ensure you have enough copies (one for each family/parent) of CTK parent handouts (nine different types – English and Spanish) and 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 2021 Curriculum Notebook (or 2021 Addendum to 2020 Curriculum Notebook if you already have hard copies of the 2020 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 (9 topics – English and Spanish) and Profile of the Ready Kindergartner poster 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 COMPREHENSIVE CTK Training in previous years, they can choose to complete only the 2021 REFRESHER CTK Online Training – otherwise they must complete the 2021 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 FY21 and August 14 for FY22)
    - Reinforce and encourage CTK Online Discussion and Support Group participation through CTK Online Teacher Training site

- If you decided to administer the family surveys with paper and pencil, provide instructions for submitting the survey responses. (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 later)
- ☐ Be available for questions and concerns from CTK teachers and families
- ☐ Email CTK Teacher Survey link to teachers
  - Link will be available late July
  - Deadline for teachers to complete survey is September 5, but you might want to encourage more prompt completion of the survey by making final payment contingent on notification of survey completion
- ☐ Submit Payment Authorization Forms before July 15 for FY21 and before August 14 for FY22
  - 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 FY22 teacher invoices), debrief with teachers, etc.
- ☐ Make sure all Survey Monkey data and SCFS data system entries are complete by the October 31 deadline