

## **PRIME TIME Preschool Program Coordinator Frequently Asked Questions**

**1. Will I need special training to work with PRIME TIME?**

New Preschool Program Coordinators must be trained before coordinating a PRIME TIME Preschool program. When a new Preschool Program Coordinator accepts a site assignment, they are also agreeing to participate in a training workshop.

**2. Who participates in PRIME TIME Preschool programs?**

PRIME TIME Family Reading Time programs target economically and educationally vulnerable families with children ages 3 to 5 years old. Program participants include parents or guardians and their children, as well as extended family members if desired. Program Coordinators should follow the enrollment numbers and ages and regularly update the Preschool Facilitators with the data to sufficiently plan for engaging both parents and children in order to achieve the program's goals.

**3. When and where do PRIME TIME Preschool programs typically take place?**

A PRIME TIME Preschool program consists of 6 weekly sessions, each being 90 minutes long and occurring on the same day and time each week. Generally programs occur on a weeknight between the hours of 4:30 and 8:30 pm. PRIME TIME Preschool programs take place at schools, childcare facilities, community centers, libraries, churches and other facilities that serve a similar demographic.

**4. Should I do anything special before the program begins?**

Preschool Program Coordinators are required to spend time preparing for the overall program which is mainly centered on recruiting participants. The recruitment process generally starts 6-8 weeks before the program start date to help ensure a strong turnout. Program Coordinators are also responsible for procuring the meals and transportation for each of the six program nights, and must do this well in advance. If volunteers are needed it is the Coordinator's responsibility to see that they are retained. Program Coordinators are required to hold an organizational meeting 3-4 weeks ahead of the program start date with their site team. During the 1-2 hour organization meeting the Program Coordinator will outline team responsibilities, review recruitment and any special family needs if necessary, check on program supplies that have been received and are still needed, and distribute one packet of books to each Facilitator for preparation for the weekly sessions.

**5. Should I do anything before each session?**

It is highly recommended that the Program Coordinator call the families the night before each program to remind them of the program. This appears to be most effective and can take 30 minutes to an hour per week. The Coordinator also ensures all the logistical components are in order ahead of each session—books, food, transportation, and door prizes.

**6. What are my responsibilities during the program?**

Preschool Program Coordinators must plan to be present for the full duration of each program session (90 minutes). They usually arrive early to set up the sight for the program and stay afterwards to oversee the cleanup as well- typically an additional 30 minutes. During the program the Coordinator is responsible for running the weekly sign in, securing and distributing the meal service, and door prizes, and distributing the entry /exit surveys to all parents on the first and final night of the program. Program Coordinators should plan to meet with their Facilitators for at least 5 minutes at the end of each session to discuss what went well and what can be improved.

**7. What are my responsibilities after the program ends?**

Program Coordinators are required to submit the following within 30 days of the final program session.

- Final Report on-line
- Mail or drop off:
  - Attendance records
  - Participant Surveys (each family's entry and completion survey stapled together)
  - Team Member Stipend Release Form
  - Program Expense Report (food, transport, center supplies, door prizes)
  - Copies of Purchase Receipts

Stipends will not be issued until ALL program closeout materials are received from the entire program team and the program is considered closed.

**8. How much am I compensated for my work with PRIME TIME?**

In Louisiana, Preschool Program Coordinators receive a stipend of \$500 per 6-week program.

**9. What should I do if I cannot attend a session?**

The Site Monitor (LEH PRIME TIME staff member) should be alerted as soon as possible if the Program Coordinator or Facilitator cannot attend a session or cannot complete a program. The Program Coordinators must work with their staff to find trained substitutes and should not attempt to do this on their own.

**10. What should I do if I no longer wish to participate in PRIME TIME?**

Program Coordinators are asked to inform the Site Monitor or other LEH PRIME TIME staff if they no longer wish to facilitate PRIME TIME programs.

**11. What happens if my performance does not meet PRIME TIME standards?**

If, through observation, it is determined that a Program Coordinator's performance does not meet program quality expectations, the Site Monitor will initiate the following actions with the goal of achieving improvement:

- Email standard tips and suggestions for improvement
- Recommend a program observation
- Assign a mentor to the site team
- Encourage attending a follow-up training workshop

If the actions above do not improve performance, or if the Program Coordinator chooses to not follow the recommendations PRIME TIME will no longer offer program assignments to that individual.