



PRIME TIME, INC.

Preschool Facilitator Frequently Asked Questions

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

New Preschool Facilitators must be trained before facilitating a PRIME TIME Preschool session. When a new Preschool Facilitator accepts a site assignment, they are also agreeing to attend the next available training workshop.
- 2. Who participates in PRIME TIME Preschool programs?**

PRIME TIME Preschool 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. Facilitators should follow the enrollment numbers and ages along with the Program Coordinator to sufficiently plan for engaging both parents and children in order to achieve the program's goals.
- 3. Will I be taking care of toddlers and infants?**

PRIME TIME Preschool is a program with its own curriculum and goals. It should never be thought of as babysitting. Children under the age of 3 are to stay with their parents during the session. However, if you know you will have infants attending, you may want to include some center-time items specifically for them.
- 4. 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 8:00 pm. PRIME TIME Preschool programs take place at schools, childcare facilities, community centers, libraries, churches, and other facilities that support underserved families.
- 5. Will I be working within a team or alone?**

Two Preschool Facilitators work as a team to present the program each week. They are the lead implementers of the program. In addition, a Program Coordinator oversees the logistical operations of the program. These three members are the core PRIME TIME Preschool team, but it is also suggested that volunteers be recruited to help with executing the program. Be sure to include volunteers in the planning stages of the program.
- 6. Should I do anything special before the program begins?**

Preschool Facilitators are required to spend time with their co-Facilitator preparing for the overall program and for the session each week. Preparing involves designing opening and closing routines, mapping out the space for the centers, acquiring materials for the centers, and planning accommodations for children with special needs. Other materials such as the Group Language Experience Book and the Picture-Graph Questionnaires, must also be prepared before the sessions begin. Facilitators are required to attend a team organizational meeting (organized by the Program Coordinator) 3-4 weeks ahead of the scheduled program start date. Facilitators should expect to receive the books they will use from the Program Coordinator at the organizational meeting.
- 7. Should I do anything before each session?**

Preschool Facilitators must plan together the discussions of the books that will be used during each weekly session and prepare questions and center activities that promote further exploration of the book presented. This can include songs, finger plays, art exploration, and other activities that support the book-sharing experience.

8. What are my responsibilities during the program?

Preschool Facilitators should plan to be present for the full duration of each program night (90 minutes) plus set up and clean up time (approximately 30 minutes before and after the program time frame). Once your preschool area is set up, plan on assisting the Program Coordinator with any remaining duties. During the dinner time you will hold a “Book Walk” for the children where children are invited to a table to explore and express their thoughts to the book of the week. Each week, the Preschool Facilitators share one PRIME TIME approved book followed by an age-appropriate discussion, and facilitate center exploration and a group closing—all of which comprise about 60 minutes of the program. Facilitators are responsible for modeling replicable storytelling and discussion techniques for participating families with fidelity to the program methodology, as well as other strategies emphasized during training and in the Site Support Manual. Facilitators should plan to meet with the whole team for at least five minutes at the end of each session to discuss what went well and what can be improved.

9. What are my responsibilities after the program ends?

Preschool Facilitators assist the Program Coordinator when needed in compiling the closeout materials. Only the Program Coordinator is required to submit a Final Report and closeout materials; however, data collection procedures vary and are subject to change. Stipends for the whole team are only released once all closeout materials and the Program Coordinator’s Final Report have been received. Any books that are left over after the program should be mailed back to LEH offices by the Program Coordinator.

10. How much am I compensated for my work with PRIME TIME Preschool?

In Louisiana, Facilitators receive a stipend of \$125 per session, totaling \$750 if you attend all sessions. You will only be compensated for the weeks in which you are in attendance and perform your duties at the program and you cannot be paid for fulfilling more than one role during each session.

11. What should I do if I am unable to attend one week?

If you are unable to attend one week, contact with your Program Coordinator as soon as possible, so that you both can alert your Program Manager to find a trained substitute. PRIME TIME programs need full teams comprised of trained individuals in order to succeed.

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

Preschool Facilitators are asked to inform their Program Coordinator if they no longer wish to facilitate PRIME TIME programs. The Program Coordinator should contact the Program Manager at LEH with this information. You will be removed from the PRIME TIME database at LEH and will no longer be contacted with program assignments.

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

If, through observation, it is determined that a Preschool Facilitator’s performance does not meet program quality expectations, the Program Manager will initiate the following actions with the goal of achieving improvement:

- Email tips and suggestions for improvement
- Conduct subsequent program observations
- Assign a mentor to assist the facilitator
- Encourage follow-up training

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

14. I have a friend/colleague who might make a good Preschool Facilitator, what should I do?

We are always interested in meeting potential Preschool Facilitators. Please direct them to your site team’s Program Coordinator or Program Manager who will work with LEH to determine when and how a new Preschool Facilitator can be introduced.