



PRIME TIME, INC.

Program Coordinator Frequently Asked Questions

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

New Preschool Program Coordinators must be trained before coordinating a PRIME TIME Preschool session. When a new Preschool Program Coordinator 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. 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 Program Coordinator's responsibility to see that they are retained. Program Coordinators are required to hold an organizational meeting at least 2 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.
- 6. 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.

7. 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 site 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 pre/post 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.

8. 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
- Upload into secure online folder:
 - o Attendance records
 - o Participant Surveys (each family's pre and post survey scanned as one .pdf file)
 - o Team Member Stipend Release Form
 - o Program Expense Report (food, transport, center supplies, door prizes)
 - o Copies of Purchase Receipts (scanned as one .pdf file)

Stipends will not be issued to the Preschool Facilitators until the team Member Stipend Release form and signed W-9s are received. The Program Coordinator receives their stipend upon the upload of ALL program closeout materials and the program is considered closed.

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

In Louisiana, Program Coordinators 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.

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

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

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

Program Coordinators are asked to inform their Program Manager if they no longer wish to coordinate PRIME TIME programs. You will be removed from the PRIME TIME database at LEH and you will no longer be contacted with program assignments.

12. 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 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 Program Coordinator chooses not to follow the recommendations, PRIME TIME will no longer offer program assignments to that individual.

13. 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.