

Summer 2022
 Countdown to Kindergarten and Countdown to 4K
 Instructions: Budget Planning Worksheet

General Instructions
Complete this form regardless of the source of funding for CTK. This worksheet is NOT just for SDE ESSER III-funded Countdown
Note two tabs – Countdown to Kindergarten and Countdown to 4K. If you plan to implement both CTK and CT4K, complete both tabs. If you plan to implement only CTK, complete that form only. The same is true if you plan to implement CT4K only. The forms look more complicated than they are, but if you need help, contact your Program Officer, Jon Artz (jartz@scfirststeps.org), or Janice Kilburn (jkilburn@scfirststeps.org)
The worksheets are in Excel and with embedded formulas to reduce clerical or mathematical errors.
State mileage rate currently is 58.5 cents.
Read the Program Guidelines and Implementation Guides thoroughly to assure you understand expectations.
Eligible Expenses for CTK and CT4K
<ul style="list-style-type: none"> • Stipends for Countdown Teachers, Bilingual Home Visitors, Disabilities Specialists - minimum \$36/visit • Travel reimbursement – SDE ESSER-III and Fund 57 provide up to \$50/child • Toolkits • Other CTK Expenses (such as other needed supplies) • Program Management Support (NEW – based on enrollment, funded by SDE ESSER III/SCFS; coded as “Other CTK Expenses”)
Instructions for Countdown with Supports - Dual Language Learner and/or Students with Disabilities
<ul style="list-style-type: none"> • Note that SDE ESSER III funds provide for 2 additional follow-up home visits of the Bi-lingual Home Visitor after the start of school • Note that SDE ESSER III funds provide for 2 follow-up phone calls by the Disabilities Specialist (@\$16/call) after the start of school • For Dual Language Supports, each family is to receive the English-language CTK toolkit and supplemental Spanish-language books. The Kaplan order form for the books is on our website. The supplemental books (three) cost \$40.97, and the cost is included in the SDE ESSER III funding.
Once your Budget Planning Worksheet has been approved, you will be instructed on how to adjust your Projected to Serve numbers in the First Steps Data System.

COMPLETED FORM IS DUE TO JON ARTZ BY 5:00 PM, APRIL 15, 2022.

Submission of the CTK Budget Planning Worksheet (submitted to Jon Artz by April 15) provides all necessary documentation for SDE ESSER-III-funded Countdown to Kindergarten awards. By submitting the Budget Planning Worksheet, Local Partnership agrees to adhere to Countdown to Kindergarten and Countdown to 4K (previously Reading Rocks) Program Guidelines and SDE ESSER-III eligibility criteria as a condition of receiving those funds.

Instructions for SDE ESSER-III Funding

SDE ESSER III-funded Countdown slots must meet SDE eligibility criteria:

- MUST be expansion and not supplantation (see previous emails or your Program Officer or Janice Kilburn)
- Child's soon-to-be kindergarten teacher or kindergarten teaching assistant must be the Countdown teacher (80% compliance rate)

SDE ESSER III grants reimburse at the following rates:

- \$374/child for "Standard" Countdown to Kindergarten and Countdown to 4K. This includes \$216/child for teacher stipend, \$50/child for travel reimbursement, \$108/child for toolkit.
- \$703/child for Countdown with Supports (4K or 5K) for Dual Language Learners. This includes \$216/child for teacher stipend, \$288/child for Bilingual Home Visitor, \$50/child for travel reimbursement, \$108/child for toolkit, supplemental Spanish book kit (must be purchased separately from Kaplan) at \$40.97.
- \$670/child for Countdown with Supports (4K or 5K) for Students with Disabilities. This includes \$216/child for teacher stipend, \$242/child for Disabilities Specialist, \$50/child for travel reimbursement, \$108/child for toolkit. Contact Janice Kilburn if adaptive materials are needed.

Instructions for Countdown to Kindergarten

Toolkit invoices from Kaplan will be available soon; cost is \$99.56. This includes shipping but not tax. Another option is to build your own toolkits - prices will vary based on quantity.

Instructions for Countdown to 4K

Toolkit costs for Summer 2022 are from two sources. Teaching Strategies Family Learning Packs are \$50/each. Supplemental book packets from Kaplan are \$58/each. Invoices will be available soon.