Kindergarten COUNTS
Early Kindergarten Transition
ServicePoint Requirements

Create or use an existing ServicePoint record for the student and the adults

1. Household
   a. The child(ren) and corresponding adult(s) must be in the same household
   b. If more than one child in a family is entering Kindergarten (i.e. twins), both children should be in the household together
   c. All adults (e.g. parents, grandparents, etc) who participate in the program need to be in the household of the child they are attending with

If someone is already in ServicePoint and has a household but not everyone attending EKT is in household please refer to the accompanying handout for instructions on how to add a household member to an existing household. E.g. Mom is already in ServicePoint because she attended cooking class last term or your pre-kindergartener is already in ServicePoint and you need to add Dad to their household.

2. Client Profile—Complete for all pre-kindergarteners enrolled in the program.
   a. Complete the profile questions required of all SUN CS participants (e.g. Parental releases, student ID numbers and risk factors)
   b. All EKT pre-kindergarteners must have the prior pre-K experience questions answered. These are found at the bottom of the profile page:

   c. SSID numbers may or may not be available by 8/29/14 (depending on the administration at your school and when the student enrolled at the school). If a SSID number is not available when entering data, leave the field blank until a SSID number is available. **Do not** enter anything other than a student ID number into the field (e.g. not in Synergy, pre-K, etc). All school districts should have SSID numbers available in September.
   All SSID numbers must be entered into ServicePoint by 10/15/14.
   Please note additional questions may be required due to the Synergy number roll-out. We will contact you if additional information is needed.

3. Entry
   a. Each participating child and adult must have an Entry into your SUN school
   b. Create an Entry into your SUN school for any participant that was not previously entered into ServicePoint
   c. If a participant is already in ServicePoint and has an Entry into your SUN school, do not create a second Entry for that participant

Create Activities (following EKT naming conventions)

The names of the activities **must** include: 'EKT Children's Classroom' *or* 'EKT Parent Group'
    Examples can include 2014 EKT Children's Classroom (Oliver) or EKT Parent Group (AM)
    Activities that do not include this in the name will not report properly. Incorrect activity names include: Kindergarten Transition Parent Program or EKT-Parent Class

The children's classroom must be a separate activity from the adult parent group. Parent orientation should not be a separate activity but should be included as the 1st session in the parent group. If you have multiple children's activities or parent groups, you may enter them as different activities (e.g. Classroom A and Classroom B or Parent Group AM and Parent Group PM).

Create EKT activities as you would any other enrollment activity in ServicePoint.

Do not include the time allotted for lunch in the End Time (e.g. if lunch is served from 12:30-1 pm the End Time should be 12:30 pm)

Enrollment
Enroll children who will be entering Kindergarten in the fall in the EKT Children's Classroom activity. Enroll any adults who attend in the EKT Parent Group Meeting activity. Do not enter any siblings of the children entering Kindergarten (e.g. 14 year old big sister) who attend unless they are the primary participant in the parent group (i.e. are standing in for the parent.)

Attendance
Take attendance for your EKT activities as you would any other activity.

All ServicePoint Data for EKT needs to be entered by Friday August 29 2014
If you are unable to obtain a student ID number by 8/29/14, you must enter a student ID number for the kindergartener by 10/15/14

Questions? Contact the Multnomah County ServicePoint helpline at:
(503) 970-4408 or servicepoint@multco.us