



Early Learning  
Coalition of the  
Big Bend Region



# SCHOOL READINESS PROVIDER REFRESHER 2026-2027 Fiscal Year

# Magical Minds

Early Learning Conference

**ENGAGE. EDUCATE.  
ELEVATE.**



April 11, 2026  
8:00 AM - 4:30 PM  
Augustus B. Turnbull Center  
Florida State University

## About Our Event!

The Early Learning Coalition of the Big Bend invites you to join us for *Magical Minds*, an all-day professional development conference designed to unlock the power of imaginative play. This engaging event will provide tools and strategies to spark curiosity, creativity, and deeper learning in children.



**\$55 MEAL TICKET  
SCAN HERE TO REGISTER**

## Why Attend?

### Engaging Sessions ◀

Learn from industry experts as they share hands-on strategies for supporting imaginative play in every center.

### Practical Takeaways ◀

Gain actionable ideas you can implement immediately to create meaningful experiences in your classroom.

### Networking Opportunities ◀

Connect with fellow educators, exchange ideas, and collaborate with professionals dedicated to shaping the future of early learning.

Sponsored by Early Learning Coalition of the Big Bend Region and the State of Florida, Division of Early Learning.

**Registration deadline is tomorrow!**

# AGENDA

1

Welcome

2

Introduction

3

Intent of Refresher

4

Refresher

5

Q&A

# PROVIDER RELATIONS



**Jim  
Ledbetter**

Project Administrator



**Alicia  
Dean**

Provider Relations  
Specialist



**Shatavia  
Roberts**

Provider Relations  
Specialist



**Lorraine  
Gibson**

Provider Relations  
Specialist



**Gloria  
Hall**

Provider Relations  
Specialist



## OUR VISION

ALL children are prepared for success in school.

## OUR MISSION

Provide leadership and advocacy that builds a community where all children are prepared for success in school.

## OUR PURPOSE

1. PREPARE children for school.
2. Place children in healthy and safe contracted child care centers that ELC monitors annually.
3. Provide eligible families with assistance paying for child care so parents can work and/or attend school.
4. Guide child care providers in implementing quality supports to improve child outcomes.





## WHAT WE DO

Help prepare children for success in school and support families' ability to work, through administration of the School Readiness and Voluntary Prekindergarten programs.

## WHO WE SERVE

Children, families, and child care providers in Leon, Gadsden, Liberty, Jefferson, Wakulla, Madison, and Taylor counties.

# What is the School Readiness Program?

## What does “School Readiness” (SR) mean?

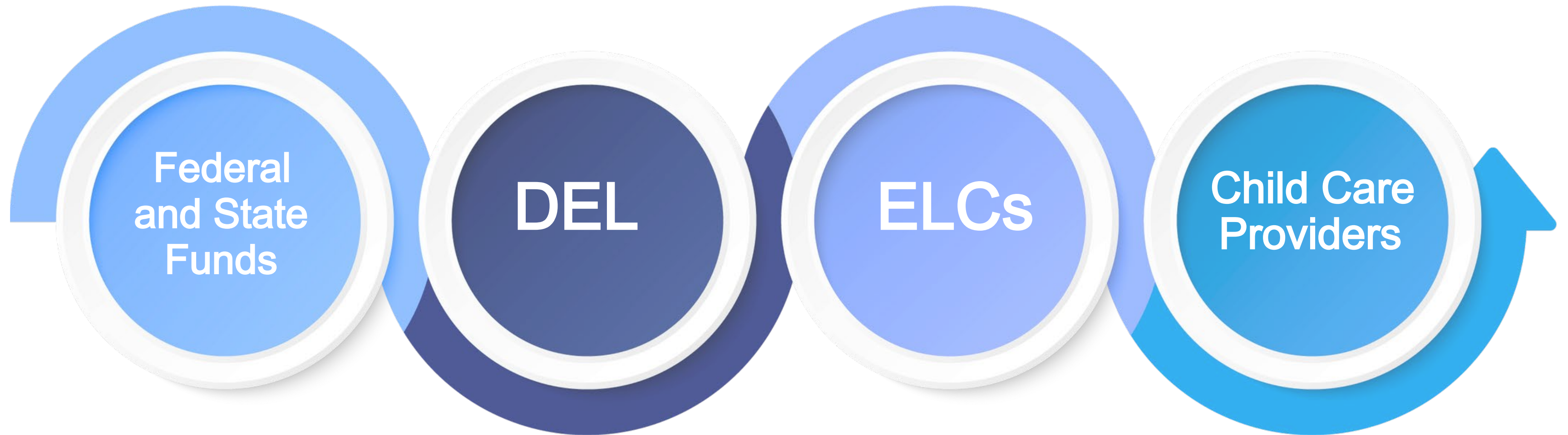
School Readiness means ensuring that every child, regardless of family income status, has the tools and support to be ready for school. It takes into account a child’s physical, social, emotional, and intellectual development.

The program establishes parents as a child’s first teacher and provides resources and assistance to families, so they are able to give their children the nurturing relationships and experiences that promote school readiness.

**The SR program offers tuition assistance to income -eligible families for early childhood education and care. Its goals are to:**

- Help working families afford quality early learning services
- Keep parents in the workforce and/or participating in educational or training activities
- Help families become financially independent
- Provide parents information about child development and family well-being

# SCHOOL READINESS FUNDING



# SCHOOL READINESS PROVIDER BENEFITS



## Free Marketing

Completing your Provider Profile allows your program to appear in listings provided to families seeking child care.



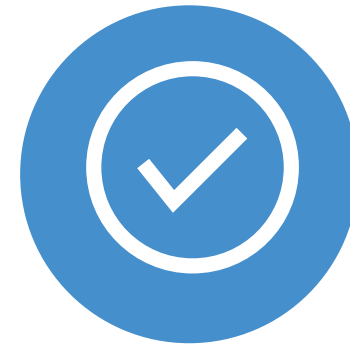
## Resource Room

- Classroom Materials
- Die cuts
- Bulletin board paper
- Construction paper
- Laminating services
- Activities



## Professional Development

- Free online courses
- Free in-person
- Trainings
- Coaching
- Technical Assistance
- SRPA Supports



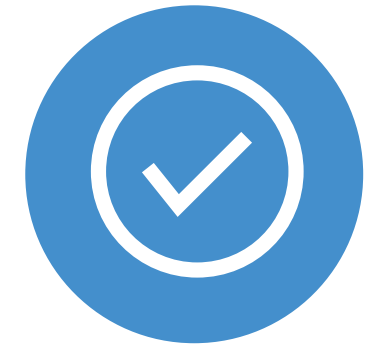
## Quality Differentials

SR Providers are eligible for differential payments based on their CLASS score. Implementation of an optional Child Assessment also offers a differential payment.



## Warm Line

- Developmental, health, and social-emotional screenings and support
- Referrals for additional services



## Support

Joining the ELC's School Readiness provider network opens the door to a system of support for your business, your staff, your families, and our community.

# MONITORING AND NOTIFICATION



Changes and items that require prior notification and/or a contract amendment are marked with a



Items that will be monitored are marked with a



Dates and deadlines to remember are in **PURPLE TEXT**

# SR PROVIDER ELIGIBILITY

ELC pre-screens all potential providers to determine whether they are eligible for a contract.

1

## PROVIDER TYPE

Current licensed or license exempt facility, registered or licensed family child care home, private or public school.

3

## FRAUD

No provider, owner, officer, or board member has a history of committing fraud

2

## Compliance Violations

No DCF compliance violations in the 2 years preceding contract application.

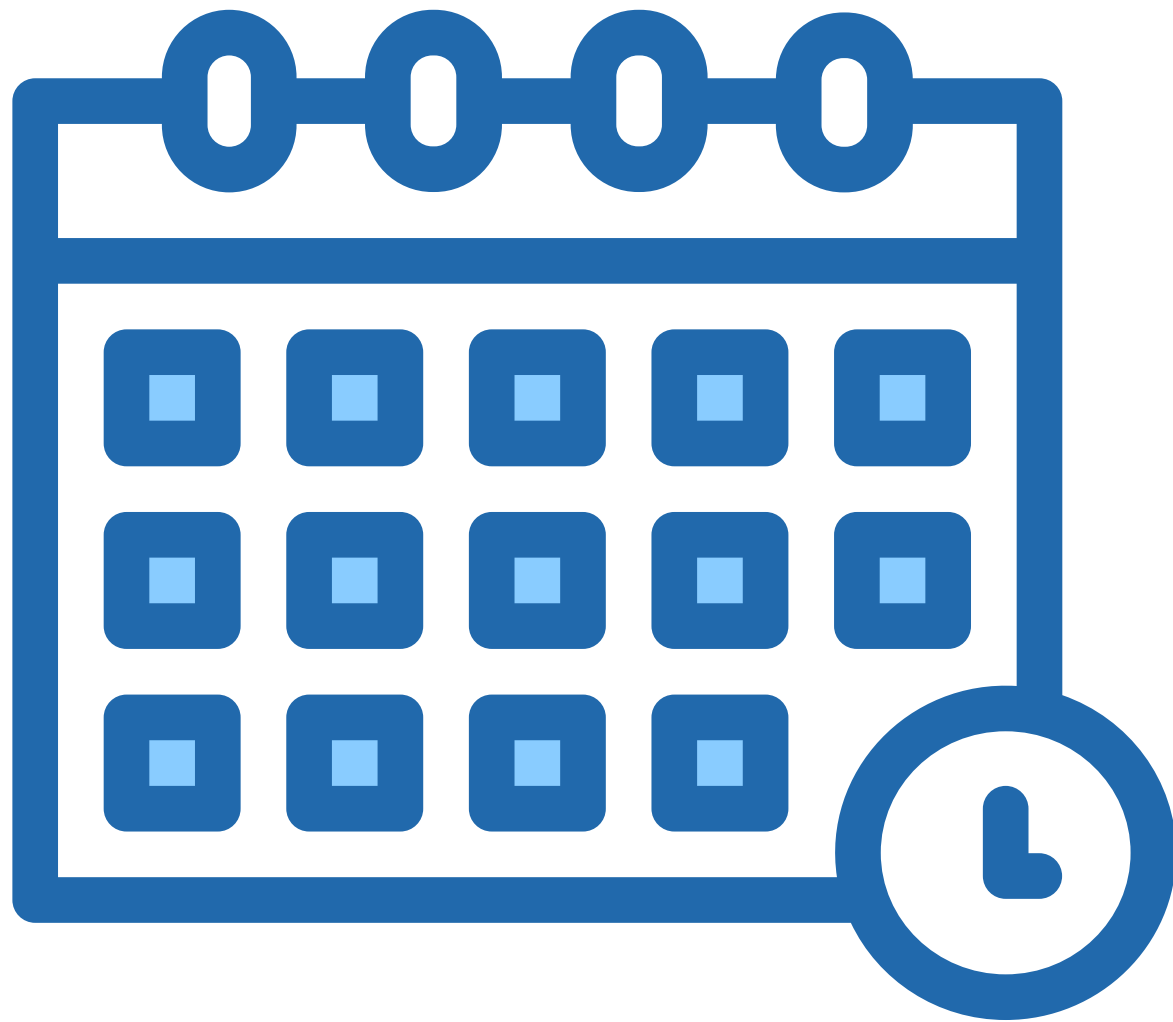
4

## DISQUALIFICATION LIST

No provider, owner, officer, or board member is on the National USDA Disqualification List

Once pre-screening is complete, the ELC contacts the provider to explain next steps.

# SCHOOL READINESS CONTRACT



The ELC's fiscal, or program, year begins **July 1** and ends **June 30**.

**Profiles and contracts are renewed for the next program year prior to the end of the current program year.**

**Contracts must be certified before July 1 but earlier is preferred.**

# PROVIDER RESPONSIBILITIES

## REMINDERS

Providers may operate child care facilities and homes without participating in the SR program.

By contracting with ELC to offer the SR program, providers agree to meet and maintain all requirements of the contract.

## Provider Portal

The Statewide Provider Portal is where providers complete all functions related to enrollment, payment, program information, and contracts.

## Provider Profile

Profiles contain all provider information. Providers must update their profile any time they make a program change. Annual updates are required by the contract. Contracts cannot be initiated until profiles are completed and approved.

## Documents

Supporting contract documents must be uploaded to the Provider Portal. Providers must keep these documents current and update them when they expire or change. Sign in/out documents must be uploaded to WebAuthor.

# REPORTING SUSPECTED ABUSE AND NEGLECT

Florida Child Abuse Hotline

**1.800.962.2873**

Dial. **Save a Child**

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline .

Child care personnel must be alert to the physical and behavioral indicators of child abuse and neglect .

## Categories Include :

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms)

# REPORTING SUSPECTED ABUSE AND NEGLECT

Reports must be made immediately to the Florida Abuse Hotline Information System by:

- Telephone at 1-800-96-ABUSE (1-800-962-2873)
- Fax at 1-800-914-0004
- Online at <http://www.dcf.state.fl.us/abuse/report>



Florida Child Abuse Hotline  
**1.800.962.2873**  
Dial. **Save a Child**

\*Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a first-degree misdemeanor.

**Remember, it is each child care personnel's responsibility to report suspected abuse and/or neglect.**

# PRE-SERVICE TRAINING

All child care staff at a contracted School Readiness provider - including substitutes and volunteers - must complete required pre-service training within **90 days of hire**.

Personnel who have not completed all pre-service training requirements are not allowed any unsupervised contact with, or care of, children in a School Readiness program.

SR pre-service training may be completed online through DCF or Early Learning Florida's Health and Safety modules.



**TRAINING**



**=**



**SUCCESS**

# STAFF-TO-CHILD RATIO

**Required staff -to-child ratio must be maintained at all times.**

Repeated non-compliance with staff-to-child ratio will result in corrective action.



# GROUP SIZE

Based on ages and number of children in care, one or more staff with an active staff credential may be required to meet group size requirements.

In addition to staff -to-child ratios, School Readiness providers must maintain group sizes and active credential requirements.

## Group Size/Active Credential Requirements

| Age Group                 | Ratios | Maximum Group Size | No Active Credential Required | 1 Active Credential Required | 2 Active Credentials Required |
|---------------------------|--------|--------------------|-------------------------------|------------------------------|-------------------------------|
| Birth to 12 months        | 1:4    | 12                 | 1-4 children                  | 5-8 children                 | 9-12 children                 |
| One Year Olds             | 1:6    | 12                 | 1-6 children                  | 7-12 children                | N/A                           |
| Two Year Olds             | 1:11   | 22                 | 1-11 children                 | 12-22 children               | N/A                           |
| Three Year Olds           | 1:15   | 30                 | 1-15 children                 | 16-30 children               | N/A                           |
| Four, Five, Six Year Olds | 1:20   | 40                 | 1-20 children                 | 21-40 children               | N/A                           |
| School-Age (>6)           | 1:25   | 50                 | 1-25 children                 | 26-50 children               | N/A                           |



**GIVEAWAY  
TIME!**



## Child Health and Immunization Records

Providers must obtain and retain children's immunization and health screenings within 30 calendar days of child enrollment and must ensure documents remain current.



## Developmental Screenings

ELC collaborates with providers, as needed, to ensure the initial and all subsequent developmental screenings are completed for each SR child aged six weeks to kindergarten. If parents opt for a provider to conduct the screenings, the provider must complete the screenings.



## Parent Access/Open Door Policy

Parents must be allowed unlimited access to their children any time they are in the provider's care; however, subject to appropriate safety procedures.



## Expulsion

Providers are encouraged to use the resources provided by ELC, such as Warm Line and developmental screenings, to address issues that would typically lead to expulsion.

# APPLICATION AND IMPLEMENTATION

## CURRICULUM

SR providers must use a curriculum approved by the Division of Early Learning for each age group served. Providers must also implement a character development curriculum if their chosen curriculum does not contain a character development component. ELC recommends providers complete any training or professional development related to their curriculum.

## LEARNING STANDARDS

Providers must use the Florida Early Learning and Developmental Standards to offer instruction and activities to ensure each child attains appropriate child development standards, which should be used to inform instruction.



# Program Assessment

Providers who serve School Readiness children are required to register for a School Readiness Program Assessment (SRPA) prior to contracting.

ELC Early Care and Education team will contact new providers to complete this process.

The SRPA is an assessment that measures the quality of teacher-child interactions during a child's typical experience at a childcare provider. Program assessments are made up of individual classroom observations using a tool based on the age of a majority of children in the room. The assessment tool used in Florida is the Classroom Assessment Scoring System (CLASS).

Providers must meet a minimum CLASS score of 4.00 to maintain a contract with ELC. Providers who score below the required threshold could be subjected to termination of their contract.

Providers who score below 4.00 may request a reassessment at the expense of the provider, which is \$400.

Qualifying providers may receive a payment differential for CLASS scores above 5.00.

# NOTIFICATION OF CHANGES

Most changes require advance approval from ELC, as well as a contract amendment.

Providers should contact their Provider Relations Specialist for assistance in making changes.

There are specific timelines associated with reporting program changes, as well as documentation that must be completed.

Failure to report changes as required by the contract may result in corrective action, up to contract termination.



# OWNERSHIP CHANGES AND PERMANENT CLOSURES

Contracts are non-transferrable, meaning they cannot be "given" to another individual or group. An ownership change requires the existing contract to be terminated and the new owner to enter into their own contract.

Providers who plan to permanently close and stop operating must notify ELC in advance. To receive a final payment, providers are required to submit records for the past 5 years.

Notify ELC of any ownership changes or permanent closures  
at least 30 days in advance.

# DISCIPLINE POLICY

- Providers shall not subject children to discipline that is severe, humiliating, or frightening
- Discipline cannot be associated with food, rest, or toileting
- Spanking or any other form of physical punishment is prohibited
- Children may not be denied active play as a consequence of misbehavior

# UNUSUAL INCIDENTS

An unusual incident is any significant event that involves the health and safety of children in the provider's care.

**Examples include :**

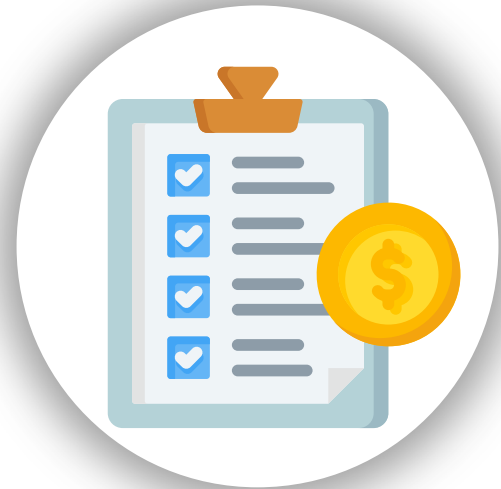
- Accusations of abuse or neglect against the provider or provider's staff
- Injury of a child which requires professional medical attention at provider site
- Written notification from parent that child received professional medical attention as a result of an injury at provider's site
- Incidents that resulted in a compliance violation from DCF
- Law Enforcement called to the provider site during hours of operation
- Lawsuits where provider is named defendant or party, and which relates to provider's operation at any location where SR services are provided

**Providers must report unusual incidents to their Provider Relations Specialist no later than the close of business of the next business day. If you do not know your Provider Relations Specialist, call ELC at (850) 385 -0504.**

**A written report must be submitted within three business days from the date of the incident.**

# INSURANCE

*Providers must maintain liability insurance at all times while contracted with the ELC to receive reimbursement.*



## Liability insurance minimum coverage limits

- \$100,000 per occurrence
- \$300,000 general aggregate



## ELC of the Big Bend Region must be listed as

- An additional insured
- A certificate holder



ELC must be notified of any changes to the provider's insurance policy **ten calendar days** in advance of the change.

## OTHER INSURANCE

- Providers must carry auto insurance if transportation is offered and Workers' Compensation, if applicable
- Providers with employees must pay re-employment tax (formerly Unemployment Insurance)

# SCHOOL READINESS RECORDS

School Readiness records include sign in/out documentation, enrollment and attendance certification, documentation to support excused absences, and proof of parent co -payments.

- All provider staff, including substitutes and volunteers, must agree to keep all child and family records confidential
- All staff must sign confidentiality agreements

- All records must be kept for **five years** and available for the ELC's review
- Records must be turned over to ELC if provider closes

# PROVIDER & FAMILY FINANCIAL RESPONSIBILITIES



## LIST OF FEES

Parents must be given a list of all fees charged by the provider. This includes any differential between the private pay tuition and the reimbursement rate.



## CO-PAYMENT

Providers must collect the parent co-pay. Payments made by parents should be applied first to the parent co-payment. Co-payments are deducted from the reimbursement rate.



## RECEIPTS

All parents must be issued receipts for parent co-payments.



## RETENTION

Keep payment records for a minimum of **five years.**



# QUIZ TIME!

**What is the minimum CLASS score  
for a provider's ELC contract?**

**A. 5.00**

**B. 4.00**

**C. 3.00**

**D. 2.00**

**What is the minimum CLASS score  
for a provider's ELC contract?**

**B. 4.00**

**What is the Florida Abuse Hotline  
phone number?**

**A. 1-800-911-ELCS**

**B. 1-800-CALL-DCF**

**C. 1-888-888-HELP**

**D. 1-888-96-ABUSE**

**What is the Florida Abuse Hotline  
phone number?**

**D. 1-888-96-ABUSE**



**GIVEAWAY  
TIME!**

**RATES,  
ENROLLMENT,  
ATTENDANCE,  
PAYMENT**



# PAYMENT RATES

## Private Pay Rate

The provider rate for each age and schedule served

## ELC Max Rate

The maximum amount ELC will reimburse a provider for a given care level. If a private pay rate is higher than ELC Max Rate, ELC will reimburse at the max rate. If a private pay rate is lower than ELC Max Rate, ELC will reimburse at the ELC Max Rate. A provider may NOT charge more for a School Readiness child than a private pay child.

## Parent Co-Payment

The portion of ELC reimbursement payment for which the parent is responsible. Providers are required to collect the parent co-payment.

## Approved Reimbursement Rate

The rate at which ELC will reimburse the provider, based on the private pay rate, ELC max rate, and parent co-pay

## Differential

The difference between the provider private pay rate and ELC reimbursement rate

# FULL TIME (FT) REIMBURSEMENT RATES

| Care Code | Description    | Licensed or Exempt Centers and Public/Non-Public Schools | Gold Seal Differential | Total with Gold Seal Amount | Licensed Family Child Care Homes | Gold Seal Differential | Total with Gold Seal Amount | Registered Family Child Care Homes | Gold Seal Differential | Total with Gold Seal Amount |
|-----------|----------------|--|------------------------|-----------------------------|----------------------------------|------------------------|-----------------------------|------------------------------------|------------------------|-----------------------------|
| INF       | < 12 Months    | \$ 48.24   | \$ 9.65                | \$ 57.89                    | \$ 46.98                         | \$ 9.40                | \$ 56.38                    | \$ 39.06                           | \$ 7.81                | \$ 46.87                    |
| TOD       | 12 < 24 Months | \$ 39.40   | \$ 7.88                | \$ 47.28                    | \$ 39.40                         | \$ 7.88                | \$ 47.28                    | \$ 34.40                           | \$ 6.88                | \$ 41.28                    |
| 2YR       | 24 < 36 Months | \$ 36.67   | \$ 7.33                | \$ 44.00                    | \$ 32.94                         | \$ 6.59                | \$ 39.53                    | \$ 32.94                           | \$ 6.59                | \$ 39.53                    |
| PR3       | 36 < 48 Months | \$ 27.23   | \$ 5.45                | \$ 32.68                    | \$ 25.51                         | \$ 5.10                | \$ 30.61                    | \$ 25.51                           | \$ 5.10                | \$ 30.61                    |
| PR4       | 48 < 60 Months | \$ 26.14   | \$ 5.23                | \$ 31.37                    | \$ 22.50                         | \$ 4.50                | \$ 27.00                    | \$ 22.50                           | \$ 4.50                | \$ 27.00                    |
| PR5       | 60 < 72 Months | \$ 25.17   | \$ 5.03                | \$ 30.20                    | \$ 21.00                         | \$ 4.20                | \$ 25.20                    | \$ 21.00                           | \$ 4.20                | \$ 25.20                    |
| SCH       | In School      | \$ 21.03   | \$ 4.21                | \$ 25.24                    | \$ 18.49                         | \$ 3.70                | \$ 22.19                    | \$ 16.40                           | \$ 3.28                | \$ 19.68                    |

*Providers are eligible for Gold Seal Differentials based on Gold Seal accreditation.*

# PART TIME (PT) REIMBURSEMENT RATES

| Care Code | Description    | Licensed or Exempt Centers and Public/Non-Public Schools | Gold Seal Differential | Total with Gold Seal Amount | Licensed Family Child Care Homes | Gold Seal Differential | Total with Gold Seal Amount | Registered Family Child Care Homes | Gold Seal Differential | Total with Gold Seal Amount |
|-----------|----------------|--|------------------------|-----------------------------|----------------------------------|------------------------|-----------------------------|------------------------------------|------------------------|-----------------------------|
| INF       | < 12 Months    | \$ 36.39   | \$ 7.28                | \$ 43.67                    | \$ 29.00                         | \$ 5.80                | \$ 34.80                    | \$ 29.00                           | \$ 5.80                | \$ 34.80                    |
| TOD       | 12 < 24 Months | \$ 30.72   | \$ 6.14                | \$ 36.86                    | \$ 27.31                         | \$ 5.46                | \$ 32.77                    | \$ 23.00                           | \$ 4.60                | \$ 27.60                    |
| 2YR       | 24 < 36 Months | \$ 28.77   | \$ 5.75                | \$ 34.52                    | \$ 25.85                         | \$ 5.17                | \$ 31.02                    | \$ 21.30                           | \$ 4.26                | \$ 25.56                    |
| PR3       | 36 < 48 Months | \$ 22.10   | \$ 4.42                | \$ 26.52                    | \$ 18.00                         | \$ 3.60                | \$ 21.60                    | \$ 18.00                           | \$ 3.60                | \$ 21.60                    |
| PR4       | 48 < 60 Months | \$ 19.80   | \$ 3.96                | \$ 23.76                    | \$ 19.80                         | \$ 3.96                | \$ 23.76                    | \$ 20.73                           | \$ 4.15                | \$ 24.88                    |
| PR5       | 60 < 72 Months | \$ 19.20   | \$ 3.84                | \$ 23.04                    | \$ 19.20                         | \$ 3.84                | \$ 23.04                    | \$ 20.15                           | \$ 4.03                | \$ 24.18                    |
| SCH       | In School      | \$ 14.73   | \$ 2.95                | \$ 17.68                    | \$ 14.01                         | \$ 2.80                | \$ 16.81                    | \$ 13.62                           | \$ 2.72                | \$ 16.34                    |

*Providers are eligible for Gold Seal Differentials based on Gold Seal accreditation.*

# PROVIDER RATES



Providers enter private pay rates in the Provider Profile during the initial or annual profile and contracting process. *Always list both PT and FT rates by care level to comply, adapt, and maximize funding.*



Provider rates must be input at the SR daily rate.



Submission of the provider private pay rate sheet is required as part of the profile. These rates must match what the provider entered in the profile, including the SR Daily Rates.



Rates must be updated when providers increase or decrease rates.

# PROVIDER RATE TIPS

1

Enter a rate for every care level you serve, even if you do not have current enrollments

2

If you do not take a care level, but you may change your mind (as a favor to a currently enrolled family with a sibling, a teacher's child, etc.), enter a rate

3

If a care level is absolutely not accepted, there is no reimbursement

# FEE CALCULATION ACTIVITY



**To Determine ELC Reimbursement Rate paid to Provider per day:**

Approved PROVIDER Reimbursement Rate: \$\_\_\_\_\_ (See SR Contract page 13)

Parent Copayment deducted \$\_\_\_\_\_ (See Child's SR Certificate of Eligibility)

= \$\_\_\_\_\_ Amount ELC Pays to Provider per day

WEEKLY: Amount ELC Pays x 5 days/week = \$\_\_\_\_\_ (per week)

**To Determine Parent Responsibility paid to Provider per day:**

Daily Provider Private e-Pay Rate \$\_\_\_\_\_ (based on care level)

Daily parent Co-Pay \$\_\_\_\_\_

Amount ELC Pays (from above) \$\_\_\_\_\_

= \$\_\_\_\_\_ Additional Parental Responsibility per day

(WEEKLY: Additional Parental Responsibility x 5 days/week=\$\_\_\_\_\_,per week)

**To Determine TOTAL Parent Responsibility/ Day (Parent Copay + Additional Parental Responsibility):**

Daily parent Co-Pay \$\_\_\_\_\_

Additional parental responsibility per day (from above) +\_\_\_\_\_

= \_\_\_\_\_ Total Parent Responsibility per Day

(WEEKLY: TOTAL Parent Responsibility/Day x 5 days/week=\$\_\_\_\_\_/week)



# REIMBURSABLE HOLIDAYS



- The ELC will reimburse up to 12 holidays/closures per program year, plus a professional development day.
- Holidays are allotted based on the number of months in the program year the provider is contracted.
- A provider operating all year receives 13, a school -year only program receives 10, etc.
- Holidays for providers who are approved mid year will be prorated based on the month in which the provider's contract is approved.

# TEMPORARY AND EMERGENCY CLOSURES

- During states of emergency declared by federal, state, or local officials, SR providers may be paid for closures beyond their control, subject to ELC approval
- Providers will not be reimbursed in excess of the pre-existing approved hours for an individual child



# DISALLOWED COSTS

- **Disallowed costs are funds paid for a service that was not delivered, or payment issued in error**
- **ELC must recover any funds from the provider determined to be disallowed costs**
- **Contracted providers agree to repay any disallowed costs; payment may be made through deductions from future payments**
- **Reasons disallowed costs occur include contract non-compliance, attendance errors, and payment errors**
- **Providers must review payments for accuracy and report any discrepancy to ELC within 60 calendar days of receipt**

# ATTENDANCE



## **NOTICE**

When you receive your first enrollment, contact the ELC's Provider Relations Unit for information about completing and submitting attendance.

Providers are responsible for recording and submitting monthly attendance in the Provider Portal.

As providers are reimbursed for services, attendance will always be completed for the previous month.

Attendance must be submitted by the **third business day** of each month.

Sign in/out sheets and documentation of absences must be uploaded to WebAuthor at the time of attendance submission.

# SIGN IN/OUT SHEETS

## Daily Attendance

Providers must maintain daily sign in/out sheets. Parents must sign children in and out of the program at drop off and pick up each day.

## Signatures

A full signature and the time of drop off/pick up are required.

## Electronic Attendance

Electronic systems that capture this information may be used as long as the provider is able to submit sign in/out logs to the ELC.

## Location

Sign in/out sheets are to be kept on-site at the provider location and must be available for the ELC to review upon request.

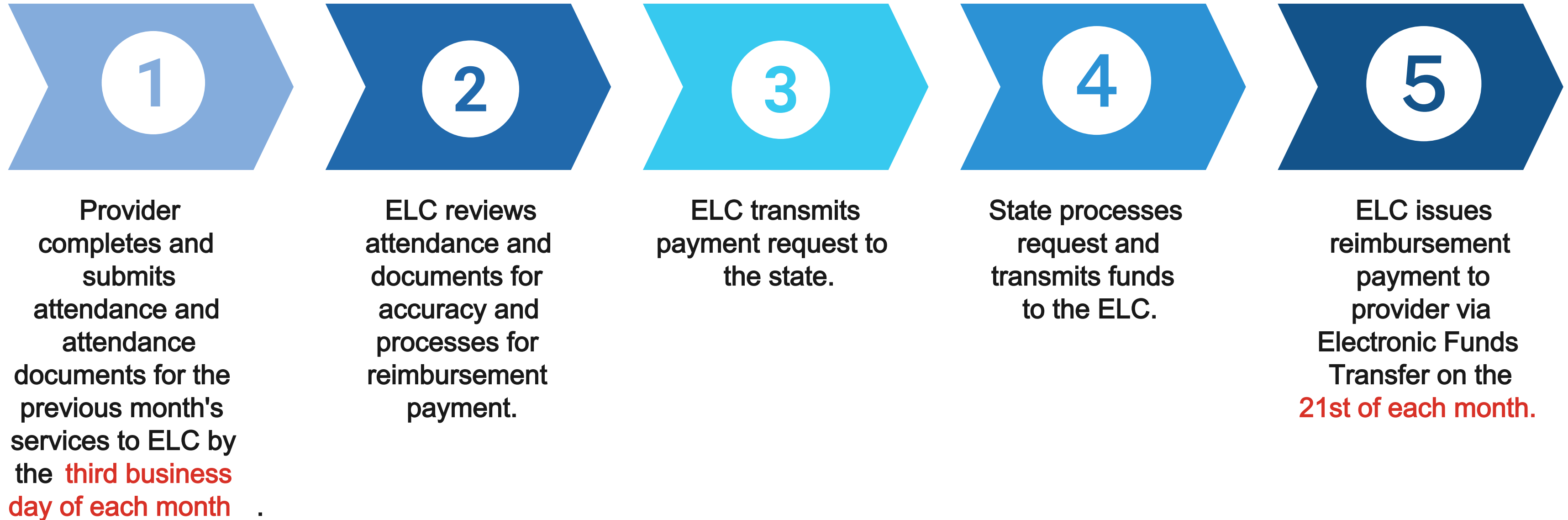
## Verification

The ELC will use sign in/out sheets to verify the attendance documented in the Provider Portal.

## Red Flags

Sign in/out sheets must be completed daily; identical signatures and times of drop off/pick up are a red flag that they are not being completed daily.

# PROVIDER PAYMENTS



# Reporting Absences

## Report an Absent Child Form

All absence reports must be entered on ELC's website, <https://elcbigbend.org/providers/report-absent-child>

## All School Readiness Children

A provider must notify ELC when any SR child is absent for **five consecutive days** with no contact from the parent or caregiver by close of business on the **fifth day**.

## Protective Services/Rilya Wilson Act Reporting

A provider must notify ELC and Community Based Care (CBC) agency any time a protective services child

- is absent for **one day** without contact from the parent or caregiver by the end of the day
- has **seven consecutive** unexcused absences

**Document all attempts to contact the CBC agency and family about absences when either of these scenarios occur.**

## Report an Absent Child

Provider Site Name: \*

Provider County: \*

Contact Name: \*

First Name

Last Name

Phone Number: \*

Please enter a valid phone number.

Email: \*

example@example.com

**Name of Child \***

First Name

Last Name

**Name of Child's Caregiver: \***

First Name

Last Name

**The child's enrollment status (please choose one): \***

- Children with Extraordinary Circumstances
- Children with Riley Wilson (1 unexcused absence)
- Children with Riley Wilson (7 consecutive days of excused absences)
- Children with unexplained absences
- Child Never Attended

**Is this child at-risk? \***

- Yes
- No

**The child is currently (check all that apply): \***

- Receiving School Readiness
- Attending VPK

**Reason for Absent Report:**

Example: Child at Risk

**Last Day of Attendance: \***

# ENROLLMENTS

ELC does not send children to specific providers. Parents are given information about what to look for in a provider and are offered referrals based on their criteria. Parents select their provider and ELC enrolls the child based on the parent's choice. Upon enrollment, a child care certificate is generated in the Family Portal. Providers need a copy of the certificate prior to beginning care. Certificates are downloaded from the provider's portal dashboard, under the "Enrollments" tab.



## CHILD CARE CERTIFICATE

When accepting an SR certificate, carefully review all information on the certificate. Providers should verify the child is an age and schedule they accept. If the provider has more than one location, make sure the certificate indicates the correct location. Children cannot be moved back and forth between different provider locations. Services must be provided to children at the location where they are enrolled.

1

\* This certificate is not valid for care arranged after: 5/15/2020

PARENT INFORMATION

|                            |                            |                                     |
|----------------------------|----------------------------|-------------------------------------|
| Name: Jane Doe             | Date of Birth: 8/15/1980   | Social Security Number: xxx-xx-0000 |
| Home Address: 125 Main St  | City: Tallahassee          | State: FL Zip: 32301                |
| Home Phone: (850) 555-4444 | Work Phone: (850) 555-1111 | Employer: Z Industries              |

2

ENROLLED CHILD INFORMATION

|                 |                         |                                     |
|-----------------|-------------------------|-------------------------------------|
| Name: Sally Doe | Date of Birth: 6/4/2016 | Social Security Number: XXX-XX-5555 |
|-----------------|-------------------------|-------------------------------------|

3

PROVIDER INFORMATION

|                             |                       |  |
|-----------------------------|-----------------------|--|
| Provider: Happy Kid Daycare | Phone: (850) 222-3333 | Address: 435 Side Street Tallahassee, FL 32303 |
|-----------------------------|-----------------------|--|

ENROLLMENT INFORMATION

4

Eligibility Start: 5/16/2019

Counselor: N/A

\* No reimbursements made after this date

1

Eligibility End: 5/15/2020

Case Worker: ELC Staff

6

Enrolled On: 5/16/2019

Unit of Care: FT

5

Reimbursement Rate: \$ 16.00 Parent Full-time Co-Pay\*\*: \$2.50 Parent Part time Co-Pay\*\*: \$1.25

Enrollment Start: 5/16/2019

Enrollment End: 5/15/2020

Billing Group: BG8

Eligibility: ECON

\*\* Parent co-payment is what the parent is responsible for paying (copay)

|                             |        |         |           |          |        |          |        |
|-----------------------------|--------|---------|-----------|----------|--------|----------|--------|
| Unit of Care / Day of Care: | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|                             | FT     | FT      | FT        | FT       | FT     |          |        |



## MONITORING

SR providers will receive announced monitoring visits from ELC staff. Providers are monitored for contract compliance using the Statewide School Readiness Monitoring Tool. Providers selected for monitoring visits will receive a notification of the month in which they will be monitored and a list of prepared items for ELC staff.



## COMPLAINTS

ELC is required to follow up on parent complaints against providers. Upon receipt of a complaint, ELC will report it to the Abuse Hotline and DCF Child Care Regulation. ELC staff will conduct a follow-up visit using the appropriate section of the SR Monitoring Tool.

# PROVIDER NONCOMPLIANCE

Providers must maintain compliance with all contract requirements for the duration of the contract. Failure to maintain compliance may result in ELC assigning corrective action, placing the provider on probation, or terminating the contract.



## Corrective Action Plan

ELC assigns providers specific corrective actions and technical assistance related to the area of non-compliance.

## Financial Consequences

Providers may be required to repay funds to ELC for periods of contract non-compliance. An example is a provider required to pay back funds for the duration of an insurance lapse.



# PROVIDER PROBATION

Provider probation may include training, enhanced monitoring, technical assistance, submission of documentation related to the violation(s), or a combination of any of these conditions.

**ELC is required to place providers on probation if:**

- Provider has received a corrective action notice for the same violation two or more times
- Provider has had multiple corrective action plans within the contract year
- A corrective action plan is not completed by the deadline
- Provider receives DCF violations

Probation terms are based on the specific circumstances of the provider violation.

# CONTRACT TERMINATION

Terminating a School Readiness contract has an impact on the provider, the provider's staff, and the families the provider serves. ELC terminates contracts as a last resort; however, there are cases in which provider non-compliance shall result in immediate contract termination, as well as cases where contracts must be terminated for cause.

## Emergency termination will occur due to:

- Notification by the Department of Children and Families (DCF) that actions or inactions of a provider pose an immediate and serious danger to the health, safety or welfare of children
- Failure to maintain status as an eligible child care provider, including loss of license, registration, religious exemption/accreditation

## Termination for cause may occur due to:

- Action, or lack of action, which threatens the health, safety, or welfare of children
- Failure to provide notification of Ownership Change and/or Name Change to ELC
- Non-compliance with contract
- Refusal to accept any mail or notification from ELC
- Provider is placed on National USDA Disqualified list
- Reasonable or probable cause for ELC to suspect fraud has been committed

# REMOVAL OF ELIGIBILITY

## **Contract Termination**

If a provider's contract is terminated, the provider cannot apply for a contract for the remainder of the program year, i.e., if a contract is terminated in December 2026, the provider is not eligible to contract until July 1, 2027.

## **Contract Termination and Eligibility Removal**

If a provider's contract is terminated, ELC may choose to remove the provider's eligibility to contract for a period of five years.

## **Due Process -Review Hearing**

If a provider disputes a contract termination, a Review Hearing may be requested.

Review Hearings are managed in accordance with SR contract Exhibit 7: Due Process Procedures.



# Magical Minds

Early Learning Conference

**ENGAGE. EDUCATE.  
ELEVATE.**



April 11, 2026  
8:00 AM - 4:30 PM  
Augustus B. Turnbull Center  
Florida State University

## About Our Event!

The Early Learning Coalition of the Big Bend invites you to join us for *Magical Minds*, an all-day professional development conference designed to unlock the power of imaginative play. This engaging event will provide tools and strategies to spark curiosity, creativity, and deeper learning in children.



**\$55 MEAL TICKET  
SCAN HERE TO REGISTER**

## Why Attend?

### Engaging Sessions ◀

Learn from industry experts as they share hands-on strategies for supporting imaginative play in every center.

### Practical Takeaways ◀

Gain actionable ideas you can implement immediately to create meaningful experiences in your classroom.

### Networking Opportunities ◀

Connect with fellow educators, exchange ideas, and collaborate with professionals dedicated to shaping the future of early learning.

Sponsored by Early Learning Coalition of the Big Bend Region and the State of Florida, Division of Early Learning.

**Registration deadline is tomorrow!**



**GIVEAWAY  
TIME!**