



Provider Webinar Q&A

The questions and answers below are derived from the ELC of the Big Bend provider webinar, held on September 15, 2026. Please refer to the webinar presentation for more information regarding each topic.

Q. I'm an SR provider and wasn't sure if the webinar was just for VPK.

A. No. This webinar is open to all providers, including those participating in the School Readiness (SR) and Voluntary Prekindergarten (VPK) programs.

Q. Making the most classroom interaction says sold out on the JotForm. Are we able to sign up for this still, or not?

A. Yes, please sign up.

Q. Will I also be able to access the recording to this Webinar?

A. Yes, the recording and PowerPoint will be available.

Q. Is monitoring day a regular school day?

A. Yes. Program Assessment monitoring only happens during regular school days. We will notify you in advance.

Q. Will there be written info about the changes?

A. Yes. For additional information please contact us at resource@elcbigbend.org.

Q. How do I receive the QR code for the Warmline?

A. Contact: resource@elcbigbend.org or mworley@elcbigbend.org.

Q. If a child starts my program next week. Do we need to do PM1 for that child?

A. It must be completed within 30 days from their start date.

Q. Can you send me your email?

A. resource@elcbigbend.org or mworley@elcbigbend.org.

Q. In reference to ASQ: in the past we have completed ASQ's and the completed ASQs from the list of ASQS due. Has this issue been resolved?

A. It has been resolved.

Q. What is Kathy Douglas email?

A. kdouglas@elcbigbend.org

Q. I have a family interested in SR at my preschool. How do I check to see if a family has been approved for SR?

A. If they have applied for services. They will need to contact our **Family Services** familyservices@elcbigbend.org team to check their status.



Q. Can family services please inform parents that they are responsible for school fees and ELC DOES NOT pay for all of tuition?

A. This is being mentioned to parents once they are advised to select a provider.

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Q. My portal will not allow me to terminate children. What can I do to get these children off my roster?

A. Please contact Family Services familyservices@elcbigbend.org.

Q. When submitting attendance, if there is a child listed that has never attended our school, what do we need to do for that child? We were previously instructed to mark them as terminated, but that option was not available.

A. Please contact us to get assistance to remove the child: familyservices@elcbigbend.org.

Q. Is the upload of attendance on WebAuthor the same for SR?

A. The completion of SR and VPK attendance is in the EFS Mod (Provider Portal). Your SR and VPK sign in/out sheets, and short form or long form are to be uploaded to WebAuthor. You must put the sign in/out sheet in alphabetical order and separate SR from VPK.

Q. On one page, it was mentioned that we were to make sure that signatures (not initials) were received. We do VPK only and the teachers sign students in/out not parents. Is that something we need to change?

A. 1. The Core Rule: Full Signatures Only (No Initials)

Under state guidelines, **initials are strictly prohibited** for monthly attendance verification.

- **Requirement:** A parent or authorized adult must provide a **full, legible signature** (first and last name) in ink or via an approved, secure electronic system.
- **Non-Compliance:** Using single initials (e.g., "J.S."), shorthand abbreviations, or labels like "Mom/Dad" will result in an audit finding and may cause the Coalition to recover VPK funding.

2. Daily Attendance Logging vs. Monthly Forms

Childcare facility staff, teachers, or volunteers **cannot sign a child in or out on a daily log in place of a parent or authorized adult**. However, the state offers two distinct compliance pathways depending on your operational setup:

- **Option A: The Short Form (Form DEL-VPK 03S)**
 - *If you use this form:* You **must** back it up with a daily sign-in/sign-out sheet.
 - *Signature Rule:* **The parent or an authorized adult must physically or electronically sign the child in and out every day.** Teachers are not permitted to manage this log.
- **Option B: The Long Form (Form DEL-VPK 03L)**
 - *If you use this form:* Teachers/instructors are permitted to track daily attendance on an internal roster or roll book.
 - *Signature Rule:* Because parents are not signing daily, **the parent must review, date, and provide a full signature on the Long Form at the end of every month** certifying the exact grid of days their child attended.



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Q. Where do we submit to ELC regarding the 1-day absence with no parent contact?

A. Here is a link to report: <https://elcbigbend.org/providers/report-absent-child/>

Q. Will the Lunch and Learn be recorded? I have another Zoom at the same time.

A. Yes, it will be recorded.

Q. Who would the lunch and learn come from?

A. Provider Relations: providerrelations@elcbigbend.org.

Q. This is for SR Sign in/out sheets. Does the time need to be 11:46-2:50? As opposed to 8:30-2:50.

A. Under Florida's Statewide Division of Early Learning guidelines and local coalition policies, sign-in and sign-out times must be accurate to the specific minute.

Q. Where can I locate the list of students I have requested reimbursement for registration fees?

A. Navigating the Provider Portal

- Log in to the Provider Portal.
- Go to **Enrollments**.
- Select **Manage SR Enrollments**.
- Click on **Registration Fees**.
- Look under the **Eligible for Payment** or submitted status tabs to see the list of children requested.

You can access the webinar recording using the link below:

Webinar Recording:

https://us02web.zoom.us/rec/share/3C1p8zvwWENHuFZ6Rh2uQQV_5h4qDuPCVfnfPb7BCbM4JtRs5LcfiqbTLBxogOkD.BWtVR6BVP6yI-RB6

Passcode: UTFpL?T2

If you experience any issues accessing the recording, please contact us for assistance.