



**Program Development Committee
Agenda**

**September 12, 2011
4:00 PM**

1. Welcome and Open Meeting
2. Approval of June 2011 Minutes
3. Report
4. SR Compliance Polies 11.09.01P
5. Coalition Plan Amendment 11.09.02P
6. Transition of Services July 2012
7. FCCH Mentorship Program
8. FCCH Lesson Planning Training
9. Volunteer USA Grant
10. Plus One Grant
11. **Adjournment**

Next Meeting: October 25, 2011

PUBLIC COMMENT

In accordance with the Florida Government in the Sunshine, all meetings of the Early Learning Coalition of Pinellas County, Inc. and committees are open to the public. Those in attendance who wish to address the Coalition must submit a public comment card to the recorder prior to addressing the Coalition.



**Program Development Committee
Unapproved Minutes
June 28, 2011
4:00 PM**

**Committee Members: Diane Brown, Ann Ryan, Martha Lenderman
Coalition Staff: Lindsay Carson, Bonnie Rizzo**

1. Welcome and Open Meeting

Call to Order

Chair Anne Ryan called the meeting to order at 4:05 p.m. and a quorum was present
Minutes from April 26, 2011 were presented and approved.

2. Budget Cuts

Budget cuts for the coming fiscal year total 1.4 million. The Coalition will not reduce the number of child care slots due to this; impact will be absorbed by freezing vacant positions, reducing travel for staff, and Quality programs are being reduced and/or eliminated. Quality Counts served 40 sites and utilized one FTE. Other costs associated with the Quality Program included program supports and software licenses. Due to this change, ELC won't do ERS evaluations, but will continue to do program assessments, monitoring and technical assistance. A peer to peer mentoring program for providers is being developed. Staff are currently conducting desk audits; based on the results, we are changing the assessment for Infant/Toddlers and will be posting a pictorial scrap book of best practices in setting up environment in family child care homes for providers to use as a reference. SEEK and First Start programs will be reduced by 10%; one proposal is to do SEEK screening on an every other year basis. Discussion: SR children may be impacted by every other year screening as there is high mobility in this population and the children switch day care sites. Match: the match (up to \$500,000) for out of school time children (up to age 12) remains intact. Potential losses on match include CCEP and CDBG.

Martha Lenderman stated that JWB is polling the public regarding budget cuts and allocation of JWB funds; there have been two public forums held, and an anonymous survey is posted on the St. Pete

Times website.

3. **Coalition Plan Amendment 11.06.01P**

Changes as outlined in the above amendment are to ensure ELC stays in compliance with state mandates.

Motion to Recommend: Ann Ryan

Second: Dianne Brown

4. **School Readiness Provider Holiday Policy 11.06.02P**

Reviewed. Rule 60bb allows for Coalitions to provide payment to providers for up to 12 recognized holidays yearly. Professional development days are not included in this rule. This cannot be changed at the local level. The proposed policy would be effective July 2012.

Discussion: Family child care providers will sometimes take 1 to 2 weeks off as personal vacation. This causes parents to either transfer the child to another site (thus incurring registration fees) or pay out of pocket at another site. Historically providers have been returning vacation forms without dates (i.e. "my birthday") and other vague information, creating an increased staff impact due to the necessity of contacting providers for clarification. Some providers serve children on established holidays due to the parents working in retail or hospitality industries. It was suggested that in that case providers should be allowed to choose an alternate day within that month to use as a holiday; and that the holiday list as outlined by the draft policy be increased. Lindsay will survey the ELC's statewide to ascertain best practices regarding holiday pay, professional development days, and what holidays are accepted by other coalitions; and seek clarification from AWI regarding the translation of the existing rule regarding professional development days.

Motion to Table: Martha Lenderman

Second: Ann Ryan

5. **Transition of Services July 2012**

The June 21, 2011 memo from CCC was reviewed. CCC will contract with ELC for the next year only to provide eligibility screening and provider payment functions. CCR&R functions will transition to ELC effective July 1, 2011. The Common Eligibility project will commence July 2011; dependent on the success of the pilot, it is possible that eligibility may be contracted to the county in 2012.

6. **Volunteer USA Grant**
Even Start is discontinued. This grant focuses on family literacy and will provide outreach in a high risk area. Unlike Even Start, home visits are not included as part of the services encompassed by the grant. It will be submitted June 30, 2011 and applicants will be notified in August 2011.
7. **Barbara Bush Foundation Grant**
The Barbara Bush Foundation for Family Literacy grant-making program seeks to develop or expand projects designed to support the development of literacy skills for adult primary care givers and their children. A total of approximately \$650,000 will be awarded; no grant request should exceed \$65,000. The deadline for application is due September 9, 2011.
8. **Rays Baseball Foundation Grant**
The Rays Community Fund Grant Program provides assistance to local non-profits in the Tampa Bay region. Grants up to \$5,000 are awarded through this program. These funds help add to and support current programs offered by community-based non-profit organizations. The deadline for application is due August 1, 2011.
9. **Adjournment**
The meeting adjourned at 5:30 p.m.
Next Meeting: August 30, 2011

PUBLIC COMMENT

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Priority: Increase access to school readiness and early learning programs

1. School Readiness Enrollment – June 30, 2011

| | Enrolled | Waiting |
|---------------------|--------------|--------------|
| Birth through 2 yr | 1,594 | 1,244 |
| 3 – 5 yr (prek) | 2,270 | 1,018 |
| School Age | 2,341 | 986 |
| Special Needs Teens | 1 | 0 |
| Total | 6,206 | 3,208 |

In **June 2011**, 504 new children were enrolled, however due to attrition total children enrolled decreased by **251** children. Enrollment of children receiving TANF decreased slightly. Enrollment of children under protective services increased slightly. **22** income eligible children were enrolled from the waitlist.

2. VPK Enrollment

507 children are currently enrolled in VPK. Total, **6,335** have participated in VPK this year, exceeding our goal of **5,495**.

Priority: Professional Development & Training

3. In-service Training

The Coalition offered **77** in-service trainings addressing 100% of the Core Competency Areas YTD. 100% of trainings offered aligned with the Florida Early Care and Education Development Plan.

4. Step- up Scholarships

57 Step-Up scholarships were awarded to teachers seeking an Associate’s degree. **5** teachers have completed 50% or more of the A.S. degree program and **10** have completed 25% or more.

Priority: Child Developmental Screening and Intervention

5. School Readiness Screening

During this quarter, **4,835** children were screened (99%) using the ASQ-3. Of these **68** were referred for Supportive Intervention Services, **83** were referred for formal evaluation. Children receiving Supportive Intervention Services will be re-screened at the end of the 3 month period.

6. Community Developmental Screening

The Coalition has facilitated **9** screenings events in 2010-2011 in collaboration with community partner agencies. **205** children have been screened of which **157** children have been referred for formal evaluation.

Priority: Family Engagement Opportunities

7. Parent Involvement & Skill Building

Coalition staff have developed a survey to evaluate current parent involvement & skill building opportunities offered by School Readiness providers. This survey will be sent out late September. Results will be used to develop in-service training on family involvement strategies.

Priority: Quality Early Learning Programs

8. School Readiness Provider Compliance (October 2010-June 2011)

70 Level 1 School Readiness Enforcement (Service Improvement Agreement)

3 Level 2 School Readiness Enforcement (Parent Notification\Non-payment)

29 Level 3 School Readiness Enforcement* (Terminated Agreement)

***58** were terminated for lack of child care liability insurance prior to October 2011.

9. School Readiness Program Assessment

77 early learning providers were assessed in Quarter 4. **52** providers (68%) met ELC expectations. The remaining providers are receiving technical assistance and will be reassessed. Staff have also developed Infant Toddler and School Age assessment tools that are currently being field tested.

10. VPK Providers

254 Providers are offering VPK programs.

Based on the 2009-2010 Readiness Results there are:

17 -1st Year Low Performing Providers (7 School Year, 10 Summer)

11- 2nd Year Low Performing Providers (9 School Year, 2 Summer)

0- 3rd Year Low Performing Providers

11. Quality Counts

1 Provider was awarded 1 Star

22 Providers were awarded 3 Stars

12 Providers were awarded 2 Stars

5 Providers were awarded 4 Stars

12. Infant Toddler Program

21 Providers participated in *Beyond Cribs and Rattles* infant toddler curriculum training.

50% Demonstrated improvement on pre/post assessments.

The Mary K. Bennett Infant Toddler Lending Library reopened on April 22, 2011. Since reopening, **48** School Readiness providers from **33** sites have accessed the library and resource room.

12. Program for Inclusive Early Care and Education (P.I.E.C.E.)

PIECE worked with **14** sites in Pinellas, two of which were new this year. Additionally, the Coalition partnered with **11** other coalitions throughout the state to implement PIECE. Staff provided training and technical assistance to new leadership teams in the respective areas.

Early Learning Coalition of Pinellas County, Inc.

September 12, 2011

Subject: School Readiness Compliance Policies

BACKGROUND

The intent of the School Readiness Compliance Policy for Child Care Centers and Licensed Family Child Care Homes (ELCPC-61.2.1) and School Readiness Compliance Policy for Informal Providers (ELCPC-61.2.2) developed by the Early Learning Coalition of Pinellas County, Inc. (Coalition) is to provide interpretive guidelines for applicable services and standards as outlined in of F.S. 411, F.S. 1002 and the Child Care Development Fund (federal). The original Coalition policy and procedure was inclusive to all caregiver settings: facility, home, receiving School Readiness (SR) funding.

Highlighted Revisions:

- Parent notification during nonpayment period: All areas
- Clarifying language: Notification, Developmental Screening

This policy was vetted through the Provider Support Committee. Representation at the Committee included center and family child care home providers. The Pinellas Association for Education of Young Children, Heart to Heart Family Child Care Home Association and the Pinellas Providers Association (FCCH) were all represented.

In an effort to ensure all requirements are clearly communicated to providers, Coalition staff have restructured the compliance requirements into individual policies.

RECOMMENDED COALITION ACTION

To approve School Readiness Compliance Policies as presented by staff.

Supporting Documentation Attached:

| | |
|---------|---|
| 61.1.1 | Provider Training Requirements-Formal |
| 61.1.2 | Provider Training Requirements-Informal |
| 61.1.3 | Developmentally Appropriate Curriculum |
| 61.1.4 | SR Child Care Liability Compliance |
| 61.1.6 | School Readiness Provider Notification |
| 61.1.7a | School Readiness Provider Health and Safety- Formal |
| 61.1.7b | School Readiness Provider Health and Safety- Informal |
| 61.1.8 | School Readiness Program Assessment |
| 61.1.9 | School Readiness Child Assessment |
| 61.1.10 | School Readiness Developmental Screening |
| 61.1.11 | SR Multiple Areas of Non-compliance |
| 61.3.4 | School Readiness Attendance Records |

Approval

Chair Signature

Date

Early Learning Coalition



of Pinellas County, Inc.

| | | |
|-----------------------------|---|--|
| Policy: ELCPC-61.1.1 | Title: Training Requirements for School Readiness Providers – Formal Providers | |
| | Review Date: September 2011 | Next Review Date: September 2012 |

References: School Readiness Provider Agreement

Purpose: To ensure School Readiness providers maintain continuous professional development.

Background: The Pinellas County License Board for Child Care Centers and Family Day Care Homes requires providers complete a minimum of 10 in-service training hours specific to early childhood education and care.

Policy:

I. Training

School Readiness Providers and early education staff are required to complete in-service training, beyond the ten (10) hours required by child care licensing as prescribed below:

One time only:

1. Two (2) hours of Coalition approved “Brain Development Research” training. Brain development training should be specific to the ages the provider is working with. Only training taken 2005 or later will be accepted.
2. Providers caring for infants and toddlers must ensure that all staff working with infants and toddlers and the Director of the facility/home takes two (2) hours of Coalition approved training on “Shaken Baby Syndrome/SIDS” training.

Annual:

3. In-service Training*

- a. 10+0 (10 total) Instructional hours per year- Staff with an Associates degree or higher in Early Childhood Education or related field recognized on the Staff Credential Verification
- b. 10+2 (12 total) Instructional hours per year - Staff with a Child Development Associate Certificate (includes FCCPC/ECCPC or equivalent).
- c. 10+10 (20 total) Instructional hours per year - Staff without a FCCPC

*Annual In-service Training must be taken in a minimum of 4 Core Competency Areas or include professional conferences or college coursework.

II. Accepted Training

A. The following training will be recognized by the Coalition as “in-service” training:

Face to Face Training

1. All professional development opportunities advertised in the *Training Times*
2. Any training approved by IACET to offer CEUs
3. Any training offered by the Department of Education or Department of Children & Families
4. Workshops and conferences offered by state and national professional associations.
5. Coursework successfully completed through technical schools and accredited institutes of higher learning (PTEC, St. Petersburg College, USF).
6. Coursework, credential or certification reflected on the DCF Training Transcript.

Online training or coursework successfully completed:

1. Offered by the Early Learning Coalition of Pinellas
2. Offered by Department of Education
3. Offered by the Department of Children and Families
4. Offered by PTEC or
5. Offered by accredited institutions of higher learning including community and state colleges.
6. Coursework, credential or certification reflected on the DCF Training Transcript.

B. As providers continue to work toward obtaining associates and bachelor degrees they are required to complete general education courses on the college level such as composition and math courses. While the curriculum of these courses is not directly related to early childhood, mastering these skills can certainly have an impact on their ability as a teacher.

The Pinellas County License Board requires all required in-service training be specific to early childhood. The Coalition allows providers who are seeking a degree in Early Childhood Education to apply training hours, beyond those required by licensing, from general education coursework to meet their contractual requirement.

C. Training offered that does not meet the requirements outlined above may be submitted for approval by the Professional Development Department.

Training Approval by the Coalition

1. A training request will be submitted no later than 10 business days before the training.
2. The request will include the trainer's credentials, the date and length of the training, an agenda and an appropriate training plan that clearly defines the learning outcomes, instructional strategies, and assessment methodologies to be used within one of the seven Core Competency Areas.
3. Approval of trainings will be based on submitted information. Should the timeframe or content change in any way, the training must be re-submitted for approval.
4. Once the training has been approved or denied, the Professional Development Department will notify the requestor.

Note:

Providers are prohibited from charging School Readiness parents for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

- A. The Coalition will offer trainings for early childhood educators. The Provider agrees to maintain documentation of training records at the Provider's child care site for the child care Provider and all employees in a manner that can be readily monitored.
- B. Providers are required to furnish Staff Training Reports for each employee by July 30 for the prior "training year", and upon request, to verify required training was acquired.
- C. The Coalition will verify Staff Training Reports through the Coalition Training Registry System and Department of Children and Families Training transcripts. The Coalition may require submission of training certificates on a sampling of teachers.

II. ENFORCEMENT

Failure to demonstrate compliance with Professional Development requirements will result in:

Technical Assistance

Provider training will be monitored during site visits and desk audits. Providers not demonstrating appropriate progress toward meeting training requirements will receive technical assistance from Coalition Staff.

LEVEL 1 School Readiness Enforcement

Service Improvement Agreement

Failure to demonstrate compliance with training requirements upon annual Professional Development Review (July 30th) will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with the terms of the Service Improvement Agreement will result in a suspension of School Readiness payment until compliance is demonstrated within a maximum of ten (10) business days.

LEVEL 3 School Readiness Enforcement

Termination of School Readiness Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement **within 10 days**. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's School Readiness program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

Attachments A: Prorated Training Outline

Forms:

- Training Approval Submission Form
- Training Approval Response Letter

ELC PRORATED TRAINING HOURS

(ELCPC 61.1.1 Attachment A)

The training hour requirement for credentialed staff with a degree in Early Childhood or a related field is 10 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

| | | |
|---|---|----------|
| Employment start date between July 1–September 30 | = | 10 hours |
| Employment start date between October 1–December 31 | = | 8 hours |
| Employment start date between January 1–March 31 | = | 4 hours |
| Employment start date between April 1–June 30 | = | 2 hours |

The training hour requirement for credentialed staff with a CDA is 12 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

| | | |
|---|---|----------|
| Employment start date between July 1–September 30 | = | 12 hours |
| Employment start date between October 1–December 31 | = | 8 hours |
| Employment start date between January 1–March 31 | = | 4 hours |
| Employment start date between April 1–June 30 | = | 2 hours |

The training hour requirement for non-credentialed staff (High School Degree/Non-related Degree) is 20 hours yearly.

If staff began working within the past year the hours are prorated by quarter:

| | | |
|---|---|----------|
| Employment start date between July 1–September 30 | = | 20 hours |
| Employment start date between October 1–December 31 | = | 14 hours |
| Employment start date between January 1–March 31 | = | 8 hours |
| Employment start date between April 1–June 30 | = | 4 hours |

(Please refer to CCLP for training hours required by Licensing)

Early Learning Coalition



of Pinellas County, Inc.

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|---|--|--------------------------------------|
| Policy: ELCPC-61.1.10 | Title: School Readiness Developmental Screening Enforcement | |
| <i>Formerly:</i> <i>ELCPC- 61.2.1 and</i> <i>ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement, Chapter 411, F.S., Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable developmental screening requirements as outlined in the School Readiness Agreement.

Background: Children's growth in all developmental areas is routinely screened to identify children not typically developing, to communicate with parents, and may be used for planning and implementation. (S. 411.01(5) (c) 2.c., F.S.)

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

Every child birth to five (5) years, not attending kindergarten or already receiving intervention services, and funded by School Readiness must be screened for the appropriate developmental milestones identified by the designated developmental screening instrument, the *Ages & Stages Questionnaire (ASQ)*. Children ages 6 months to 36 months are screened with the ASQ twice each year, at 6 month intervals. Children ages 36 months to 60 months are screened annually, on their birthday. Additionally, School Readiness Providers must allow the Coalition or any contracted designee, Pinellas County Health Department, access to children to administer vision and hearing screenings (1) time per child at each child care site per year.

Note:

Providers are prohibited from charging School Readiness parents for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Providers with an active Agreement will receive a Master ASQ Kit to be used to screen the School Readiness children in their care. The kit includes the paper original of the ASQ ages needed to screen children at the designated intervals. Providers are required to maintain the Master ASQ Kit and make copies of the appropriate ASQ when it is due.

When an ASQ screening is due for a child, the Coalition will mail out a cover sheet indicating the child's demographic information and the ASQ age to be used. The provider will be responsible to make copies of the appropriate ASQ, complete the ASQ for the child, and return to the Coalition in the postage paid envelope provided.

Compliance with developmental screening requirements is regularly monitored during the term of the Agreement. ASQ screenings are due by the 15th of each month and considered late on the 20th of each month (or the following Monday if a weekend).

II. ENFORCEMENT

Failure to complete and return accurate developmental screening documents by the 20th day of the month will result in the following:

Technical Assistance

Provider will be notified by the Coalition and granted a ten (10) day extension. Technical assistance on completing the ASQ is available as needed.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with screening requirements after the technical assistance period will result in suspension of School Readiness payment until compliance is demonstrated, within a maximum of ten (10) business days.

Refusal to cooperate or allow access to administer vision and hearing screenings may result in payment suspension for each School Readiness funded child for the day the attempt was made.

LEVEL 3 School Readiness Enforcement

Termination of Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this program will cease and CCR&R staff will assist them in finding alternate care. Parents

will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

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Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.11 | Title: School Readiness Providers – Multiple Areas of Noncompliance | |
| <i>Formerly addressed in: ELPC- 61.2.1 and ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement, Chapter 411, F.S., Child Care Development Fund (federal)

Purpose: To outline enforcement actions with School Readiness providers who are noncompliant in multiple areas.

Background: *The Early Learning Coalition must implement a comprehensive program of School Readiness services that enhance the cognitive, social, and physical development of children to achieve the performance standards and outcome measures adopted by the Agency for Workforce Innovation. At a minimum, these programs must contain the following elements:*

- a. Developmentally appropriate curriculum designed to enhance the age-appropriate progress of children in attaining the performance standards adopted by the Agency for Workforce Innovation.*
- b. A character development program to develop basic values.*
- c. An age-appropriate assessment of each child's development.*
- d. A pretest administered to children when they enter a program and a posttest administered to children when they leave the program.*
- e. An appropriate staff-to-children ratio.*
- f. A healthy and safe environment.*

The Coalition is committed to supporting Providers to ensure quality programs. Providers with non-compliances will receive technical assistance. Ultimately, failure to adhere to the terms of the Agreement or any violations described herein may result in the discontinuance of funding, parent notification of non-compliance, or ineligibility to participate in certain incentive programs. Providers are prohibited from charging School Readiness parents for lost revenue due to violations of the School Readiness Agreement.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

In the event a Provider fails to meet compliance in more than one area within a 24 month period, the Coalition will conduct a staffing to determine the appropriate enforcement actions which may include:

1. **Technical Assistance**
2. **Service Improvement Agreement**
3. **Provider Conference at Coalition Office**
4. **Nonpayment for School Readiness**
5. **Notification of Parents of School Readiness Children**
6. **Termination of School Readiness Agreement**

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Exhibits:

Provider Staffing Summary Form – QA-50-F7

Provider Enforcement Conference Form QA-50-F8

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Early Learning Coalition



of Pinellas County, Inc.

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|-----------------------------|---|--|
| Policy: ELCPC-61.1.2 | Title: Training Requirements for School Readiness Providers – Informal Providers | |
| | Review Date: January 27, 2011 | Next Review Date: January 27, 2012 |

References: s.411.01(2)(a), F.S. and 45 CFR 98.41
School Readiness Provider Agreement,
School Readiness Provider Compliance Policy for Informal Providers

Purpose: To outline training and assessment requirements for informal care providers.

Background: Informal providers were previously required to successfully complete a 3-clock hour training on the fundamentals of child care. The Department of Children and Families has replaced the 3-Hour Fundamentals of Family Child Care course with the 6-hour Family Child Care Home Rules and Regulations. This training is offered both online and face to face.

Policy:

I. Prior to Informal Provider Certification:

- a. The 6-hour Family Child Care Home Rules and Regulations course. Effective July 10, 2008, any new informal care providers are required to complete the course and pass the exam component prior to eligibility for reimbursement by the Coalition or its designee.

If the provider has completed the 30 hour training for Family Child Care Homes and submits a copy of the certificate, the 6 hour class is not required.

Providers are responsible for any fees incurred to take the exam.

- b. First Aid
- c. Infant/ Child CPR

II. In-Service Training

Informal School Readiness Providers are required to complete in-service training as prescribed below:

One time only:

The provider must attend each of the following trainings within 12 months of agreement date:

1. All Informal Providers
Two (2) hours of Coalition approved "Brain Development Research" training. Brain development training should be specific to the ages the provider is caring for. Only training taken during 2005 or later will be accepted.
2. Informal Providers caring for children prior to kindergarten entry.
Florida Early Learning and Developmental Standards Birth to Three Training.
3. Informal Providers caring for infants and toddlers.
Two (2) hours of Coalition approved training on "Shaken Baby Syndrome/Sudden Infant Death Syndrome (SIDS)" training.

Annual:

All informal providers must complete:

1. 10 Instructional in-service training* hours address a minimum of 2 Core Competency Areas or include professional conferences or college coursework. (One-time only training hours count toward this requirement).

* All training must be approved by the Coalition in accordance with Policy ELCPC-61.2.1.

II. Accepted Training

A. The following training will be recognized by the Coalition as "in-service" training:

Face to Face Training

1. All professional development opportunities advertised in the *Training Times*
2. Any training approved by IACET to offer CEUs
3. Any training offered by the Department of Education or Department of Children & Families
4. Workshops and conferences offered by state and national professional associations.

5. Coursework successfully completed through technical schools and accredited institutes of higher learning (PTEC, St. Petersburg College, USF).
6. Coursework, credential or certification reflected on the DCF Training Transcript.

Online training or coursework successfully completed:

1. Offered by the Early Learning Coalition of Pinellas
2. Offered by Department of Education
3. Offered by the Department of Children and Families
4. Offered by PTEC
5. Offered by accredited institutions of higher learning including community and state colleges including: St. Petersburg College and University of South Florida.
6. Coursework, credential or certification reflected on the DCF Training Transcript.

B. As providers continue to work toward obtaining associates and bachelor degrees they are required to complete general education courses on the college level such as composition and math courses. While the curriculum of these courses is not directly related to early childhood, mastering these skills impact on their ability as a teacher.

C. Training offered that does not meet the requirements outlined above may be submitted for approval by the Professional Development Department.

Training Approval by the Coalition

1. A training request will be submitted no later than 10 business days before the training.
2. The request will include the trainer's credentials, the date and length of the training, an agenda and an appropriate training plan that clearly defines the learning outcomes, instructional strategies, and assessment methodologies to be used within one of the seven Core Competency Areas as established by the Florida Early Care and Education Professional Development Initiative.
3. Approval of trainings will be based on submitted information. Should the timeframe or content change in any way, the training must be re-submitted for approval.
4. Once the training has been approved or denied, the Professional Development Department will notify the requestor.

III. Documentation of Training

- A. The provider agrees to maintain documentation of training records at the provider's child care site in a manner that can be readily monitored.

- B. Providers are required to furnish Staff Training Reports by July 30 for the preceding fiscal year (July 1 to June 30) and upon request to verify required training was acquired.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

- A. The Coalition will offer trainings for early childhood educators. The Provider agrees to maintain documentation of training records at the Provider's child care site for the child care Provider and all employees in a manner that can be readily monitored.
- B. Providers are required to furnish Staff Training Reports by July 30 for the prior "training year", and upon request, to verify required training was acquired.
- C. The Coalition will verify Staff Training Reports through the Coalition Training Registry System and Department of Children and Families Training transcripts. The Coalition may require submission of training certificates on a sampling of teachers.

II. ENFORCEMENT

Failure to demonstrate compliance with Professional Development requirements will result in:

Technical Assistance

Provider training will be monitored during site visits and desk audits. Providers not demonstrating appropriate progress toward meeting training requirements will receive technical assistance from Coalition Staff.

LEVEL 1 School Readiness Enforcement

Service Improvement Agreement

Failure to demonstrate compliance with training requirements upon annual

Professional Development Review (July 30th) will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with the terms of the Service Improvement Agreement will result in a suspension of School Readiness payment until compliance is demonstrated within a maximum of ten (10) business days.

LEVEL 3 School Readiness Enforcement

Termination of School Readiness Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement **within 10 days**. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's School Readiness program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

Attachments A: Prorated Training Outline

Forms:

- Training Approval Submission Form
- Training Approval Response Letter

Forms:

- Training Approval Submission Form
- Training Approval Response Letter

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.3 | Title: Developmentally Appropriate Curriculum and Character Education | |
| | Review Date: September 2011 | Next Review Date: September 2012 |

References: School Readiness Provider Agreement,
Chapter 411, F.S.,
Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable School Readiness services and standards as outlined in of Chapter 411, F.S., Chapter 1002, F.S. and the Child Care Development Fund (federal) specific to developmentally appropriate curriculum and character education programs.

Background:

Each provider uses a developmentally appropriate curriculum to support the cognitive, physical, character and social- emotional development of the whole child. (Section 411.01(5)(c)2.a.,F.A.).

Developmentally Appropriate Curriculum

Curriculum is an organized framework that defines the content that children are to learn, the processes through which children reach the identified educational goals, what teachers do to help children reach these goals and the environment in which teaching and learning occur. A well-designed curriculum, combined with teachers' knowledge of children, guides instruction so teachers can provide experiences that promote children's growth and development in each of the following areas: social, emotional, physical, language and cognitive. The curriculum places as much emphasis on the process of learning as on the content and capitalizes on children's natural curiosity to promote their growth as language users, thinkers, and problem solvers. It provides a wide variety of planned experiences that enable children to learn through interaction, exploration, manipulation, and self-discovery.

Early Childhood Professionals are encouraged to use *The Florida Birth to Three Learning and Development Standards* and the *Florida Voluntary Prekindergarten Standards* as they plan activities and interact with young children. Providing rich experiences, supportive learning environments and positive relationships with children

in the years before they start kindergarten will give them the foundations for later school success.

Character Development Program

[Section 411.01 \(5\)\(c\)2.b., F.S.](#)

There is no single script for effective character education, but there are some important basic principles. The following ten principles serve as best practices that providers can use to plan effective character education program:

Principle 1 – Promotes core ethical values as the basis of good character

Principle 2 – Defines “character” comprehensively to include thinking, feeling and behavior.

Principle 3 - Uses a comprehensive, intentional, proactive, and effective approach to character development.

Principle 4 - Creates a caring school community.

Principle 5 - Provides students with opportunities for moral action.

Principle 6 - Includes a meaningful and challenging academic curriculum that respects all learners, develops their character, and helps them to succeed.

Principle 7 - Strives to foster students self motivation.

Principle 8 - Engages the school staff as a learning and moral community that shares responsibility for character education and attempts to adhere to the same core values that guide the education of students.

Principle 9 - Engages families and community members as partners in the character-building effort.

Principle 10 – Evaluates the character of the school, the school staff’s functioning as character educators, and the extent to which students manifest good character.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

I. Developmentally Appropriate Curricula Compliance Options

1. Providers may choose to use a curriculum on the approved list and complete the self-assessment study to verify that implementation of the curriculum is developmentally appropriate.

OR

2. If the Provider’s curriculum is not on this list, a Self-Assessment Study must be submitted for each age group served (Infant, Toddler, Two’s and/or Preschool).

- *Florida Birth to Three Learning and Developmental Standards*
- *Florida School Readiness Performance Standards for Three-, Four-, and Five Year-Old Children*
- *Florida Voluntary Prekindergarten Education Standards (revised 4-year-old standards)*

List of approved developmentally appropriate curricula:

- Beyond Cribs and Rattles
- The Creative Curriculum for Infants, Toddlers & Twos, 2nd edition
- High Scope Infant Toddler
- DLM Early Childhood Program
- High Scope
- Creative Curriculum 4th Edition
- Scholastic Early Childhood Program
- Doors to Discovery
- Let's Begin with Letter People
- Kaplan Planning Guide to the Preschool Curriculum
- Wee Learn
- Literacy Express
- Beyond Centers and Circle Time
- Links to Literacy
- Houghton Mifflin Pre-K
- Montessori
- Read Together, Talk Together
- Curiosity Corner
- Investigator Club Pre-Kindergarten Learning System
- Opening the World of Learning
- Ready, Set, Leap!
- Saxon Early Learning
- We Can!
- Wright Skills/Growing with Mathematics
- Early Literacy and Learning Model/Plus
- Or any curriculum approved by the Department of Education for Low Performing VPK Providers.

II. Character Development Compliance Options

1. Activities that encourage the development of character values must be documented on lesson plans.
2. Providers may choose to use the *Commitment to Character* program.

OR

Providers may incorporate activities that encourage the development of character values into daily activities. For example, you may teach conflict resolution when two children are arguing over a toy or a responsibility during clean-up time..

Curriculum Adoption

Providers must document adoption of an approved Developmentally Appropriate Curriculum and Character Education program.

Curriculum Implementation

Providers must demonstrate implementation of a Developmentally Appropriate Curriculum and Character Education in lesson plans and classroom/childcare home practices. Lesson plans should be retained on-site for a minimum one (1) year.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Initial Approval

Providers must complete the School Readiness Provider Application, which documents intended compliance, before an Agreement is executed.

Onsite Monitoring

Onsite monitoring will be unannounced and will include a review that provides evidence the provider is utilizing a developmentally appropriate curriculum and lesson plans.

Desk Audit Monitoring

Providers will be notified five (5) business days in advance of desk audit monitoring and must submit Lesson Plans for the current week and prior weeks as identified by Coalition Staff.

The Developmentally Appropriate Curriculum and Character Education Self Assessments are required for all new School Readiness Providers.

Once Developmentally Appropriate Curriculum and Character Education Self Assessments have been submitted, they do not need to be updated unless there are curriculum changes.

II. ENFORCEMENT

Failure to demonstrate curriculum implementation requirements will result in:

Technical Assistance

Providers not meeting Developmentally Appropriate Curriculum and Character Education requirements will receive technical assistance from Coalition Staff. Lesson plans will be reviewed again within six (6) weeks to evaluate compliance.

LEVEL 1 School Readiness Enforcement

Service Improvement Agreement

Failure to demonstrate compliance after technical assistance will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with terms of the Service Improvement Agreement will result in a suspension of the School Readiness payment until compliance is demonstrated, within a maximum of ten (10) business days.

LEVEL 3 School Readiness Enforcement

Termination of School Readiness Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's School Readiness program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the terminated Provider will forfeit their School Readiness scholarship.

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCP-61.1.4 | Title: School Readiness Provider Child Care Liability Insurance Policy | |
| | Review Date: 9/1/11 | Next Review Date: |

References: Florida Statute 411.01
 Florida Statute 402.302
 School Readiness Provider Agreement

Purpose: To outline child care liability requirements and terms required by School Readiness Providers.

Background: The basis for the ability to require providers to child care liability insurance was the legislature’s passage of Florida Statutes 411.01 and 402.302 to “provide a safe and healthy environment for children.” F.S. 411.01 states that it is the Coalition’s responsibility to ensure that School Readiness programs provide a safe and healthy environment.

In doing so, AWI stated that, as provided in section 16 of the Coalition’s School Readiness Grant Agreement, Coalitions “...shall maintain child care liability insurance coverage on a comprehensive basis...” and “...the Coalition accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the Coalition and the clients to be served under this Agreement.”

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care homes receiving School Readiness (SR) funding. Informal School Readiness providers are not subject to Child Care Liability Insurance requirements.

Policy: Per the terms of the School Readiness Provider Agreements for Child Care Centers and Licensed Family Child Care Homes, providers are required to maintain Child Care Liability Insurance.

At a minimum, Child Care Liability Insurance Policies must cover:
 \$500,000 for each occurrence
 \$1,000,000 for general aggregate.

The Early Learning Coalition of Pinellas County, Inc. must be listed as an *additional insured* on the policy.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Initial Approval

School Readiness Agreements will not be executed without documentation of Child Care Liability Insurance. At a minimum, Child Care Liability Insurance Policies must cover:

\$500,000 for each occurrence
\$1,000,000 for general aggregate

The Early Learning Coalition of Pinellas County must be listed as an additional insured on the policy.

Maintenance of Compliance

SR Providers are responsible for maintaining compliance with Child Care Liability Insurance requirements. Providers are required to maintain a current, valid Certificate of Child Care Liability insurance on file with the Coalition at all times.

II. ENFORCEMENT

Failure to maintain compliance with Child Care Liability Insurance requirements will result in:

Technical Assistance

As a *courtesy*, the Coalition will notify Providers of impending expiration of a Child Care Liability Insurance policy thirty (30) days in advance. Not receiving courtesy notification does not relieve Providers of the responsibility for having a current Certificate of Insurance (COI) demonstrating Child Care Liability Insurance, as required by the Coalition, on file with the Coalition at all times. A lapse in coverage, non-renewal or cancellation of child care liability insurance will result in immediate Level 2 enforcement.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to maintain compliance with the Child Care Liability Insurance requirement will result in suspension of School Readiness payment until compliance is demonstrated, within a maximum of ten (10) business days.

LEVEL 3 School Readiness Enforcement

Termination of Agreement:

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's program will cease and CCR&R staff will assist parents in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the terminated Provider will forfeit their School Readiness scholarship.

Exhibits: None

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.6 | Title: School Readiness Provider Notification Compliance | |
| <i>Formerly addressed in: ELCPC- 61.2.1 and ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement

Purpose: To provide interpretive guidelines for applicable notification requirements as outlined in the School Readiness Agreement.

Background: School Readiness providers are contracted by the Coalition to provide care for at-risk and low income children receiving School Readiness Scholarships.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Certain changes by the provider may void the existing Provider Agreement and require execution of a new Agreement to remain eligible for School Readiness funding. Agreements are not effective prior to the date of the final signature.

Policy:

I. OWNERSHIP CHANGES

Purchase of an early learning facility offering a School Readiness program does not automatically qualify a new owner for a School Readiness Agreement.

If there is a change in ownership, the Provider must notify the Coalition in writing and submit the following document at least ten **(10) days before** the change occurs:

- Completed Provider Change Notification Form

The following documentation is required upon completion of the sale:

- Change of Ownership Form from Child Care Licensing
- Completed School Readiness Provider Application
- Completed W-9 form

- IRS letter indicating acceptance of Employer Identification Number (EIN)
- Holiday Schedule
- Survey of Rates
- Finance Department Agreement for Automatic Direct Deposit form with voided check or blank deposit slip
- Copy of Pinellas County Child Care License
- Copy of Certificate of Child Care Liability Insurance
- Two copies of a new 90 Day Provisional Agreement signed with original signatures by the new owner and submitted to the Coalition.

Provider will receive a site visit by Coalition Staff at new location.

II. DIRECTOR CHANGES

If there is a change in Director, the Provider must notify the Coalition in writing and submit the following at least **ten (10) days before** the change occurs:

- Completed Provider Change Notification Form
- Two copies of a new Agreement signed with original signatures by the new Director or Owner and submitted to the Coalition (Only if the current School Readiness Agreement was signed by the previous Director)

III. CONTACT INFORMATION CHANGES

The Coalition's primary method for communicating with Providers is electronically (email). The Provider is required to maintain and monitor a working email address for sending and receiving communications from the Coalition.

In the event a Provider's email is found to be invalid, the Provider will be notified and required to provide a valid email address within three (3) business days.

If there will be a change in the landline telephone number, mailing address (that does not constitute a physical move), or email address, the Provider must notify the Coalition in writing and submit the following at least **ten (10) days before the change occurs.**

- Provider Change Notification Form (can be accessed on the Coalition website)

IV. PHYSICAL ADDRESS CHANGE

If there will be a change in the physical address where services are being provided, the Provider must notify the Coalition in writing and submit at the following at least **ten (10) days before the change occurs:**

- Provider Change Notification Form

Change in the physical address will require a new Provider Agreement.

Following notification, Provider must submit the following to continue reimbursement for School Readiness children:

- Copy of Pinellas County Child Care License
- Certificate of Child Care Liability Insurance with new address.
- W-9
- Rate Survey (if rates will be changed based on new location)
- Two copies of a 90 Day Provisional Agreement signed with original signatures by the owner and submitted to the Coalition.

Upon execution of a Provisional Agreement, Coalition staff will conduct a School Readiness New Provider/Owner Review Tool for School Readiness.

V. CALENDAR CHANGES

1. Temporary closures affecting scheduled instructional hours that are **within** the control of the Provider such as unplanned vacations, will not receive reimbursement for the instructional time disrupted by the closure. Notification of such closures must be submitted to the Coalition in writing within 24 hours. (Planned closures noted on the Holiday Schedule do not need to be reported).
2. Temporary closure due to circumstances **outside** the control of the Provider such as hurricanes, power outages, or a break in the waterline may be reimbursed. Notification and verification of such closures must be submitted to the Coalition in writing within 24 hours.

VI. TERMINATION OR DISCONTINUANCE OF SCHOOL READINESS PROGRAM

Upon agreement to terminate the School Readiness Provider Agreement between the Provider and the Coalition OR if the Provider decides to withdraw from the School Readiness Program, the Provider must notify the Coalition in writing at least thirty (30) days prior to termination of the program. Alternative arrangements for uninterrupted services must be made for children enrolled with the Provider in the SR program at least thirty (30) calendar days prior to the termination. Notification must include:

- Provider Name and Address
- Date of Termination or Withdrawal from the SR Program, if the termination or withdrawal from the program is the Provider's decision
- Details of alternative arrangements made for children to receive uninterrupted services
- Any child file documents related to School Readiness payments for all School Readiness funded children including parent sign-in/sign out sheets for the purpose of fulfilling record retention requirements.

Child Care Resource & Referral staff will contact School Readiness families to assist in finding alternative care.

VII. UNUSUAL INCIDENTS AND FINES

Providers must notify the Coalition of any Child Care Licensing fines, reports of suspected abuse by an employee to protective services or *other unusual incidents* verbally within one (1) hour and in writing within three (3) business days. Unusual incidents must be documented on the Unusual Incident Form (SR-61F-19) or PCLB Accident/Incident Record.

If the Coalition loses contact with and is unable to reestablish contact with a provider, the School Readiness Agreement will be terminated. The provider will be ineligible from offering School Readiness services until a new Agreement is executed.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Notifications received by the Coalition will be reviewed individually to ensure proper time frames have been adhered to.

II. ENFORCEMENT

Failure to provide written notification within required time frames may result in:

Level 2 School Readiness Enforcement

Nonpayment for School Readiness

Providers may not be reimbursed for affected days in which a change was already implemented. Nonpayment may extend until the change is processed.

Service Improvement Agreement

Providers who fail to report an unusual incident or with repeated notification related non-compliances will be placed on a Service Improvement Agreement.

Level 3 School Readiness Enforcement

Termination of **School Readiness Agreement**

Failure to demonstrate compliance upon conclusion of the Service Improvement Agreement will result in Termination of the School Readiness Agreement. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from Termination of the Agreement.

Note: change in physical address or owner automatically void the School Readiness Agreement. A new School Readiness Agreement must be executed in order to continue receiving School Readiness funds.

Parents of School Readiness funded children will be notified that the funding for these programs with this Provider will cease. CCR&R staff will assist parents in finding alternate care. If parents choose to stay with their current Provider, they will forfeit their School Readiness scholarship.

Exhibits: School Readiness Provider Change Notification Form SR-61-F2

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.7a | Title: School Readiness Provider Health and Safety – Formal Providers | |
| <i>Formerly addressed in :ELCPC-61.2.1</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement, Chapter 411, F.S., Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable health and safety requirements for child care centers and licenses family child care homes as outlined in the School Readiness Agreement.

Background: *Section 411.01(5)(c)2.f., Florida Statutes, requires each early learning coalition’s CCDF-funded School Readiness program to provide a “healthy and safe environment.” To implement this requirement, each early learning coalition must adopt local health and safety requirements that may meet but not exceed state or local licensing standards, applicable to all School Readiness (CCDF-funded) Providers in its geographic region, including unlicensed center-based Providers.*

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care homes receiving School Readiness (SR) funding. Health and Safety Requirements for Informal School Readiness providers are addressed in ELCPC-61.1.7b

Policy:

School Readiness providers must maintain a healthy and safe environment in accordance with Licensing Standards and Classification Summaries are defined by the Pinellas County License Board for Child Care Centers and Family Child Care Homes. These documents may be viewed at www.pclb.org.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

I. MONITORING

Child Care Licensing

Health and safety standards for child care centers and family child care homes are monitored by the Child Care License Program of Pinellas (CCLP). CCLP provides notification to the Coalition of all complaints and fines. All health and safety concerns identified by Coalition staff are reported to licensing for further investigation.

Staff-to-Child Ratios

Ratios are monitored by Child Care Licensing during routine Inspections and Coalition staff during site visits.

II. ENFORCEMENT - HEALTH AND SAFETY

Level 1 School Readiness Enforcement

Service Improvement Agreement

The first Occurrence of a Class 1 Fine by the Child Care Licensing Program of Pinellas within a 24 month period will result in:

1. Provider will be placed on a Service Improvement Agreement (SIA).
2. Provider must submit a Facility Management Plan or Director Management Plan approved by Child Care Licensing.

Subsequent occurrence(s) of a Class 1 Fine by the Child Care Licensing Program of Pinellas within a 24 month period will result in:

1. The **Service Improvement Agreement** will be re-opened or amended to extend duration.
2. Provider must submit an updated Facility Management Plan or Director Management Plan approved by Child Care Licensing.

Level 2 School Readiness Enforcement

Parent Notification

All parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments who wish to remain with or enroll with the provider, are required to sign an acknowledgement of the Provider's license status or history of noncompliance under the following circumstances:

- A. Third occurrence of a Class 1 Fine by the Child Care Licensing Program of Pinellas within a 24 month period or
- B. Provider is placed on Probationary License or Suspension of Child Care License.

Parents choosing to keep their child enrolled with the provider must sign the acknowledgement to continue receiving School Readiness funding. CCR&R will assist

parents in finding alternate care if they choose to transfer. Parents choosing to keep their child enrolled with the provider who do not sign the acknowledgment will forfeit their School Readiness scholarship.

Nonpayment for School Readiness

Payment for School Readiness services will be suspended under the following circumstances:

A. Non-compliance with Staff-to-Child Ratios

A non-compliance related to staff ratios will result in suspension of School Readiness payment for the number of days affected by the non-compliance.

B. Suspension of Child Care License

Payment for School Readiness services will be suspended for all days impacted by the suspension period. Suspension in excess of ten (10) business days will result in the transfer of School Readiness funded children to alternate providers.

Termination of School Readiness Agreement

Notice of Intent to Revoke or Deny License will result in:

1. Immediate notification of all School Readiness families of the Notice of Intent to Revoke or Deny.
2. Termination of the School Readiness Agreement upon conclusion of appeal period unless an appeal is filed.* Provider will not be eligible to offer School Readiness services nor receive state funds for a period of one (1) year from termination of the Agreement.
3. Parents of School Readiness funded children will be notified that the funding for these programs with this Provider will cease. CCR&R staff will assist parents in finding alternate care. If parents choose to stay with their current Provider, they will forfeit their School Readiness scholarship.

*In the event a provider appeals the Intent to Revoke:

All parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, are required to sign an acknowledgment of the pending appeal if they would like to keep their child enrolled with the provider. CCR&R will assist parents in finding alternate care if they choose to transfer. Parents choosing to keep their child enrolled with the provider who do not sign the acknowledgment will forfeit their School Readiness scholarship.

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.7b | Title: School Readiness Provider Health and Safety- Informal Providers | |
| <i>Formerly addressed in:ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement,
Chapter 411, F.S.,
Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable health and safety requirements as outlined in the School Readiness Agreement.

Background: *Section 411.01(5)(c)2.f., Florida Statutes, requires each early learning coalition's CCDF-funded School Readiness program to provide a "healthy and safe environment." To implement this requirement, each early learning coalition must adopt local health and safety requirements that may meet but not exceed state or local licensing standards, applicable to all School Readiness (CCDF-funded) Providers in its geographic region, including unlicensed center-based Providers.*

Policy:

I. Staff Qualifications

1. Local Background Screening
Informal providers and all household members over the age of 18 years residing in the home must have an annual local background check with no disqualifying offenses identified in Chapter 435.04(2), Florida Statutes.
2. Affidavit of Good Moral Character
All residents in the home over the age of 13 years must submit a completed Affidavit of Good Moral Character.
3. Child Abuse Registry Clearance
All residents in the home over the age of 13 years must have a child abuse registry clearance.

II. Ratio

Adult-to-child ratio may exceed 1 provider with 6 children in the home; no more than 3 can be under the age of 2 years regardless of payment for care.

Household school-age children are not counted in the adult-to-child ratio. A provider may not care for unrelated children from more than one other household without a child care license

III. Supervision

Children must be supervised at all times. This is defined as children being within eyesight or hearing so that the provider can respond to the child's needs in a reasonable amount of time.

In the absence of the provider, there must be a screened substitute who meets the definition of Good Moral Character and is 18 years of age or older.

IV. Environment

The Informal Provider must be in compliance with all health and safety indicators on the Health and Safety Checklist (SR-61F-7).

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedure:

I. Monitoring

Staff Qualifications

1. Prior to approval as a School Readiness provider, all household members over the age of 18 years residing in the home must have a local background check with no disqualifying offenses identified in Chapter 435.04(2), Florida Statutes.
2. Prior to approval as a School Readiness provider all residents in the home over the age of 13 years must have a child abuse registry clearance and a completed Affidavit of Good Moral Character.

Providers are responsible for maintaining compliance with all Staff Qualifications. As a *courtesy*, the Coalition will notify providers of impending expiration of a local background clearance 90, 60 and 30 days in advance.

Environment

Prior to approval as a School Readiness provider, the provider must successfully pass a Health and Safety Checklist (SR-61F-7) conducted by the Coalition staff.

The Health and Safety Checklist will be conducted at least annually after initial approval.

II. Enforcement

Technical Assistance

Providers not in compliance will receive technical assistance from Coalition Staff, as needed. Progress will be reviewed within thirty (30) days to ensure compliance.

LEVEL 1 SCHOOL READINESS ENFORCEMENT

Service Improvement Agreement

Failure to demonstrate compliance after technical assistance will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

Subsequent occurrence(s) of any applicable incidents within a 24 month period will result in the Service Improvement Agreement re-opened or amended to extend duration.

LEVEL 2 School Readiness Enforcement

Staff-to-Child Ratios

Any non-compliance related to staff ratios will result in suspension of School Readiness payments for the number of days affected by the non-compliance for each School Readiness funded child in the home.

Nonpayment for School Readiness

Failure to comply with the terms of a Service Improvement Agreement will result in the suspension of School Readiness payments until compliance is demonstrated, for a maximum of ten (10) business days.

Failure to maintain compliance with staff qualification requirements could result in nonpayment for days affected by the non-compliance. Unresolved non-compliance could result in the termination of the School Readiness Agreement.

Parent Notification

All parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, must sign a waiver acknowledging the Provider's Non-Compliance.

LEVEL 3 School Readiness Enforcement

Termination of School Readiness Agreement – Level 3

Failure to demonstrate compliance upon conclusion of the non-payment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from the termination of the Agreement.

Parents of School Readiness funded children will be notified the funding for this program with this Provider will cease. CCR&R will assist them in finding alternate care. If parents/guardians choose to stay with their current Provider, they will forfeit their School Readiness scholarship.

Exhibits: Health and Safety Checklist (SR-61F-7)

Early Learning Coalition



of Pinellas County, Inc.

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| Policy: ELCPC-61.1.8 | Title: School Readiness Provider Program Assessment | |
| <i>Formerly addressed in: ELCPC- 61.2.1 and ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement, Chapter 411, F.S., Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable program assessment requirements as outlined in the School Readiness Agreement.

Background: *School Readiness providers are required to participate in the Program Assessment Process and correct all identified deficiencies in order to remain in compliance with this Agreement. The Coalition provides technical assistance to assist with required improvements.*

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

I. Initial Provider Approval

Coalition staff will use the *School Readiness New provider/Owner Review Tool* (SR-61F-10) to complete the program assessment and determine eligibility for school readiness certification.

The newly applying Provider must meet or exceed a score of 9 to be considered for certification. A new Provider receiving a score less than 9 will be required to make progress in identified areas and receive a subsequent visit for technical assistance and reevaluation prior to certification.

In addition, Coalition staff may require a Provider who scores over 9, but has areas of concern, to make progress in identified areas and receive a subsequent visit prior to certification.

II. New Owner or Location Approval

In the event a School Readiness Provider changes ownership, the new owner will be offered a Provisional School Readiness Provider Agreement for 90 days. Coalition staff will use the *School Readiness New Provider/Owner Review Tool* (SR-61F-10) to determine eligibility for School Readiness certification within 30 days.

The Provider must meet or exceed a score of 9 to be considered for certification at the end of the 90-day period. A new Provider receiving a score less than 9 will be required to make progress in identified areas and receive a subsequent visit prior to execution of a standard School Readiness Provider Agreement.

In addition, Coalition staff may require a Provider who scores over 9, but has areas of concern, to make progress in identified areas and receive a subsequent visit prior to execution of a standard School Readiness Provider Agreement.

III. Maintenance of Compliance

School Readiness Program Assessment

Coalition staff will conduct an annual Program Assessment of School Readiness Providers using the *Program Review for School Readiness Providers* (SR-61F-11). School Readiness Providers will be required to meet or exceed a score of 3 (Meeting Coalition Standards).

The Provider is required to participate in the Program Assessment process and correct all identified deficiencies (areas that fail to meet Coalition Standards) in order to remain in compliance with the School Readiness Agreement.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. Monitoring

The Coalition will conduct Program Assessments for School Readiness Programs.

Onsite Monitoring

1. Onsite Program Assessments will be unannounced.

2. Following a Program Assessment, the Program Support Specialist and the Director/Owner will review the Program Assessment results for compliance and determine goals to improve quality.
(Sanctions could apply; please see Enforcement below.)
3. The Coalition reserves the right to reassess the program as needed.

II. Enforcement- Program Assessment

Failure to demonstrate compliance with a minimum score of 3 (Meets Coalition Standards) on the Program Assessment will result in:

Technical Assistance

Providers not meeting Coalition Standards on any Program Assessment will receive technical assistance from Coalition Staff as needed.

Level 1 School Readiness Enforcement

Service Improvement Agreement

Failure to demonstrate compliance with the Program Assessment after technical assistance will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concern(s).

Level 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with the terms of a Service Improvement Agreement will result in the suspension of School Readiness payments until compliance is demonstrated, within a maximum of ten (10) business days

Level 3 School Readiness Enforcement

Termination of School Readiness Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the Agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's School Readiness program will cease and CCR&R staff will assist parents in finding alternate care. Parents will have up to 10 days to find an alternative School

Readiness provider. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness Scholarship.

DRAFT

Early Learning Coalition



of Pinellas County, Inc.

| | | |
|--|--|--|
| Policy: ELCPC-61.1.9 | Title: School Readiness Provider Child Assessment | |
| <i>Formerly addressed in: ELCPC- 61.2.1 And ELCPC-61.2.2</i> | Review Date: September 2011 | Next Review Date: August 2012 |

References: School Readiness Provider Agreement,
Chapter 411, F.S.,
Child Care Development Fund (federal)

Purpose: To provide interpretive guidelines for applicable child assessment requirements as outlined in the School Readiness Agreement.

Background: Each Provider administers a pretest to School Readiness funded children when they enter a program and a posttest administered to children when they leave the program. (s. 411.01(5)(c)2.d., F.S.)

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

Providers may choose any age appropriate assessment tool or process. Providers are not required to purchase a published assessment tool. Ongoing portfolio assessment is acceptable.

Note:

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Onsite Monitoring

Onsite monitoring will be unannounced and include a review of Child Assessments.

Desk Audit Monitoring

Providers will be notified five (5) business days in advance of desk audit monitoring and must submit samples of Child Assessments for School Readiness children identified by Coalition staff.

II. ENFORCEMENT

Failure to provide adequate written and observable pre-post assessments may result in:

Technical Assistance

Providers not meeting Child Assessment requirements will receive technical assistance from Coalition staff. Assessments will be reviewed again within six (6) weeks to ensure compliance.

LEVEL 1 School Readiness Enforcement

Service Improvement Agreement

Failure to demonstrate compliance with the Child Assessment Requirements after technical assistance will result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to address concerns.

LEVEL 2 School Readiness Enforcement

Nonpayment for School Readiness

Failure to comply with terms of the Service Improvement Agreement will result in suspension of School Readiness payment until compliance is demonstrated, within a maximum of ten (10) business days.

LEVEL 3 School Readiness Enforcement

Termination of School Readiness Agreement

Failure to demonstrate compliance upon conclusion of the nonpayment period will result in Termination of the School Readiness Agreement within 10 days. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the agreement.

Parents of School Readiness funded children will be notified that the funding for this Provider's program will cease and CCR&R staff will assist them in finding alternate care. Parents will have up to 10 days to find an alternative School Readiness provider. Parents choosing to keep their child enrolled with the terminated Provider forfeit their School Readiness scholarship.

Early Learning Coalition



of Pinellas County, Inc.

| | | |
|--|---|---|
| Policy: ELCPC-61.3.5 | Title: School Readiness Attendance Documentation | |
| <i>Formerly addressed: ELCPC- 61.2.1 and ELCPC- 61.2.2</i> | Review Date: September 2011 | Next Review Date: September 2012 |

References: School Readiness Provider Agreement

Purpose: To establish procedures for School Readiness Attendance documentation.

Background: School Readiness Provider Agreement states:

Maintain daily sign-in and sign-out sheets and submit accurate monthly attendance documentation. The Provider is required to document attendance on a daily basis with full parent signatures in ink at the time of arrival and pickup with the times noted (with the possible exception of entry of school age children into aftercare), accurately document absences, and review and submit monthly attendance to the Coalition.

This Coalition policy and procedure is inclusive to all caregiver settings: child care center, licensed family child care home or informal provider receiving School Readiness (SR) funding.

Policy:

Providers are required to maintain the sign-in/sign-out sheets with the time of student drop-off and the time including a.m./p.m., of student pick-up recorded in ink. These must be completed and signed daily by parent/guardian or other authorized persons. Complete parent signatures or first initial and full last name are required. Initials are not accepted unless this is a parent's legal signature. Inaccurate, incomplete, and/or problematic attendance records may result in a delay or loss of payment.

Note:

Reasonable evidence of a provider intentionally falsifying any documents related to School Readiness services will result in the Termination of the School Readiness Agreement in accordance with the **Provider/Client Fraud Policy (ELCPC-50.1)**. Cases of suspected fraud will be reported to the Florida Department of Financial Services and Florida Department of Law Enforcement as appropriate.

Providers are prohibited from requiring School Readiness parents to cover payment for lost revenue due to violations of the School Readiness Agreement.

Providers may appeal action taken in accordance with this policy with the [School Readiness/VPK Grievance and Dispute Resolution Policy \(ELCPC-10.1\)](#).

Procedures:

I. MONITORING

Provider must retain sign-in/sign-out sheets for a minimum of five (5) years. Records must be retained onsite for a minimum of one (1) year. During site visits, Coalition staff will monitor the sign-in/sign-out sheets for School Readiness child/children **for the current month and at least two (2) previous months**. Children on site at the time of the monitoring will be verified by comparing the sign in/out sheet with the reimbursement records submitted for payment.

II. ENFORCEMENT

The Early Learning Coalition is prohibited from reimbursing for School Readiness Services without required Child File Documents.

Technical Assistance

Technical assistance on child file documents and attendance documentation will be provided as needed.

Nonpayment for School Readiness

Discrepancies found during the attendance monitoring will result in a payment adjustment.

Additionally, a noncompliance related to Child File Documents will result in:

LEVEL 1 School Readiness Enforcement

Service Improvement Agreement

Failure to comply with Child File Documentation Requirements after technical assistance may result in a Service Improvement Agreement. The SIA clearly defines goals and timeframes to correct concerns.

LEVEL 2 School Readiness Enforcement

Parent Notification

Continued noncompliance with Child File documentation will result in all parents of School Readiness Funded Children enrolled with this Provider, including existing and new enrollments, being notified that the provider is at risk of having the School Readiness Agreement terminated due to noncompliance.

LEVEL 3 School Readiness Enforcement

Termination of Agreement

Failure to demonstrate compliance with the terms of the Service Improvement Agreement will result in Termination of the School Readiness Agreement. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of the agreement.

Parents of School Readiness funded children will be notified that the funding for this program will cease and CCR&R staff will assist them in finding alternate care. Parents choosing to keep their child enrolled with the suspended Provider will forfeit their School Readiness scholarship.

Exhibits: None

DRAFT

Early Learning Coalition of Pinellas County, Inc.

September 12, 2011

Subject: Coalition Plan Amendment

BACKGROUND

The Plan Amendment presented updates the following areas:

| Section | Description | Change |
|------------------|--------------------------|---|
| Attachment 1.3.1 | Eligibility Priorities | Replaces Evenstart with Clearwater Family Literacy Program |
| Element 3.5.1 | Family Support Services | Eliminates Family Needs Survey and instead provides families with information on 2-1-1 Tampa Bay. |
| Element 3.6.1 | Unique Populations | Replaces Evenstart with Clearwater Family Literacy Program |
| Element 5.4.1 | Inclusive Early Learning | Revises outcome measures related to Supportive Intervention Services |

RECOMMENDED COALITION ACTION

To amend the Coalition Plan as presented.

Supporting Documentation Attached:

Amended Plan Attachment and Elements

Approval

Chair Signature

Date

**Early Learning Coalition of Pinellas County, Inc.
Policy ELCPC-60.1.1**

**School Readiness Child Care Scholarship
Service Categories and Eligibility Priority**

Referral/Non-Waitlist Priority Service Categories

- 1A. Temporary Assistance to Needy Families (TANF)
 - PART I: Receiving or Applying for Cash Assistance
 - PART II: TANF Child Only (Non-Referral Program)
 - PART III: TANF Respite Child Care
- 1B. Children At-Risk of Abuse/Neglect or Abandonment
- 1C. Temporary Assistance to Needy Families (TANF)/Transition Child Care (TCC) or Education/Training (TCC/TEd)
- 1D. TANF "At-Risk" Relative Caregiver Program
- 1E. Income Eligible Children Referred by:
 - Workforce Development Employment Training Eligible
 - ~~Clearwater Family Literacy Program~~~~Even Start Participants~~ or Teen Parenting Program
 - Independent Living Foster Children with Children
- 1F. Income Eligible 4- Year Olds participating in a VPK Program

Waitlist Priority Service Categories

- 2A. Non-Federal Eligible 4 Year Olds
- 3A. Income Eligible Children Ages birth to 5 prior to kindergarten eligibility.
- 4A. Income Eligible Children Ages 5 through third grade.
- 4B. Income Eligible Families Where One or Both Parents/Guardians are in Training/Education and/or Work Activities
- 4C. Parent/Guardian Receiving Supplemental Security (SSI) or Social Security Disability Assistance
- 4D. Parent/Guardian who is Temporarily Disabled
- 4E. Special Needs Children ages 13 through 18 years

- 4F. Two Parent/Guardian Families Where Only One Parent/Guardian is employed
- 4FA. Three and Four Year Olds Who are Not Economically Disadvantaged and Were Previously Served by the Florida Education Finance Program as Exceptional Students.

Child Care Purchasing Pool

Non-Waitlist Priority Service Categories

- 1a. Employee Benefit

Waitlist Priority Service Categories

- 2A. *Coordinated Child Care Contribution*
Income Eligible Children Ages birth to 13 (\$905,000)
- 2B. *Community Provider Contributions*
Income Eligible Children Ages 5 to 13. (\$300,000; Approximately 170 school age slots).

3.5 Family Support Services

3.5.1. Describe how the coalition ensures the provision of family support services to help achieve economic self-sufficiency. (s. 411.01(5) (c) 1.d., F.S.)

Response Assessment: Evaluation

Description:

~~At intake and redetermination, families are provided information on 2-1-1 Tampa Bay and the resources they provide linkages to that do not have a community-based case manager (income-eligible) are provided with a social services checklist. This list asks them to identify any needs other than child care. (i.e. mental health counseling, food stamps, housing assistance, etc.) If they identify a need, staff then provides them with information on where to obtain the assistance. Documentation is reviewed during the annual file audit.~~

Child care providers also provide critical linkages to social services. Providers with an established relationship with a family can provide unique supports, but they must have knowledge of the services available. The Coalition is designing training for providers on identifying social service needs and provide the linkages to community resources.

Identify expected results relative to this element in the chart below:

| Required Element | Current Situation | Objective | Activities | Outcome |
|--------------------------------|---|--|---|---|
| 3.5.1. Family Support Services | Families that do not have a community-based case manager receive a Social Services Checklist. Parents needing assistance with social, educational, health or economic services areas are referred to <u>the appropriate agency 2-1-1 Tampa Bay.</u> | 1. Assist families in identifying their social service needs and <u>provide families with the</u> linkages to community resources. 2. Increase knowledge of providers working with families in identifying their social service needs and provide the linkages to community resources. | 4.1 Information on 2-1-1 will be included in all intake and redetermination packets given to families. <u>a- Assess needs of parents using the Family Needs Questionnaire.</u> <u>1.b. Refer families to appropriate agencies for assistance.</u> | 1. <u>100% of families will receive information on 2-1-1 Tampa Bay.</u> 100% of eligible families (who are not identified as receiving case management service.) will be offered referral to appropriate social services as reported on quarterly reports. 2. 75% Providers who |

| Required Element | Current Situation | Objective | Activities | Outcome |
|------------------|-------------------|-----------|---|---|
| | | | <p>2.a. Develop a matrix of local social services available.</p> <p>2.b. Offer quarterly training to providers on identifying social service needs of families and provide the linkages to community resources.</p> | <p>attend training will demonstrate increase in knowledge on pre/post assessment.</p> |

3.6 Unique Population Groups

3.6.1. Describe how the coalition ensures that support services are provided to families from unique population groups, as identified in the Standard Levels of Service. (s. 411.01(5) (d) 4.j., F.S.)(45 CFR 98.44; 45 CFR 98.50(a))

Response Assessment: Evaluation

Description:

The Coalition funds the Florida First Start program which provides services to children identified as being at high risk for school failure. These children come from unique populations (i.e. ESOL families, teen moms, multiple births, substance exposed children, etc.) Individual case management and in-home visitation is provided to these families.

Identify expected results relative to this element in the chart below:

| Required Element | Current Situation | Objective | Activities | Outcome |
|---------------------------------|---|---|--|---|
| 3.6.1. Unique Population Groups | Florida First Start offers home visitation programs assisting families from unique populations. They are assessed using Infant/Toddler Home Inventory by Bettye M. Caldwell and Robert H. Bradley- from the NCAST Training Model (Nursing Child Assessment Satellite Training). (HOME) This tool designed to look at the child's learning in the home environment. It is completed twice a year- on 24 months to 4 years of age children with | 1. Provide ELCP resources to families and children from diverse cultural and linguistic populations to support child development and emergent literacy. | 1. FFS staff will conduct regular home visits and facilitate developmental playgroups. 1. 1.b. Children birth through five years of age will be assessed twice a year using Ages and Stages to determine if they are reaching developmental milestones | 1. a. 80% of families participating in Florida First Start for 6 months or more will show gains in the HOME assessment. 1. b. 100% of all children birth through five years of age enrolled in the program will be developmentally screened using Ages and Stages twice a year unless they are being evaluated by another program. |

| Required Element | Current Situation | Objective | Activities | Outcome |
|------------------|--|---|--|---|
| | <p>parent input. All Children are developmentally assessed using Ages and Stages to determine if they are reaching developmental milestones or need possible intervention. Families are encouraged to reach out to services and opportunities that will increase their self sufficiency and family literacy skills.</p> <p>Young adults who have aged out of the foster care system may participate in the Independent Living Program through Camelot. This program provides subsidies for young adults working or attending a training/education program.</p> <p>The Even Start Program <u>Clearwater Family Literacy Program</u> provided by the Pinellas</p> | <p>2. To provide School Readiness services to families participating in the Independent Living Program.</p> <p>3. To provide School Readiness services to</p> | <p>2. Coalition and CCC staff will coordinate with Eckerd Youth Services, community based care provider to offer School Readiness Scholarships to qualifying Independent Living Program participants with children.</p> <p>3. Coalition and CCC staff will coordinate with the Even Start<u>Clearwater Family Literacy</u> Program with the Pinellas County School District to offer School Readiness Scholarships to qualifying Even Start Program participants.</p> | <p>2. 100% of children of eligible participants of the Independent Living Program will receive School Readiness Scholarships contingent upon availability of funds annually.</p> <p>3. 100% of children of eligible participants of the Even Start<u>Clearwater Family Literacy</u> Program will receive School Readiness Scholarships contingent upon availability of funds annually.</p> |

| Required Element | Current Situation | Objective | Activities | Outcome |
|------------------|---|--|------------|---------|
| | County School District offers both family literacy and adult education for parents who have not completed their high school education. Many of the participants are teen parents. | families participating in the Even-Start <u>Clearwater Family Literacy</u> Program. | | |

5.4 Discretionary Funds Related to Inclusive Early Learning

5.4.1. Describe activities the coalition will implement to enhance inclusive early learning. (ACYF-PI-CC-99-05)

Response Assessment: Evaluation

Description:

To provide inclusive early learning opportunities, training will be offered to all providers countywide and interested parents and other professionals.

Identify expected results relative to this element in the chart below:

| Required Element | Current Situation | Objective | Activities | Outcome |
|---|--|--|--|---|
| 5.4.1. Inclusive Early Learning Quality Improvement Opportunities | <p>The Inclusion Specialist provides training and technical assistance to the providers as requested. Training and technical Assistance includes but is not limited to: curriculum issues, strategies for managing behavior, child development concerns, health, environmental adaptation, laws and regulations and specific disabilities.</p> <p>The Program for Inclusive Early Care and Education (P.I.E.C.E.) assists educators in working with children</p> | <p>1. Improve provider confidence in working with children with special needs and challenging behaviors.</p> <p>2. Improve effectiveness of inclusive early learning programs.</p> | <p>1. a. Provide Inclusion Warm Line services including but not limited to: phone consultation, onsite observation & technical assistance and parent consultation.</p> <p>1.b. Provide training as it relates to special needs children on a variety of topics including social emotional and behavioral training.</p> <p>2.a. Host annual Inclusion Conference and in-service training on inclusive practices.</p> <p>2.b. Provide onsite</p> | <p>1. 80% providers consulting the Warm Line will indicate improved confidence in working with children with specific special needs or challenging behaviors annually.</p> <p><u>75% of children who receive individualized Supportive Intervention Services will pass the ASQ or the ASQ:SE rescreen</u></p> |

| Required Element | Current Situation | Objective | Activities | Outcome |
|------------------|---|-----------|---|--|
| | <p>with special needs and challenging behaviors. P.I.E.C.E. training includes intensive education and coaching in Positive Behavior Supports and <i>Beyond Differences and Diagnosis: Celebration of Inclusion for All Children</i>, (Dr. Pam Phelps). Participants attend training sessions and then are further supported through on-site coaching and materials.</p> | | <p>technical assistance and training by intervention specialists.</p> | <p><u>75% of providers who receive site-based Supportive Intervention Services will meet and complete the Case Plan Goals</u> 2. 50% of children re-screened after supportive interventions will pass the ASQ-3.</p> |

From: [Carrie Culbertson](#)
To: [Lindsay Carson](#)
Cc: [Janet Chapman](#)
Subject: FW: Hosting a Mentor
Date: Tuesday, August 30, 2011 11:25:49 AM

Carrie B. Culbertson

Director of Program Services

Early Learning Coalition of Pinellas County, Inc.

5735 Rio Vista Drive

Clearwater, FL 33760

Phone 727.548.1439 ext. 233

Fax : 727.548.1509

Email: cculbertson@elcpinellas.net

SUNSHINE LAW AND PUBLIC RECORDS CAUTION: All e-mails to and from are subject to Government-in-the-Sunshine Laws.

From: Karen Weiss [mailto:KarenW@tbclearwater.org]
Sent: Tuesday, August 30, 2011 11:19 AM
To: Cheryl Francis
Cc: Carrie Culbertson
Subject: RE: Hosting a Mentor

Good Morning,

I wanted to share with you regarding my meeting with Judy Pepper this morning.

Judy and I spent an hour together discussing our school readiness program, curriculum, planning, assessment and staff training requirements.

We also spoke about the benefit of having resource visits to assist in preparing individual special programming for students that may need the additional support.

I believe Judy left with a positive feeling. Judy knows that I am available to answer any questions she may have now and in the future.

Thank you for the opportunity to share our very positive experience with our partnership with the Early Learning Coalition and our community at large.

Karen
Temple B'nai Israel ECC

From: Cheryl Francis [mailto:cfrancis@elcpinellas.net]

Sent: Tuesday, August 16, 2011 12:54 PM

To: Karen Weiss

Subject: Hosting a Mentor

Mrs. Weiss,

I understand that Carrie Culbertson spoke with you about hosting a new SR director. Allow me to thank you for participating in this endeavor. Mentees are required to visit their host site by August 30th, so please ensure that arrangements are made prior to that date. However, the day and length of time of the visit is up to your discretion.

The contact information for the mentee director is:

Judy Pepper – Gan Chaya

(727) 772-0436/ (727) 789 0458

If you have any questions, please feel free to contact me.

Thank you,

Cheryl Francis - Program Support Specialist

Early Learning Coalition of Pinellas

5735 Rio Vista Drive

Clearwater, FL 33760

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Ph: (727) 548-1439 ext. 245

Fax: (727) 545-7538

“The best and most beautiful things in this world cannot be seen or even heard, but must be felt with the heart.” - Helen Keller

PLEASE NOTE THAT MY EMAIL ADDRESS HAS CHANGED TO cfrancis@elcpinellas.net and our website has changed to www.elcpinellas.net

FREE PREKINDERGARTEN FOR YOUR 4 YEAR OLD: If you live in Florida and have a child who turned 4 years of age by September 1st, your child is eligible for Florida's FREE Voluntary Prekindergarten Program. VPK classrooms offer high-quality programs that include high literacy standards, developmentally appropriate curricula, manageable class sizes, and qualified teachers. For information in Pinellas County please call 727-547-5782.

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