

# Early Learning Coalition



of Pinellas County, Inc.

## Provider Support Committee AGENDA

ELC Office

August 16, 2011 at 6:30 p.m.

August 17, 2011 at 1:30 p.m.

- I. Welcome and Introductions
- II. School Readiness Enrollment/Waitlist Update
- III. Coalition Plan Amendment
- IV. VPK Online Registration [www.vpkpinellas.net](http://www.vpkpinellas.net)
- V. Professional Development Requirements
- VI. Revised SR Compliance Policy
- VII. WorkNet Referrals
- VIII. Program Assessment Workshop
- IX. Transition of Family Services & Reimbursement
- X. Provider Concerns
- XI. Other
- XII. Next Meetings:
  - A. October 18<sup>th</sup> at 6:30 – *Could this be changed to 6 p.m.?*
  - B. October 19<sup>th</sup> at 1:30



## Provider Support Committee Meeting Minutes

ELC Office

June 14, 2011 at 6:30 p.m.

June 15, 2011 at 1:30 p.m.

- I. Welcome and Introductions
- II. Legislative Update
  - A. Early Learning Coalitions
    - i. DOE

Effective July 1, 2011 the ELC will move under the DOE instead of AWI. We are not anticipating drastic changes due to this. There was some worry on the part of the faith-based child care providers that moving under DOE would cause a conflict; however, we have been assured that the Office of Early Learning will be considered its own entity and will not be subject to state rules regarding religion and the public school system. The transition will slowly take effect up through October of this year so that providers operations and the families they serve are not impacted abruptly.
    - ii. AG Review

The Auditor General's office will be conducting a review of the coalition model statewide. They will be at the ELC in July to conduct an on-site audit.
  - B. VPK
    - i. Rate: decreased by 8%, effective July 1, 2011
    - ii. Ratios 1:11 or 2:20: increased in order to reduce the financial impact of the change in rate. Providers that have the approved capacity will now be able to accept more children; however some providers aren't able to accept more children due to the size of their homes and/or classrooms.

Q: Can providers teach two classes in one room? Can the children from these classes mingle?

A: Yes, so long as the space is large enough, and there is a Lead Teacher for each group of children. I.E. – Team Lead A teaches group A; Team Lead B teaches group B. Children from each group can mingle in the classroom setting.

Q: Why is there a minimum of 4 children per provider in order to do VPK?

A: The VPK program is not just to enhance academic skills but also to enhance social behavior skills, which can't be done in smaller

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groups. Children need to learn to function in a classroom type of environment, such as learning to raise their hand, share with others, and line up.

- iii. LPP Calculation: The readiness rate will become a set minimum score instead of the bottom 15%. The score is not yet established, but we expect an increase in LPP.

## C. School Readiness

- i. Cuts (\$1.4 in Pinellas): see III (C)

## III. Proposed SR Budget Cuts (pending board approval)

### A. Admin/NonDirect

- i. Freezing some positions
- ii. Freeze most travel

Internally, ELC is freezing vacant positions, reducing travel for staff, and Quality programs are being reduced and/or eliminated. Scholarships for providers to SPC will still be provided, but there will be either fewer scholarships or the amount of the scholarship will be reduced.

### B. Quality

- i. Quality Counts: being discontinued due to legislative budget cuts effective July 2011
- ii. Infant Toddler: an assessment tool for infant/toddler is being developed but is not being used at this time
- iii. Florida First Start: reduction in contract
- iv. SEEK:

The screening schedule for next year, starting July 1, 2011 is already in the hands of the SEEK team and they will be scheduling their screening. As usual, they will start with the centers with the largest number of SR children however, every child in the school will be screened. SEEK will contact the centers ahead of time so they can prepare.

Community screenings are for the general public and any center children who do not receive a School Readiness Scholarship. Free upcoming comprehensive developmental screenings will be held at: All Children's Hospital's Education and Conference Center, 701 4th St. S., St. Petersburg (7-12-11);

Mease Countryside Hospital 3231 N. McMullen Booth Rd. Safety Harbor (7-25-11);

St Ignatius 715 E. Orange, Tarpon Springs (8-12-11). Those interested in bringing their child should contact Bonnie Touchton at 727-548-1439 ext 226 to reserve their space.

### C. Slots

- i. School Age Reduction absorbs some impact on slots.

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- ii. No children to be disenrolled
  - iii. CCEP (if fully funded) is expected to fund school age children displaced from the school age reduction
- IV. School Readiness Enrollment/Waitlist Update
- A. Enrollment by Age/Funding: the ELC's focus is on enrolling more children ages 0-5
  - B. Waitlist: It is anticipated that the waitlist will move as children attrition out of the program. As part of the re-certification process for parents, ELC is finding children who are no longer eligible for subsidized care and this should create movement on the waitlist.  
Current Wait List: 3,446  
# of Children Enrolled in School Readiness: 6,674
- V. VPK Online Registration [www.vpkpinellas.net](http://www.vpkpinellas.net) : is expected to go live the beginning of July 2011. Providers should encourage parents to sign up and if a provider is able, they should have a computer in a main area for parents to use to do their on-line application. The website can be accessed from any computer. The Certificate of Eligibility will be mailed to the parent and it will be available electronically from the website for 90 days.
- VI. Professional Development
- A. Brain Research: At this time providers only need to take the Brain Research survey in order to be in compliance. Any provider who does not do their survey will not have their contract renewed this year. Providers should not try to sign up online for this training. The Professional Development department will be contacting individual centers and family child care providers with two training dates for them to choose from.
  - B. Desk Audits: At this point, ELC is only contacting providers who have outstanding items from their desk audit that need clarification. The purpose of the desk audit process was to determine if providers are on track with their training requirements. Providers who fail to meet their minimum training requirements will be placed on a Service Agreement and be required to make up the hours.
- VII. Program Assessment Tools
- A. Infant Toddler: currently being field tested
  - B. Preschool: this is the only tool being used by ELC program monitors
  - C. School Age: is in testing, but formally not being used at this time

Discussion: Some providers expressed concern over the tool, due to the individual children in their care. Providers states they are knowingly taking "hits" during assessment because certain activities are not realistic in an environment where the children are of mixed ages; there are many subject

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areas covered throughout the week while children are in care that may not be touched on during the 3-4 hour site visit by the ELC monitor. There is a multi-age assessment tool being discussed, but this is not yet developed. Suggestion: ELC should have a workshop strictly on the Program Assessment Tool. Per Lindsay, ELC is putting together photo templates of examples to post on the ELC website for provider guidance.

ERS Assessments: There is an Environmental Rating Scale which could be used for this purpose; however it doesn't measure teacher/student interaction. Until the School Readiness assessment tool is passed by all ELC providers with a 100% score, we will not conduct ERS assessments. The Program Services department is working on various versions of the different tools, and will pass these on to the providers as they are developed for feedback prior to using in the field.

## VIII. Family Child Care Home Representative

There is a vacancy on the Board of Directors for a Family Child Care Home Representative. This is posted on the ELC website with an application and a board job description for anyone who wishes to apply for this (voluntary) position. Interested parties should apply prior to August of this year.

## IX. Other

Discussion:

a) Too many vacancies in VPK, directors report that they have open spots in their child care centers. Parents still feel that VPK costs them money because of needing to pay for before and after care. ELC advertises the VPK program on their website and on billboards and printed material; it is up to the provider, as a business person, to market their own VPK program and draw students to enroll at their site.

b) WorkNet referrals: a number of providers reported gaps in pay and gaps in care for parents with a WorkNet referral. It was recommended that providers send case examples in writing to ELC so these can be researched and addressed with WorkNet during collaboration meetings that are held regularly. (Do not include names of parents or children – these should be phoned in after you have sent written cases to ELC staff, due to confidentiality)

c) CCR&R: As of July 1, this is moving in-house. Providers should contact ELC if there are open spots or changes to their programs. Information should be provided in writing, not verbally over the phone. The CCR&R line is a free marketing tool for providers and child care providers/centers names will be given out to parents regardless of whether or not the child care is full.

d) The Tarpon Springs CCC is closing. A new common eligibility pilot project is starting July 2011 at the Tarpon Springs Health Department. Parents should call CCC to set up an appointment there. Parents will be able to apply for child care and housing assistance using the same application. This pilot project will be looked at in January 2012 to determine if it should be implemented county

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wide.

e) Holiday Schedule: the changes to the requirements for holiday schedules are mandated by state guidelines. These guidelines were not followed prior to the ELC taking this function in-house. There is a maximum of two Professional Development days and 10 recognized holiday days. The holiday must be recognized (meaning, it must be publically acknowledged ). If a holiday falls on a weekend day, you may take off the Friday before, or the Monday after.

f) Resource Library: the Infant and Toddler Library is open for use by any provider who has a contract with ELC. It is open Monday through Friday and also available during some training when held on site at ELC. Suggestion: make the library available for new providers who are going through certification, so that they have resources to set up environment for licensing/certification process.

Note: any providers who are serving a special needs child can contact Bonnie Touchton at 727-548-1439 ext 226 if they need special toys or equipment to serve that child. Bonnie can also make referrals to Child Find, FDLRS, Early Steps, Directions for Mental Health, Suncoast Center and Pre K ESE.

g) When providers are in danger of losing their agreement (due to issues such as insurance or other licensing issues) parents are receiving letters telling them so. Parents are misreading information and getting confrontational with their providers. 30 days before insurance expires, ELC sends a letter out to the provider and also makes repeated calls to the provider as the expiration date draws close. Policy is applied uniformly to all providers and drafts of new policies are sent to providers for their review before being taken to the ELC board for approval and implementation. Suggestion: change wording of letter sent to parents.

## Q & A's:

Q: If a child registers for VPK at one center, and then decides to go elsewhere, is there any way to "hold" that registration at that first site? Providers are not getting enough children for VPK because people are signing up their child and then taking them elsewhere.

A: No, the law states the parent has free choice of where to place their child. You cannot charge a registration fee for the child, even if this is center policy. It is suggested that VPK providers create a waiting list so that if one parent pulls their child from your VPK program, you can contact other parents that have been placed on your waiting list to fill the slot.

Q: Can a parent call CCC or ELC to find out where they are on the wait list? Can a separate wait list be compiled for 4 year olds?

A: Unfortunately, no to both. There are too many variables in funding streams

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and the eligibility of individual children to tell a parent they are a certain number on the waiting list. Parents must call every 6 months in order to ensure their child does stay on the waiting list; CCC does a purge every month of parents who haven't updated their information within a 6 month time frame.

Q: Is the market rate for care changing in Pinellas?

A: It is up to the ELC board. Market rate hasn't been determined by the State; it comes out every other year. We will know the statewide market rate sometime in October 2011

Q: When will providers be receiving payments?

A: The September 2011 payment should be received by providers in August.

Q: Can providers go to training that isn't provided by ELC to meet their requirements? How about training being held outside of Pinellas County?

A: Providers should call the Professional Development department before signing up for a training being held by another entity, just to make sure that it will count and is by an approved organization. This will allow ELC to update providers training records and also make the department aware of outside training that may be taking place. Trainings held by the public university system will count (must be an accredited higher education institution) as well as some others. It is acceptable to go to trainings held in adjacent counties.

Q: Will ELC consider providing on-site training for child care centers?

A: No. This issue has been discussed previously and the ELC does not have the staff capacity to conduct on-site trainings.

Q: What is being done to reduce the wait time at CCC Family Services?

Providers are receiving complaints from parents that they spend all day in the waiting room.

A: VPK online registration should help reduce the wait time, as it won't be necessary for VPK parents to go into the CCC office. Other changes are being made by CCC to streamline the intake process. Recertification notices go out to parents 6 weeks in advance, to allow parents time to gather all documents needed and come in. However, if anything from the recertification packet is missing, CCC will return the packet unprocessed to the parent for completion. Recertification packets will not be processed or approved until filled out completely and all requested documents included with the package. Any one experience this problem can contact Lacey Sykes at CCC Family Services for resolve.

Q: If a provider is a foster parent, can they receive payment as a child care provider for their own foster child?

A: No. There is a federal mandate that prohibits individuals from receiving a

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child care payment as a provider along with a foster care payment. However a foster care child can be placed in care with another child care provider – just not in the foster parents own home day care. Because this is a federal mandate it cannot be changed at the local level.

Q: Is it the responsibility of the provider to report to ELC if the parent makes it known that they are not working and therefore not eligible for services?

A: The ELC will be establishing a tip line, which anyone can call into. The ELC samples about 150 families per week and also receive tips regarding ineligibility and fraud from a variety of sources. Providers should be cautioned that if the sampling process discovers fraud and it seems apparent that the provider was aware, it could be viewed as the provider being “in cahoots” with the parent and there could be repercussions based on this. Parents have 10 days to notify ELC if they lose their job, and get 30 additional days of care to find new employment.

- X. Reminder: The One Goal Summer Conference will be held in Tampa July 20<sup>th</sup> through July 22<sup>nd</sup>. ([www.onegoalsummerconference.org](http://www.onegoalsummerconference.org)) The 2011 NAEYC Annual Conference and Expo will be November 2-5 in Orlando, Florida. (<http://www.naeyc.org/conference/>)
  
- XI. Next Meetings:
  - A. August 16<sup>th</sup> at 6:30 p.m.
  - B. August 17<sup>th</sup> at 1:30 p.m.

## 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 &amp; 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>  <del>2. 50% of children re-screened after supportive interventions will pass the ASQ-3.</del></p>



**SCHOOL READINESS COMPLIANCE POLICY  
FOR**

**CHILD CARE CENTERS AND LICENSED  
FAMILY CHILD CARE HOMES**

**ELCPC-61.2.1**

**Unapproved DRAFT August 10, 2011**

## INTRODUCTION

The intent of this policy 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 Chapter 411, F.S., Chapter 1002, F.S., the Child Care Development Fund (federal) and local Board policies. This Coalition policy and procedure is inclusive to all caregiver settings: facility or home receiving School Readiness (SR) funding.

CH.411

*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.

School Readiness Providers must allow the Coalition or any contracted designee access to administer program monitoring, program assessment, child assessment, and screening. Providers who refuse access to Coalition staff will not be reimbursed for the affected day(s).

The Early Learning Coalition of Pinellas County, Inc. reserves the right to make exceptions to this policy.

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

DRAFT

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## SECTION I

### DEFINITIONS

**Age Appropriate Assessment:** An ongoing, systematic process that determines what children, both individually and as groups, know and can do in relation to their optimal development and supports and assists the teacher in planning and program evaluation.

**Agreement:** A binding document between two entities addressing the payment for a service Provider and the details of those services. Also known as Contract.

**Affidavit of Good Moral Character:** Affidavit signed by early childhood educators affirming they have not been found guilty of or plead no contest to, regardless of adjudication, any charges listed under the provision of the Florida Statutes or under any similar statute of another jurisdiction.

**Character Education Program:** Teaches children to apply basic character values to everyday life and promotes responsible behaviors and a positive culture and climate in the early education setting.

**Child Care Development Fund:** The Child Care Development Fund (CCDF) is a federal program that assists low-income families, families receiving temporary public assistance, and those transitioning from public assistance in obtaining childcare so they can work, attend training, or continue education. The purpose of CCDF is to increase the availability, affordability, and quality of childcare.

**Child Care Facility:** Includes any day nursery, nursery school, or other facility that provides child care with or without compensation. A center provides care for five or more children less than 13 years of age, not related to the operator by blood, marriage, or adoption, for less than 24 hours per day per child. Facilities may be licensed by the Child Care License Program or legally license exempt.

**Child Care Resource and Referral:** A free community service that offers information and referral services to all families who are seeking child care.

**Coordinated Child Care of Pinellas, Inc. (CCC)** - An agency contracted by the Early Learning Coalition of Pinellas County to administer designated School Readiness and VPK services.

**Developmentally Appropriate Curriculum:** A researched based curriculum that aligns with the Florida Early Learning Developmental Standards and addresses all developmental areas by a child's age. Implementation of a Developmentally Appropriate Curriculum is documented through lesson plans.

**Developmental Screening:** A brief, standardized procedure designed to quickly screen a large number of children to determine which individual children should be referred for further evaluation. Example: Ages and Stages Questionnaire-3 (ASQ-3).

**Early Childhood Professional Certificate (ECPC):** An approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through age 8 and meets or exceeds requirements outlined in s. 402.305(3)(c), F. S.

**Family Child Care Home:** A caregiver's home that is licensed per the Child Care License Program requirements where children are cared for by someone other than a parent or relative.

**Florida Child Care Professional Certificate (FCCPC):** Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)."

**Informal Care/ Relative Caregiver:** Typically, care by a relative or nanny in a child's home or caregiver's home, whose reimbursement is 50% the rate of licensed family child care homes. These Providers are not required to be licensed.

**Large Family Child Care Home:** A caregiver's home that is licensed per the Child Care License Program requirements with at least two full-time child care personnel on the premises during hours of operation and where child care is regularly provided for children from at least two unrelated households, with or without compensation and which. The maximum capacity is twelve children. However, if five (5) or less children are in care, the staff-child ratio will follow Child Care License Program requirements for a Family Child Care Home,

**Level 2 Background Screening:** Security background investigations which include, but are not limited to: fingerprinting for all purposes and checks in F.S. Chapter 435.04, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.

**Monitoring:** On-site visits and desk audits to evaluate compliance with contractual and programmatic requirements by the Coalition or any contracted designee.

**Service Improvement Agreement (SIA):** A corrective action plan resulting from non-compliance with policy, procedures, or terms of the School Readiness Agreement issued by the Early Learning Coalition outlining goals for service improvement.

**School Readiness Provider:** An early education and care provider certified to receive School Readiness funding.

**Unusual Incident:** An incident occurring at a child care site that involves the Provider, parents, or children that may cause negative public reaction against the Provider or Coalition.

## SECTION II

### NOTIFICATION REQUIREMENTS

Providers must meet notification requirements outlined in the School Readiness Provider Agreement in order to maintain compliance with the Provider Agreement.

**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.**

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 documents within ten **(10) days before** the change occurs:

- Completed Provider Change Notification Form
- 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 (or Change in Ownership Agreement)
- 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.

## **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
- Updated School Readiness Provider Application
- 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)

## **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 is 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.** The Change Form can be accessed on the Coalition website.

- Provider Change Notification Form

**Upon approval of the change, the Provider will receive (2) copies of an Amendment to the School Readiness Agreement that will have to be signed by the Provider and returned to the Coalition.**

## **PHYSICAL ADDRESS CHANGE**

If there is a change in the physical address where services are being provided, the Provider must notify the Coalition in writing and submit a Notification of Change Form at least **ten (10) days before the change occurs.** Change in the physical address requires a new Provider Agreement.

- Provider Change Notification Form
- 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.

### **CALENDAR CHANGES**

1. Temporary closure 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 twice).

2. Temporary closure due to circumstances **outside** the control of the Provider such as hurricanes or break in a waterline may be reimbursed. Notification of such closures must be submitted to the Coalition in writing within 24 hours.

### **TERMINATING OR DISCONTINUANCE OF SCHOOL READINESS PROGRAM**

Upon mutual 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 the 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.

## **UNUSUAL INCIDENTS AND FINES**

Providers must notify the Coalition of any Child Care Licensing fines or *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*.

### **A. MONITORING - NOTIFICATION REQUIREMENTS**

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

### **B. ENFORCEMENT - NOTIFICATION REQUIREMENTS**

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 Agreement**

Failure to demonstrate compliance upon conclusion of the nonpayment period 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 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.

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### SECTION III

#### HEALTH AND SAFETY

Reference:

*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.*

#### **Health and Safety Standards**

Licensing Standards and Classification Summaries are defined by the Child Care License Program for Child Care Centers and Family Child Care Homes. These documents may be viewed at [www.pclb.org](http://www.pclb.org).

#### A. MONITORING - HEALTH AND SAFETY

##### Child Care Licensing

Health and safety standards for child care centers and family child care homes are monitored by the Child Care Licensing 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.

B. ENFORCEMENT - HEALTH AND SAFETY

Level 1 School Readiness Enforcement

*Child Care Licensing*

**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.
- 3.

*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 fine history 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 the 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 that a provider is appealing 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.

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## SECTION IV

### PROGRAM ASSESSMENT

#### **Reference: School Readiness Provider Agreement**

*Program Assessment: The Provider is required to participate in the Program Assessment Process and to correct all identified deficiencies in order to remain in compliance with this Agreement. The Coalition will provide technical assistance to assist with required improvements. (411.01(4) (d) 8, Florida Statutes.)*

School Readiness Providers must provide an environment that supports children achieving the Florida Early Learning Developmental Standards.

#### **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.

#### **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.

### **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).

### **Compliance**

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.

#### **A. MONITORING – PROGRAM ASSESSMENT**

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.

B. 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 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.

**Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness funded children, enrolled with this Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of **nonpayment** following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having the School Readiness Agreement terminated due to noncompliance.~~

**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 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.

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**SECTION V**

**DEVELOPMENTALLY APPROPRIATE CURRICULUM AND  
CHARACTER EDUCATION PROGRAM**

**Reference:**

Each Provider must utilize 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.).

**Compliance options are outlined in policy, ELCPC-61.1.3 Developmentally Appropriate Curriculum and Character Education.**

**Curriculum Adoption**

Providers must document adoption of a Developmentally Appropriate Curriculum and Character Education program in compliance with Coalition policy.

**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.

**A. MONITORING - DEVELOPMENTALLY APPROPRIATE CURRICULUM AND  
CHARACTER EDUCATION PROGRAM**

**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 include a review 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.

## **B. ENFORCEMENT - DEVELOPMENTALLY APPROPRIATE CURRICULUM AND CHARACTER EDUCATION PROGRAM**

### **Adoption**

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

### **Implementation**

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.

**Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of nonpayment following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having their School Readiness Agreement terminated due to noncompliance.~~

**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 the 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.

**SECTION VI**

**PROFESSIONAL DEVELOPMENT**

School Readiness Providers and early education staff are required to complete in-service training, beyond the ten (10) hours required by Child Care Licensing. The “training year” is July 1 through June 30 for all providers regardless of the School Readiness Agreement terms. Training requirements are described 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 caring for. Only training taken during 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 take a two (2) hour Coalition approved training on “Shaken Baby Syndrome/SIDS.”

**Annual:**

3. In-service Training\* Requirement (In addition to the 10 hours required by Child Care Licensing).
  - a. 10+0 (10 total) Instructional hours per year for 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 for Staff with a FCCPC.
  - c. 10+10 (20 total) Instructional hours per year for Staff without a FCCPC.

\*Annual In-service training must address a minimum of four (4) Core Competency Areas or include professional conferences or college coursework related to Early Learning. All training must be approved by the Coalition in accordance with Policy ELCPC-61.1.1.

A. MONITORING – PROFESSIONAL DEVELOPMENT

- 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.

B. ENFORCEMENT – PROFESSIONAL DEVELOPMENT

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 30<sup>th</sup>) 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.

### **Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of nonpayment following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having their School Readiness Agreement terminated due to noncompliance.~~

## **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. The Provider will be ineligible to receive School Readiness funding for a minimum of one (1) year from termination of 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.

## SECTION VII

### DEVELOPMENTAL SCREENINGS

**Reference:**

**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.)**

Every child birth to five (5) years, not attending kindergarten or already receiving intervention services, and funded by School Readiness must be screened at the appropriate developmental milestones identified by the designated developmental screening instrument, *Ages & Stages Questionnaire-3*. 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.

#### A. MONITORING - DEVELOPMENTAL SCREENINGS

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

#### B. ENFORCEMENT - DEVELOPMENTAL SCREENINGS

Failure to complete and return accurate developmental screening documents ~~within the fifteen (15) day~~ by the 20<sup>th</sup> day of the months of receipt 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 screening requirements after 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.

### **Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness Funded Children, enrolled with the Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of nonpayment following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having their School Readiness Agreement terminated due to noncompliance.~~

## **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 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.

**SECTION VIII**

**CHILD ASSESSMENT**

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.)

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.

**A. MONITORING - CHILD ASSESSMENT**

**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.

**B. ENFORCEMENT - CHILD ASSESSMENT**

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.

#### **Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of nonpayment following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having their School Readiness Agreement terminated due to noncompliance.~~

### **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 the termination of 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.

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**SECTION IX**

**CHILD FILE DOCUMENTS**

**Reference: School Readiness Agreement**

*Providers are required to maintain the sign-in/sign-out sheets with the time of student drop-off and the time of student pick-up recorded. This must be completed and signed (complete parents signature required in ink) daily by parent/guardian or other authorized persons. Inaccurate, incomplete, and/or problematic attendance records may result in a delay or loss of payment.*

**A. MONITORING - CHILD FILE DOCUMENTS**

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. Coalition staff will monitor the sign-in/sign-out sheets for School Readiness child/children for at least two (2) months. During site-visits, Coalition staff will verify children on site at the time of the monitoring by comparing the sign in/out sheet with the reimbursement records submitted for payment ~~to Coordinated Child Care of Pinellas.~~

**B. ENFORCEMENT – CHILD FILE DOCUMENTS**

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 to be deducted from the next reimbursement for the Provider.

If necessary adjustments exceed \$1,000 or the total monthly reimbursement amount, Coalition Staff will meet with the Provider to establish a repayment plan to be approved by the Executive Director. Continued non-compliance may result in a Service Improvement Agreement, ~~or be referred to the Florida Department of Law Enforcement for further investigation.~~

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 will 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 their 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 the termination of 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.

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**SECTION X**

**CHILD CARE LIABILITY INSURANCE**

**School Readiness Agreement**

The Provider will maintain adequate child care liability insurance throughout the term of this Agreement and will ensure the Coalition or designee has a current **“Certificate of Insurance or is self insured with a ten (10) day notice to the Coalition or designee,”** throughout this contract year. Without adequate liability insurance, this Agreement will be canceled.

**A. MONITORING – CHILD CARE LIABILITY INSURANCE**

**Initial Approval**

School Readiness Agreements will not be executed without documentation of Child Care Liability Insurance. 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.

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.

## B. ENFORCEMENT – CHILD CARE LIABILITY INSURANCE

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 to have 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.

~~Upon notification of a lapse or cancellation of Child Care Liability Insurance, the Provider will be notified via telephone call (including voicemail) and email that he/she will have a maximum of ten (10) business days to provide the Coalition with a current, valid Certificate of Child Care Liability Insurance that meets Coalition requirements. The Provider will not receive payment for School Readiness services until compliance is demonstrated with a current, valid Certificate of Child Care Liability Insurance meeting Coalition requirements received in the Coalition office during normal business hours. School Readiness payment may resume when compliance is documented but will not be retroactive to any days the Provider was not in compliance.~~

#### **Parent Notification**

~~Simultaneously with Nonpayment for School Readiness services, above, all parents of School Readiness Funded Children, enrolled with this Provider, including existing and new enrollments, will be notified at the beginning of the ten (10) business days of~~

~~nonpayment following notification to the Provider (via email and telephone including voicemail) that the provider is at risk of having their School Readiness Agreement terminated due to noncompliance.~~

### **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 the termination of 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.

**SECTION XI**

**MULTIPLE NON-COMPLIANCE – ENFORCEMENT**

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**

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**SECTION XII**

**FRAUD**

Reasonable evidence that a provider is intentionally falsifying any documents related to School Readiness services will result in the Termination of the School Readiness Agreement in accordance with the **Coalition Fraud Policy (ELCPC-10.6)**. Cases of suspected fraud will be reported to the Florida Department of Financial Services and Florida Department of Law Enforcement as appropriate.

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