

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) calendar 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.