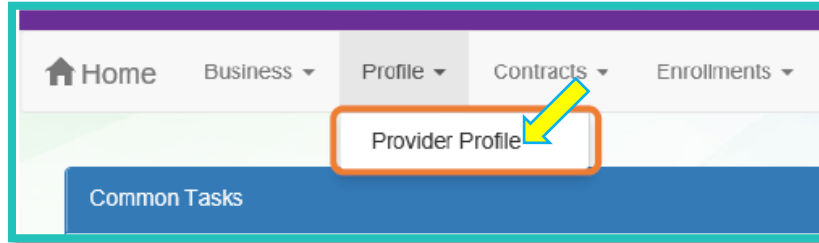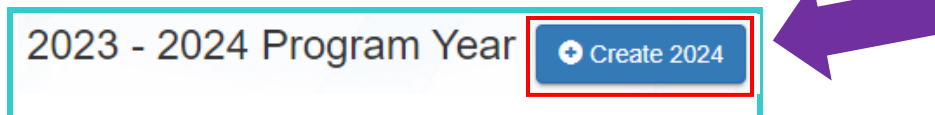# *2024–2025 Provider Profile Guide*

On your Provider Dashboard (Home page) click on Profile > Provider Profile
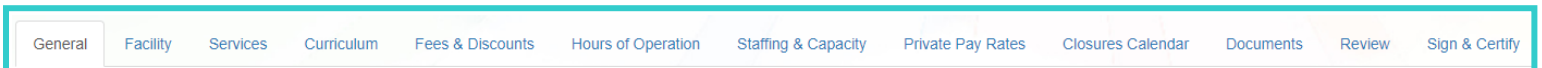

Once in your Profile, you will see

Follow steps below:

1. Click on **"Create 2024"**
2. Once you click on create, it will populate a new Profile for the new upcoming year and it will transfer everything you **currently have on your 2023/2024 Profile,** except for the Closures Calendar.
3. Please review each tab on your **new 2024/2025 Profile**, making any necessary changes for the new year. Carefully review and update the following tabs:

| General | Facility | Services | Curriculum | Fees & Discounts | Hours of Operation | Staffing & Capacity | Private Pay Rates | Closures Calendar | Documents | Review | Sign & Certify |

4. **General**: Check to make sure you have marked all contracts you wish to participate in and that your accrididation information is accurate
     - Once Reviewed for accuracy select the blue **Next** button

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5. **Facility:** Check the e-mail addresses and phone numbers and remove any you no longer wish to use. Update the director's information if you have changed directors recently.
    o   Confirm 7. License Expiration date is correct. *Please note that you may not have access to update your license expiration date, email Erin Russell when you submit your Profile*
    o   Once Reviewed for accuracy select the blue **Next** button

6. Legal Status

Licensed

7. License Details

License Number*	Expiration Date*
505101411	12/31/2021

License Type*

Regular

8. Provider Type *ⓘ

Center

Are you an accredited child care program certified by the United States Department of Defense and operating on a military installation? *ⓘ
○ Yes ○ No

6. **Services**: all fields must be completed. **SR providers**-Be sure to indicate that you do have a Character Development program, as this is a requirement (many curricula include a character development program).

9. Do you currently implement a character development program? *⚠
⦿ Yes ○ No

9.1 Description of Character Development Program (250 characters max)

o   Once Reviewed for accuracy select the blue **Next** button

7. **Curriculum:** Please remove curriculum that does not serve as your Primary curriculum.
    o   **VPK Providers:** add the curriculum that will be used for VPK if separate from Primary Curriculum.
    o   Once Reviewed for accuracy select the blue **Next** button

8. **Fees & Discounts:** an amount must be entered in every field. If you do not charge an amount, enter **(0)** in the amount field.
    o   Once Reviewed for accuracy select the blue **Next** button

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9. **Hours of Operation:** Question #1 must be answered and #2 must reflect the hours listed on the certificate of licensure.

- o Once Reviewed for accuracy select the blue **Next** button

10. **Staffing & Capacity:** ensure that the sum total of all group sizes is equal to the actual capacity number you entered.
   - o "Staff-to-child ratio" is the number of children that an **individual** teacher is responsible for. To reflect the actual ratio, the "teachers" column should always be 1. For example, if the age group has 2 teachers with one class of 20 children, put 1 "Teacher in Classroom" with 10 "Children in Classroom" and a "Group Size" of 20. Any age groups not served can be omitted.

- o Once Reviewed for accuracy select the blue **Next** button

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11. **Private Pay Rates:** Make sure the rates you entered match those on the private pay rate sheet you upload to the "Documents" tab and update the year on the rate sheet to reflect 2023-2024.
    o If you serve preschoolers, enter a rate for a 5-year-old to ensure that you will continue to receive payment for any School Readiness child in your program upon their 5th birthday.
    o Please answer the question above Daily Rates for School Readiness Program that says "Do you require the parent to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate?"
        ➢ If you answer "Yes" be sure that the fee is listed on your Private Pay Rate Sheet provided.

12. **Closure calendar:** Please note: the closure calendar is meant to capture ***the days your program will not accept children at all***; this is different from your VPK calendar as well as your School Readiness holidays*. If the closure calendar does not accurately reflect the dates your program is closed, it may cause errors in your attendance in the future.

> *Please note that days listed on your Provider Profile Closures Calendar do not ensure reimbursement for closure, Paid Holidays must still be listed on your School Readiness Contract*

   o Once Reviewed for accuracy select the blue **Next** button

13. **Documents:** Update any expired documents listed under the documents tab. **Do not** load into your Document Library
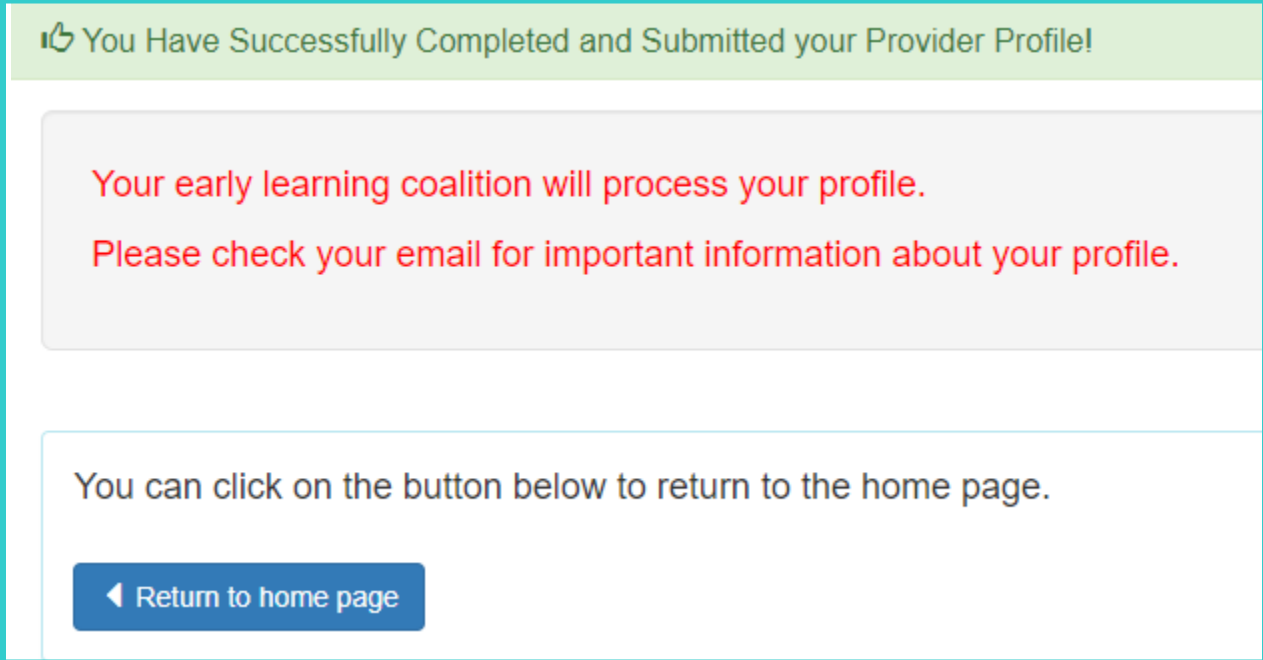

   o Once Reviewed for accuracy select the blue **Next** button

14. **Review**: You will review all changes made for accuracy.
    o Select the ➕ next to each area of your Profile
    o Once Reviewed for accuracy select the blue **Next** button

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15. Sign & Certify: You will enter your name and select ☐ Check box to certify by electronic signature
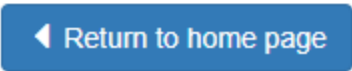- o   Click the green Submit button

16. You should then get the following message:

👍 You Have Successfully Completed and Submitted your Provider Profile!

Your early learning coalition will process your profile.

Please check your email for important information about your profile.

You can click on the button below to return to the home page.

◀ Return to home page

Coalition will review the following:

1.   Review each tab making sure everything is accurate. Please be sure to check back in case changes are requested of you.
2.   If everything is accurate, we will change your status to **"ACTIVE". Keep in mind your profile(s) must be active in order for SR & VPK Contracts to be initiated.**

To access Provider Portal user guide please click on the following link:

Provider Portal User Guide

Profile-Pages 35-53

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