

Compliance: Profile

- The provider must e-mail IRMO with the updates the system does not prompt us when information is updated. If there are discrepancies or issues in documents, address them quickly to avoid potential disruptions in funding or program operations.

If changes are NOT reported within 14 days a Technical Assistance and a Correction of the Plan will be implemented.

Address Issues Promptly:

Staff Changes:

- **New Hires or Departures:** New staff members or departures of key personnel: Vpk staff, VPK director, director, and administrative staff.

Expired Documents in Provider Profile:

- **License Status:** Changes in licensing status or accreditation.
- **Certificate of Licensure.** (Has to be updated annually)
- **Gold Seal Certificate:** (Has to be updated every 5 years)
- **Certificate Of Accreditation.** (Has to be updated every 5 years)
- **Private Child Care Pay Rates.** (When rates change)
- **E-Verify Supporting Documents.** (Has to be updated annually)
- **W-9:** (Has to be updated annually)
- **Proof of Liability Insurance.** (Has to be updated annually)
- **Proof of Unemployment Insurance.** (Has to be updated annually)
- **Proof of Automobile Insurance.** (If transporting children must be updated annually)
- **Sunbiz Documentation** (Has to be updated annually)

All documents need to be uploaded in your provider profile in the document tab not the document library.

Compliance: VPK Application

- The provider must e-mail IRMO with the updates the system does not prompt us when information is updated. If there are discrepancies or issues with teacher/director documents, classroom changes, or calendar changes address them quickly to avoid potential disruptions in funding or program operations.

Attendance Policy Submission

- Attendance Policy:
 - Verify provider listed the correct program year
 - States parents are required to verify attendance at the end of the month
 - Have a location for parent/guardian to sign
(Has to be updated yearly)

VPK Director ★

Provider will need to upload the following documents:

VPK Director's Credential (transcript or credential) (Must be updated every 5 years)

DCF transcript listing the following trainings:

Implementing the Florida Standards in Preschool Classrooms
(VFSP or SPC3TK)

Emergent Literacy for VPK Instructors (VPK, VPKR or VPK21)

Mathematical Thinking for Early Learners

Language and Vocabulary in the VPK Classroom (LVPK or LVPK21)

VPK Director Credential Course (DVPK)

Current Level 2 background screening with staff photo (Must be updated every 5 years)

Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK Instructors 

VPK LEAD

CDA or Staff Credential (transcript with credential listed is acceptable)
(Must be updated every 5 years)

DCF transcript with the following listed:
Implementing the Florida Standards in Preschool Classrooms
(VFSP or SPC3TK)
Emergent Literacy Requirement YES (Must be updated every 5 years)

Current Level 2 background screening with staff photo (Must be updated every 5 years)

Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK AIDE

Current Level 2 background screening with staff photo (Must be updated every 5 years)

Attestation of Good Moral Character (must have all lines complete) (Must be updated every 5 years)

VPK SUBSTITUTE:

- i. Qualifying Credential (one of the following):
- AA or higher in any field of study
 - CDA or Equivalent
 - 40-hour Introduction to Childcare Training
 - 30-hour Family Childcare training
 - Local School District requirements for substitutes

Current Level 2 background screening with staff photo (Must be updated every 5 years)

Attestation of Good Moral character (must have all lines complete) (Must be updated every 5 years)

Please make sure when uploading documents that you are selecting correct type:

Document Type:

<input type="radio"/>	Background Screening ⓘ
<input type="radio"/>	Affidavit of Good Moral Character ⓘ
<input type="radio"/>	Credential ⓘ
<input type="radio"/>	Additional Documentation

VPK Calendars

Start dates cannot be before the start date of the school district school year, in the county in the site is located

School Year Program must =540 hours

Summer Program must = 300 hours

Calendars have to be attached to each VPK classroom that is added.

VPK Class(es)

Provider must have a qualified Lead listed in each classroom

Provider may also have aides and substitutes listed

If your application gets rejected, you will get a detailed email of corrections that have to be made. Make sure when making changes to your application you must certify and submit after changes are made.

Unusual Incident

Details of the Incident:

Date and Time: Location: Individuals Involved: Description of the Incident.

notify the Early Learning Coalition:

- Email the completed Incident Report Form to ELC within [specific time frame, e.g., 24 hours] of the incident.
- If necessary, call [ELC contact phone number] to inform them of the incident and confirm receipt of the report.
- [If applicable, mention any attachments such as incident reports.
- Unusual Incident Notification. PROVIDER agrees to report unusual incidents to COALITION by no later than the close of business on the next business day of the unusual incident and to submit a written report to COALITION within three (3) business days from the date of the incident. For licensed providers, sending a copy of the incident report submitted for DCF to COALITION shall constitute compliance with this paragraph. An unusual incident is any significant event involving the health and safety of children under PROVIDER's care. Examples of unusual incidents include accusations of abuse or neglect against PROVIDER or PROVIDER's staff; the injury of a child that requires professional medical attention at PROVIDER's site or written notification from the child's parent that the child received professional medical attention; and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER's operation of VPK services

Reporting any changes on time is crucial for providers working with the Early Learning Coalition (ELC)

Administrative Efficiency: When changes are reported promptly, it helps streamline administrative processes. This can reduce the burden on the provider and the ELC, leading to more efficient handling of contracts and associated paperwork.

Notify the Early Learning Coalition when you start the process of selling your center.

- **Inform ELC:** Notify the ELC at least 30 days before you sell the daycare. This is important for updating records and addressing all compliance and contractual obligations.
- **Provide Details:** Share relevant details about the sale, including the expected timeline and contact information for both the current and new owners.

Prepare Documentation

- **Transfer Documents:** Prepare and gather all necessary documents for the transfer of ownership, including:
 - Proof of new owner's credentials
 - Updated facility licensing information
 - Contracts with the ELC cannot be transferred, the new owner must start a new contract with the ELC before serving children

Cocordinate with Regulatory Agencies

- **Licensing Updates:** Update the licensing information with your state's child care regulatory agency. The new owner will need to apply for a new license or update the existing license under their name.
- **Health and Safety Inspections:** Ensure that all required inspections and approvals are completed before the sale is finalized.

Transition Plan

- **Employee Notifications:** Inform employees about the change in ownership and provide any necessary documentation or support for their transition.
- **Parent Communication:** Notify parents of the upcoming change and provide them with any relevant information about the new owner and how it might affect their children's care.

Follow-Up

- **ELC Communication:** Confirm with the ELC that all necessary changes have been made and that the new owner is properly registered and compliant.
- **Ongoing Support:** Provide any additional support or information needed by the new owner during the transition period.



Calendar Closures.

- **Attendance Records:** Providers must report **closures** to ensure that enrollment and attendance records reflect accurate information.

Compliance with Regulations

- **Contractual Obligations:** Providers typically have contractual obligations to report calendar closures. Compliance with these requirements helps avoid penalties or breaches of contract.

Best Practices for Reporting Calendar Closures

- **Advance Notice:** Provide advance notice of any planned closures according to the ELC's requirements or timelines **14 days before the closure**.
- **Clear Communication:** Communicate the dates and reasons for closures, using the preferred methods outlined by the ELC.
- **Documentation:** Keep accurate records of reported closures and any related correspondence for future reference and compliance.

Accurate Funding and Reimbursements.

- **Funding Adjustments:** The ELC often bases funding and reimbursements on actual service delivery. If a provider closes on specific dates (e.g., holidays, vacations), timely reporting helps ensure that funding is adjusted accordingly.
- **Avoid Overpayments:** Accurate reporting prevents overpayments for days when services are not provided, avoiding potential financial discrepancies or issues.

Calendar Closures

Available: ☐ December 24, 2024 ELC Closure Selected: ☒ 4 ELC Closure

July 2024							August 2024							September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31																		
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52							
53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108
109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164
165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248
249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276
277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304
305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332
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361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388
389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416
417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444
445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472
473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500
501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528
529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556
557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584
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613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640
641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668
669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696
697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724
725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752
753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780
781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808
809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836
837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864
865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892
893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920
921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948
949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976
977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004
1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032
1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060
1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088
1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116
1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144
1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172
1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200
1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228
1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256
1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284
1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312
1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325															

Why Sign-In and Sign-Out Matter.

1. **Safety and Security:** The sign-in and sign-out system helps us maintain an accurate record of who is always present in the facility. This information is essential in case of emergencies, such as evacuations or natural disasters, allowing us to account for every child and ensure no one is left behind.

Accurate Attendance Records: Keeping precise records of attendance helps us monitor each child's participation and engagement. This data is also critical for tracking patterns, planning activities, and addressing any concerns related to a child's attendance or well-being.

Fill Out the Sign-In Section

Date>Month>Year for which you are recording attendance.

- Providers must use either the **“doing business as”** or **“principal name that is in the contract.”** In the sign-in-out template.
- **Child's Name:** List each child's full name as it appears in the **payment certificate records**.
- **Arrival Time:** Record the time each child arrives at the facility. Ensure this time is noted accurately.

Parent/Guardian Signature: Have the parent or guardian sign with a **full clear signature** beside their child's name to confirm the arrival time.

Review and Verify

Accuracy Check Ensure that all times and signatures are correctly entered. Double-check for any missing information.

Consistency Confirm that the recorded times match the actual arrival and departure times.

Address Any Issues If there are discrepancies or missing information, address them promptly. This might involve contacting ELC for clarification.

Compliance: Ensure that your sign-in/sign-out process complies with ELC guidelines and any applicable regulations.

Example Layout of a Sign-In/Sign-Out Sheet

Example Layout of a Sign-In/Sign-Out Sheet

Date	Child's Name	Arrival Time	Parent/Guardian Signature	Departure Time	Parent/Guardian Signature
08/01/2024	John Doe	08:00 AM	Jane Doe	04:00 PM	Jane Doe
08/01/2024	Mary Smith	08:15 AM	Mark Smith	03:45 PM	Mark Smith

Legibility: Ensure that all entries are legible and written and make sure to use black ink.

Parent Sign-in/ Sign-out Sheet

Month: _____

Provider Name: _____

Room # _____ Class _____ Child's Name _____

[illegible]

Excuse Note & Incorrect coding:

Accurate Enrollment and Attendance Tracking and deadline and Compliance

Absences:

Reimbursement shall be authorized for no more than **three (3) absences** per calendar month per child except in the event of extraordinary circumstances.

The parent justified the excessive absence for an additional ten (10) days. Extraordinary circumstances **does not include vacation or recreational time.**

Excuse Note: This note should be filled out and signed by a parent or guardian. Return the completed form to the school office or your child's teacher. See below sample

Child's Full Name: _____

Date(s) of Absence: _____ Reason for Absence: _____ (e.g., illness, , medical appointment, etc.)

- Parent/Guardian Name: _____ Phone Number: _____

Full Signature: of the parent confirming that the above information is accurate and authorizing the absence of my child from school on the specified date(s).

- Parent/Guardian Signature: _____ Date: _____

Incomplete forms will not be processed or reimbursed.

Attendance Incorrect Coding:

- **Incorrect Codes:** Using the wrong code for a child's absence or attendance can lead to errors in tracking and missing payment.
- **Common Mistakes:** Common errors include the difference between three (3) excused absences and the 4th excused absence **with the note.**

See the legend of the attendance coding below.

X	Enrolled/Present
A	Absent
N	Non-Reimbursable Day
NS	Non-Scheduled Day
H	Paid Holiday
T	Terminated/Enrollment Ended
•	Closed
CR	Reimbursable Temporary Closure Day
CN	Non-Reimbursable Temporary Closure Day
	Attendance has not started

If the coding is incorrect this will affect your payment.

PARENT STATEMENT EXCUSE FORM

Child Care Name: _____

Please excuse Student's/Child Legal Name: _____ for being
absent on the days below:

Date(s) of Absence(s) Date and Year: _____

Please check the absence reason that applies:

- ☐ Illness or injury (Please submit doctor's excuse/note if available.)
- ☐ Death or serious illness of immediate family member with appropriate documentation
- ☐ Court ordered visitation with appropriate documentation (i.e., court order).

____ Other reason _____

Explanation _____

Parent or Guardian Signature: _____

Contact Information: _____

Date: _____

Extraordinary circumstances do not include vacation or recreational time.



REVVER/FILE UPLOAD.

All documents must be uploaded by the 3rd business day for payment purposes.

Organizing and uploading the documents into the appropriate folders. Ensuring that these documents are correctly categorized and placed is crucial for maintaining our records for easy access

VPK:



Fiscal Year 2024-2025
5/14/2024



VPK Certificates



VPK Short Forms



VPK Sign In & Out Sheets

SR:



Fiscal Year 2024-2025
5/14/2024



Excuse Notes Sample Templates
5/14/2024



RWA
5/14/2024



Transportation Log
5/14/2024

Trans-tation Log

Provider Name:

Driver Instructions: Before transporting the children, the driver must record the current date, departure location and departure time, each child's first and last name, and place an "X" in the "In Vehicle" column for each child as the child enters the vehicle. Upon arrival at the destination, the driver must: (1) Record the arrival time, (2) Watch each child exit the vehicle and place an "X" in the "Out of vehicle" column after each child has exited the vehicle, (3) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (4) Immediately sign and date the log after the physical inspection and visual sweep, attesting all children have exited the vehicle.

2nd Staff Member Instructions (Large Family Child Home Only): Upon arrival at the destination, a 2nd staff member must: (1) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (2) Sign and date the log immediately after conducting the physical inspection and visual sweep, attesting all children have exited the vehicle.

[illegible]

By signing below, I attest to the following: (1) I have performed a physical inspection and visual sweep of the entire vehicle from front to back, including all rows, seats and under seats, (2) All children safely exited the vehicle and are accounted for, and (3) No children were left in the vehicle.

Signature of Driver/Date

Signature of 2nd Staff /Date
(Facilities only)

VPK/SR End Enrollments

As part of our commitment to maintaining accurate records and ensuring the smooth operation of our SR/VPK program, we want to remind you of the importance of promptly canceling VPK enrollment for any child who has not attended.

Steps to End Enrollment in the Provider Portal

1. **Log In to the Provider Portal:**
2. **Navigate to Enrollment Section:**

Once logged in, find the section related to enrollment management. This might be labeled as "Manage Enrollments," or "Child Enrollment".

3. **Search for the Child's Record:**

- Use the search function to locate the child whose enrollment needs to be ended.

4. **Select the Enrollment Record:**

- Click on the child's enrollment record to view the details.

5. **Initiate Enrollment Termination:**

- Look for an option to end or terminate enrollment. End Enrollment," "Cancel Enrollment,"

6. **Provide Required Information:**

- You may be asked to provide a reason for ending the enrollment and any additional information required by the system.

7. **Review and Confirm:**

- Review the details of the termination request to ensure everything is accurate.
- Confirm the termination by following the prompts, which might include clicking a "Submit" or "Confirm" button.

8. **Verify Termination:** After submitting, check the status of the enrollment record to ensure that it has been successfully ended.

VPK Certificate Form

Fill in Provider Information

- **Provider Name:** Enter the full name of your organization or childcare facility. "Doing business as" or "principal name that is in the contract."

Fill in Enrollment Details

- **Enrollment Start Date:** Enter the date when the child's enrollment in the VPK program began.
- Provider and Parent must sign the certificate before the child begins attendance.
- The certificate must have your **home coalition Indian River, Martin, and Okeechobee.**


Complete Certification Section

- **Authorized Signature:** Sign the form to certify that all information provided is accurate and complete.
- **Date:** Enter the date on which you are signing the form.
- **Double-check information:** Review all entries to ensure that the information is correct and complete.
- **Correct Errors:** Make any necessary corrections before submitting the form or contact us.


Submit the Form Upload all the certificates in REVVER/FILE: Keep a Copy: Retain a copy of the completed form for your records.

STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility				SAMPLE	
I. CHILD CERTIFICATE OF ELIGIBILITY <i>(Issued by Early Learning Coalition, through the Family Portal)</i>					
1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address		
5. Parent name		6. Primary contact number	7. Secondary contact number		
8. Child's full name		9. Child's date of birth	10. County		
II. ADMISSION BY PROVIDER OR SCHOOL <i>(Jointly Prepared by Provider or School AND Parent or Guardian)</i>					
11. Name of provider or school		12. Telephone			
13. Address of VPK site		14. VPK class	15. Date child will begin attendance		
The provider or school certifies that it admits the child (Item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (Item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.			
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date		

Child Attendance and Parental Choice Certificate. (SHORT FORM)>(LONG FORM)



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM
**Child Attendance and
Parental Choice Certificate
(LONG FORM)**

Child Attendance and Parental Choice Certificate (SHORT FORM)

1. Child's first name Middle name Last name Jr./III

3. Name of private provider or public school

2. Child's date of birth

4. VPK class

PARENTAL CERTIFICATION

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program during the months listed below. I certify that my child's daily attendance in the program was recorded by the private provider or public school and that I or my representative signed the attendance record each day that my child attended the program. I further certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

5. Attendance month and year

6. Print name of parent or guardian

7. Signature of parent or guardian

8. Date signed

PARENTAL CERTIFICATION

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

9. Print name of parent or guardian Middle name Last name

10. Signature of parent or guardian

11. Date signed

NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL: A private provider or public school which must keep this original signed form for at least 2 years. A public provider must permit the early learning coalition and a public school must permit the school district to inspect this original signed form during normal business hours. If required by the early learning coalition a signed copy of this certificate may be forwarded to the coalition or a qualified consultant acting on behalf of the coalition.

Filling out the **VPK (Voluntary Prekindergarten) short form>long forms** accurately is crucial for several reasons. Here's why it's important for providers to complete this form correctly:

Compliance VPK Enrollment Form

- **Program Requirements:** Accurate completion of the VPK short form ensures that your program complies with state regulations and guidelines. This helps avoid any issues with funding or program approval.

Child's Personal Information: Full name, Middle Name, Last Name date of birth. The information must match the VPK certificate.

- Name of private provider or public school. Providers must use either the **“doing business as”** or **“principal name that is in the contract.”** Follow with the sign-in-out template.

Signature and Consent

- **Signature:** Parents must print the name of the parent or guardian, and a full signature of the parent or guardian sign the form at the end of the month to verify that all information provided is accurate and complete.
- **Preventing Financial Errors:** Inaccurate information can lead to financial discrepancies, affecting the resources available to your program.
 - **Double-check entries:** Review all entries on the form to ensure accuracy and completeness before submission. If a mistake occurred contact ELC.

- **The Importance of Reporting Absences Under the Rilya Wilson Act**

This act is designed to ensure that at-risk children are properly monitored and protected. It emphasizes the necessity of reporting any concerns or observations related to a child's welfare promptly.

Ensuring Safety Intervention: Prompt reporting by contacting the caregiver and case worker and documenting in the call log.

The caseworker information you requested will be provided via email by our Family Services department. Please expect to receive an email with the relevant details.

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Rilya Wilson Act Tracking Log

Month: _____ Year: _____

(to be completed any day a Protective Custody child is absent, by the end of the following day)

[illegible]

Preventing Provider Fraud: Best Practices for Early Learning Coalition Providers

Introduction: Fraud in early learning programs undermines trust and impacts the quality of care provided to children. This handout outlines key practices to prevent fraud and ensure the integrity of your program.

1. Understand Common Fraud Schemes:

- **False Claims:** Submitting claims for services or items that were not provided.
- **Falsified Attendance Records:** Altering attendance records to receive more funding.
Someone from the facility signs children in/out (unless bus riders).
Someone from the facility signed the parent's name on the forms.
- Completing sign-in/out forms for children who were not in attendance.
- Reporting the children as attending on the Attendance for Reimbursement Form but the sign in/out does not match.
 - All in/out times are the same (i.e., child is signed at 8:00 a.m. every day and signed out at 5:00 p.m.)
 - Signatures of parents that do not match the known signature of the parent
 - (known signatures are retrieved from the DMV database).
- **White-out-**The Coalition's policy is that white-out may not be used. If an error occurs, cross through and make correction above.
- Daycare worker(s) signing child in/out.

Monitor and Review:

Review and Reconcile: Regularly review and reconcile reimbursement reports, attendance records, and other critical documents to identify discrepancies early.

Collaborate with Early Learning Coalition:

- **Communication:** Maintain open communication with the Early Learning Coalition. Report any suspicious activities or concerns promptly.
- **Compliance:** Stay informed about regulatory requirements and updates from the Early Learning Coalition to ensure compliance.

Conclusion: By adhering to these best practices, you help safeguard the integrity of your early learning program and ensure that resources are used effectively to benefit the children we serve.

Early Learning Coalition of Indian River, Martin & Okeechobee Counties, Inc.

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Thank you for your commitment
to maintaining the highest
standards of integrity.