SCHOOL READINESS CONTRACT CHECKLIST & REQUIREMENTS

REQUIRED DOCUMENTS

- ☐ **Provider's Public Rate Sheet**
- ☐ **Accreditation** and/or **Gold Seal** certificates (as applicable)
- ☐ Current **Child Care License** (Florida Dept. of Health) **OR**
- ☐ License **Exemption letter** (Florida Dept. of Health)
- ☐ **Liability Insurance Certificate** – Minimum of $100,000 of coverage per occurrence and a minimum of $300,000 general aggregate coverage – *Must list Early Learning Coalition of Palm Beach County as additional insured.* Including coverage for Transportation if provider is transporting.
- ☐ **Workers' Compensation Coverage** or **Exemption** – if required under Florida Statutes Chapter 440 F.S. Providers that are claiming exemption from the requirement must submit a notarized letter and/or proof of exemption that was filed with the Department of Workers' Compensation.
- ☐ **Reemployment assistance or unemployment coverage** -as required under Chapter 443 F.S.
- ☐ **E-Verify Affidavit Form** (Affidavit Concerning Employment of Unauthorized Aliens completed annually)
- ☐ Completed **W-9** Form
- ☐ Completed **Electronic Funds Transfer (EFT) Authorization** form and a voided check or account verification letter from bank (if applicable)
- ☐ Documentation of **Signature Authority** (if applicable)
- ☐ Current **Sunbiz print-out** identifying the officer, director or authorized person(s) for corporate or fictitious name filing.

GETTING STARTED AS A **NEW** PROVIDER IN THE PORTAL

- ☐ **Request** provider account at www.providerservices.floridaearlylearning.com
- ☐ You will need the childcare license number **and** taxpayer ID (or SSN) ready to request account
- ☐ Once account is activated you will receive an email.
- ☐ Log into account and complete BUSINESS INFORMATION (completed upon initial set up)
- ☐ Complete PROFILE for the contract year.
- ☐ Upload copies of the requested documents in the Documents tab of the PROFILE.
- ☐ Complete PROFILE and sign, certify and submit to coalition for activation.
- ☐ Once your PROFILE has been reviewed and activated the SR contract will be initiated for signature, a notification email will be sent.
- ☐ Please log back into your account www.providerservices.floridaearlylearning.com and complete and sign your School Readiness contract. (see technical assistance paper) Submit for certification.

PROGRAM REQUIREMENTS

SCHOOL READINESS HEALTH & SAFETY INSPECTION

- Satisfactory School Readiness Health and Safety inspection from the Florida Dept. of Health. Abiding by the School Readiness Program Health and Safety Standards Handbook.

E-VERIFY REGISTRATION AND USAGE
- Providers must register and use the E-Verify system for any newly hired employee.
- Providers will complete the notarized E-Verify Affidavit annually and upload to Provider Portal Profile.

SCHOOL READINESS PROGRAM ASSESSMENT (CLASS)
- Providers serving children ages birth to kindergarten must have a program assessment conducted and meet the contract minimum threshold score of 4.00 to be eligible to participate in the School Readiness Program for 22/23.

  New SR providers are initially exempt from pre-contract program assessment until
  - Centers have 20% of their total enrollment funded by School Readiness or
  - Family Child Care Homes have 3 School Readiness funded enrollments

- Providers receiving a score between 3. 50 and 4.00 will be placed on a Quality Improvement plan for 12 months.
- Providers earning an assessment score between 4.50-4.99 are paid an additional 4% on School Readiness funded children. Scores between 5.00-5.99 are paid 7% and scores between 6.00- 7.00 are paid 10%.
- **Quality Improvement Plans** – the agreed plan is added to the SR contract via an amendment and the plan is updated in the QPS system. Providers are responsible for active participation in the QIP plan to continue contracting with the ELC. Providers on a Quality Improvement plan are not eligible for the Quality Performance Incentive differential.

QUALITY PERFORMANCE SYSTEM (QPS Portal)

- Once a program has been determined to no longer be exempt from the Program Assessment requirement the provider will be required to register in the QPS system.
- Provider will receive a welcome email and has 5 business days to register in the QPS system.
- Providers are required to update Quality Performance System (QPS) **monthly (by the 15ᵗʰ of the month)** with director, number of classrooms, teacher information, and care levels of children assigned to each class. https://qps.floridaearlylearning.com/
- Training on CLASS Assessment tool is available from the ELC - https://www.elcpalmbeach.org/provider-trainings and Teachstone - https://teachstone.com

CHILD EDUCATION & SUPPORT
- Implement instruction and learning activities using the **Florida Early Learning and Developmental Standards: Birth to Five manual**
- Implement a state-approved curriculum for preschool children (as listed on the SR Contract – see approved list of curriculum)
- Implement character development program according to guidelines.

EMPLOYEE EDUCATION/TRAINING
- Complete School Readiness Pre-service training within 90 days of hire (for all staff including substitutes)
  - Option 1: Department of Children and Families (DCF) 4 courses and exams or
  - **Option 2: Department of Children and Families (DCF)** 5 School Readiness courses (FREE online courses including knowledge assessment).

NEW for 2024 – ALL STAFF working with children must complete 2 NEW School Readiness courses & knowledge exams by June 30, 2024.

- ▪ Health and Nutrition in the School Readiness Program (4 hours)
- ▪ Safety Practices in the School Readiness Program (5 hours)
- Complete 10 hours of in-service training annually
- The ELC offers many FREE Training on a quarterly basis and posts a Calendar of the Trainings to our website.

ADMINISTRATION
- Policy and procedures regarding discipline and expulsion and verification in the child's file that the parent has been supplied a written copy of the policies and procedures. (SR Program Health and Safety Standards Handbook -Section 19 Record Keeping)
- Written notification to parents of all provider fees and any difference between the provider's public rate and the School Readiness reimbursement amount.
- Collect parent fees and provide a receipt for all fees collected, retaining all records.
- Supply parents with the Provider Transfer Request Form when they are leaving your facility or wishing to enroll.
- Supply program information for Child Care Resource and Referral listing by updating the Provider Profile in OEL Provider Portal at a minimum annually.

REPORTING & NOTIFICATION
- Report any *unusual incidents* to the ELC no later than close of business on the next business day of the unusual incident and to submit a written report within 3 business days of the date of the incident. (Examples of unusual incidents can be found in the School Readiness contract)
- Report child absences per the "Rilya Wilson Act" for at-risk children. (Report first day a child is absent with no contact from the parent or 7th consecutive excused absence notify ChildNet and ELC).
- Notify the ELC using the 5 Day| 10-Day Absence & Rilya Wilson Reporting Form when any child that is absent for 5 or 10 consecutive days with no contact from the parent by the close of the 5th or 10th day.
- Report any changes in contact or program information within 14 calendar days.
- Report emergency temporary closures within 2 calendar days of the closure.
- Report any permanent business closings or changes in business location or ownership at least 30 calendar days prior to the change.
- Notify the ELC within 5 calendar days if the provider, officer or board director is placed on the United States Department of Agriculture National Disqualified List.
- Notify the ELC within 5 calendar days if the provider, owner, officer or board director is convicted of, found guilty of, or pleads guilty or nolo contendere to public assistance fraud or is acting as the beneficial owner for someone
- Notify the ELC within 10 calendar days of a change in contract contact person information.

PAYMENT
- Document daily attendance and submit monthly attendance reports on or before the 3rd business day of each month.
- Review reimbursement summary reports monthly and report any discrepancy within 60 calendar days of receipt of the reimbursement reports.

ASQ – DEVELOPMENTAL SCREENING

- Conduct developmental screenings for all preschool children (birth -5) within 45 days of their initial enrollment and on their birthday and half birthday.
- The Provider Portal is used by providers to track children that are due for their screening and submit the scores online and generate activity sheets tailored for the child. ASQ's in the OEL Provider Portal

MONITORING & ACCESS
- Providers may be monitored annually and/or in response to a parental compliant.
- Maintain records for 5 years.
- Grant immediate access to facility during business hours.
- Allow for inspection and copying of documents pertaining to the SR program and provide records that are stored off site within 72 hours.
- Submit sign in/out sheets upon request for Post Audit Attendance (PAM) monitoring annually.

SIGN IN/OUT SHEETS
- Providers are required to maintain daily sign in/out sheets which include the following information.
    - Name of Provider (including address if necessary to differentiate between multiple locations)
    - Name of child (matching enrollment certificate)
    - Date – including Month and Year
    - Time in
    - Time out
    - AM and PM must be specified if provider offers night care.
    - All children in a family need their own individual sign in/out sheet.
  - ✓ **Electronic sign in/out sheet systems are acceptable to be used.**

CHILD ASSESSMENT IMPLEMENTATION (CAI) (OPTIONAL)
- Providers have the option to participate in Child Assessment using one of three approved assessment tools.
    - **Provider must have a subscription and training on one of the tools listed below**:
        - Teaching Strategies GOLD
        - High Scope Child Assessment Record (COR)
        - Galileo
- 75% of program staff (Instructors/Directors) must show evidence of Inter-Rater Reliability (IRR) by uploading IRR certificates in to the QPS portal before July 1st of each year.
- Providers complete child assessment periods observing and recording child skills.
        - **Period 1** – August 1- Oct 31
        - **Period 2** – November 1 – January 31
        - **Period 3** – February 1 – April 30
- Providers are paid an additional 5% for preschool school readiness funded children that are assessed under this program.
- Providers update the QPS system at least monthly. New staff have 45 days after hire date to achieve IRR certification.