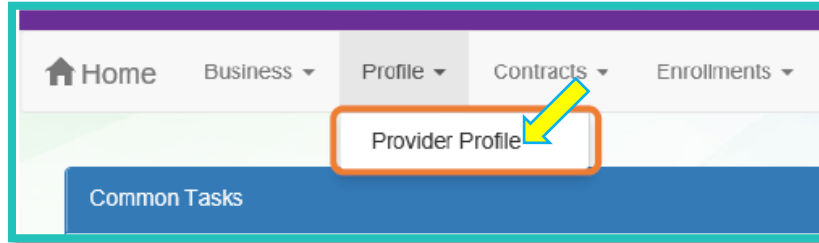
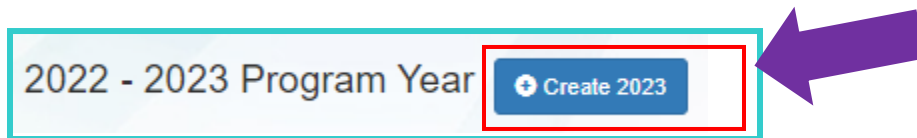


2023-2024 Provider Profile Guide

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

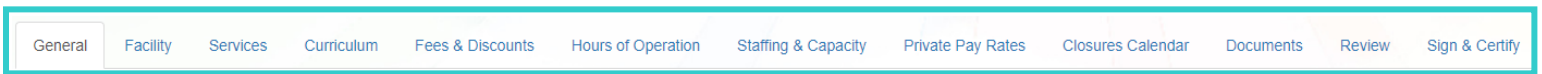


Once in your Profile, you will see

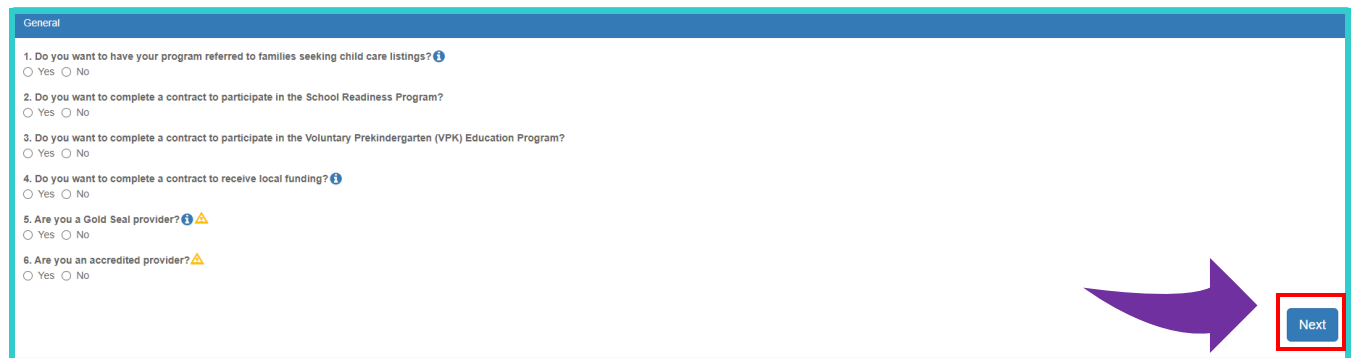


Follow steps below:

1. Click on “**Create 2023**”
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 2022/2023 Profile**, except for the Closures Calendar.
3. Please review each tab on your **new 2023/2024 Profile**, making any necessary changes for the new year. Carefully review and update the following tabs:



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



General

1. Do you want to have your program referred to families seeking child care listings? ⓘ
 Yes No

2. Do you want to complete a contract to participate in the School Readiness Program?
 Yes No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?
 Yes No

4. Do you want to complete a contract to receive local funding? ⓘ
 Yes No

5. Are you a Gold Seal provider? ⓘ ⚠
 Yes No

6. Are you an accredited provider? ⓘ ⚠
 Yes No

Next



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.

- **5.1 VPK Coordinated Screening and Progress Monitoring (CSPM) Contact**
 - This section was added to designate a contact to receive information regarding participation in the Coordinated Screening and Progress Monitoring (Star Early Literacy)
- 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*
- Once Reviewed for accuracy select the blue **Next** button

6. Legal Status
Licensed

7. License Details

License Number: 505101411 Expiration Date: 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)

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

7. Curriculum: Please remove curriculum that does not serve as your Primary curriculum.

- **VPK Providers:** add the curriculum that will be used for VPK if separate from Primary Curriculum.
- 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.

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



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

2. What are your daily hours of operation? (select all that apply) ⚠

Day	24 hours	Open	Close	Total Hours
<input type="checkbox"/> Sunday	<input type="checkbox"/> 24 hours	Open 12:00 AM	Close 12:00 AM	Total Hours 0
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> 24 hours	Open 06:30 AM	Close 06:00 PM	Total Hours 11.5
<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> 24 hours	Open 06:30 AM	Close 06:00 PM	Total Hours 11.5
<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> 24 hours	Open 06:30 AM	Close 06:00 PM	Total Hours 11.5
<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> 24 hours	Open 06:30 AM	Close 06:00 PM	Total Hours 11.5
<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> 24 hours	Open 06:30 AM	Close 06:00 PM	Total Hours 11.5
<input type="checkbox"/> Saturday	<input type="checkbox"/> 24 hours	Open 12:00 AM	Close 12:00 AM	Total Hours 0

Hours of Operation:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:30AM	06:30AM	06:30AM	06:30AM	06:30AM		
06:00PM	06:00PM	06:00PM	06:00PM	06:00PM		

- 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.

- “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.

Staffing and Capacity

1. Staff-to-Child Ratio in Your Program ⓘ

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	0	4	12
12 < 24 Months	1	6	12
24 < 36 Months	1	11	11
36 < 48 Months	1	15	15
48 < 60 Months	1	20	16
60 < 72 Months	1	25	17
In School	1	25	17
Special Needs	0	0	0
VPK Class	1	11	20



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



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

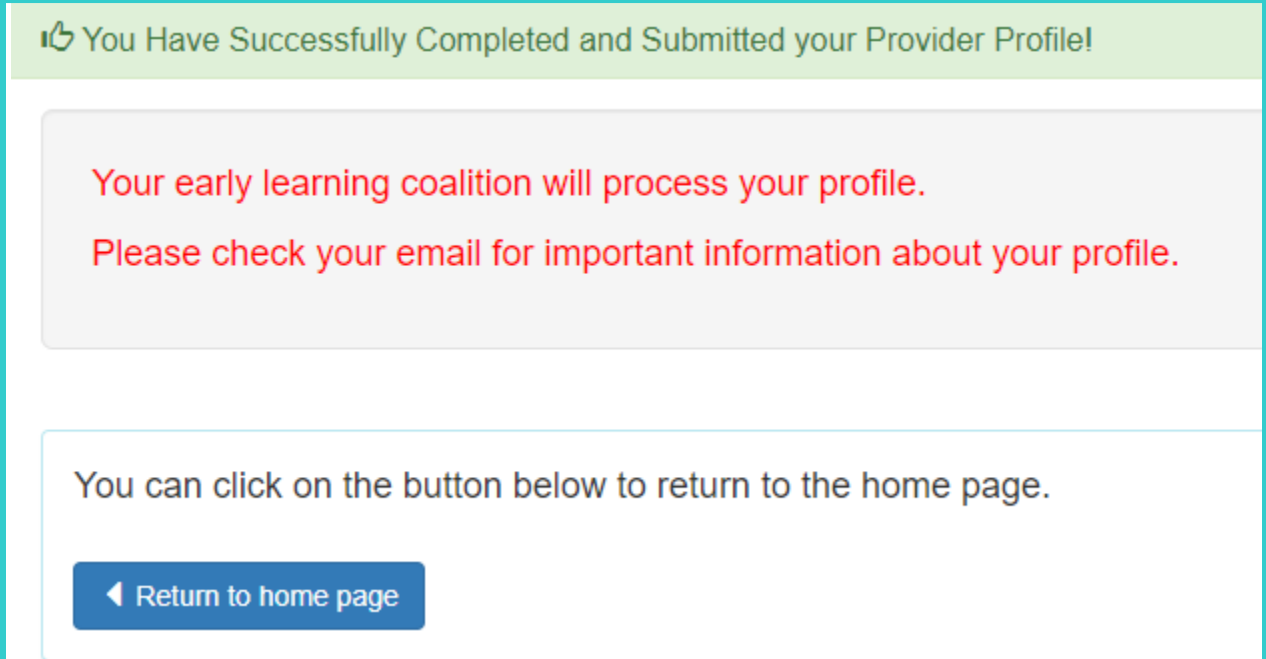
- 13. Documents:** Update any expired documents listed under the documents tab. **Do not** load into your Document Library




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

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

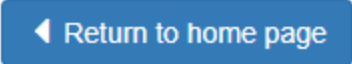
16. You should then get the following message:



 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.



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*****