PROVIDER SERVICES PORTAL
Provider Profile Set Up Guide
Provided by Early Learning Coalition of the Emerald Coast
To Access your Profile
Click Profile
To Access your Profile

Click Provider Profile

Please contact your early learning coalition for immediate assistance.
This site is best viewed with Internet Explorer version 10 or higher. Download the latest version of Internet Explorer.
If you are using an Apple device (iPad, iPhone, Mac computer, MacBook), please download and use Google Chrome, instead of Safari, to complete your application.

https://providersoncesstaging.floridaearlylearning.com/Profile/index/
Create the Profile

Click Create for the current year
General Tab Update

1. Must be YES
2. If you would like to contract for School Readiness then YES
   a. If Yes- have you had Health & Safety Inspection from DCF?
3. If you would like to contract for VPK then YES

a. If you want Advance VPK payments answer YES

4. Contract for local funding - NO

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5. Are you a Gold Seal Provider
   a. If YES use drop down for ages
General Tab Update

6. Are you an accredited provider?
   a. If YES use drop down to select ALL accreditations
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

   2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?  
      - Yes  
      - No

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

   3.1 Do you wish to receive VPK advanced payments?  
      - 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

   5.1 Gold Seal Accreditation (select one)  
   - Gold Seal for all ages of children

6. Are you an accredited provider?  
   - Yes  
   - No

   6.1 Accreditation (select all that apply)  
   - OTHER

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Facility Tab Update

**VERY IMPORTANT**

Update Facility page with all current information:

1. Doing Business as- name on license/w-9
2. CURRENT Phone Number/Phone Type, Fax Number, and Email address
3. Physical address
4. CURRENT director's name, email address and phone number
Facility Tab Update

4. Is Director authorized to make contract decisions? If so check here

5. VPK- is VPK Director Information same as Director?
   a. If so check here
   b. If not enter VPK directors Name, email and phone number
6. Legal Status - Use drop down to select correct status

7. Enter
   a. License/Registration/Exemption Number
   b. Expiration date
   c. If licensed will need License Type - use drop down to select correct type
Facility Tab Update

8. Provider Type - Use drop down to select correct type
   a. Do you want your physical address to appear on referral listing?
Facility Tab Update

Add an additional contact
Facility Tab Update

Enter New Contact Information

Click Save
7. License Details

<table>
<thead>
<tr>
<th>License Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD10k0009</td>
<td>09/20/2021</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
</tr>
</tbody>
</table>

8. Provider Type

- Family Child Care Home

8.1 Do you want your physical address to appear on a referral listing to families?
- [ ] Yes
- [x] No

Additional Facility Contacts

- Name: John
- Primary Telephone: (850) 833-3862
- Email: doe@abclearning123.com
- Is Contract Designee: Yes

Click NEXT
Services Tab Update

1. Enter youngest age you serve and oldest age you serve
2. Click drop down to select ALL programs you offer.
3. Click drop down to select all info about your program ex: field trips, faith based, computer activities
4. Click the drop down to select all languages spoken by your staff
5. Type in any additional languages spoken that were not listed on 4.
6. Click drop down to select all snacks and meals you provide.
7. Do you Provide Transportation?
8. If YES click drop down and select all transportation that applies.
8.1 Enter the Schools you provide transportation to and from if applicable.
9. Do you currently implement a character development program?  
- Yes  
- No

9.1 Description of Character Development Program (250 characters max)

10. Is your program equipped to care for children with special needs?  
- Yes  
- No

10.1 Indicate the training/experience you have in caring for children with special needs.

10.1 Type training and experience with caring for children with special needs.
11. Is facility wheelchair accessible?
12. Do you offer therapeutic services?
13. Do you participate in Quality Rating System?
14. Affiliation - Not For Profit?
14.1 Type affiliation in box
15. Military Child Care?

Click NEXT
Curriculum Tab Update

Select the Curriculum(s) you are using for current year

Then Click NEXT at bottom right corner

<table>
<thead>
<tr>
<th>Curriculum (select all that apply)</th>
<th>Age Range</th>
<th>Edition/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baby Doll Circle Time</td>
<td>Birth - 3</td>
<td>2012</td>
</tr>
<tr>
<td>Balanced Learning (Primrose)</td>
<td>Birth - K</td>
<td>2018</td>
</tr>
<tr>
<td>Beyond Centers &amp; Circle Time</td>
<td>3 and 4</td>
<td>2nd edition 2007</td>
</tr>
<tr>
<td>Beyond Crib &amp; Rattles</td>
<td>Birth - 2</td>
<td>1st edition 2005</td>
</tr>
<tr>
<td>Big Day for PreK</td>
<td>4 to K</td>
<td>2018</td>
</tr>
<tr>
<td>Buttercups</td>
<td>Birth - 3</td>
<td>2017 – 2018</td>
</tr>
<tr>
<td>Complete Program for Early Literacy Success - Level Two</td>
<td>4</td>
<td>1st edition 2012</td>
</tr>
<tr>
<td>Connect 4 Learning</td>
<td>4 - K</td>
<td>1st edition 2016</td>
</tr>
<tr>
<td>Core Knowledge Preschool Program</td>
<td>3 and 4</td>
<td>2013</td>
</tr>
<tr>
<td>Creative Curriculum for Family Child Care</td>
<td>Birth - 4</td>
<td>2nd edition 2009</td>
</tr>
<tr>
<td>Creative Curriculum for Infants, Toddlers &amp; 2s</td>
<td>4 and 3</td>
<td>2nd edition Revised 2011</td>
</tr>
<tr>
<td>Creative Curriculum for Preschool</td>
<td>3 and 4</td>
<td>5th edition 2010</td>
</tr>
<tr>
<td>Develop, Inspire, and Grow (DIG)</td>
<td>4 - K</td>
<td>2011</td>
</tr>
<tr>
<td>DLM Early Childhood Express</td>
<td>4</td>
<td>2011</td>
</tr>
<tr>
<td>Early Foundations (Kindercare)</td>
<td>Birth - K</td>
<td>2016</td>
</tr>
<tr>
<td>Early Innovators Curriculum (La Petite)</td>
<td>4 - K</td>
<td>2nd edition 2012</td>
</tr>
<tr>
<td>Early Literacy and Learning Model Plus (ELLM)</td>
<td>Birth - 4</td>
<td>1st edition 2011</td>
</tr>
<tr>
<td>Eco 1st VESS Curriculum</td>
<td>3 and 4</td>
<td>5th edition 2011-13</td>
</tr>
</tbody>
</table>
**Fees/Discounts Tab Update**

1. Fees in addition to weekly rates:
   a. **AMOUNT**: Enter any and all fees you charge - late fees, materials, annual fee, registration fee. If ZERO Enter ZERO
   b. **FREQUENCY**: Enter how often it is charged - Click drop down and select: As needed, one time, every 1 min, 5 min, every 10 min, every 15 min, every 30 min, every hour, daily, weekly, monthly, yearly, as needed
   c. **PER CHILD/PER FAMILY**: Click drop down and select per child or per family.
2. Family Discounts Offered (select all that apply)

- Employer Sponsored
- Military Aid
- Negotiated Rates
- None
- Rates based on parent’s income
- Scholarships
- Sibling Discount

**Fees/Discounts Tab Update**

2. Family Discounts - click drop down and select all that apply.
3. Other Family Discounts

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diapers</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Early Drop Off</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Extended Stay</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Insurance</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Late Payment</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Late Pick-Up</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Meals/Snacks</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Returned Check</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>School Age</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Supplies/Materials</td>
<td>$0</td>
<td>None</td>
</tr>
<tr>
<td>Waiting List Registration</td>
<td>$0</td>
<td>None</td>
</tr>
</tbody>
</table>

3. Type in any other Family Discounts not listed in 2.

Click NEXT
Hours of Operation Tab Update

1. Click drop down and select all that apply
2. Enter Time open and Time close for each day
   a. Click box beside the day then enter start time and end time
   b. If not open on a day do not check anything
Staffing & Capacity Tab Update

1. Enter

a. Number of teachers in the classroom
b. Children in the classroom
c. Group Size
Staffing & Capacity Tab Update

2. Enter the number of staff you have that have training/education listed

<table>
<thead>
<tr>
<th>Training/Education Type</th>
<th>Number of Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCCH 30 HOUR TRAINING</td>
<td>0</td>
</tr>
<tr>
<td>40/45 HR INTRO CHILD CARE</td>
<td>0</td>
</tr>
<tr>
<td>AAAS NONCHILD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>AAAS EARLY CHILDHOOD OR RELATED FIELD</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL ADV</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL LEVEL 1</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR CREDENTIAL LEVEL 2</td>
<td>0</td>
</tr>
<tr>
<td>BA/BSS NONCHILD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>BA EARLY CHILDHOOD OR RELATED FIELD</td>
<td>0</td>
</tr>
<tr>
<td>BEHAVIOR OBSERVATION</td>
<td>0</td>
</tr>
<tr>
<td>DIRECTOR (NON VPK)</td>
<td>0</td>
</tr>
<tr>
<td>GED/HIGH SCHOOL</td>
<td>0</td>
</tr>
<tr>
<td>EARLY (EMERGENT) LITERACY</td>
<td>0</td>
</tr>
<tr>
<td>FCCP/ECC/IAC/AC/I grabs</td>
<td>0</td>
</tr>
<tr>
<td>MA DEGREE EARLY CHILDHOOD</td>
<td>0</td>
</tr>
<tr>
<td>MA NONCHILD RELATED</td>
<td>0</td>
</tr>
<tr>
<td>NATL EARLY CHILDHOOD CERT</td>
<td>0</td>
</tr>
<tr>
<td>SCHOOL-AGE CREDENTIAL</td>
<td>0</td>
</tr>
<tr>
<td>VPK DIRECTOR CREDENTIAL</td>
<td>0</td>
</tr>
<tr>
<td>OTHER LIST</td>
<td>0</td>
</tr>
</tbody>
</table>
Staffing & Capacity Tab Update

3. Type in total number of staff that work directly with children in your care

4. Type in license capacity

5. License Infant capacity

6. Actual capacity

7. How many Private Pay children

Click NEXT
1. Type in the Weekly rates you charge private pay enrollments—you will also need to upload the sheet you have with your rates listed in the document library—they must match.

2. Enter part time rates and rates for ALL ages you serve—Do NOT accept enrollment requests for ages you do not have rates for— if you do not have part time rates do not accept a part time enrollment request. Be aware of care levels when accepting enrollment.

Attention - if you contract with the Coalition AND you accept an enrollment for a child that you do not have a rate entered...YOU WILL NOT BE PAID FOR THAT CHILD....20 days x rate of $0 = $0.
**Private Pay Tab Update**

Click SR Daily Rate Helper and it will figure the daily SR Rates. Let the computer do the math.

**3. Daily Full Time School Readiness Rates** (the weekly full-time rate entered above divided by 5)

**4. Daily Part Time School Readiness Rates** (the weekly part time rate entered above divided by 5)

**5. Daily Before & After Care School Readiness Rate** (the weekly before and after rate entered above divided by 5)
Closure Calendar Tab Update

1. Click each day on the calendar that you will be closed. VERY important that the dates entered are the dates you will not be open. If you contract with the Coalition, the wrong dates entered may result in not getting for that holiday.
Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Registered Family Child Care Home

1. Gold Seal if Applicable
   a. Click upload document
   b. Find Gold Seal Certificate
      i. Click on it
   c. Click OPEN

2. Repeat for ALL that apply:
   a. Certificates of Accreditation
   b. Letter of Registration from DCF
   c. Private Pay Rate Sheet
   d. IRS W-9
   e. Gen Liability Insurance certificate
   f. Proof of Unemployment
   g. Proof of Workers Comp
   h. Proof Automobile Insurance
   i. Sunbiz Documentation
Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Licensed Family Child Care Home

5. Gold Seal if Applicable
   a. Click upload document
   b. Find Gold Seal Certificate
      i. Click on it
   c. Click OPEN

6. Repeat for ALL that apply:
   a. Certificates of Accreditation
   b. License from DCF
   c. Private Pay Rate Sheet
   d. IRS W-9
   e. Gen Liability Insurance certificate
   f. Proof of Unemployment
   g. Proof of Workers Comp
   h. Proof Automobile Insurance
   i. Sunbiz Documentation

Documents Tab Update

Have documents scanned and saved before beginning the updates for this page.

Licensed Child Care Center

3. Gold Seal if Applicable
   a. Click upload document
   b. Find Gold Seal Certificate
      i. Click on it
   c. Click OPEN

4. Repeat for ALL that apply:
   a. Certificates of Accreditation
   b. License from DCF
   c. Private Pay Rate Sheet
   d. IRS W-9
   e. Gen Liability Insurance certificate
   f. Proof of Unemployment
   g. Proof of Workers Comp
   h. Proof Automobile Insurance
   i. Sunbiz Documentation
Exempt Child Care Center

9. Certificate of Accreditation
   a. Click upload document
   b. Find Certificate of Accreditation
      i. Click on it
   c. Click OPEN

10. Repeat for ALL that apply:
   a. Letter of Confirmation/Exemption from DCF
   b. Private Pay Rate Sheet
   c. IRS W-9
   d. Gen Liability Insurance certificate
   e. Proof of Unemployment
   f. Proof of Workers Comp
   g. Proof Automobile Insurance
   h. Sunbiz Documentation

Public School

7. Letter of Confirmation
   a. Click upload document
   b. Find Letter of Confirmation
      i. Click on it
   c. Click OPEN

8. Repeat for ALL that apply:
   a. Background Screening Letter from District
   b. Documentation of School District and School Number
   c. Private Pay Rate Sheet
   d. IRS W-9
   e. Gen Liability Insurance certificate
   f. Proof of Unemployment
   g. Proof of Workers Comp
   h. Proof Automobile Insurance
Review Tab

Chance to look over everything you have entered in profile before electronically signing it and submitting it to the ELC for approval and activation.

If anything is missing, you will have a red flag on this screen.

Click NEXT
By signing this form I certify that:

- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- If any of the information listed changes, I understand that I must log into my provider portal account and update my information within 14 days of the change.
- I understand that my provider profile information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.
- I also understand that if I make changes prior to the coalition approving them, I may be out of compliance with the requirements of the VPK and or SR programs.

Sign & Certify

Enter your electronic signature

Click the Check Box

Click Submit
You will receive this message once it has been successfully submitted to the ELC for approval.

You will get notified via email when the profile is activated or if it is rejected.