

# **Provider Portal User Guide**

Version 4.11

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Submitting Attendance Online	
Submitted Attendance	
Rejected Attendance	
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# **Document Revision History**

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4.10	05/07/21	Jim Ledbetter	Final
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# **Document Overview**

This document provides a step-by-step guide to navigate the Provider Portal.

# Purpose of this Document

The purpose of this document is to provide Provider Portal users with a reference document to successfully navigate and perform business processes included in Release 4.11 of the Provider Portal.

### Intended Audience

The intended audience for this document includes provider staff responsible for completing profiles, contracts, enrollments, and attendance.

### What's New in this User Guide?

New test and screenshots for Editing a VPK Amendment.

### Assistance

If you have questions about any of the material in this user guide or about any processes not covered by this guide, please contact the Office of Early Learning Service Desk at <u>Service.Desk@oel.myflorida.com</u> or (850) 717-8600.

# Accessing the Provider Portal

The link to access the Provider Portal is <u>https://providerservices.floridaearlylearning.com</u>.

# Creating a Provider Portal Account

First-time Provider Portal users must register for an account to access the Provider Portal. Provider Portal users with multiple provider sites should begin by registering only one site location. This could be the provider's primary, flagship or main location. Once a Provider Portal account registration request is approved for one provider site, the provider user will be able to create accounts for additional sites after logging on to the Provider Portal.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	Not vet registered?
Enter User Name	Clic <mark>t here t</mark> o register a new provider account.
Password	
Enter Password	
Log On	
Forgot my password	
Change my password	
Change my password	

Click the <u>here</u> link to start the new account registration process and the following page will display:

Register for a New Provider Account	
License Details Taxpayer or Provider identification number* ()	Already registered? Click here to log in with your existing account information.
License/Registration/Exemption number, or EXEMPT* 3	
Verify License Details	

A Provider Portal user must enter the taxpayer identification number (from the provider), the provider identification number (from the early learning coalition) and the Department of Children and Families (DCF) license, registration, exemption number or type the word "EXEMPT". Providers may enter "EXEMPT" if they do not have an exemption number from DCF.

The Provider Portal user must click the <u>Verify License Details</u> button to complete step 1 of the Provider Portal account registration process.

If a match is found for the submitted information, the following message will display:

Provider Data Found	
We found the following Provider of entered. If we've correctly identifi- registration form. Otherwise, click	data which corresponds to the license information that you ed your provider, click Yes to pre-fill sections of the < No and try again with different license information.
Business name:	4 Kids Academy
Doing Business As name:	4 KIDS ACADEMY
Owner name:	SARINA
Is this your provider?	

If the information is not correct, click the <u>No</u> button and contact the local early learning coalition.

If the information is correct, click the <u>Yes</u> button. On the next screen, the registration information will be populated by the system, with the exception of User Information.

If a match is not found for the provider information, the following message will display:

No Matching Provider Data Found				
Taxpayer or Provider ID: License/Registration/Exemption #:	××	0000000000 EXEMPT		
We were not able to find matching provider s	ite or pr	incipal business data to the specified		

taxpayer/license information. If you are a new provider, this situation is to be expected.

If you have reason to expect that your information should be in our provider system, please re-enter your license information and try again or contact your early learning coalition for assistance.



After filling in the required information (noted with a red asterisk \*), the Provider Portal user must click the **<u>Register</u>** button to complete the registration process.

Register for a New Provider Account
License Details Taxpayer or Provider identification number * ©
34534534545
License/Registration/Exemption number, or EXEMPT * 🚯
EXEMPT
Business Details
Business name associated with your taxpayer identification number 蒂
Owner/Operator name *
Principal Address line 1*
Principal Address line 2
Principal City *
Principal State *
Principal Zip code *

# Location Details

Redlands Christian Migrant Association (RCMA) Provider (1)

### Doing Business As name (DBA)\*

Provider type\*

Not Selected

Legal status\*

~

Ý

#### Contact person phone number\*

# Physical Address of Facility

□ Facility address is the same as principal address.

Address line 1\*

#### Address line 2

City\*

State

Florida

Zip code\*

#### County of physical location\*

--please select a value--

~

# **User Information**

First name\*

Middle name

Last name\*

Account user name (must be a valid email address)\*

Confirm account user name\*

Password (must contain at least 8 characters)\*

Confirm password\*



After clicking the **<u>Register</u>** button, the following message may display:

• A	ddress Verification		×
Pri	ncipal Address of Business		
US	PS standardized address is:		
	Entered Address	USPS Address	
	100 Example St, TALLAHASSEE, FL - 32399-0001	100 EXAMPLE ST, TALLAHASSEE, FL 32399-0001	
	○ Select this	Select this	

Close		Apply	
	1 🧧		P

Click the <u>Select this</u> radio button to accept the standardized United States Postal Service (USPS) address or the Entered Address if the USPS Address is not found. Then, click the <u>Apply</u> button to continue. If the Provider Portal user clicks the <u>Close</u> button, the user will be taken back to the previous screen to re-enter the address information.

Once the Provider Portal user submits an account request, the following page will display:

Account Request Confirmation

Your registration/activation request was sent to an administrator for processing. You will receive an email when your account is approved. Please click Continue to proceed to the logon page.

Continue

# The Provider Portal user should access the email address used in the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

You are receiving this email because someone registered this email address for an account in Florida's statewide early learning Provider Portal. You will receive an email that will notify you how to proceed after your request is processed by your local early learning coalition.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

If the registration request is approved, the following email will be sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter

The Provider Portal registration request you submitted for Jim's House of Learnin' 2 has been approved. You may now log on to the Provider Portal with the user name and password you registered with.

ELC of the Big Bend Region (866) 973-9030

http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The Provider Portal user can log on to the Provider Portal at <u>https://providerservices.floridaearlylearning.com</u>.

# Troubleshooting a Provider Portal Account Error Message

If the Provider Portal user receives the following message, contact the local early learning coalition to verify that the taxpayer identification number matches the OEL database.

### The license number belongs to a provider/business that is associated with a different taxpayer identification number.

If the Provider Portal user receives either of the following messages, contact the local early learning coalition to determine if a provider portal account has already been created.

# The license number belongs to a provider that is already associated with a registered account.

#### The taxpayer or provider identification number belongs to a business that is already associated with a registered account.

If the Provider Portal user receives the following message, contact the local early learning coalition to determine if the user name (email address) has been used in the Family Portal. The coalition may need to consult with OEL to make this determination. If a user name has been used in the Family Portal, even if an application was not created, OEL will have to remove the user name from the database so it can be used in the Provider Portal. If a provider has improperly used a user name to complete SR or VPK applications for a parent, the provider must contact that parent to get a replacement user name for that application so the provider's user name can be used in the Provider Portal. Another option is for the provider to pick another user name to use in the Provider Portal.

#### Account user name (must be a valid email address) 📅

oeldemonstration+pb@gmail.com

User name "oeldemonstration+pb@gmail.com" is not available.

# Provider Portal Returning User

# Log on Process

Provider Portal users who have already created a user account can log on from the Provider Services welcome page by entering the user name and password created during the account process. Click the <u>Log On</u> button to continue.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	
Enter User Name	
Password	
Enter Password	
	Log On
Forgot my password	
Change my password	

### **Password Recovery**

If the Provider Portal user cannot remember the password, the user can click the **Forgot my password** link.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	
Enter User Name	
Password	
Enter Password	
Forgot my password Change my password	Log On

#### Clicking the **Forgot my password** link will display the following page:

Forgot Your Password?	
Account Information	
Please type the user name of your account and then click Continue. A password reset link will be sent to the email address associated with your account.	
User name	
	J
< Back Continue	

The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:

Forgot Password Confirmation

A password reset link was sent to the email address associated with your account.

Please click Continue to proceed to the login page.



The Provider Portal user should then access the email account used for the account and find the email sent by **DONOTREPLY@oel.myflorida.com**.

Donoriter er woennighonda.com		5:14 PM (0 minutes ago) ☆ 🔸
to me 💌		
	This Message is from UAT Provider Portal	
You are receiving this message because you or Please disregard this email if you did not reque	r someone else from this email address requested a new Provider Portal password. ast a new password.	
To reset your password you must complete the 1. Please reset your password by clickir 2. Enter your <b>user name</b> – it must be the 3. Enter in your new password.	following steps. <u>9 here</u> 	

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

Once the Provider Portal user clicks the <u>here</u> link, the following page will display:

Reset Your Password
Account Information
Please type the user name and new password for your account, and then click <b>Reset Password</b> .
User name
Enter User Name
Password (must contain at least 8 characters)
Enter Password
Confirm password
Enter Password
Reset Password

The Provider Portal user must enter the user name (email address), new password and confirm the new password. After entering the required fields, click the **<u>Reset Password</u>** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

**Reset Password Confirmation** 

# The password for your account was successfully reset.

Please click Continue to proceed to the login page.

Continue

#### Change Password Process

A Provider Portal user can change the password at any point by clicking the **Change my password** link.

Provider Services Logon	
Account Information	
User name (must be a valid email address)	
Enter User Name	
Password	
Enter Password	
	Log On
Forgot my password	Log On
Change my password	
Clicking the Change my password link will display the following page:	
Change Password	
Account Information	
Please type your account information below and click Change Password.	
User name	
Enter User Name	
Current password	
Enter Current Password	
New password (must be at least 8 characters)	
Enter New Password	
Confirm new password	
Confirm New Password	
	Change Password

The Provider Portal user must enter the User Name (email address), current password, new password and confirm the new password. After entering the required fields, click the **Change Password** button to continue.

If the Provider Portal user successfully changes the password, the following page will display:

Password Change Completed

The password for your account was successfully changed.

Please click Continue to proceed to the login page.



# Provider Dashboard

After logging on to the Provider Portal, the following page will display:

Home Business - Profile - Contracts - Enrollments - Attendance - D	Profile: 2018 - 2019 V Hello ledbetter.kiwanis+10@gmail.com! C+ Log Off 🚯		
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.
Manage Users Manage All Users			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes			
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smartiles Jim's House of Smartiles 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

### Update Provider Portal User Account Information

Provider Portal users are able to update their user information – name and phone number – associated with their email address. If the name associated with an email address is blank, the user can add the first and last name. If a name associated with a standardized email address (e.g. Info@JimsHouseofSmarties.com) needs to be changed due to a director or other staff leaving, the first and last name can be changed as long as another user has access to that Provider Portal account. If no one has access to the Provider Portal account, contact your local early learning coalition to submit a ticket to the OEL Service Desk.

Click on the gear icon.



Enter the additional information and click **<u>Save</u>**.

LUpdate User Account Information				
Please update your ac	count details to continue			
First Name*	Jim			
Middle Name	Enter Middle Name			
Last Name*	Ledbetter			
Suffix	~			
Phone Number*	(850) 717-8607			
	Cancel			

### **Multiple Sites**

If the Provider Portal user registered a provider site that shares a taxpayer identification number with multiple sites, all of the sites with a shared taxpayer identification number will appear in a dropdown list for that Business Administrator.

Sites	Jim's House of Smarties $\checkmark$	Profile:	2018 - 2019 🗸	Hello ledbetter.kiwanis+10@gmail.com!	C+ Log Off	9

#### Manage Sites

Providers with multiple site locations can use this feature to manage additional sites. Click the <u>Manage All Sites</u> link to add new provider sites. Additional sites can only be added if the sites share the same taxpayer identification number. This function will only be needed if the provider site is not found in the OEL database. Sites that share the same taxpayer identification number will automatically be assigned to the Business Administrator who registered the first provider site with the same taxpayer identification number.

Home Business - Profile - Contracts - Enrollments - Attendance -	Profile: 2018 - 2019 V Helio ledbetter.kiwanis+10@gmail.com! C+ Log Off			
Common Tasks	Broadcast Messages		Coalition Messages	
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.	
Manage Users Manage All Users				
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract				
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links	
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website	

#### Manage Sites

Use this page to add new provider sites and to edit or inactivate provider	ler sites for which you have the necessary administrative access.					
If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.						
Location name	License number	Address	Actions			
Jim's House of Learning 2	EXEMPT	250 MARRIOTT DR TALLAHASSEE, FL 32301	Edit Manage Users			
Add Site						

After clicking the Add Site button, the following message will display:

#### Add New Site

To add a new site for your business, first type the license, registration, or exemption number of the new site, and then click Verify License to verify that the license number is available for use with the system.

License/Registration/Exemption number, or EXEMPT\*

Verif	Verify License	
Save	Cancel	

If the new provider site matches, the location information will be pre-populated.

#### Edit Site

License/Registration/Exemption number, or EXEMPT*
X10POC
Legal status *
Exempt V
Doing Business As (DBA) name*
HEAVEN'S LITTLE
Provider type *
Center 🗸
Address line 1*
620 N Ave
Address line 2
City *
Lakeland
State
Florida
Zip code*
33801
County of physical location *
Polk

Save Cancel

If the new provider site does not match, the location information must be entered by the Provider Portal user.

To add a new site for your business, first type t number of the new site, and then click Verify Li available for use with the system.	the license, registration, or e icense to verify that the lice	exemption Inse number is
License/Registration/Exemption number, or	EXEMPT*	
8		Verify Licens
Legal status*		
Doing Business As (DBA) name*		
Provider type*		
Address line 1*		
Address line 2		
City*		
State		
Florida		
Zip code*		
County of physical location*		

After clicking the **<u>Register</u>** button, the following message may display:



Click the <u>Yes</u> button to accept the standardized United States Postal Service address. Click the <u>No</u> button to go back to the previous screen to re-enter the address information.

#### Manage Users

Click the Manage All Users link to edit, add, and inactivate provider site users.

Home Business - Profile - Contracts - Enrollments - Attendance -	e Business - Profile - Contracts - Enrollments - Attendance - Documents - Profile 2018 - 2019 - Helio ledbetter kiwanis+10@gmail.com				
Common Tasks	Broadcast Messages		Coalition Messages		
Manage Sites Manage All Sites Manage Users Manage VIPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract	No messages to display.		No notifications or alerts to display.		
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links		
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website		

To edit the role of a Provider Portal user, click the <u>Edit</u> button.

Manage All Users			
Use this page to add, edit, and inactivate users of an If a button is disabled, it means that you don't have s	y of the provider sites for which you have ufficient access to use that function for the	the necessary administrativ at particular provider site. Pl	re access. lease see your site adminstrator if you need additional access.
Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate
Add User			

#### Provider User Roles:

- Business Administrator Able to edit the provider profile and principal business information that is shared among associated provider sites; able to add provider sites and users; submit profiles and profile updates; and create contracts. This role would typically be assigned to an owner.
- Site Administrator Able to edit the provider profile associated to their site add provider users for a site, but cannot create a new site. This role would typically be assigned to a principal or director.
- User Able to perform administrative tasks based on permissions granted by the Business
   Administrator or Site Administrator. This role would typically be assigned to teachers and aides.

#### After changing the role, click the **<u>Save</u>** button to continue.

#### Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

#### Role\*

Business Administrator Site Administrator User		
	Save	Cancel

To add a user, click the Add User button.

# Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.

If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site adminstrator if you need additional access.

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit Inactivate
Add User			

### Add New User

To add a new user to your site, first type the user name (email address) of the new user, and then click Check User Name to see if the user is already registered with the system.

	Check	User Name
	Sav	e Cancel

In the user name field, the Provider Portal user will enter the email address of the new user. If the user already has an account in the Provider Portal, the user role must be selected. Click the <u>Save</u> button to continue.

\dd New User	
o add a new user to your site, first type the user name (e and then click Check User Name to see if the user is alread	email address) of the new user, ady registered with the system.
Jser name*	
oeldemonstration+5@gmail.com	Check User Name
oeldemonstration+5@gmail.com The specified user account already exists in the system, s s needed. Select the role and permissions for the new us tole*	o no further account information er, and then click Save.
oeldemonstration+5@gmail.com The specified user account already exists in the system, s s needed. Select the role and permissions for the new us Role* Business Administrator	o no further account information er, and then click Save.

In the user name field, the Provider Portal user will enter the email address of the new user. If the user does not exist in the system, the user's information and role must be entered. Click the **Save** button to continue.

and then click Check User Name to see if the user is already	registered with the system.
User name*	
oeldemonstration+7@gmail.com	Check User Name
The specified user account does not yet exist in the system. I below, and then click Save.	Please complete the form
Password*	
Confirm password*	
First name*	
Middle name	
Last name*	
Role*	
Business Administrator Site Administrator User	

Once the new user has been added, an email will be sent to the new user by **DONOTREPLY@oel.myflorida.com**.

Hello Jamie Ledbetter,

You are receiving this message because you have been given permission to access Jim's House of Learning 2 with your user account in Florida's statewide early learning Provider Portal.

You may now log on to the Provider Portal with your user name and password to get started.

If you do not have your current user name or password, contact Jim Ledbetter at oeldemonstration+3@gmail.com for your log in information.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

The User role has a set of permissions that can be individualized for each User. Each option is unchecked by default and must be checked to add to the User. Click the **Save** button to continue.

Edit User Permissions

Make the desired changes to the user's role and permissions, and then click Save.

Role	•	
Use	er	~
Permi	issions	
*	Attach Profile Documents	
*	Create Banking Information	
*	Create Calendar	
*	Create Profile	
*	Create SR Contract	
*	Create VPK Contract	
*	Edit Banking Information	
*	Edit Calendar	
*	Edit Profile	
*	Edit Site	
*	Edit SR Contract	
*	Edit VPK Contract	
*	Manage ASQ	
*	Manage Document Library	
*	Manage Messages and Notifications	
*	Manage Other	
*	Modify and Submit SR Attendance Rosters	
*	Modify and Submit VPK Attendance Rosters	
*	Reports	
*	Review Attendance Rosters	

Save Cancel
-------------

To inactive a user, which will remove the user from the site, click the **Inactivate** button.

Manage All Users					
Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access. If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.					
Jim's House of Learning 2					
User name	Role	Name	Actions		
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	Edit		
Add User					

If the Provider Portal user discovers that an email address has an error after it has been entered, the user can add the correct email address by clicking the <u>Add User</u> button, entering the required information, and then click the <u>Save</u> button. Then, the user will click the <u>Inactive</u> button for the email address which has the incorrect email address. For example, from the above Manage All Users screen, if the Business Administrator's email address was incorrectly entered as oeldemonstation@gamaial.com, the process would be to click the <u>Add User</u> button and create oeldemonstration+3@gmail.com, click <u>Save</u>, and then click <u>Inactivate</u> for oeldemonstation@gamaial.com. It is important to create the correct email address first before inactivating the incorrect email address.

#### Broadcast Messages (not yet available)

The Broadcast Messages section of the Provider Dashboard will display all messages sent by the local early learning coalition to all providers in the coalition service area. Click the message title to see the full text of the message.

Home Business • Profile • Contracts • Enrollments • Attendance •	Documents 👻		Profile: 2018 - 2019 V Hello ledbetter.kiwanis+10@gmail.com/ C+ Log Off			
Common Taske	Broadcast Messages		Contilion Marcanae			
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.			
Manage Users Manage All Users	×					
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes						
Statewide VPK Provider Contract VPK Contract Amendment	Floride one ourningly	v	Frequently-Used Links			
Manage SK Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as:	Jim's House of Smarties Jim's House of Smarties	Bright Beginnings Core Competencies			
	Provider ID: License number: SSN / Federal ID number:	8435 9999999999	UCH Provider Irraining Early Learning Performance Funding Project Provider Portal User Guide			
			VPK Provider Readiness Rate Website			

# **Coalition Messages**

The Coalition Messages section of the Provider Dashboard displays messages sent by the local early learning coalition to a specific provider. This is a one-way communication; the provider cannot email the coalition directly from the portal. Click the message title to see the full text of the message.

Documents 👻		Profile: 2018 - 2019 V Hello ledbetter kiwanis+10@gmail.com/ C+ Log Off		
Broadcast Messages		Coalition Messages		
No messages to display.		No notifications or alerts to display.		
Provider Site Summary		Frequently-Used Links		
Business name: Doing business as:	Jim's House of Smarties Jim's House of Smarties	Bright Beginnings Core Competencies		
Provider ID: License number:	8435	DCF Provider Training Early Learning Performance Funding Project		
SSN / Federal ID number:	алалалала	VPW Portal User Guide VPK Provider Readiness Rate Website		
	Documents +	Documents ↓		

# Frequently Used Links

The Frequently Used Links section of the Provider Dashboard has links to web pages with information about statewide provider requirements, training and services.

Attendance - Review Business - Profile - Contracts - Enrollments - Attendance -	Documents +	Profile: 2018 - 2019 V Hello ledbetter.kiwanis+10@gmail.com/ C+ Log Off 🚯	
Common Tasks	Broadcast Messages	Coalition Messages	
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to display.	
Manage Users Manage All Users			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes Statewide VPK Drowled Contract			
VPK Contract Amendment	Provider Site Summary	Frequently-Used Links	
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name:     Jim's House of Smartles       Doing business as:     Jim's House of Smartles       Provider ID:     8435       License number:     SSN / Federal ID number:	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website	

# Completing the Provider Profile

After registering as a provider, the next step is to complete the Provider Profile.

#### **Request Assistance**

If a Provider Portal user needs assistance filling out any information in the Provider Profile, click the **<u>Request</u>** <u>Assistance</u> button.

THE G	ODDARD SCHO	OL Profil	e		2020 - 2021 P	ogram Year				
General	Facility Services	Curriculum	Fees & Discounts	Hours of Operation	Staffing & Capacity	Private Pay Rates	Closures Calendar	Documents	Review	Sign & Certify
General										
1. Do you w ● Yes ○	<b>vant to have your program</b> No	referred to fan	nilies seeking child o	are listings? 🚺						
2. Do you w ● Yes ○	vant to complete a contract No	t to participate	in the School Readi	ness Program?						
2	2.1 Have you completed the ● Yes ○ No	e Health & Safe	ety Inspection by De	partment of Children a	nd Families?					
3. Do you w ● Yes ○	vant to complete a contract	t to participate	in the Voluntary Pre	kindergarten (VPK) Ec	lucation Program?					
4. Do you w ● Yes ○	vant to complete a contract No	t to receive loc	al funding? 🚺							
5. Are you a ● Yes ○	a Gold Seal provider? 🕦 🛆 No	2								
6	5.1 Gold Seal Accreditation	ı (select one) 🔺								
[	Gold Seal for Birth to 5									
6. Are you a ● Yes ○	an accredited provider?A No									
6	5.1 Accreditation (select all the	hat apply)								
	OTHER×									

Then, complete the field, briefly describing the need for assistance. Click the **<u>Submit</u>** button to send the request.



After clicking **Submit**, the following message will display:

The early lea	rning coalition has received yo	ur request for assistance. Someone will
review your i request is re	equest and contact you by tele adv to be processed. Contact v	phone, email, fax, or mail when your our local <b>Early Learning Coalition</b> if you
need immed	ate assistance.	

The Provider Portal user will not be able to edit the profile once the request for assistance is submitted; however, coalition staff will be able to edit information in a profile while providing assistance to a Provider Portal user.

The request for assistance can be cancelled by the Provider Portal user by clicking the <u>Cancel Assistance Request</u> button.



If a Provider Portal user cancels the assistance request, the following message will display and the user will complete the field, briefly describing the reason for cancelling the request. Click the **<u>Submit</u>** button to continue.



After cancelling the request, the following message will display:



Ok

### **Business**

The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.

**NOTE:** This information was previously captured in the Business tab of the provider profile. Although the Business Information page is now separated from the provider profile, it must be completed before the profile may be submitted.

Tool tips, indicated by the <sup>(1)</sup> symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the<sup>(1)</sup> to see the message.

To complete the Business Info page, click the **<u>Business</u>** dropdown menu from the Provider Dashboard.

Home Business - Profile - Contracts - Enrollments - Attendance -	Documents -		Profile 2018 - 2019 V Hello ledbetter kiwanis+10@gmail.com! C+ Log Off 6
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.
Manage Users Manage All Users	6		
Manage VPK Applications and Contracts VPK Provider Application			
Manage VPK Instructors, Calendars, and Classes Statewide VPK Provider Contract VPK Contract Amendment	Provider Site Summary		Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID:	Jim's House of Smarties Jim's House of Smarties 8435	Bright Beginnings Core Competencies DCF Provider Training
	License number: SSN / Federal ID number:	9999999999	Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

#### Then, click Business Info.



iness Information				
uningen Manne Aggenzieted with Very Termanen Identification Munches 🕇 🖨				
usiness name Associated with Your Taxpayer Identification Number •				
It's House of Learning 5				
axpayer Identification Number* 🜖				
1888888				
wner Information ()				
Owner Name*	Owner Telepho	ne Number*	•	
lim Ledhetter	(555) 555-555	5		
Owner Email Address*	Owner Phone T	vpe*		
fake@foo.com	Mobile Phone	76-		~
wner's Designee or Contact Person Information 👔				
Designee/Contact Name*	Designee/Cont	act Telephon	e Number*	
Jim Ledbetter	(555) 555-555	5		
Designee/Contact Email Address*	Designee/Cont	act Phone Ty	rpe *	
fake@foo.com	Unknown	- ,	-	~
-				
usiness Ownership Type* 🚺				
orporation				×
hysical Address Information 🧃				
Address Line 1*				
250 MARRIOTT DR				
Address Line 2				
City*	State*		Zip Code*	
	0.000.00			
TALLAHASSEE	FL	~	32301	
TALLAHASSEE	FL	~	32301	
TALLAHASSEE	FL	~	32301	
TALLAHASSEE	FL	~	32301	
TALLAHASSEE         Iailing Address Information ③         ☑ Mailing address is the same as the principal address.	FL	~	32301	
TALLAHASSEE         ailing Address Information ()         Image: State and State an	FL	~	32301	
TALLAHASSEE Address Information () Mailing address is the same as the principal address. Address Line 1* 250 MARRIOTT DR	FL	~	32301	
TALLAHASSEE         Iailing Address Information ③         Image: State of the same as the principal address.         Address Line 1●         250 MARRIOT DR         * Altering Line 2	FL	~	32301	
TALLAHASSEE  Ialling Address Information  Mailing address is the same as the principal address.  Address Line 1  250 MARRIOTT DR  * Altering this address may trigger USPS verification  Address Line 2	FL	~	32301	
TALLAHASSEE         Italiing Address Information ①         Image: Address Information ②         Image: Address Information ③         Image: Addres	FL State*	~	32301	
TALLAHASSEE         Iailing Address Information ③         Image: Mailing address is the same as the principal address.         Address Line 1●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2         City●         TALLAHASSEE	FL State*	•	32301 Zip Code*	
TALLAHASSEE         lailing Address Information ③         Image: Second	State*	<ul> <li></li> <li></li> </ul>	32301 Zip Code* 32301	
TALLAHASSEE         lailing Address Information ()         Image: Second State	State*	<ul> <li></li> <li><td>32301 Zip Code* 32301</td><td></td></li></ul>	32301 Zip Code* 32301	
TALLAHASSEE         Iailing Address Information ()         Image: Solution of the same as the principal address.         Address Line 1 *         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2         City *         TALLAHASSEE         ayment Mailing Address Information ()	State*	<ul> <li></li> <li><td>32301 Zip Code® 32301</td><td></td></li></ul>	32301 Zip Code® 32301	
TALLAHASSEE         Iailing Address Information ③         Image: Solution and the same as the principal address.         Address Line 1 ●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2         City ●         TALLAHASSEE         ayment Mailing Address Information ④         Image: Payment address is the same as the mailing address.	State*	<ul> <li></li> <li><td>32301 Zip Code* 32301</td><td></td></li></ul>	32301 Zip Code* 32301	
TALLAHASSEE         Iailing Address Information ③         Image: Solution and the same as the principal address.         Address Line 1         250 MARRIOTT DR         * Aftering this address may trigger USPS verification         Address Line 2         City         TALLAHASSEE         ayment Mailing Address Information ④         Image: Payment address is the same as the mailing address.         Address Line 1	State*	<ul> <li></li> <li><td>32301 Zip Code♥ 32301</td><td></td></li></ul>	32301 Zip Code♥ 32301	
TALLAHASSEE         Iailing Address Information ③         Image: Second	State*	<ul> <li></li> <li><td>32301 Zip Code* 32301</td><td></td></li></ul>	32301 Zip Code* 32301	
TALLAHASSEE         Iailing Address Information ③         Image: Second	State*	v	32301 Zip Code 32301	
TALLAHASSEE         Iailing Address Information ③         ☑ Mailing address is the same as the principal address.         Address Line 1●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2         City●         TALLAHASSEE         ayment Mailing Address Information ④         ☑ Payment address is the same as the mailing address.         Address Line 1●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 1●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 1●         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2	State*	<ul> <li></li> <li></li> </ul>	32301 Zip Code 32301	
TALLAHASSEE         Tallading Address Information ()         ✓ Mailing address is the same as the principal address.         Address Line 1*         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2         City*         TALLAHASSEE         ayment Mailing Address Information ()         ✓ Payment address is the same as the mailing address.         Address Line 1*         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 1*         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 1*         250 MARRIOTT DR         * Altering this address may trigger USPS verification         Address Line 2	State •		32301 Zip Code* 32301	
TALLAHASSEE         Tallading Address Information ()         Image: Second Seco	State*	×	32301 Zip Code* 32301	
TALLAHASSEE         Tallading Address Information ()         Image: Second Seco	State*  State*  FL  State*  FL  State*  FL	×	32301 32301 Zip Code* 32301 Zip Code* 32301	

### Profile

A Provider Portal user must fill out all information in each tab, and click the <u>Next</u> button to continue filling out the provider profile information. Click the <u>Back</u> button to return to the previous tab.

Tool tips, indicated by the <sup>(1)</sup> symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the<sup>(1)</sup> to see the message.

To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.

Home Business - Profile - Contracts - Enrollments - Attendance -	Documents 👻		Profile: 2018 - 2019 V Helio ledbetter.kiwanis+10@gmail.com! C+ Log Off	
Common Tasks	Broadcast Messages		Coalition Messages	
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.	
Manage Users Manage All Users				
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes				
Statewide VPK Provider Contract VPK Contract Amendment	Provider Site Summary		Frequently-Used Links	
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Jim's House of Smarties Jim's House of Smarties 8435 9999999999	Bright Beginnings Core Competencies DCF Provider Training Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website	

Then, click Provider Profile.

A Home	Business 👻	Profile 🗸	Contracts -	Enrollments 👻
		Provider F	Profile	
Common	Tasks			

**Yellow Warning Symbols** 

Yellow warning symbols will appear on certain fields on the following tabs: General, Facility, Services, Curriculum, Staffing & Capacity, and Documents.

If the Provider Portal user hovers over the yellow warning symbol, the following message will display.

General	Facility	Services Warning!	Curriculum	Fees & Discounts
Curriculum	(select all	This informati Provider Appl	on is included in ication (VPK 10,	the VPK 11A,
Curriculu	m 🛆 <	11B). Editing application is	after an Ilt in an	
Baby Doll	Circle Tim	Learning Coa	y ou to	
Beyond C	enters & C	review the up	re-	
Beyond C	ribs & Ratt	Submit as nee	aea.	
	_			

Complete Program for Early Literacy Success - Level Two

If a change is made, the coalition will review the change and change the profile status to **Incomplete** to allow the Provider Portal user to re-submit the VPK-APP. The user will receive the following email from **DONOTREPLY@OEL.myflorida.com**.

From: <<u>OELSystemTest@oel.myflorida.com</u>> Date: Wed, Aug 16, 2017 at 12:06 PM Subject: Signature Required - VPK Provider Application Updated To: alatham77@gmail.com Ce: <u>ME@nowhere.com</u>

Hello,

The VPK Provider Application (VPK 10,11A, 11B) forms have been updated for Maggie Mae Daycare. Your review and signature is required. Please log on the Provider Portal and go to the Contracts menu, and choose Manage Contracts. On this page, locate your VPK-APP and click Edit. Review the VPK Provider Application information and submit your signature on the Certify and Submit tab.

Please review and submit your signature as quickly as possible.

Thank you,

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions, please contact your early learning coalition.

## Step 1 – General

The General tab collects basic information about the provider, including provider types and whether or not there is interest in contracting with the early learning coalition to provide School Readiness or Voluntary Prekindergarten (VPK) Education services.

General
<ol> <li>Do you want to have your program referred to families seeking child care listings?</li> <li>Yes ○ No</li> </ol>
<ul> <li>2. Do you want to complete a contract to participate in the School Readiness Program?</li> <li>Yes No</li> </ul>
<b>2.1 Have you completed the Health &amp; Safety Inspection by Department of Children and Families?</b> (a) Yes (b) No
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program? Yes No
<ul> <li>4. Do you want to complete a contract to receive local funding?</li> <li>Yes No</li> </ul>
5. Are you a Gold Seal provider? () ▲ Yes      No
5.1 Gold Seal Accreditation (select one)
Gold Seal for Birth to 5
6. Are you an accredited provider? ▲
6.1 Accreditation (select all that apply)
OTHER×
# Step 2 – Facility

The Facility tab collects contact information for the provider. The Provider Portal user is required to enter contact information for staff responsible for different aspects of the business. If the staff person is an Authorized Contract Representative or VPK Authorized Contract Representative, click the checkbox below each section (Director, VPK Director, etc.).

Facility						
1. Doing Business as Name (DBA) 🔺						
Jim's House of Canes & Gators						
2. Contact 🛕						
Telephone Number*		Phone Type •				
(999) 999-9999		Mobile Phone		~		
Fax Number		Email Address				
		oeldemonstration+PB@gmail.com				
3. Physical Address of Facility 🛕						
Address Line 1*		Address Line 2				
2300 HIGH RIDGE RD						
City	State =		Zip Code®			
BOYNTON BEACH	Florida	~	33426			
County *						
Palm Beach	*					
4. Director						
Director Name *		Director Email*				
Not Jim Ledbetter		oeldemonstration+pb@gmail.com				
Director Telephone Number*		Director Phone Type				
(585) 555-5555		Mobile Phone		~		
Is Authorized Contract Rep						
5. VPK Director						
□ VPK Director information is the same as the Director information.						
VPK Director Name*		VPK Director Email*				
Not Not Jim Ledbetter		oeldemonstration+pb@gmail.com				
VPK Director Telephone Number*		VPK Director Phone Type *				
(555) 555-5555		Mobile Phone		<b>`</b>		
Is VPK Authorized Contract Rep						
6. Legal Status 🛕						
Exempt	•					
7. Exemption Details 🛕						
Exempt Number * 1		Expiration Date				
EXEMPT		03/30/2017		<b>*</b>		
Exemption Reason <sup>®</sup>		Private School Code				
Private School	•	1234				
8. Provider Type 🌯 🛆						
Private School	•					
Additional Facility Contacts						
Add New Contact						

When the <u>Add New Contact</u> button is clicked, the Provider Portal user can create additional provider contacts for the profile.

Add New Contact	
Contact Type	
-	-
Name	Email
Primary Telephone Number	Primary Telephone Extension
Primary Phone Type	
Select Type	~
Secondary Telephone Number	Secondary Telephone Extension
Secondary Phone Type	
Select Type	~
Fax	
Authorized Contract Rep	
	Save Cancel

#### Contact Type

# Contact Type

	•
General Contact Information	
SR Contact	
CCRR Contact	
Assistant Director	
Facility Director	
Operations Manager	
Principal	
Assistant Principal	
Extended Day Contact	×

Before School Contact	•
After School Contact	^
Finance	
Food & Nutrition	
Attendance	- 1
Camp Contact	
Admissions	
Enrollment	
Administrator	~
Associate Director	
Other Contact	~

# Step 3 – Services

The Services tab collects information on the ages of the children in provider care, as well as different provider services.

1. Age of Children for which Care is Provided*					
Minimum Age *		Maximum Age <sup>#</sup>			
1 Months	•	2		Months	•
2. Programs Offered (select all that apply)					
Before School× Migrant Head Start× Playgroup×					•
3. About My Program (select all that apply)					
Music lessons × Dance × Swim lessons ×					-
4. Languages Spoken by Staff (select all that apply)*					
English× Spanish× Haitian/Creole×					•
5. Other Spoken Languages 👔					
6. Meals (select all that apply)					
Morning Snack× Afternoon Snack×					•
<ul> <li>7. Do you provide transportation services?<sup>●</sup></li> <li>④ Yes ○ No</li> </ul>					
8. Transportation (select all that apply)					
Transportation to/from local school ×					-
8.1 Transportation to/from Local School					
School	Transportation To	Transportation From			
Add school			Add		
Mickey Mouse			✓Edit ★Remove	8	
9. Do you currently implement a character development program?					
9.1 Description of Character Development Program (250 characters max)					
blah					
10. Is your program equipped to care for children with special needs? O Yes  No					
11. Is your facility wheelchair-accessible?" • Yes O No					
12. Does your program/facility offer therapeutic services to children? <sup>●</sup> ● Yes ○ No					
13. Do you participate in a quality rating system? <sup>●</sup> ① ● Yes ○ No					

14. Affiliation - Not for Profit<sup>®</sup> O Yes 
No

# Step 4 – Curriculum

The Curriculum tab collects information about the provider's curriculum. A provider may choose multiple curricula from the list. If the provider is a school readiness provider, an approved curriculum must be chosen. If no approved curricula are being used by the provider, the Provider Portal user should select "Other." If a provider does not see their curricula listed, choose "Other" as the curriculum.

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

Curriculum (select all that apply)		
Curriculum 🛆	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time		
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012

# Step 5 – Fees & Discounts

The Fees & Discounts tab collects information about fees the provider assesses the parent. The Provider Portal user should enter all applicable fees. All amount fields must have either a dollar amount or zero entered. If a fee is not applicable, the amount entered must be "0." If there are no family discounts offered, the selection must be "None."

Description	Amou	int	Frequency	Per Child / Per Family
Annual®	S	75	Monthly	Per Child •
Application/Registration®	S	150	Annual	Per Child +
Diapers	S	0	•	•
Early Drop Off	S	0	•	•
Extended Stay	S	0	•	•
Insurance®	s	0	•	•
Late Payment <sup>®</sup>	S	5	Daily	Per Child -
Late Pick-Up •	S	15	Hourly	Per Child -
Meals/Snacks*	S	0	•	•
Returned Check*	S	25	As needed -	Per Family
School Age	S	475	Monthly	Per Child -
Supplies/Materials*	s	0	•	•
Waiting List Registration*	S	0	•	•

# Step 6 – Hours of Operation

The Hours of Operation tab collects information on the type of schedules offered for care. The Provider Portal user must click the checkbox next to the desired day of the week before inputting hours of operation for that day. The default hours of operation for each day are 6:00 a.m. - 6:00 p.m. An Enhanced Schedule is available.

Facility Hours of Oper	ation						
1. Enhanced Schedu	ile (select all that apply)						
							-
24-hour Care							
Drop in Care							
Early/Extended Car	e						
Emergency/Tempor	rary						
Evening							
Full Year							
Full-time							
Overnight							$\sim$
Part time		Open		01030		TOULTIOUS	
Tuesday	✓ 24 hours	12:00 AM	0	11:59 PM	0	23.98	
		Open		Close		Total Hours	
✓ Wednesday	✓ 24 hours	12:00 AM	٥	11:45 PM	Ø	23.75	
		Open		Close		Total Hours	
Thursday	24 hours	12:00 AM	0	12:00 AM	0	0	
		Open		Close		Total Hours	
Friday	24 hours	12:00 AM	0	12:00 AM	0	0	
		Open		Close		Total Hours	
Saturday	24 hours	12:00 AM	0	12:00 AM	0	0	

# Step 7 – Staffing & Capacity

The Staffing & Capacity tab collects information on how many children the facility will or can care for. These questions are asked by age group. For each care level, the Provider Portal user should enter the highest number of teachers and children for all classrooms for each care level. This tab does not calculate staff-to-child ratios, but stores staffing and capacity numbers for local early learning coalition review.

**Staff-to-child Ratio** is the number of children that an individual teacher is responsible for. To reflect the actual ratio, the "Teachers in Classroom" column should always be 1. For example, if you have 2 teachers with one class of 20, you should list 1 "Teacher in Classroom" with 10 "Children in Classroom" and a "Group Size" of 20. If you follow the state mandated ratios for a center or facility, please see the example below. You can omit the age groups you do not serve.

**Group Size** is the maximum number of children, by age, that can be in a single classroom at any given time. If you follow the state mandated group sizes for a center or facility, please see the example below. You can omit the age groups you do not serve.

#### Staffing and Capacity

#### 1. Staff-to-Child Ratio in Your Program 🕦

Care Level	Teachers in Classroom		Children in Classroom	Group Size 📵
< 12 Months	1	) :	1	1
12 < 24 Months	0	] :	0	0
24 < 36 Months	0	] :	0	0
36 < 48 Months	0	] :	0	0
48 < 60 Months	0	] :	0	0
60 < 72 Months	0	] :	0	0
In School	0	] :	0	0
Special Needs	0	] :	0	0
VPK Class	0	] :	0	0

2. Training/Educational Credentials in Your Program

Training/Education Type	Number of Staff 🜖
FCCH 30 HOUR TRAINING	1
40/45 HR INTRO CHILD CARE	0
AAVAS NONCHILD RELATED	0
AAVAS EARLY CHILDHOOD OR RELATED FIELD	0
DIRECTOR CREDENTIAL ADV	0
DIRECTOR CREDENTIAL LEVEL 1	0
DIRECTOR CREDENTIAL LEVEL 2	0
BA/BS NONCHILD RELATED	0
BA EARLY CHILDHOOD OR RELATED FIELD	0
BEHAVIOR OBSERVATION	0
DIRECTOR (NON VPK)	0
GED/HIGH SCHOOL	0
EARLY (EMERGENT) LITERACY	0
FCCPC/ECPC/CCAC/CDAE	0
MA DEGREE EARLY CHILDHOOD	0
MA NONCHILD RELATED	0
NATL EARLY CHILDHOOD CERT	0
SCHOOL-AGE CREDENTIAL	0
VPK DIRECTOR CREDENTIAL	0
OTHER- LIST	0

# Example: Child Care Center 1

This example uses the state mandated minimum staff-to-child ratios and maximum group sizes permitted for centers.

ng and C	Capacity						
aff-to-Ch	nild Ratio	in Your Prog	ram 🚺				
are Leve	el			Teachers in Class	sroom	Children in Classroom	Group Size 🚺
12 Mont	ths			1	:	4	12
2 < 24 M	lonths			1	:	6	12
4 < 36 M	onths			1	:	11	22
6 < 48 M	lonths			1	:	15	30
8 < 60 M	lonths			1	:	20	40
) < 72 M	lonths			1	:	25	40
School				1	:		50
pecial N	eeds			0	:	0	0

# Example: Child Care Center 2

This example uses more stringent staff-to-child ratios and group sizes that are smaller than the state mandate for centers.

Staff-to-Child Ratio in Your Progra	im 🚯			
Care Level	Teachers in Clas	sroom	Children in Classroom	Group Size 🚯
< 12 Months	1	:	3	6
12 < 24 Months	1	:	5	10
24 < 36 Months	1	:	10	10
36 < 48 Months	1	:	12	12
48 < 60 Months	1	:	20	20 \$
60 < 72 Months	1	:		
In School	1	:		
Special Needs	1	:		
VPK Class	1	:		

For more information on staff-to-child ratios and group sizes for facilities, please visit the <u>School Readiness Health</u> and <u>Safety Standards Handbook</u>.

# Example: Family Child Care Homes 1

A family day care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age. Below are examples of how to fill out this table using the state mandated minimum ratios.

\*\*The group size column should never exceed 10 for a family child care home.

This example uses the maximum of four children from birth to 12 months of age.

affing and Capacity						
Staff-to-Child Ratio in Your Progra	m 🕄					
Care Level	Teachers in Classi	room	Children in Classroom	Group Size	0	
< 12 Months	1	:	4	4	:	
12 < 24 Months	1	:				
24 < 36 Months	1	:				
36 < 48 Months	1	:				
48 < 60 Months	1	:				
60 < 72 Months	1	:				
In School	1	:				
Special Needs	0	:				
VPK Class	1	:				

# Example: Family Child Care Homes 2

This example uses the maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children.

#### Staffing and Capacity

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

Care Level	Teachers in Classroom		Children in Classroom	Group Size 🚺
< 12 Months	1	) :	3	3
12 < 24 Months	1	:	3	3 🗢
24 < 36 Months	0	) :	0	0
36 < 48 Months	0	:	0	0
48 < 60 Months	0	) :	0	0
60 < 72 Months	0	) :	0	0
In School	0	) :	0	0
Special Needs	0	:	0	0
VPK Class	0	) :	0	0

# Example: Family Child Care Homes 3

This example uses the maximum of six preschool children if all are older than 12 months of age.

Staffing and Capacity				
. Staff-to-Child Ratio in Your Program	10			
Care Level	Teachers in Classroo	m	Children in Classroom	Group Size 🜖
< 12 Months	0	:	0	0
12 < 24 Months	1	:	2	2
24 < 36 Months	1	:	2	2
36 < 48 Months	1	:	2	2
48 < 60 Months	0	:	0	0
60 < 72 Months	0	:	0	0
In School	0	:	0	0
Special Needs	0	:	0	0
VPK Class	0	:	0	0

# Example: Family Child Care Homes 4

This example uses the maximum of 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age.

aff-to-Child Ratio in Your Progra	m 🔁			
Care Level	Teachers in Clas	sroom	Children in Classroom	Group Size 🚺
< 12 Months	1	:	2	2
12 < 24 Months	1	:	2	2
24 < 36 Months	1	:	1	1
36 < 48 Months	0	:	0	0
48 < 60 Months	0	:	0	0
60 < 72 Months	0	:	0	0
In School	1	:	5	5 \$
Special Needs	0	:	0	0
VPK Class	0	:	0	0

# Example: Large Family Child Care Homes 1

A large family child care home is allowed to provide care for one of the following groups of children, which includes household children under 13 years of age.

\*\*The group size column should never exceed 12 for a large family child care home.

This example uses the maximum of 8 children from birth to 24 months of age.

Staffing and Capacity				
1. Staff-to-Child Ratio in Your Program 🚺				
Care Level	Teachers in Classroom	I	Children in Classroom	Group Size 📵
< 12 Months	1	) :	3	3
12 < 24 Months	1	) :	5	5
24 < 36 Months	0	) :	0	0
36 < 48 Months	0	) :	0	0
48 < 60 Months	0	) :	0	0
60 < 72 Months	0	) :	0	0
In School	0	) :	0	0
Special Needs	0	) :	0	0
VPK Class	0	) :	0	0

# Example: Large Family Child Care Homes 2

This example uses the maximum of 12 children, with no more than 4 children under 24 months of age.

taff-to-Child Ratio in Your Progra	m 🚯			
Care Level	Teachers in Class	room	Children in Classroom	Group Size 🚺
< 12 Months	1	:	1	1
12 < 24 Months	1	:	1	1
24 < 36 Months	1	:	2	2
36 < 48 Months	1	:	4	4
48 < 60 Months	1	:	4	4 +
60 < 72 Months	0	:	0	0
In School	0	:	0	0
Special Needs	0	:	0	0
VPK Class	0	:	0	0

For more information on staff-to-child ratios and group sizes for family child care homes please visit the <u>School</u> <u>Readiness Health and Safety Standards Handbook</u>.

## Step 8 – Private Pay Rates

The Private Pay Rates tab collects information on the provider's private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each "Unit of Care" and "Care Level" offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no entry is needed.

Providers that indicate they want to complete a contract to participate in the school readiness program on the General tab will also have a section on the Private Pay Rates tab to enter the Daily Rates for the School Readiness Program. The Provider Portal user may edit the \$0.00 amount for each "Unit of Care" and "Care Level" offered by the provider or click on the <u>SR Daily Rate Helper</u> button. The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation. These rates will be utilized in the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

**NOTE:** With Release 3.5, School Readiness providers must now answer a question regarding the family's responsibility to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate.

II Time Weekly Rate@         S         0           mmer Camp Weekly Rate@         S         0           op-bn Daily Rate@         S         0           II Time Weekly Rate@         S         0           K Full Time Weekly Rate@         S         0	S     0       S     0       S     0       S     0       S     0       S     0	\$ 0 \$ 0 \$ 0 \$ 0 \$ 0	\$         0           \$         0           \$         0           \$         0           \$         0	\$ 0       \$ 0       \$ 0       \$ 0       \$ 0	\$ 0           \$ 0           \$ 0           \$ 0	\$ 0 \$ 0 \$ 0	\$ 0 \$ 0
ammer Camp Weekly Rate 0         \$         0           op-in Daily Rate 0         \$         0           aft Time Weekly Rate 0         \$         0           K Full Time Weekly Rate 0         \$         0	S     0       S     0       S     0       S     0	\$         0           \$         0           \$         0	\$ 0 \$ 0 \$ 0		\$ 0 \$ 0	\$ 0 \$ 0	\$ 0 \$ 0
op-in Daily Rate         3         0           II Time Weekly Rate         5         0           rt Time Weekly Rate         5         0           K Full Time Weekly Rate         5         0	\$ 0 \$ 0 \$ 0	\$ 0 \$ 0	\$ 0 \$ 0	\$ 0 \$ 0	\$ 0	\$ 0	\$ 0
II Time Weekly Rate         \$         0           rt Time Weekly Rate         \$         0           K Full Time Weekly Rate         \$         0.00	\$ 0 \$ 0	\$ 0	\$ 0	S O			
rt Time Weekly Rate 🕒 5 0	\$ 0				\$ 0	\$ 0	S 0
YK Full Time Weekly Rate 🕽 5 0.00		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	\$ 0.00	\$ 0.00	\$ 0	<b>S</b> 0	\$ 0	\$ 0.00	\$ 0
S 0.00	\$ 0.00	\$ 0.00	\$ 0 ·	<b>S</b> 0	\$ 0	\$ 0.00	\$ 0
hool Age After School Weekly Rate () 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	S 0
hool Age Before School Weekly Rate () 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
thool Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

							\$ SR Daily Rate Helps	
	Infant	Toddler	2 Year Old	Preschool 3()	Preschool 4(1)	Preschool 5()	School Age ()	Special Needs ()
SR Full Time Daily Rate 🚯	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR Part Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR School Age - Both Before & After School Daily Rate ()	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

# Step 9 – Closures Calendar

The Closures Calendar tab collects information on any days the provider will be closed. The Provider Portal user will select all closure days for the provider. Once selected, the date will change from white to blue. The local early learning coalition may define reimbursable holidays for the School Readiness program, which will be shaded gray. When a provider closure date and a coalition-defined reimbursable holiday are the same, the date will be shaded dark blue. A Provider Portal user does not need to include Saturdays and Sundays on the Closures Calendar if services are not provided on those days.

**NOTE:** Actual reimbursable holidays will be selected during the contracting process if the provider enters into a School Readiness contract with an early learning coalition.

Closures Cale	ndar																										
Using the C	alendar below, p	olease indicate (	select with your r	nouse) all days	your facility will r	ot be offering car	re for children.															Avai	lable Sel	lected 🔲 EL	C Closure 🔳	Selected + EL	C Closure 🔳
												201	7 - 2018	Program	n Year												
			July 2017						1	August 201	7					S	eptember 2	017					(	October 20	17		
Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	0	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	18	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	28	17	18	19	20	21	22	23	22	23	24	25	28	27	28
23	24	25	28	27	28	29	27	28	29	30	31			24	25	28	27	28	29	30	29	30	31				
30	31																										
		N	ovember 2	117					De	combor 20	17						lanuary 20	18					February 2018				
P.1	Ma	Tu	We We	- Th	E.	<b>8</b> 2	<b>5</b>	Mo	Tu	We We	Th	Er.	£1.	8	Mo	Tu	We We	ть Т	Pr.	£5.	<b>5</b>	Mo	Tu .	we we	TD TD	Er.	5
50	mo	10	1	2	3	4		ino	10	ne		1	2	50	1	2	3	4	5	6	50	mo	10	e	1	2	3
6	6	7			10	11	3	4	5	6	7	8	9	7			10	11	12	13	4		6	7		-	10
12	13	14	15	10	17	18	10	11	12	13	14	15	10	14	15	10	17	18	19	20	11	12	13	14	15	10	17
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	28	27	18	19	20	21	22	23	24
28	27	28	29	30			24	25	28	27	28	29	30	28	29	30	31				25	28	27	28			
							31																				
			March 201	8						April 2018							May 2018							June 2018			
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	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	8	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	18	17	15	18	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	28	27	28	20	21	22	23	24	25	28	17	18	19	20	21	22	23
25	28	27	28	29	30	31	29	30						27	28	29	30	31			24	25	28	27	28	29	30
Back																											Next

Available

Selected ELC Clo

ELC Closure Selected + ELC Closure

# Step 10 – Documents

The Documents tab allows the Provider Portal user to upload documents for the local early learning coalition to review. Based on provider answers in the provider profile, the Documents tab will display types of documents that may be uploaded to support a contract to provide School Readiness or VPK services. Users may enter up to five documents for each document type. Documents uploaded in this tab will also populate in the Document Library and will be utilized during the contracting process.

Supporting Documents
Certificate of Accreditation 🛆 Upload Document
Certificate of Licensure Upload Document
Private Child Care Pay Rates Upload Document
IRS Form W-9 Upload Document

# Step 11 – Review

After reviewing the information for each section, the Provider Portal user must click the **<u>Next</u>** button to continue.

Click the + to expand and the - to collapse each section below. Click the Button to navigate back to that section.

Review - Let's make sure we have all your information.	
Click the headers or the 🕇 to expand and the 🖛 to collapse each section below. Click the Button to navigate to that section.	
+	Business
-	General
1. Do you want to have your program referred to families seeking child care listings?	Yes
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes
2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?	Yes
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes
4. Do you want to complete a contract to receive local funding?	Yes
5. Are you a Gold Seal provider?	Yes
5.1 Gold Seal Accreditation 🔺	Gold Seal for preschool to 5
6. Are you an accredited provider?	Yes
6.1 Accreditations	OTHER

+	Private Pay Rates
-	Closures Calendar
	Closures Dates
	7/4/2017
	8/3/2017
	8/4/2017
	8/5/2017
	8/10/2017
	8/11/2017
	8/12/2017

Back

•••

# Step 12 – Sign and Certify

To submit the Provider Profile, the Full Name must exactly match (and is case-sensitive) the name entered on the Manage Users page. The Provider Portal user must then check the "Check box to certify by electronic signature" check box and click the **Submit** button.

★ Profile Certification And Submittal	
By signing this form I certify that: • I have examined this application and, to the best of my knowledge and belief, the inform • If any of the information listed changes, I understand that I must log into my provider po • I understand that my provider profile information will be shared with the Department of ( • I also understand that if I make changes prior to the coalition approving them, I may be a	nation provided is true and correct. ortal account and update my information within 14 days of the change. Children and Families, Office of Child Care Regulation, for inclusion in the CARES system. out of compliance with the requirements of the VPK and or SR programs.
	Authorized Electronic Signature  Full Name:  Check box to certify by electronic signature  Submission date: 6/26/2017  Submit

Once the Provider Portal user submits the Provider Profile, the following page will display:

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

The Provider Portal user should then find the email sent by **DONOTREPLY@oel.myflorida.com**.

Hello Jim Ledbetter,

The provider profile you completed for Jim's House of Learning 2 was submitted successfully. You will receive an email that will notify you how to proceed after your provider profile is reviewed and processed by your local early learning coalition.

ELC of the Big Bend Region (866) 973-9030 http://www.elcbigbend.org/

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have any questions, please contact your Early Learning Coalition at the number listed above.

# Managing a Profile as a Provider Portal User

# Provider Dashboard

On January 1 of each program year, a button will appear next to the current program year that will allow the Provider Portal user to migrate all profile information from the current program year to the next program year (except Closures Calendar dates). To migrate profile information to the next program year, the Provider Portal user

will click the verte 2019 button. In this example, the provider is migrating profile information from the 2018 – 2019 program year to the 2019 – 2020 program year. All information from the 2018-2019 profile will migrate to the 2019-2020 profile, with the exception of the Closures Calendar. The provider can also skip a profile year and still be able to create a profile for the current year. For example, the provider had a 2017-2018 profile, but skipped the 2018-2019 profile. In order to create a 2019-2020 profile, the provider will go to the 2017-2018 profile, click the **Create 2018** button, then go to the 2018-2019 profile, and click the **Create 2019** button. The skipped profile 2018-2019 can remain Incomplete.

Florida Public School C Profile	2018	- 2019 Program Year	Create 2019		
Request Assistance					
Home Business - Profile - Contracts - Enrollments -	Attendance - Documents -		Profile: 2018 - 2019 V Helto ledbetter, kiwanis+10@gmail.com! C+ Log Off		
Common Tasks	Broadcast Messages		Coalition Messages		
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.		
Manage Users Manage All Users					
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes					
Statewide VPK Provider Contract VPK Contract Amendment	Provider Site Summary		Frequently-Used Links		
Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID:	Jim's House of Smarties Jim's House of Smarties 8435	Bright Beginnings Core Competencies DCE Perceiter Training		
	SSN / Federal ID number:	999999999	Early Learning Performance Funding Project Provider Portal User Guide		
			VPK Provider Readiness Rate Website		

After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the **Provider Profile** button.

A Home	Business 👻	Profile 🔻	Contracts -	Enrollments -
		Provider F	Profile	
Common	Tasks			

Provider Portal users can manage School Readiness and VPK contracts from the Provider Dashboard.

Business 👻	Profile 👻	Contracts 👻	Enrollments -
		Manage Cont	tracts
Tasks			

ofile - Contracts -	Enrollments -	Attendance 👻
	Manage VPK Enro Manage SR Enrol	ollments  Ilments
Contracts -	Enrollments -	Attendance -

Provider Portal users can manage School Readiness and VPK enrollments from the Provider Dashboard.

Provider Portal users can manage School Readiness and VPK attendance, as well as view reimbursement details for paid attendance rosters, from the Provider Dashboard.



Provider Portal users can click the Documents dropdown menu to access the Document Library Management function and view and upload additional documents for coalition review.

			Broadcast	Messa	iges
		Vie	ew/Undate		
Enrollments -	Attendance -	Doo	cuments 👻		

# Managing Contracts

Provider Portal users can view contract statuses and edit/download contracts through the Manage Contracts function.

Manage contracts for Jim's House of Canes & Gators 🛛 🌗	9 total records
--	-----------------

Show 10 entries	•									
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10,11A,11B	ELC of Palm Beach	Coalition Reviewing	06/26/2017	CEdit		07/01/2017		
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	👁 View	Ownload	07/01/2017	06/30/2018	
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	05/26/2017	👁 View		07/01/2017	06/30/2018	05/26/2017
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	👁 View		07/01/2017	03/02/2019	06/26/2017
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	👁 View		07/01/2017	06/30/2018	
26723	SR	Contract Lite	OEL	Terminated	04/05/2017		Download	01/10/2017	01/10/2018	04/04/2017
26731	SR	Contract Lite	OEL	Certified	03/15/2017		Download	01/01/2017	01/01/2018	
26788	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Certified	04/04/2017		Ownload	04/04/2017	06/30/2017	
26804	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Terminated	06/26/2017		Ownload	05/18/2017	06/30/2017	04/28/2017

# Managing Documents

Documents can be added to the Document Library for coalition review. The folder list within the Document Library is standard for all providers, but coalitions have the ability to re-name or add new folders. Documents uploaded to the Documents tab of the provider profile will also populate in the Document Library; however, documents uploaded to the Document Library will not populate in the Documents tab of the provider profile.

# Viewing/Uploading Documents

To view or upload documents in a folder, the provider portal user will click the <u>View Files</u> or <u>Upload New File</u> button, respectively.

Document Library Management							
		Folder Lis	t				
Folder Name	View	Unload	Date Updated	Updated By			
Accreditation and / or Gold Seal (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Contracts (1 files)	View Files	Upload New File	10/25/2016	OELAdmin			
Insurance Auto (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Insurance Liability (0 files)	View Files	Upload New File	08/22/2016	oel.fp.qa+01@gmail.com			
Insurance-Worker Comp (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
License or Exemption (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Miscellaneous (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Adjustment Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Classroom Transfer Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Extended Absence Request (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Outstanding Parent Fee (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Reimbursement Report (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly Sign in-out Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Monthly VPK Child Withdrawal Forms (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Provider Public Rate Sheet (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Uncategorized (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
Unemployment Insurance (1 files)	View Files	Upload New File	09/12/2016	OELAdmin			
VPK Affidavit of Good Moral Character (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Background Screenings (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Curriculum (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Director Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Enrollment Certificates (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
VPK Instructor's Credentials (0 files)	View Files	Upload New File	08/14/2016	OELAdmin			
W9 (1 files)	View Files	Upload New File	08/14/2016	OELAdmin			

Document Library Management							
Change Folder:	Contracts		~				
Total Files:	1			Date Created: 10/25/2016			
Folder Detail - Contracts							
File Name		Download	Date Uploaded	Uploaded By			
Koala.jpg		Download	12/07/2016	ledbetter.kiwanis@gmail.com			

Select a document to upload.

- · Select the folder from the drop down list to which you would like to upload a file to.
- · Click the Browse... button to browse your documents and select the one that you want to upload to the folder.
- · You may give a description to the file you are uploading.

Upload file to site:	Jim's House of Learning 2	
Select Destination Folder *	Contracts	~
Select File *	Browse	

#### Attach your document.

Click the *Attach Selected Document* button below to upload the selected document to your selected folder. This will upload a copy of your document and store it in the chosen folder. The upload process may take from several seconds to a *minute*, depending on the size of the document and the speed of you internet connection.

Attach Selected Document

Cancel

Provider Portal users can move within the Document Library by clicking the Change Folder dropdown menu. Files can also be renamed within each folder by clicking the **Rename File** button.

Document Library Management							
Change Folder: Contracts		~					
Total Files: 1			Date Created: 10/25/2016				
Folder Detail - Contracts							
File Name	Download	Date Uploaded	Uploaded By				
Koala.jpg	Download	12/07/2016	ledbetter.kiwanis@gmail.com				

Enter the new file name in the New File Name field and click the **Save Changes** button to continue.

Rename File			×
Select Folder:	Contracts		~
Select File:	Koala.jpg		×
New File Name:			
		Cancel	Save Changes

# Archiving Documents

Click the **<u>Remove</u>** button to remove a document from the profile documents screen and archive it in the appropriate Document Library Management folder.

Ne Business + Profile + Contracts + Enrollments +	Attendance - Documents -	Sites	✓ Profile: 2020 - 2021 ✓ Ge Log Off
Profile	2020 - 2021 Program Year	© Create 2021	Current Status: Pending Update
Request Assistance Interal Facility Services Curriculum Fees & Discounts	Hours of Operation Staffing & Capacity	Private Pay Rates Closures Calendar Documents Revi	ew Sign & Certify
norting Documents			
Sertificate of Licensure	1		
Document(s)	Begin Date	Expiration Date	
Document(s) 2019-2020 License pdf	View Remove Delete 02/23/2019	Expiration Date 07/14/2019	
Document(s) 2019-2020 License pdf 2019-2020 New License pdf	View         Remove         Delete         02/23/2019           View         Remove         Delete         02/23/2019	Expiration Date 07/14/2019 02/22/2020	
Document(s) 2015-2020 License pdf 2015-2020 New License pdf 2020-2021BKAlicense pdf	Vew         Remove         Delete         02/23/2019           Vew         Remove         Delete         02/23/2019           Vew         Remove         Delete         02/23/2019	Expiration Date 07/14/2019 02/22/020 02/22/020	
Document(s) 2019-2020 License pdf 2019-2020 New License pdf 2029-2021BKAlicense pdf License.2021 pdf	Vew         Remove         Dieldels         02/23/2019           Vew         Remove         Dieldels         02/23/2019	Expiration Date 07/14/2019 02/22/2020 02/22/2021 02/22/2021	

# Document Library Management

A Frequently Asked Questions pop-up message is available for the Provider Portal user. Contact the local early learning coalition if additional help is needed.

## Frequently Asked Questions

X

#### How do I create a new folder?

A: Folders can only be created by your Coalition. In case you need to add files that cannot be assigned to one of the pre-defined folders please put them in the 'Miscellaneous' folder. Call your coalition for further information.

#### How do I upload files to a folder?

A: Click 'Upload New File' button which will open a dialog box that allows you to upload a file to a folder you select.

#### If I misspelled a word when naming a file, how can I correct it?

A: Files can be renamed from the 'Folder Details' screen. Click on the 'View Files' button to navigate to the 'Folder Details' screen, here you have to click on the 'Rename File' button that would open a dialog box that allows you to select the Folder and the files within it that you wish to rename.

Note: You can only change the name of an existing file and not its type or extension.

#### What format does a document have to be in to be uploaded?

A: Any of the following formats are permitted: .bmp, .tiff, .pdf, .jpg, .gif, .png, .doc, .docx, .txt

#### Is there a size limit on the documents to be uploaded?

A: A file's size cannot exceed 2MB.

#### Who can I contact for technical assistance?

A: Please call your coalition office for any further assistance. 🔽 coalition map

#### How can I reduce the size of my document?

A: To reduce the file size of a PDF, print the file using Adobe PDF as the printer, select the smallest file size option under the Default Settings menu and click OK on all open dialog boxes. The PDF is then converted to a smaller file. Upon completion, save the new file.

Close

# **Provider Contracting**

**NOTE:** Provider contracts are populated by information in the **Active** profile. As a result, the profile is read-only once the contract status is **Initiated**, **Incomplete**, or **Submitted**. If any changes need to be made to the **Active** profile after a contract is initiated or there is an error found in the profile once the contract is being edited (the contract status is **Incomplete**), contact your early learning coalition.

Jim's House of Smarties Profile	2019 - 2020 Program Year	Current Status: Active
• Request Assistance		
Read Only Mode		
This profile is locked at this time because a contract is currently pending. It	profile changes are needed for the contract, please contact the coalition.	

# SR Contract

After the coalition has initiated an SR contract, the user will navigate to **Contracts > Manage Contracts** from the Provider Dashboard.



The Manage Contracts page displays. Click the Edit button for the initiated OEL-SR 20.

Manage Contracts												
s	how	10 🗸 entri	es							Clear All Filters	Search:	
	ļţ	Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated 👫	Action 👫	View Contract 🗍	Effective Date	Termination Date	Program Year
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	+	75810	SR	OEL-SR 20		Initiated	4/27/2021	C Edit		7/1/2021		2021 - 2022
	+	71637	SR	OEL-SR 20		Certified	4/14/2021	View		9/17/2020		2020 - 2021
S	howing	1 to 2 of 2 entr	ies							F	irst Previous 1	Next Last

# Provider Eligibility and Notification

After clicking the <u>Edit</u> button, the following page displays. Review the options in the dropdown menus, update the provider representative information, if needed, and click <u>Next Step</u> to continue.

School Readine	ess (SR) Contract	Return for Edit	Preview Contract
Provider(	s):		
II. PROV	IDER ELIGIBILITY		
II.8.a	The Coalition participates in the Contracted Slots Program. No 💙		
II.8.c	The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. N/A $\checkmark$		
XI.NOTIF	ICATION		
XI.83.b	The representative for PROVIDER for the purposes of this Contract is * who can be contacted at	or by	email at
	Previous Step	Next Step 🗲	

## Provider Responsibilities and Scope of Work

If the provider is eligible to participate in the contracted slots program, the provider must select if they want to participate in the program. If the contracted slots program is not applicable, the option to participate in the contracted slots program is not displayed.

If this question is displayed, make a selection, then click **<u>Next Step</u>** to continue.

School Readiness	(SR) Contract	Return for Edit	Preview Contract
Provider(s)			
1.			
II. PROVID	ER ELIGIBILITY		
11.7.f	The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C. No 🗸		
II.8.a	The Coalillon participates in the Contracted Slots Program. Yes V		
II.8.c	The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program. Yes 🗸		
III. PROVIE	DER RESPONSIBILITIES AND SCOPE OF WORK		
III.30.	lf applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? 🐐 Select 🗸		
XI.NOTIFIC	CATION		
XI.83.b	The representative for PROVIDER for the purposes of this Contract is who can be contacted at or by email at		
	< Previous Step	>	

# Exhibit 1: Program Assessments

After clicking the **<u>Next Step</u>** button, the Exhibit 1 page displays. If the provider is exempt from program assessment requirements, the provider must select if they want to waive the exemption. If the provider is not exempt, the option to waive exemption is not displayed.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name:		
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, FA.C. Yes 🗸		
The PROVIDER waives the PROVIDER'S exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C. * Select 🗸		
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet least three times per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assessment of the rule must be met to receive the child assessment differential.  * Select  PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool. NA	the criteria described in nents, PROVIDER under	n s. 1002.82(k), F.S., at stands the requirements
< Previous Step	Next Step >	

**NOTE**: If the provider is exempt from program assessments and selects "Yes" to waive the exemption, the contract will be sent back to the coalition for review.

Sites	Confirm	×	Hello
School Readiness (SR) Contract	You have indicated that you wish to waive the Provider's exemption from program assessments. The contract must now be reviewed by the Coalition before you may continue. Clicking "Yes" will send the contract back to the Coalition. You will not be signing or agreeing to any terms by performing this action. Do you wish to send the contract back to the Coalition for review?		Return for Edit
PROVIDER ELIGIBILITY The COALITION has determined the PROVIDER is exempt from the The PROVIDER waives the PROVIDER'S exemption and agrees	Tes Can Can to comply with requirements of Rules 6M-4.740, F.A.C.	cel	

# Exhibit 1: Child Assessments

On the Exhibit 1 page, select if the provider elects to conduct child assessments.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name: DuPont Family YMCA		
PROVIDER ELIGIBILITY		
The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4,740, F.A.C.		
The PROVIDER waives the PROVIDER'S exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C. * No -		
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK		
If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet least three times per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assess of the rule must be met to receive the child assessment differential. * Select v	the criteria described in nents, PROVIDER under	s. 1002.82(K), F.S., at stands the requirements
PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool.		
✓ Previous Step	Next Step >	

If "Yes" is selected, a pop-up message appears for the provider to confirm that they have/will upload the reliability certification.

Sites:	O Confirm Child Assessment	×	Hello
School Readiness (SR) Contract	You selected yes to indicate you wish to implement child assessments. If you have not uploaded the required certificates of reliability in the Quality Performance System (QPS) you must do so immediately in order to proceed with your SR contract. By clicking "Yes" you certify that you have the reliability certification and will be required to upload.		Return for Edit
PROVIDER ELIGIBILITY The COALITION has determined the PROVIDER is exempt from the The PROVIDER waives the PROVIDER'S exemption and agrees the	o comply with requirements of Rules 6M-4.740, F.A.C. * No V	cel	

# PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria described in least three times per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assessments, PROVIDER under of the rule must be met to receive the child assessment differential.

#### \* Select 🗸

PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool.

If the provider selects "Yes" to conduct child assessments, select a child assessment tool. Click <u>Next Step</u> to continue.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 1		
Provider Name:		
PROVIDER ELIGIBILITY The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C. Yes  The PROVIDER waives the PROVIDER'S exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C. * No		
PROVIDER RESPONSIBILITIES AND SCOPE OF WORK         If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet least three times per year and will submit valid and reliable data to the statewide information system. If the PROVIDER selects to conduct child assessment of the rule must be met to receive the child assessment differential.         * Yes          PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool.         * Is Gold	the criteria described in nents, PROVIDER under	s. 1002.82(k), F.S., at stands the requirements
< Previous Step	Next Step >	

# Exhibit 3: Quality Improvement Plan Selection

After clicking **Next Step**, the Exhibit 3 page only displays if the provider is required to participate in a quality improvement plan. Enter the user's initials in each box that has a check mark, then click **Next Step** to continue.

			Re	turn for Edit	Preview Contrac
	Exhibit	3: Quality Improvement Plan Selection			
Drovidor Nomos					
Selection Stra	tegy	Description (summary)			
Provider Initials Teacher Name(s):	oved strategy Description include	d in QIP Notice.			
Provider Initials Teacher Name(s):	g Visits Each selected clas	sroom will participate in 20 hours of certified coaching provided by the ELC or its delegate	e.		
Provider Initials CLASS Group Co Teacher Name(s): See CIP Notice	aching (CGC) Each selected inst course provided by	uctor/director will complete either the CGC PreK 24-hour course or the CGC Infant/Toddk the COALITION's or its delegate's CGC Specialist.	ler 24-hour		
Provider Initials Early Childhood T (ECTS) Courses Teacher Name(s):	raining System Each selected inst ELC. Course optio sponsored Comm	uctor/director will successfully complete two Early Childhood Training System courses far is include taking an online course alone, with TA coaching support and/or as a member o nity of Practice.	cilitated by the of a COALITION-		
Provider Initials Teacher Name(s):	T- or OEL- Continuing Educat their delegate.	uctor/director will register for and successfully complete 20 hours of International Associa on & Training (IACET) approved training (or other OEL-approved CEU training) provided	ation for by the ELC or		
Provider Initials Professional Deve Teacher Name(s):	Each selected inst generate a profess	uctor/director shall register in the Florida Early Care and Education Professional Develop ional development plan in the registry and complete the required progression along the c	oment Registry, areer pathway.		

## Exhibit 5: Provider Reimbursement Rates

If the provider charges an annual registration fee (**Profile > Provider Profile > Fees & Discounts**), the following page displays. Select the annual fee details, then click **Next Step** to continue.

**NOTE**: If "Month" is selected, another dropdown field appears for the provider to select a month. If "Other" is selected, the provider must provide a description.

School Readiness (SR) Contract	Return for Edit	Preview Contract
Exhibit 5: Provider Reimbursement Rates Provider Name:		
If PROVIDER charges a registration fee please check one and provide the amount: \$ 50 .00		
One time fee upon enrollment.		
🗹 Annual fee. 🗮 Select 🗸		
Cher Describe		
	Next Step >	

## Exhibit 6: Holiday Schedule

After clicking **Next Step**, the following displays. The dates are based on any coalition-defined holidays and the closure dates from the profile Closure Calendar.

If fewer dates are listed than the coalition maximum total paid closure dates, additional provider holidays can be added to the holiday schedule exhibit if applicable. Click the <u>Edit</u> button on the holiday table.

School Readiness (SR) Contract				Return for Edit	Preview Contract
		Exhibit 6: Holiday Sc	hedule		
		Provider Name:	Edit	1	
		Holiday	Date Observed	1	
	1.	Independence Day	7/5/2021	]	
	2.	Labor Day	9/6/2021	]	
	3.	Veteran's Day	11/11/2021		
	4.	Thanksgiving Day	11/25/2021		
	5.	Friday after Thanksgiving	11/26/2021		
	6.	Christmas Eve	12/24/2021		
_	7.	Christmas Day	12/27/2021		
_	8.	New Years Day	12/31/2021		
_	9.	Martin Luther King Jr. Day	1/17/2022	_	
-	10.	Presidents Day	2/21/2022	_	
-	11.			_	
	12.				
Previous Step					Next Step >

After clicking the <u>Edit</u> button, a pop-up window appears with an editable holiday table. On a blank row, enter the holiday name, then select a date from the dropdown in the Date column. Duplicate dates cannot be used. When done editing, click <u>Save</u>. Then, click <u>Next Step</u> to continue.

	📕 Paid	Holidays for Multiple Sites	×
School Readiness (SR) Contract		▼ All site	v Contract es use this holiday schedule?
	Provide	r Name:	
	1	Holiday	Date 3/20/2022 *
1.	2	Labor Day	3/27/2022
2.	3.	Veteran's Day	4/3/2022
3.	4.	Thanksgiving Day	4/10/2022 4/15/2022
4.	5.	Friday after Thanksgiving	4/16/2022 4/17/2022
5.	6.	Christmas Eve	4/23/2022 4/24/2022
0. 7.	7.	Christmas Day	4/30/2022 5/1/2022
8.	8.	New Years Day	5/7/2022 5/8/2022
9.	9.	Martin Luther King Jr. Day	5/14/2022 5/15/2022
10.	10.	Presidents Day	5/21/2022 5/22/2022 -
11.	11.	Good Friday	
12.	12.		
< Previous Step			Save Close

#### **Preview Contract**

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract and exhibits from the profile. Information added by the coalition and provider should be reviewed as well.

	EORM OFL-SR 20			
	WI OLE-SIX 20			
I. Preview Contract				
W. EXECUTION OF CONTRACT				
Signature of President/Vice President/Secretary/Officer/Owner/Princi	pal/or Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature	pal/or Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature	pal/or Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title	pal/or Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title	pal/or Print Name Date			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If required by the Provider) By Electronic Signature	pal/or Print Name Date Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If required by the Provider) By Electronic Signature	pal/or Print Name Date Print Name			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If required by the Provider) By Electronic Signature Title	pal/or Print Name Date Print Name Date			
Signature of President/Vice President/Secretary/Officer/Owner/Princi Other Authorized Representative By Electronic Signature Title Provider's Additional Signatory (If required by the Provider) By Electronic Signature Title COALITION has caused this Contract to be executed as of the date	pal/or Print Name Date Date Date Set forth in Paragraph 1			

After clicking the **Preview Contract** button, the following displays in a new browser tab.



## **Contract Execution**

To electronically sign the contract, check the **<u>By Electronic Signature</u>** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract, the contract can be downloaded as a .pdf and printed. An authorized representative should electronically sign and submit the contract.

STATE OF FLORIDA STATEWIDE SCHOOL READINESS PROVIDER CONTRACT FORM OEL-SR 20						
I. Preview Contract						
XIV. EXECUTION OF CONTRACT						
Signature of President/Vice President/Secretary/Officer/Owner/Principation Authorized Representative	Print Name					
Title	Date					
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name					
Title	Date					
COALITION has caused this Contract to be executed as of the date set forth	h in Paragraph 1.					
Signature of Authorized Coalition Representative By Electronic Signature	Print Name					
Title	Date					

Previous Step

After clicking the checkbox, the following message displays. Enter the **Title of Signator**, then click <u>Yes</u>.

**NOTE:** The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.

Form OEL-SR 20 Electronic Signature	×
You are about to electronically sign the Form OEL-SR 20	
Title of Signator: *	
	Yes Cancel

After clicking the <u>Yes</u> button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow. Click <u>Next Step</u> to continue.

**NOTE:** The electronic signature and printed name of the user is based on the user who is logged on to the portal. Please ensure that the proper user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

Form OEL-VPK 20 Electronic Signature	×
You are about to remove your signature from the Form OEL-VPK 20	
Click "Yes" to continue.	
Yes Cano	el

STATEWIDE SCHOOL	ATE OF FLORIDA READINESS PROVIDER CONTRACT ORM OEL-SR 20
I. Preview Contract	8
	_
(Electronic Signature) Signature of President/Vice President/Secretary/Officer/Owner/Prin Other Authorized Representative Ø By Electronic Signature	icipal/or Print Name
Owner	4/6/2020 1:00:34 PM
Title	Date
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name
Title	Date
COALITION has caused this Contract to be executed as of the da	ate set forth in Paragraph 1.
Signature of Authorized Coalition Representative By Electronic Signature	Print Name
Title	Date
N	

# **Contract Certification**

After clicking the <u>Next Step</u> button, the following page displays. Enter the full name of the user who is logged on, title, and click the **Certified by electronic signature** checkbox. Click <u>Submit</u>.

SR Contract Certification							
In accordance with s. 1002.88(1)(p), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section X. Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.							
By signing • I had the • I have e: is true a • I unders is in for • I am dul	this form I certify that: • opportunity to review the Statewide School Readiness (SR) Provider Contract. xamined this contract and, to the best of my knowledge and belief, the information provided and correct. tand that upon the approval of my provider's contract, I will receive notification my contract c. by authorized to sign and bind the respective party to the contract.						
	Submit Contract         * Full Name         * Title         * Title         * Ce tified by electronic signature         Contract sign date       4/6/2020						

After clicking the <u>Submit</u> button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.



Navigate to the provider manage contracts page (**Contracts > Manage Contracts**). The SR contract will have a status of **Submitted** for the coalition to review.

🗐 Ma	Manage Contracts										
Show	Show 10 v entries Search: Search:										
ţ	Contract ID JF	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action 1	View Contract	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	75810	SR	OEL-SR 20		Submitted	4/27/2021	♥ View		7/1/2021		2021 - 2022
+	71637	SR	OEL-SR 20		Certified	4/14/2021	• View		9/17/2020		2020 - 2021
Showi	Showing 1 to 2 of 2 entries 1 Next Last										
## **VPK** Contract

After the coalition has initiated a VPK contract, the user will navigate to **Contracts > Manage Contracts** from the Provider Dashboard.



The manage contract page displays. Click the **<u>Edit</u>** button for the initiated OEL-VPK 20.

	Manage Contracts											
Sho	Show 10 v entries										Search:	
	ļţ	Contract ID ↓	Type of Contract	Contract Name	Coalition 👫	Status 🎝	Last Updated	Action 1	View Contract 🗍	Effective Date	Termination Date	Program Year
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	+	76050	VPK	OEL-VPK 20		Initiated	4/27/2021	🖸 Edit		7/1/2021		2021 - 2022
	+	75220	SR	OEL-SR 20		Certified	4/27/2021	• View		3/8/2021		2020 - 2021

## Compensation and Funding: Advance Pay Options

After clicking the <u>Edit</u> button, the following page displays. When the user's pointer hovers over the dropdown fields, a tool tip informs the user that the advance payment selections will apply to all sites on the contract.

Select an Advance Payment Option for the school year and summer programs. Click **<u>Next Step</u>** to continue.

Voluntary Prekindergarten (VPK) Contract	Preview Contract
Provider(s): 1. VII COMPENSATION AND FUNDING VII.40. Advance Payment Option School Year Program Colort Advance payment option for School Program is required. Summer Program Select Advance payment option for Summer Program is required. Select Advance payment option for Summer Program is required. Statistical States on Contract. If you are a multiple-site provider and you selection des not apply to all sites on the contract or contract. A separate contract will need to be exect for the provider site(s) that are removed from this contract.	the ur t, the ated
Previous Step	

#### School Year Program

Select	1
Select	l
PROVIDER elects to receive monthly advance payments for the school year program. PROVIDER elects not to receive monthly advance payments for the school year progra PROVIDER does not intend to offer the school year program.	m.

#### Summer Program

Select
Select
PROVIDER elects to receive monthly advance payments for the summer program.
PROVIDER elects not to receive monthly advance payments for the summer program.
PROVIDER does not intend to offer the summer program.

### Exhibit 1: Provider Location List Attachment

After clicking the <u>Next Step</u> button, the following displays. Select the School Year and/or Summer checkbox if the session is offered. Click <u>Next Step</u> to continue.

indergarter	n (VPK) Contract						Pre
		Exhi	bit 1 : Provider Location List Attack	nment			
Location Number	Location Legal Name	Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Official Use Only

#### **Preview Contract**

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract and exhibits from the profile. Information added by the coalition and provider should be reviewed as well.

STATEWIDE VOLUNT	ARY PREKINDERGARTE FORM OEL-VPK 20	N PROVIDER CONTRA	ст
I. KV. EXECUTION OF CONTRACT			Preview Contract
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Othe Representative By Electronic Signature	r Authorized Print N	ame	

After clicking the **Preview Contract** button, the following displays in a new browser tab.



## **Contract Execution**

To electronically sign the contract, click the **<u>By Electronic Signature</u>** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract, it can be downloaded as a .pdf and printed.

STATE OF STATEWIDE VOLUNTARY PREKIND FORM OF	F FLORIDA DERGARTEN PROVIDER CONTRACT EL-VPK 20			
EXECUTION OF CONTRACT	Preview Contract			
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	 Print Name			
Title	Date			
Provider's Additional Signatory (If required by the Provider) By Electronic Signature By Electronic Signature	Print Name			
Title	Date			
Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name			
Title	Date			
COALITION has caused this Contract to be executed as of the date set f	orth in Paragraph 1.			
Signature of Authorized Coalition Representative By Electronic Signature	Print Name			

After clicking the checkbox, the following message displays. Enter the Title of Signator, then click Yes.

**NOTE:** The **Title of Signator** is not the provider's name, but the business title, e.g. Owner, Director, Principal.



After clicking the <u>Yes</u> button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow. Click <u>Next Step</u> to continue.

**NOTE:** The electronic signature and printed name of the user is based on the user who is logged on to the portal. Please ensure that the proper user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.

	Form OEL-VPK 20 Electronic Sign	lature
	You are about to remove your sign	nature from the Form OEL-VPK 20.
	Click "Yes" to continue.	
		Yes Cancel
	STATE OF I	FLORIDA
Cart and a	FORM OEL	VPK 20
	FORM OEL	-VPK 20 Preview Contract
	FORM OEL	-VPK 20 Preview Contract
XECUTION OF Signature of Prr Other Authorize	FORM OEL FCONTRACT (Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principalior ed Representative signature	-VPK 20 Preview Contract Print Name
XECUTION OF Signature of Pr Other Authorizz By Electronia	FORM OEL FCONTRACT  Electronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or ed Representative Signature Owner	-VPK 20 Preview Contract Print Name 4/6/2020 1:10:09 PM
XECUTION OF Signature of Pr Other Authoriz Ø By Electronic	FORM OEL FCONTRACT  Electronic Signature) esident/Secretary/Officer/Owner/Principal/or ed Representative Signature Owner	-VPK 20 Preview Contract Print Name 4/6/2020 1:10:09 PM Date
XECUTION OF Signature of Prr Other Authorize Dither Authorize By Electronic By Electronic By Electronic	FORM OEL FCONTRACT  Fleetronic Signature) esident/Vice President/Secretary/Officer/Owner/Principal/or ed Representative Signature  Owner  itional Signatory (If required by the Provider) c Signature	Preview Contract Print Name 4/6/2020 1:10:09 PM Date Print Name
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Previous Step

Next Step >

## Contract Certification

After clicking the <u>Next Step</u> button, the following will display. Enter the full name of the user who is logged on, title, and click the **Certified by electronic signature** checkbox. Click <u>Submit</u>.

CVPK Contract Certification								
In accordance with ss. 1002.55(3)(i), 1002.61(3)(b), and 1002.63(3)(b), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section XI. Warranty of Authority. Each person signing this contract warrants that he or she is dually authorized to do so and to bind the respective party to the contract.								
By signing this form I certify that: <ul> <li>I had the opportunity to review the Statewide Voluntary Prekindergarten (VPK) Provider Contract.</li> <li>I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.</li> <li>I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.</li> <li>I am duly authorized to sign and bind the respective party to the contract.</li> </ul>								
	Submit Contract   Full Name  Title  Contract sign date  4/6/2020  Submit							

After clicking the **Submit** button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

$\ensuremath{l}\ensuremath{\mathcal{B}}$ You Have Successfully Completed, Signed, Certif	ied and Submitted your Statewide VPK Provider Contract!	
Your early learning coalition will review a You may not offer VPK services until you Please check your email for important in	and process your contract. I have received notification that your contract has been appro formation regarding your contract.	oved and fully executed by your coalition.
You can click on the button below to return to	o your home page.	
Return to home page		
Statewide VPK Provider Contract Su	bmitted D Inbox ×	
OELSystemTest <oelsystemtest@oel.myflorida.com> to ledbetter.kiwanis+10@gmail.com ▼</oelsystemtest@oel.myflorida.com>		2:35 PM (0 minutes ago)
Hello Jim Ledbetter.		
The Statewide VPK Provider Contrac contract will be reviewed and you w	:t (Forms OEL-VPK 20, 20PP/PS) you submitted for Jim's House of Smarties has be ill receive an email with further instructions.	een delivered to the ELC of the Big Bend Region. The
Remember, you must receive a copy	$\prime$ of the Statewide VPK Provider Contract signed by the coalition ${\bf before}$ receiving	payment or beginning VPK classes.
Thank you, ELC of the Big Bend Region (866) 973-9030 <u>http://www.elcbigbend.org/</u>		
Please do not reply to this message	. Replies to this message are routed to an unmonitored mailbox. If you have quest	tions, please contact your <u>early learning coalition</u> .

Navigate to the provider manage contracts page (**Contracts > Manage Contracts**). The SR contract will have a status of **Submitted** for the coalition to review.

	Manage Contracts											
Show 10 v entries										Search:		
	Jt	Contract ID ↓₹	Type of Contract	Contract Name	Coalition	Status 🗦	Last Updated ↓†	Action 1	View Contract 🕼	Effective Date	Termination Date	Program Year ↓†
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	+	76050	VPK	OEL-VPK 20		Submitted	4/27/2021	💿 View		7/1/2021		2021 - 2022
	+	75220	SR	OEL-SR 20		Certified	4/27/2021	👁 View		3/8/2021		2020 - 2021

## VPK-APP

The VPK-APP replaces forms OEL-VPK 10 (Provider Application), OEL-VPK 11A (Class Registration – Instructors), and OEL-VPK 11B (Class Registration – Calendars). The tabs must be done in order of appearance (Attendance Policy, then VPK Director, etc.); the answers in one tab populate information in the next tab.

After the coalition has initiated the provider application, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.

	LEARN EARLY. LEARN FOR LIFE.								
A Home	Business -	Profile 🗸	Contracts 🚽	Enrollments -					
			Manage Cont	tracts					

The following will display. Click the **<u>Edit</u>** button to review the contract.

Manage cor	ntracts for Jim	ini & the Monit	OF 1 total records							
Show 10 en	tries -									
Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination
44	VPK-APP	VPK 10,11A,11B	ELC of North Florida/Episcopal Children's Services	Initiated	4/20/2017	GEdit		7/1/2017		Date

### Step 1 – Attendance Policy

The Attendance Policy tab allows the Provider Portal user to upload the provider Attendance Policy. The document that is to be distributed to parents must be uploaded by clicking the **Browse** button, finding the document in the electronic files and clicking the **Upload** button.

's House of Canes & Gators (and Noles) 2017-2018 (Incomplete) V
ndance Policy 🦠 VPK Director 🛧 VPK Instructors 🎍 VPK Calendars 🋗 VPK Class(es) 🏦 Review 🗮 Certify and Submit 🌞
Attendance Policy Submission
A VPK Provider must
✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
✓ Not amend its attendance policy for its VPK program duration of the VPK contract
Please Note
Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes, or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.
Browse Choose VPK Attendance Policy file by clicking Browse button
File Name Uploaded On Size

#### Step 2 – VPK Director

The VPK Director tab allows the Provider Portal user to add information and upload documents for the primary VPK Director that will be listed on the OEL-VPK 10. Click the <u>Add New Director</u> button to begin.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞
+ Add New Director	Drs					

Click the <u>Save</u> button after all information is entered for the director.

IT S HOUSE OF	VPK Director	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit
VPK Director Name:						
Telephone Number:	Enter Telephor	ne Number				
Email:	Enter Email					
Credential Type:	Select Creden	tial Type		~		
Credential Certificate Number:	Enter Credenti	al Certificate Number				
Credential Issue Date:	Enter or Select	Start Date				
Credential Expiration Date:	Enter or Select	End Date				
	+ Save	Cancel				

**NOTE:** The Credential Type, Credential Certificate Number, Credential Issue Date, and Credential Expiration Date will not appear for public schools.

Once the VPK Director is added, the supporting documents may be added by clicking Edit.

Jim's House of Sma	arties 2017 - 2018 (Incomplete) 🗸						
Attendance Policy 🍆 VPK	Director 🛨 VPK Instructors 🛔 VPK Calendars 🎬	VPK Class(es) 🏦 Review 🚍 Certify and Submit 🌞					
+ Add New Director							
Show removed directors							
🖈 Jim Ledbetter 🛛 🕫	Edit f Remove	Supporting Documer ts: 🕑 Edit					
Telephone Number:	5555555555	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Email:	ledbetter.kiwanis+10@gmail.com						
Credential Type:	VPK Director Credential						
Credential Certificate Numbe	r: 11111111						
Credential Issue Date:	12/01/2017						
Credential Expiration Date:	12/03/2018						

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **<u>Upload</u>**. Then, click <u>**Save**</u>. At least one document should be uploaded.

Jim's House of	Smarties 2017 - 2018 (Incomplete) 🗸							
Attendance Policy 🥎	VPK Director 🚖 VPK Instructors 💄 VPK Calendars 🏥 🕔	/PK Class(es) 🟦 Review 🚍	Certify and Submit 🌞					
								×
VPK Director Name:	Jim Ledbetter ×	Document Type:	O Background Screening 9					
Telephone	555555555		Affidavit of Good Moral Character	0				
Number:			O Credential 0					
Email:	ledbetter.kiwanis+10@gmail.com		Additional Documentation					
Credential Type:	VPK Director Credential	Choose Files:	The Browse Choose documents by	clicking Browse button				
Credential Certificate	11111111	Document Issued Date:	Enter or Select Date					
Number:		Document Expiration	Enter or Select Date					
Credential Issue Date:	12/01/2017	Date:						
Credential	12/03/2018		Upload					
Expiration Date:		File Name		Document Type	Issued On	Expires On	Uploaded On	Size
	Save Cancel							

#### Step 3 – VPK Instructors

The VPK Instructors tab allows the Provider Portal user to add information and upload documents for each instructor. Click the <u>Add New Instructor</u> button to begin.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review	Certify and Submit 🌞
+ Add New Instructor	Instructors					

Click the <u>Save</u> button after all information is entered for each instructor.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🍑	VPK Director 🛧	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞
Legal Name:						
SSN:	Enter SSN					
Degree:	Select Highest Degr	ee		~		
Туре:	Select Type			~		
Credential:	Select Credential			~		
Γ	Certified teacher					
ĺ	+ Save × Cano	cel				

Once the VPK Instructor is added, the supporting documents may be added by clicking Edit.

🛔 Jim Ledbetter	🕑 Edit 📗 🍿 Remove	Supporting Documents & Edit					
SSN:	000000000	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S						
Type:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **<u>Upload</u>**. Then, click <u>**Save**</u>. At least one document should be uploaded.

Jim's House o	f Smarties	2017 - 2018 (Incomplet	ie) 🗸									
Attendance Policy 🥎	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review E Certify and	I Submi	٠					
												×
Legal Name:	Jim Ledbetter			×	Document Type:	0	Background Screening					
SSN:0	000000000					0	Affidavit of Good Moral Charac	cter 😉				
Degree:	Received an M.A. o	or an M.S		~			Credential  Additional Documentation					
Туре:	Lead			~	Choose Files:		Browse Choose documents	by clicking Browse button				
Credential:	M.A. or M.S. in an a	approved field with require	ed minimum hours and e	xperience 🗸	Document Issued Date:	En	ener or Select Date	by cloudy provide parton				
[	Certified teacher				Document Expiration Dat	te:	ter or Select Date					
	🕑 Save 🗙 Car	icel				6	D Upload					
					File Name			Document Type	Issued On	Expires On	Uploaded On	Size

**NOTE:** If a VPK Instructor achieves new certifications and moves from a sub to an aide, create a new record for that Instructor. If the Instructor Type is only changed from sub to aide, the maximum class size will not increase to 20 in a class that already has a Lead Instructor.

#### Step 4 – VPK Calendars

The VPK Calendars tab allows the Provider Portal user to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be created separately. Click the <u>Add New Calendar</u> button to begin.

Jim's House of	Smarties	2017 - 2018 (Incomplete	e) 🗸			
Attendance Policy 🌑	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review	Certify and Submit 🌞
+ Add New Calendar	ars					

The Calendar ID will automatically populate with a letter beginning with A. Each additional calendar will receive a sequential Calendar ID.

The Calendar Name is an optional field. It may be used for a short nickname such as "Fall AM."

The program type selection of School-Year (540 hours) or Summer (300 hours) is required. The program selected will determine the valid calendar date range. The Calendar Start Date and Calendar End Date must be within the valid calendar date range. The Calendar Start Date and Calendar End Dates should reflect the first day VPK instruction will be delivered and the final day VPK instruction will be delivered.

Next, the instructional days, start time and end time must be added by checking the box by the days of the week that VPK instruction will be delivered and entering the times of VPK instruction for the days of the week that VPK instruction will be delivered.

dar Name: 🚯										
		Enter Calendar Name								
am Type:		Select Program Type							*	
dar Start Date:		Enter Start Date	E Calendar	End Date: 0	Enter End Date					
			Please select a progam (Summer or	School-Year) type to enable dat	e select.					J
ctional Days: D	lay	Start Time	End Time	ick a date to modify instruction	aal hours. Multiple days may	v be selected by clicking and	dragging days. ary 2018 >			month list
	Monday	O		Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tuesday	0	٢	28				1	2	
	Wednesday	0	•	4	5	6	7	8	9	1
	Thursday	0	0	11	12	13	14	15	16	1
	Friday	0	0	18	19	20	21	22	23	2
	Saturday	0	0	25	26	27	28			
	Sunday	O	0							
Val	lid instructional	day entries should be made								
I Calculated Hours:	0.00									
otal Calculated Hours are	e less than the ho	ours allotted for the VPK Program	Type selected. Please correct if needer	ł.						

After the instructional days, start time and end time are added, the Total Calculated Hours and Total VPK Instructional Days sections will populate.

tructional Days:	Day	Start Time		End Time		Click a date to modify instruction	nal hours. Multiple days may	v be selected by clicking and	l dragging days. IATY 2018 >			month li
	Monday	08:00 AM	©	11:00 AM	O	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	I Tuesday	08:00 AM	O	11:00 AM	0					1	2	
	Wednesday	08:00 AM	O	11:00 AM	O	4	5	6	7	8	9	
		MA 00:80	O	11:00 AM	O	11	12	13	14	15	16	
	Friday	08:00 AM	O	11:00 AM	O	18	19	20	21	22	23	
	Saturday		O		O	25	26	27	28			
	Sunday		O		0							
otal Calculated Ho	ours: 585.00											

Providers are to use the calendar to note any non-instructional days on which VPK instruction will not be delivered (such as vacations or holidays) and exceptions to normal instructional days that occur during the defined calendar start and end date. Entering Non-Instructional Days and Instructional Day Exceptions can increase or decrease the Total Calculated Hours.

For example, if the Total Calculated Hours exceed 300 hours for the summer program type or 540 hours for the school-year program type (as shown in the example above), the user may remove a day (or more) by labeling it a Non-Instructional Day. Each Non-Instructional Day entered will deduct the hours assigned to that day, thereby decreasing the Total Calculated Hours. Instructional Day Exceptions can be used to change the hours assigned to that day (to increase or decrease the hours). For example, if the calendar is a few hours short, an instructional day's hours may be extended to increase the Total Calculated Hours. To add a Non-Instructional Day or an Instructional Day Exception to the calendar, click on that date on the calendar. Multiple days can be selected by clicking and dragging across multiple days on the calendar.

uctional Days:	Day	Start Time		End Time		Click a date to mouny instruction	ai nours, muluple days may	< Decer	mber 2017			month
	Monday	08:00 AM	0	11:00 AM	٢	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	🖲 Tuesday	08:00 AM	0	11:00 AM	©						1	
	Wednesday	08:00 AM	٥	11:00 AM	O	3	4	5	6	7	8	
	Chursday	08:00 AM	©	11:00 AM	O	10	11	12	13	14	15	
	🖻 Friday	08:00 AM	©	11:00 AM	©	17	18	19	20	21	22	
	Saturday		©		©	24	25	26	27	28	29	
	Sunday		0		٢	31				4		
							$\rightarrow$					
Calculated Ho	urs: 585.00											

After clicking on a date, a pop-up message will appear. The Provider Portal user must select the Event Type and enter a short description. When an Instructional Day Exception is selected, the user must also enter the time range for the day.

Modify VPK Instruction	onal Day	×
Event Type:	Select Event Type	
Description:	Instructional Day Exception	
	Cancel Update Remove	

Click the <u>Update</u> button to save changes. Click the <u>Remove</u> button to remove an existing Non-Instructional Day or Instructional Day Exception created on the calendar.

	A									
alendar Name:	Enter Calendar N	ame								
ogram Type: 😉	Select Program T	уре								
ilendar Start Date:	Enter Start Date Start date and end	Calendar End Date: •	Enter End Date							
structional Days:	Day	Start Time	End Time	Click a date to modify instructional hour	s. Multiple days may be selected t	by clicking and dragging days.	mber 2017 >			month
	Monday	0	O	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tuesday	0	0	26		28	29	30	1	
	Wednesday	0	0	3	4	5	6	7	8	
	Thursday	0	0	10	11	12	13	14	15	
	Friday	0	0	17	18	19	20	21	22	
	Saturday	0	0	24	25	26	27	28	29	
	Sunday	0	0	31	1			4	5	
	Valid instructional	day entries should be made								

When the Total Calculated Hours match the hours for the VPK program type, the user will click the <u>Save</u> button.

**NOTE**: The hours must equal, or be fewer than, 300 hours for the summer program type or 540 hours for the school-year program type for the calendar to save.

#### Step 5 – VPK Class(es)

The VPK Class(es) tab allows the Provider Portal user to build VPK classes and assign instructor(s) to them. Click the **Add New Class** button to begin.

Jim's House of Sm	narties	2017 - 2018 (Incomplete				
Attendance Policy 🍆 VP	K Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🗮	Certify and Submit 🌞
Add New Class						

The Class ID will automatically populate after the Class Calendar is selected. The Class ID is created using a sequential letter beginning with A. In the second space, either an "F" for school-year (fall) or "S" for summer will appear. The F and S is derived from the calendar's program type. The last two digits represent the last two numbers of the program year. Each additional class will receive a sequential Class ID.

The Class Name is an optional field. It may be used for a short nickname such as "Blue Room."

The Main Curriculum drop down is populated with selections made from the provider's profile.

The Class Start Date and Class End Date are populated with the Calendar Start Date and End Date.

The Instructors are populated with individuals from the VPK Instructors tab. Check the checkbox in front of the instructor to add them to the class, then enter the Instruction Start Date. If the class has not started, the Instruction Start Date defaults to the Class Start Date. For each class, one Lead Instructor must be selected. Click the **Save** button after all information is entered for each class.

Class ID: 🔒	CF17
Class Name: 🔒	Enter Class Name
Class Calendar: 🖲	A-1
Main Curriculum: 🖯	BABY DOLL CIRCLE TIME
Class Start Date: 0	01/01/2018
Class End Date:	06/29/2018
Instructors:	🗹 Jm Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience )
	Instruction Start Date:
	O Not Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience )



#### Step 6 – Review

During the review process, the Provider Portal user can click the <u>Edit</u> button to make any changes to a section. After reviewing the information for each section, the user must click the <u>Certify and Submit</u> tab button to continue.

leview - Let's ma	ake sure we ha	ve all your informa	tion											
Attendance Po														
endance Policy Fi	ile Name						Uploaded On					Size		
ST DOCUMENT.de	DCX						01/02/2018					15 KB		
VRK Director	150													
actor Name	2 C. C.		Telenhone Number	Email		Cre	fential Tune	Cradantial Cartificate Number		Cradential Issue Date		Credential Expiration Date		Supporting Docum
.lim Ledhetter (Re	emoved)		555555555	lechetter kiwar	ais+7@amail.com	VP	Director Credential	22222222		12/01/2017		12/01/2018		1 Files unloaded
Ledbetter	,		5555555555	ledbetter.kiwat	nis+10@gmail.com	VP	Director Credential	1111111		12/01/2017		12/03/2018		2 Files uploaded
VPK Instructors	s 🖍 Edk													
ructor Name		SSN	Degree		Type	Credential				Is C	ertified?	Equivalent Credential		Supporting Documen
Jim Ledbetter		777777777	Received an M.A.	or an M.S	Lead	M.A. or M.S. in an approved field	with required minimum hours and expe	rience		No				1 Files uploaded
Ledbetter		0000000000	Received an M.A.	or an M.S	Lead	M.A. or M.S. in an approved field	with required minimum hours and expe	rience		No				1 Files uploaded
NPK Calendar	- ZER													
lendar ID	Calendar	ame	Program Type	Start Date	End Date	Instructional Davs			Non-Instruct	ional Davs	Site Closure Davs	s Exception	al Instructional Days	
	1		School Year (540 hours)	01/01/2018	08/29/2018	MON TUE WED THU FRI	06:00 AM-11:00 AM 06:00 AM-10:00 AM 06:00 AM-10:00 AM 06:00 AM-10:00 AM 08:00 AM-10:00 AM					01/02/2011 01/08/2011 01/08/2011	8 08:00 AM-09:00 AM : fire 8 08:00 AM-07:00 AM : poli 8 0:00 am-09:00 AM : DCF	department se department
						Total Calculated Hours: Total VPK Instructional Days:	540.00 130	-						
(Removed)	Beta		School Year (540 hours)	01/16/2018	05/31/2018	MON TUE WED THU FRI	06:00 AM-12:00 PM 06:00 AM-11:00 AM 06:00 AM-11:00 AM 06:00 AM-11:00 AM 06:00 AM-11:00 AM							
						Total Calculated Hours: Total VPK Instructional Days:	509.00 98	-						
VPK Class(es	) 🖊 Edit													
ass ID			Class Calendar Name			Main Curriculum		Class Start Date		Class E	ind Date		Instructors	
7 (Removed)			1			BABY DOLL CIRCLE TIME		01/02/2018		01/02/2	018		Not Jim Ledbetter Start date: 01/01/0001	
17			1			BABY DOLL CIRCLE TIME		01/01/2018		01/02/2	018		Not Jim Ledbetter	

## Step 7 – Certify and Submit

To submit the VPK-APP, the Signer's Name must exactly match the name entered in the Provider Profile, the Provider Portal user must fill in the phone number, check the "Check box to certify by electronic signature" check box and click the <u>Submit VPK Provider Application</u> button.

Certify and Submit	
<ul> <li>By signing this form I certify that:</li> <li>To the best of my knowledge and belief, the information provided is true and correct.</li> <li>If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.</li> <li>Inderstand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.</li> <li>Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/IDISTRICT and the COALITION documenting that the individual has undergone a Level 2 backg screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to at as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certification revoked.</li> <li>Each credentialed VPK instructor listed has the credentials required for the VPK program.</li> <li>I understand that if winformation will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.</li> </ul>	round tificate has
Provider Signature Signer's Name FirstName LastName Day Time Phone Number* Phone Number* Electronic Signature * Check this box to certify by electronic signature Application Completion Date * 06/27/2017 Submit VPK Provider Application	
Congratulations, you have successfully submitted your VPK Provider Application: Your early learning coalition will process your application. Please check your email for important information about your application.	

Return to dashboard

Log off

## Updating a VPK-APP

A Provider Portal user can edit a VPK-APP by clicking the <u>Edit</u> button on their Manage Contracts page. Clicking the <u>Download</u> button will export the information in the VPK-APP to a .pdf document.

Start Date	End Date	Termination
07/01/2017	07/17/2018	Date
	Start Date 07/01/2017	Start Date End Date 07/01/2017 07/17/2018

#### **VPK** Director

To edit the current director's information in the VPK Director tab, click the <u>Edit</u> button. To remove a director, click the <u>Add New Director</u> button. To edit the current supporting document, or add a new document, click the <u>Edit</u> button.

Jim's House of Sn	marties	2017 - 2018 (Incomplete	2) 🗸								
Attendance Policy 🥎 VF	PK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🚍	Certify and Submit 🌞					
+ Add New Director Show removed directors											
🖈 Not Jim Ledbetter	🗹 Edit	🛱 Remove			Supporting	g Document : 🕑 Edit					
Telephone Number:	555555	55555			File Name		Document Type	Issued On	Expires On	Uploaded On	Size
Email:	ledbett	er.kiwanis+7@gmail.com			TEST (	DOCUMENT.docx	Background Scree	ening 12/01/2017	12/01/2018	01/02/2018	15 KB
Credential Type:	VPK D	irector Credential									
Credential Certificate Num	nber: 222222	222									
Credential Issue Date:	12/01/2	2017									
Credential Expiration Date	e: 12/01/2	2018									

#### When the **<u>Remove</u>** button is clicked, the following message will display.



Once the director's last day is entered and the **<u>Remove</u>** button is clicked, the director will no longer appear on the VPK Director screen, unless the <u>**Show removed directors**</u> checkbox is checked. The director can be re-added by clicking the <u>**Re-add**</u> button.

Jim's I	House of S	marties	2017 - 2018 (Incomplete	e) 🗸								
Attendan	ce Policy 🍆 🕚	VPK Director 🚖	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦	Review 🚍	Certify and Submit 🌞					
+ Add	New Director removed directors	]										
★ N	ot Jim Ledbette	er (Removed	🗑 Re-add			Supporting	Documents:					
Telep	hone Number:	55555	5555			File Name		Document Type	Issued On	Expires On	Uploaded On	Size
Emai	1.	ledhett	er kiwanis+7@gmail.com			TEST D	DCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Crede	ential Type	VPK D	irector Credential									
Cred	ential Certificate N	mber 22222	22									
Cred	ential Issue Date:	12/01/	2017									
Crede	ential Expiration Da	ite: 12/01/	2018									

## **VPK** Instructors

To edit the current instructors' information in the VPK Instructors tab, click the <u>Edit</u> button. To add a new instructor, click the <u>Add New Instructor</u> button. To remove an instructor, click the <u>Remove</u> button. To edit the current supporting document(s), or add a new document, click the <u>Edit</u> button.

	f Smarties 2017 - 2018 (Incomplete) V						
endance Policy 🍆	VPK Director 🚖 VPK Instructors 🚨 VPK Calendars 🏥 VPK Class(es)	🏦 Review 🚍 Certify and Submit 🌞					
Add New Instructor							
Show removed class	instructors						
🛔 Not Jim Ledbe	etter 🕑 Edit 🗴 🛅 Remove	Supporting Document: 🕑 Edit					
SSN:	דדדדדדד	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S	TEST DOCUMENT.docx ODownload	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Type:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						
Certified Teacher?	No						
Certified Teacher?	No						
Certified Teacher?	No Cổ Edit 💼 Remove	Supporting Documents: Ø Edit					
Certified Teacher?  Jim Ledbetter SSN:	No CS Edit C Remove	Supporting Documents: 🏾 🏵 Edit	Document Type	Issued On	Expires On	Uploaded On	Size
Certified Teacher?  Jim Ledbetter SSN: Degree:	No CS Edit C Remove 000000000 Received an M.A. or an M.S	Supporting Documents: 🗗 Edit File Name TEST DOCUMENT.docx () Download	Document Type Background Screening	Issued On 12/01/2017	Expires On 12/01/2018	Uploaded On 01/02/2018	Size
Certified Teacher?  Jim Ledbetter SSN: Degree: Type:	No C Edit  E Remove 000000000 Received an M.A. or an M.S Lead	Supporting Documents: 0° Edit File Name TEST DOCUMENT.docx 0 Download	Document Type Background Screening	Issued On 12/01/2017	Expires On 12/01/2018	Uploaded On 01/02/2018	Size
Certified Teacher?  Jim Ledbetter SSN: Degree: Type: Credential:	No Critical	Supporting Documents: 07 Edit File Name TEST DOCUMENT.docx 0 Download	Document Type Background Screening	Issued On 12/01/2017	Expires On 12/01/2018	Uploaded On 01/02/2018	<b>Size</b> 15 KB

If the instructor has not been assigned to a class, when the **<u>Remove</u>** button is clicked, the following message will display.



Once the <u>**Remove**</u> button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the <u>**Show removed class instructors**</u> checkbox is checked. The instructor can be re-added by clicking the <u>**Re-add**</u> button.

m's House of	Smarties 2017 - 2018 (Incomplete	e) 🗸						
Attendance Policy 🌑	VPK Director 🚖 VPK Instructors 🛔	VPK Calendars 🛗 VPK Class(es) 🏦	Review 🗮 Certify and Submit 🌞					
+ Add New Instructor	instructors							
🛓 Not Jim Ledbe	etter (Removed market Re-add		Supporting Documents:					
CON-			File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Dograa:	Perceived on M.A. or on M.S.		TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Degree.	Received an W.A. of an W.S							
Type.	Leau							
Credential:	M.A. or M.S. In an approved field with requir	red minimum nours and experience						
Certified Teacher?	No							
🛔 Jim Ledbetter	🖸 Edit 📔 Remove		Supporting Documents: C Edit					
SSN:	000000000		File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S		TEST DOCUMENT.docx ODownload	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Type:	Lead							
Credential:	M.A. or M.S. in an approved field with requi	red minimum hours and experience						
Cortified Teacher?	No							

If the instructor has been assigned to a class, when the **<u>Remove</u>** button is clicked, the following message will display.

Ø Intructor is currently assigned  $\times$ 9 This action cannot be performed because the instructor is currently assigned to a class. Please remove the instructor from all classes first. Ok

To remove an instructor from a class, go to the VPK Class(es) section and click the **Edit** button for the class.

Jim's House of S	Smarties 20	017 - 2018 (Incomplete	e) 🗸						
Attendance Policy 🌑	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) m Review	Certify and Submit 🌞				
Add New Class									
Show removed classes									
🏛 AF17 🕑 Edit	🛱 Remove				Ja	nuary 2018 >			month list
Class Name, Apria Class Calendar, 1			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Main Curriculum: BABY Class Start Date: 01/01/ Class End Date: 06/29/2	DOLL CIRCLE TIME 2018 2018				6a Exception: fire department	3	4	5	6
Instructors:			1	7	8 9	10	11	12	13
Name	Туре			6a Exception: police department	6a Exception: DCF				
			14	4 1:	5 16	17	18	19	20
			2'	1 2	2 23	24	25	26	27
			28	3 2	9 30	31	1	2	

In the Instructors area, uncheck the instructor's name. Once un-checked, enter the Last Taught Date, or click the **Never began instruction of class** checkbox if the class has not started. Click **Save**.

Class ID: 🚯	CF17	
Class Name:	Enter Class Name	
Class Calendar: 🚯	A - 1	~
Main Curriculum: 🚯	BABY DOLL CIRCLE TIME	~
Class Start Date: 🚯	01/01/2018	
Class End Date: 🚯	06/29/2018	
Instructors:		
	S Jim Ledbetter (Received an M.A. or an M.S. Lead, M.A. or M.S. in an approved field with required minimum hours and experience )	
	Instruction Start Date: 01/01/2018	
	O Not Jim Ledbetter (Received an M.A. or an M.S. Lead, M.A. or M.S. in an approved field with required minimum hours and experience )	
	Last Taught Date: 02/22/2018	

Save Cancel

The VPK Classes tab will now show that the instructor is removed from the class.

CF17 C Edit				Jai	nuary 2018 >			month list
Class Name. N/A Class Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Main Curriculum: BABY DOLL CIRCLE TIME Class Start Date: 01/01/2018 Class End Date: 06/29/2018			1	2 6a Exception: fire department	3	4	5	6
Instructors:		7	8	9	10	11	12	13
Name	Туре		6a Exception: police department	6a Exception: DCF				
Jim Ledbetter	Lead	14	15	16	17	18	19	20
Not Jim Ledbetter (Removed)	Lead	21	22	23	24	25	26	27
		28	29	30	31	1	2	3

Now that the instructor is no longer assigned to any class, the Provider Portal user may go to the VPK Instructors tab to remove the instructor by clicking **<u>Remove</u>**. The following message will display:

X Remove Not Jim Ledbetter?	>
• You are about to remove this instructor and make him/her inactive. All info and documents (if any) will be retained. You may re-add this instructor at a lat needed. To continue, click Remove, otherwise click Cancel.	rmation er time if
Cancel	Remove

Once the <u>**Remove**</u> button is clicked, the instructor will no longer appear on the VPK Instructors screen, unless the <u>**Show removed class instructors**</u> checkbox is checked. The instructor can be re-added by clicking the <u>**Re-add**</u> button.

Jim's House of	Smarties 2017 - 2018 (incomplete) V						
Attendance Policy 🌑	VPK Director 🛧 VPK Instructors 💄 VPK Calendars 🏥 VPK Class(es) 🏦	Review 🗮 Certify and Submit 🌞					
+ Add New Instructor	Instrue vs						
🛔 Not Jim Ledbe	etter (Remove))	Supporting Documents:					
SSN:		File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree	Received an M A or an M S	TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Type:	Lead						
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						
🛔 Jim Ledbetter	び Edit 前 Remove	Supporting Documents:					
SSN:	000000000	File Name	Document Type	Issued On	Expires On	Uploaded On	Size
Degree:	Received an M.A. or an M.S	TEST DOCUMENT.docx O Download	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB
Type:	Lead		- 0				
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience						
Certified Teacher?	No						

The Review tab is also updated with the Instructor removal information.

Level VPK Instructors							
Instructor Name	SSN	Degree	Туре	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Jim Ledbetter	0000000000	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded
Not Jim Ledbetter (Removed)	777777777	Received an M.A. or an M.S	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded

1 VPK Class(es) Z Edit					
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	06/29/2018	Jim Ledbetter Cled data 04010000 - best Taught Date: 06/29/2018 Not Jim Ledbetter (Remover) Standam 62-0106500 - bash Hoght Date: 02/22/2018

## **VPK** Calendars

To edit the current calendar in the VPK Calendars tab, click the <u>Edit</u> button, make any necessary edits, and click the <u>Save</u> button. To remove a calendar, click the <u>Remove</u> button. To add a new calendar, click the <u>Add New Calendar</u> button.

Jim's House of S	marties	2017 - 2018 (Incomplete) 🗸									
Attendance Policy 🌑 🛝	/PK Director 🚖	VPK Instructors 🛔 VP	< Calendars 🋗	VPK Class(es) 🏦	Review	Certify and Submit					
+ Add New Calendar											
Ci Edit 🗍 R Cale	emove		Non-	Instructional, Site Close	ures and Except	ional Instructional Days:		January 2018 >			month list
Program Type: School Ye Calendar Start Date: 01/0	ar (540 hours) 11/2018			Sun		Mon	Tue	Wed	Thu	Fri	Sat
Calendar End Date: 08/2	9/2018				3	1	2	3	4	5	8
Instructional Days:							Să Exception: tre department				
Day	Start Time	End Time				7 8 Sa Exception: police department	Ba Excertion: DCE	10	11	12	13
Monday	08:00 AM	11:00 AM			1	4 15	18	17	18	18	20
Tuesday	08:00 AM	10:00 AM				1			-		
Wednesday	08:00 AM	10:00 AM			2	1 22	23	24	25	28	27
Thursday	08:00 AM	10:00 AM									
Friday	08:00 AM	10:00 AM			2	8 29	30	31			
Saturday											
Sunday											
Total Calculated Hours: Total VPK Instructional	540.00 Days: 130 emove		Non-	Instructional, Site Close	ures and Except	ional Instructional Days:					
Calendar Name: Beta								January 2018 >			month list
Program Type: School Ye Calendar Start Date: 01/1	sar (540 hours) 6/2018			Sun		Mon	Tue	Wed	Thu	Fri	Sat
Calendar End Date: 05/3	1/2018				3	1 1	2	3	4	5	8
Instructional Days:	Plant Time	End Time				-				10	10
bay	Start Time	End Time				/ 8	8	10		12	13
Monday	08:00 AM	12:00 PM			1	4 15	10	17	18	19	20
Tuesday	08:00 AM	11:00 AM									
Wednesday	08:00 AM	11:00 AM			2	1 22	23	24	25	28	27
Thursday	08:00 AM	11:00 AM			2	8 29	30	31			
Friday	08:00 AM	11:00 AM									
Saturday											
Sunday											
Total Calculated Hours: Total VPK Instructional	509.00 Days: 98										



If there are no classes assigned to a calendar, when the **<u>Remove</u>** button is clicked, the following message will display.



If there are classes assigned to a calendar, the following message will display:

2 Calendar is currently assigned	×
This action cannot be performed because the calendar is current class. If the class has not started yet, you may remove the calendar fr	ly assigned to a rom the class
and try this action again.	
	Ok

Once a calendar is removed, the calendar will no longer appear on the VPK Calendars screen, unless the **Show removed calendars** checkbox is checked. The calendar can be re-added by clicking the **Re-add** button.

id New Calendar w removed calend	dars								
A 🖸 Edit É	Î Remove		Non-Instructional, Site Closures and Exceptional	Instructional Days:		January 2018 >			mont
ram Type: Schoo Indar Start Date: 0	Il Year (540 hours) 01/01/2018		Sun	Mon	Tue	Wed	Thu	Fri	Sat
ndar End Date: 0	06/29/2018			1	2	3	4	1	5
uctional Days:					Ga Exception: fire department				
	Start Time	End Time	- Sa I	Exception: police department	Sa Exception: DCF	10	11		12
lay	05:00 AM	11:00 AM	14	15	16	17	18	3 1	0
day	06:00 AM	10:00 AM							
nesday	06:00 AM	10:00 AM	21	22	23	24	25	5 2	18
sday	06:00 AM	10:00 AM							
			28	20	30	31			
	06:00 AM	10:00 AM	28	29	30	31			
y rday	08.00 AM	10:00 AM	28	29	30	31			
ay irday day	08.00 AM	10:00 AM	28	29	30	31			
lay urday I Calculated Hou VPK Instruction	08:00 AM	10.00 AM	Non-Instructional, Site Closures and Ecceptional	29 Instructional Days:	39	31 January 2018 🔉			2 mon
lay urday I Calculated Hou I VPK Instruction I VPK Instruction I Re-odd Atomic Data Atomic Data	00:00 AM	10.00 AM	Non-Instructional, Site Closures and Exceptional	20 Instructional Days: Mon	30 Tue	January 2018 >	Ты	P6	2 sot
ay arday day Calculated Hou VPK Instruction WR ended Armon Bat am Type: Schoo older Start Date: C older End Date: C older End Date: C	00:00 AM	10.00 AM	Non-Instructional, Site Closures and Exceptional	20 Instructional Days: Mon 1	30 Tue 2	January 2018 > Wed 3	Thu	P6	2 9 5 Sat
y ay Calculated Hou /PK Instruction II Re-odd Marst Date: C far End Date: C ottional Days:	00.00 AM ars: 540.00 nal Days: 130 (Removed) 1/Yes (540 hours) 5/031/2018 Start Time	10.00 AM	Ann-Instructional, Site Closures and Exceptional	20 Instructional Days: Mon 1 8	30 Tue 2 0	January 2018 > Wed 3 10	The	Pri	2 mon 5 54t
r day ay Calculated Hou PPK Instruction PPK Instruction Manas. Dat Manas. Dat	00:00 AM art: 540.00 mail Days: 130 (Removed) (Vex (540 hours) 0/16/2016 Start Time 0:0:00 AM	10.00 AM	Non-Instructional, Site Closures and Exceptional Sun	20 Instructional Days: Mon 1 B	30 Tue 2 0	31 January 2018 > Wed 3 10	The f	Pi .	2 9 5 2
r day ay Calculated Hou PPK Instruction PPK Instruction Type Schoo ar Start Dake: O ar Start Dake: O titional Days: ay	00.00 AM mrs. 560.00 (Parameter) (Parameter) (Parameter) Start Time 00.00 AM 00.00 AM	10.00 AM	Non-Instructional, Bite Closures and Exceptional Sun 31 7 1 14	20 Instructional Days: Mon 1 15	30 Tue 2 0 10	31 January 2018 > Wed 3 10 10	Thu	Pd 1	2 6 8 2 9
r day agy calculated Hou PK Instruction Type: Schoo ar Start Date: 0 air End Date: 0 tional Days: ay ay esday	00.00 AM ars: \$40.00 and Days: 130 Removed) Virac (\$40 hours) 50:01/2018 Start Time 0:0:0:0 AM 0:0:00 AM	10.00 AM	Non-Instructional, Bite Closures and Ecceptional Sun	20 Instructional Days: Mon 1 15 22	Tue 2 10 10 22	January 2018 > Wed 3 10 17 24	Thu 4	F6	2 5 5 2 0
y day ay 2aloulated Hou /PK Instruction (PK Instruction (PK Instruction (PK Instruction (PK Instruction) (PK	00.00 AM art: 540.00 Viewer (540 hours) Viewer (540 hours) Viewer (540 hours) Viewer (540 hours) Start Time 00.00 AM 00.00 AM	10.00 AM	Non-Instructional, Bite Closures and Exceptional Soan	20 Instructional Days: Mon 1 15 22	Tue 2 18	31 January 2018 > Wed 3 10 17 24	Thu 4	rs 1 2 3 3 2 2	2 0 2 2 0
y rday lay Calculated Houver VPK Instruction VPK Instruction m Type: School are School far End Date: 0 citional Days: day day hesday sday y	00.00 AM wrs 540 00 mail Days: 130	1000 AM End Time End Time 1200 PM 1100 AM 1100 AM 1100 AM 1100 AM	Non-Instructional, Site Closures and Exceptional Sun 31 3 4 3 4 3 4 3 4 3 5 4 3 5 4 3 5 5 5 5 5	20 Instructional Days: Mon 1 0 15 22 20	20 Tue 2 0 10 22 20 20 20 20	31 January 2018 > Wed 3 10 17 24 24 31	Thu 4	Pri 1	2 mon 5 5st 2 9 9
ay arday arday day Calculated Hou VPK Instruction VPK Instruction day End Date: C arday aday aday aday hesestay rsrday ay arday	00.00 AM arc 56 AP mail Days: 130 (Parameter) (Parameter) Start Time 00.00 AM 00.00 A	End Time End Time 1200 PM 1100 AM 1100 AM	Non-Instructional, Bite Closures and Exceptional Sean 3	20 Instructional Days: Mon 1 15 22 29	Tue 2 10 10 23 30	31 January 2018 > Wed 3 10 17 24 31	Thu	Pri 1	854 6 2 2 2

**NOTE:** Calendar End Dates and Class End Dates are editable.

The Calendar End Date can be changed to reflect changes in Non-Instructional Days or holidays that are added after the calendar begins. Changing the Calendar End Date will update the Class End Date and the Instructor Last Taught Date.

s House of Sma								
idance Policy 🥎 VPK	Director 🚖 VPK Instru	VPK Calendars 🋗	VPK Class(	es) 🏦 🛛 Review 🚍	Certify and Submit 🌰			
Add New Calendar								
how removed calendars								
lendar ID: 0		A						
lendar Name:		Enter Calendar I	Name					
ogram Type: 🟮		School-Year (54	40 hours)					
endar Start Date: 🟮		08/13/2018			Calendar End	l Date: 0	04/21/2019	
tructional Days:	Day	Start Time		End Time	Cli	ick a date to modify instructional hours.	Multiple days may be selected by o	clicking and draggin
ructional Days: <b>O</b>	Day Monday	Start Time 08:00 AM	©	End Time	Cli	ick a date to modify instructional hours. Sun	Multiple days may be selected by o	clicking and draggin
ructional Days:	Day ☑ Monday ☑ Tuesday	Start Time           08:00 AM           08:00 AM	©	End Time 11:00 AM 11:00 AM	Cii	ock a date to modify instructional hours. Sun 29	Multiple days may be selected by o	clicking and draggin Tue
tructional Days: 句	Day ☑ Monday ☑ Tuesday ☑ Wednesday	Start Time           08:00 AM           08:00 AM           08:00 AM	© 0	End Time 11:00 AM 11:00 AM 11:00 AM	C #	ick a date to modify instructional hours. Sun 29	Multiple days may be selected by o	clicking and draggin Tue
ructional Days: 0	Day Monday Tuesday Wednesday	Start Time           08:00 AM           08:00 AM           08:00 AM           08:00 AM	© 0	End Time 11:00 AM 11:00 AM 11:00 AM		ok a date to modify instructional hours. Sun 29	Multiple days may be selected by o	clicking and draggin Tue
ructional Days: O	Day 교 Monday 교 Tuesday 교 Wednesday 교 Thursday	Start Time           08:00 AM           08:00 AM           08:00 AM           08:00 AM           08:00 AM		End Time 11:00 AM 11:00 AM 11:00 AM 11:00 AM		Sun 20	Multiple days may be selected by o	Dicking and draggin
ructional Days: <b>O</b>	Day Monday Tuesday Wednesday Thursday Friday	Start Time           08:00 AM           08:00 AM           08:00 AM           08:00 AM           08:00 AM           08:00 AM		End Time 11:00 AM 11:00 AM 11:00 AM 11:00 AM 11:00 AM		ick a date to modify instructional hours.	Multiple days may be selected by o	clicking and draggin
tructional Days: 0	Day Monday Tuesday Wednesday Worksday Friday Saturday	Start Time           08:00 AM           08:00 AM           08:00 AM           08:00 AM           08:00 AM           08:00 AM		End Time 11:00 AM 11:00 AM 11:00 AM 11:00 AM 11:00 AM		ok a date to modify instructional hours.	Multiple days may be selected by o	alicking and draggin

After the calendar is changed, if the provider needs to change the Instruction Start Date of an instructor, the provider will un-check and re-check the checkbox for each instructor and edit the date.

im's House of	f Smarties	2018 - 2019 (Certified)	~						
Attendance Policy 🥎	VPK Director ★	VPK Instructors	VPK Calendar	s 🛗 🛛 VF	PK Class(es) 🏦	Review 🚍	Certify and Submit		
		Class ID: 0	AF18						
		Class Name: 🗿	Blah						
		Class Calendar: 🟮	A -						
		Main Curriculum:	BABY DO	LL CIRCLE 1	TIME				
		Class Start Date: 0	08/13/2018	3	iii				
		Class End Date: 0	04/21/2019	9	iii				
		Instructors:	🕑 Mt (Re	ceived a B.S	S. or a B.A, Lead, 4	)-hour introduc	tory child care training co	urse )	
					Instruction Sta	rt Date:	08/13/2018	111	
n's House of S tendance Policy 🍆	Smarties 20	VPK Instructors 🎍 VPK	Calendars 🋗	VPK Class(e	es) 🟦 Review	Certify a	nd Submit 🌒		
		Class ID: 0	AF18						
		Class Name: <b>(</b>	Blah						
		Class Calendar: 0	A -						
	Ν	fain Curriculum: 0	BABY DOLL CIRC	LE TIME					
		Class Start Date: 0	08/13/2018	iii					
		Class End Date: 0	04/21/2019	iii	]				
		Instructors:	Me (Received a	a B.S. or a B.A	A, Lead, 40-hour intro	ductory child ca	e training course )		
				L	ast Taught Date:	02/26/2019	iii	Never bega	an instruction of class
		Ye	ou must select at l	least one Lea	id instructor or ente	r a new class e	nd date.		
	Save	Cancel							

The Calendar Name can be added if the provider did not add a Calendar Name when the calendar was created.

Add New Calendar				
these removed colored				
show removed calenda	Brs			
nt 🗹 Edit 🕅	Remove		Non-Instructional, Site Closures and Except	tional Instructional Days:
alendar Name:				
Calendar Start Date: 08	3/13/2018		Sun	Mon
alendar End Date: 04	#21/2019			29
structional Days:				
Day	Start Time	End Time		
Monday	08:00 AM	11:00 AM		
Tuesday	08:00 AM	11:00 AM		
Wednesday	08:00 AM	11:00 AM		
Thursday	08:00 AM	11:00 AM		
Friday	08:00 AM	11:00 AM		E
Saturday				U C
Saturday				
Thursday Friday	08:00 AM 08:00 AM	11:00 AM 11:00 AM		5

## VPK Class(es)

To edit the current class information in the VPK Class(es) tab, click the <u>Edit</u> button. To add a new class, click the <u>Add New Class</u> button. To remove a class, click the <u>Remove</u> button. After all edits have been made for each class, click the <u>Save</u> button.

Jim's House of	Smarties 2	017 - 2018 (Incompl	ete) 🗸						
Attendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🋗	VPK Class(es) 🏦 🛛 Re	eview 🗮 Certify and Submit 🌞				
Add New Class	es								
▲ AF17 G Edit	TRemove				Ja	nuary 2018 >			month list
Class Name: Alpha Class Calendar: 1			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Main Curriculum: BAB Class Start Date: 01/0 Class End Date: 06/29	Main Curriculum: BABY DOLL CIRCLE TIME Class Start Date: 01/01/2018 Class End Date: 06/29/2018				1 2 6a Exception: fire department	3	4	5	6
Instructors: Name	Туре		1	6a Exception: police departmen	8 9 nt 6a Exception: DCF	10	11	12	13
			14	1	15 16	17	18	19	20
			21	I	22 23	24	- 25	26	27
			28	3	29 30	31	1	2	

Save Cancel

Classes that have started may not be removed. Limited editing is available.

血 CF17 CEdit				Jar	nuary 2018 >			month list
Class Name: N/A Class Calendar: 1		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Class Calendar, 1 Main Curriculum: BABY DOLL CIRCLE TIME Class Start Date: 01/01/2018 Class End Date: 06/20/2018			1	2 6a Exception: fire department	3	4	5	6
Instructors:		7	8	9	10	11	12	13
Name	Туре		6a Exception: police department	6a Exception: DCF				
Jim Ledbetter	Lead	14	15	16	17	18	19	20
Not Jim Ledbetter (Removed)	Lead							
		21	22	23	24	25	26	27
		28	29	30	31		2	

If the class has not started, when the **<u>Remove</u>** button is clicked, the following message will display:

Remove ?		×
• Are you sure you want to remove this classroom?		
	Cancel	Remove

Once the <u>Remove</u> button is clicked, the class will no longer appear on the VPK Class(es) screen, unless the <u>Show</u> <u>removed classes</u> checkbox is checked.

's House of Smarties 2017 - 2018 (Incomplete	2) 🗸						
endance Policy 🦠 🛛 VPK Director 🚖 🔷 VPK Instructors 🛔	VPK Calendars 🛗 VPK Class(es) 🏦	Review E Certify and Sub	mit 🌰				
dd New Class Show removed classes							
BF17			J	lanuary 2018 >			month
lass Calendar: 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
in Currenum: BABY DOLL CIRCLE TIME ass Start Date: 01/02/2018 ass End Date: 01/02/2018		1	6a Exception: fire department	3	4	5	
tructors: lame Type	7 6a 6	8 xception: police department	9 8a Exception: DCF	10	11	12	
	14	15	16	17	18	19	
	21	22	23	24	25	26	
	28	29	30	31			
AF17 🕼 Edit 📋 Remove				lanuary 2018 🔉			month
ass Name: Alpha	Sun	Mon	Tue	Wed	Thu	Fri	Sat
ss carendar. T in Curriculum: BABY DOLL CIRCLE TIME ss Start Date: 01/01/2018 ss End Date: 01/02/2018		1	2 6a Exception: fire department	3	4	5	
ame Type	7 5a E	8 xception: police department	9 6a Exception: DCF	10	11	12	
1990	14	15	16	17	18	19	
	21	22	23	24	25	26	
	28	29	30	31			

To end the class, click the <u>Edit</u> button and the change the Class End Date to reflect the last day that VPK instruction was provided. The Instructor Last Taught Date will be updated to the Class End Date after clicking the <u>Save</u> button.

Class ID: 6	CF17	
Class Name: 😫	Enter Class Name	
Class Calendar: 🚯	A-1	,
Main Curriculum: 🚯	BABY DOLL CIRCLE TIME	,
Class Start Date: 😫	01/01/2018	
Class End Date: 0	02/22/2018	
Instructors:	G Jim Ledbetter (Received an M.A. or an M.S. Lead, M.A. or M.S. In an approved field with required minimum hours and experience )	
	Instruction Start Date: 01/01/2018	
Save Cancel		

The Review tab will now reflect the updated class information.

m VPK Class(es) Zeat					
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	02/22/2018	Jim Ledbetter Not Jim Ledbetter (Removed) Not Jim Ledbetter (Removed) Chel Leth 2014/20042 Lethe Bught Date: 02/22/2018

# Editing an SR Contract Amendment

# Navigate to **Contracts > Manage Contracts**.

✿ Home         Business ▼         Profile ▼         Contracts ▼         Enrollments ▼         #	Attendance - Documents -	Profile: 2	019 - 2020 THello
contracts			
Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites Manage All Sites	No messages to display.		No notifications or alerts to display.
Manage Users Manage All Users			
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors, Calendars, and Classes			
VPK Contract Amendment	Provider Site Summary		Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	120120-220-220 1201-20-220-220 1201-20-220-220 1201-20-220-220	Bright Beginnings Core Competencies DCF Provider Training Provider Portal User Guide Quality Performance System (QPS) VPK Provider Readiness Rate Website

The Manage Contracts page for the provider displays. Click the plus sign (1) to the left of the SR contract to be amended to expand the amendment sub-section. The amendment is in Initiated status. Click the <u>Edit</u> button (2).

	Manage Contracts											
	Show 10 • entries Search:											
	lt.	Contract ID I	Type of Contract	Contract Name	Coalition 11	Status 🥼	Last Updated	Action 1	View Contract	Effective Date	Termination Date	Program Year
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
	+	48748	VPK	OEL-VPK 20		Certified	2/10/2020	♥ View		8/13/2019		2019 - 2020
1	-	44458	SR	OEL-SR 20		Certified	2/10/2020	View		7/1/2019		2019 - 2020
	Show 10 • entries											
		Amendment	ID		↓≟ Status		↓↑ View			11 Action		11
		134			Initiated		<b>⊘</b> View		(	2 Edit		
										Fig	st Previous 1	Next Last

NOTE: The amendment status changes from Initiated to Incomplete while the amendment is being edited.

Review the Provider Eligibility and Notification sections, and enter changes to the provider contact information (if applicable), then click **<u>Next Step</u>**.

School Readiness (SR) Contract Amendment	Preview Amendment
Provider(s):	Click to preview the OEL-SR 20A form in a new tab.
2.	
II. PROVIDER ELIGIBILITY	
II.7.f The COALITION has determined the PROVIDER exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C.	No
II.8.a The Coalition participates in the Contracted Slot Program.	No
II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program.	N/A T
XI.NOTIFICATION	
XI.82.a Previous Provider Contact	
Name:	
Phone: (555) 555-5555	
Email:	
New Provider Contact (if applicable)	
Name:	
Phone:	
Email:	
	Save Next Step >
	Click to save changes and proceed to the next page.

If a change is needed to the provider's selection to conduct child assessments or the child assessment tool has changed, make the new selections and enter the reason for modification. Click **Next Step** to continue.

School Readiness (SR) Contract	t Amendment	Preview Amendment
	Exhibit 1: Provider Responsibilities and Scope of Work	
	Provider Name:	
Change i The prev	in PROVIDER's selection to conduct child assessments or eligibility to receive the Child assessment rate. ious selection is: ★ No マ	
The prev	lous assessment tool is: N/A $\checkmark$	
Change i The new	in PROVIDER's selection to conduct child assessments or eligiblity to receive the Child assessment rate. selection is: Select ▼	
Reason f	for modification:	
0 / 500		
The new Reason f	assessment tool is: NA ~	
0 / 500		10
Previous Step		Next Step >

The Quality Improvement Plan (QIP) Selection page displays if the coalition selected a new QIP strategy. Initial the Quality Improvement Plan strategy, if this page is displayed. Click **<u>Next Step</u>**.

R Amendment Qual	ity Improvement Plan	IS		Preview Amendment
			Exhibit 3: Quality Improvement Plan Selection	
	Provider Name:			
	Selection	Strategy	Description (summary)	
	1		Each selected instructor/director will register for and successfully complete 20 hours of International Association fo	r
	JC	Coalition approved strategy	Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the	
	Provider Initials		ELC or their delegate.	
		Certified Coaching Visits	Each selected classroom will participate in 20 hours of certified coaching provided by the ELC or its delegate.	
	Provider Initials			
		Forly Childhood Training System	Each selected instructor/director will complete two Early Childhood Training System courses facilitated by the ELC.	
		(ECTS) Courses	Course options include taking an online course alone, with TA coaching support and/or as a member of a coalition-	
	Provider Initials	(2010) 0001000	sponsored Community of Practice.	
		20 hours of IACET, or OEI	Each selected instructor/director will register for and successfully complete 20 hours of International Association for	r
		approved training	Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the	
	Provider Initials		ELC or their delegate.	
			Each selected instructor/director will complete either the MMCI PreK 24-hour course or the MMCI Infant/Toddler 24	
		MMCI Training	hour course provided by the Coalition's or its delegate's MMCI Specialist	
	Provider Initials		· · · · · · · · · · · · · · · · · · ·	
			Each selected instructor/director shall register in the Florida Early Care and Education Professional	
		Professional Development	DevelopmentRegistry, generate a professional development plan in the registry and complete the required	
	Provider Initials		progression along the career pathway.	
Previous Step				Save Next Step 🕽

If the provider charges an <u>annual</u> registration fee, the registration fee page displays. If a change is needed to the annual fee assessment frequency, make a new selection. Click <u>Next Step</u> to continue.

Exhibit 5:	Provider	<b>Reimbursement Rates</b>
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Provider Name:	
Registration Fee	
If PROVIDER charges a registration fee please check one and provide the amount:	\$ 200.00
One time fee upon enrollment.	
☑ Annual fee. Upon Enrollment	
Other Describe:	

The Exhibit 6: Holiday Schedule page displays. Click the <u>Edit</u> button for the provider and add or remove holidays in the edit window if applicable, then click <u>Save</u>. Click <u>Close</u> to close the window.

School Readiness (SR) Contract					Preview Amendment
		Exhibit 6: Holiday Sch	redule		
	Provider Nan	ne:			
		Holiday	Date Observed	Eon	
	1. Labor Day	· ·	9/2/2019		
	2. Veteran's Day 3. Thanksoiving		11/11/2019		
	4. Thanksgiving		11/28/2019		
	5. Thanksgiving		11/29/2019		
	7. Christmas		12/25/2019		
	8. New Years		12/31/2019		
	9. New Years 10. Martin Luther King		1/1/20/2020		
	11. Presidents Day		2/17/2020		
	12. Memorial Day		5/25/2020		
		Exhibit 6: Holiday Sch	iedule		
	Provider Name:		Data Observat	Edit	
	1. Labor Day	Holiday	0/2/2019		
	2. Veteran's Day		11/11/2019		
	3. Thanksgiving 4. Thanksgiving		11/27/2019 11/28/2019		
	5. Thanksgiving		11/29/2019		
	8. Christmas 7. Christmas		12/24/2019		
	8. New Years		12/31/2019		
	9. New Years 10. Martin Luther King		1/1/2020		
	11. Presidents Day		2/17/2020		
	12. Memorial Day		5/25/2020		
< Previous Step					Next Step >
School Readiness (SR) Contract		Paid Holidays for Multiple Sites	×		Preview Amendment
School Readiness (SR) Contract		Paid Holidays for Multiple Sites	×		Preview Amendment
School Readiness (SR) Contract		<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> </ul>	×	_	Preview Amendment
School Readiness (SR) Contract		Paid Holidays for Multiple Sites M All sites use this holday schedule?	x		Preview Amendment
School Readiness (SR) Contract	Provider N.	Provider Name Provider Name	×	Ede Ba	Preview Amendment
School Readiness (SR) Confract	Provide N.	Provider Name Holidays	Date to Observed	Edt	Preview Amendment
School Readiness (SR) Contract	Provider fr 1 Later Day 2 Weenin's Day	Paid Holidays for Multiple Sites  All sites use this holiday chedule?  Provider Name:  Holiday  Lubor Day  Lubor Day	Date 9/2019 0	Ede	Preview Amendment
School Readiness (SR) Contract	Provider No. 1. Laber Day 2. Weezens Day 3. Translaging 4. Translaging	Provder Name Helidays Veteran's Day Veteran's Day Veteran's Day	Date 9/2019 11//1/2019 0	66	Preview Amendment
School Readiness (SR) Contract	Provider No. 1. Läher Day. 2. Weneris Day. 3. Traislaging 4. Traislaging 5. Traislaging	<ul> <li>Paid Holidays for Multiple Sites</li> <li>At sites use this holiday schedule?</li> <li>Provider Name</li> <li>Labor Day</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksglving</li> <li>Thanksglving</li> </ul>	Date         9/22019         0           11/17/2019         0         11/27/2019	E 60	Preview Amendment
School Readiness (SR) Contract	Provider No 1. Liber Ory 2. Wester's Dry 3. Transaying 4. Transaying 5. Transaying 6. Chattens 7. Chattens	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> <li>Provider Name.</li> <li>Labor Day</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> </ul>	Date 9/22019 0 11/17/2019 0 11/122019 0 11/222019 0		Preview Amendment
School Readiness (SR) Contract	Provide No Lubor Cay Lubor Cay J. Weitaris Cay J. Trainiguing 4. Trainiguing 6. Chairinas 7. Chairinas 1. Chairinas 3. New Yaari	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> </ul> Provider Name:           I         Labor Day           2.         Veteran's Day           3.         Thanksgiving           4.         Thanksgiving           5.         Thanksgiving           6.         Christmas           2.         Christmas	Date         B           9/22019         O           11//1/2019         O           11/22/2019         O		Preview Amendment
School Readiness (SR) Contract	Provider No Liber Coy Libe	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> </ul> Provider Name:           Itabic Day           Labor Day           Labor Day           Thanksgiving           Thanksgiving           Thanksgiving           Thanksgiving           Christmas           Christmas           New Yean	Date         0           9/2/2019         0           11////2019         0           11//2/2019         0           11//2/2019         0           11//2/2019         0           11//2/2019         0           11//2/2019         0           11//2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0		Preview Amendment
School Readiness (SR) Contract	Provider No 2. Later Day 3. Valencia Day 4. Transagiving 4. Transagiving 5. Crasmas 7. Christmas 8. New Yaan 6. Ne	<ul> <li>Paid Holidays for Multiple Sites</li> <li>X. All sites use this holiday schedule?</li> <li>Provder Name</li> <li>Holiday</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> </ul>	Date         0 Observed           9/2/2019         0           11/1/1/2019         0           11/2/2/2019         0           11/2/2/2019         0           12/2/2019         0		Preview Amendment
School Readiness (SR) Contract	Provide No L Laber Day Weare's Day Weare's Day Translaying A Translaying A Translaying B Translaying Costana Co	<ul> <li>Paid Holidays for Multiple Sites</li> <li>X. At sites use this holiday schedule?</li> <li>Provider Name.</li> <li>Holiday</li> <li>Labor Day</li> <li>Labor Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li></ul>	Date         0           9/2/2019         0           11/17/2019         0           11/27/2019         0           11/25/2019         0           12/24/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/26/2019         0           12/26/2019         0           12/26/2019         0           1/2/2020         0		Preview Amendment
School Readiness (SR) Contract	Provide N Labor Day Usersh Day Averaging Transaging Transaging Charling Charling Charling New Yash New Yas	<ul> <li>Paid Holidays for Multiple Sites</li> <li>X All sites use this holday schedule?</li> <li>Provider Name.</li> <li>Holday</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li></ul>	Date         0           9/2/2019         0           11//1/2019         0           11//27/2019         0           11/28/2019         0           11/28/2019         0           12/24/2019         0           12/24/2019         0           12/25/2019         0           12/26/2019         0           12/26/2019         0           12/27/2019         0           12/27/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0           12/24/2019         0      <		Preview Amendment
School Readiness (SR) Contract	Provide N Labor Day Devices Cary Devices	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> </ul> Provider Name:           Holiday           Labor Day           2. Veteran's Day           3. Thanksqiving           6. Christmas           7. Christmas           8. New Years           9. New Years           10. Markin Luber King           11. Presidenta Day           12. Hemorial Day	Date         Image: Construct of the construction of t		Preview Amendment
School Readiness (SR) Contract	Provider Na Labor City Labor	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedule?</li> <li>Provider Name</li> <li>Labor Day</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>Martin Luther King</li> <li>Pesidents Day</li> <li>Memorial Day</li> </ul>	Date         Date           9/22019         O           11/17/2019         O           11/22/2019         O           11/22/2019         O           11/22/2019         O           12/25/2019         O           11/20/202         O           2/17/2020         O           5/25/2020         O           Stare         Cree		Preview Amendment
School Readiness (SR) Contract	Provider No. 1. Labor Day. 2. Wester's Day. 3. Transaging 4. Transaging 4. Transaging 5. Transaging 6. Chatman 6. Chatman 7. Chatman 8. New Yaam 8. New Yaam 9. New Yaam 10. Marini Labor Day. 12. Wencould Day.	<ul> <li>Paid Holidays for Multiple Sites</li> <li>I also use this holday schedule?</li> <li>Provider Name.</li> <li>Floridar Name</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>Martin Luther King</li> <li>Presidents Day</li> <li>Memorial Day</li> </ul>			Preview Amendment
School Readiness (SR) Contract	Provider No	<ul> <li>Paid Holidays for Multiple Sites</li> <li>X All sites use this holiday schedule?</li> <li>Provder Name</li> <li>Holiday</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>Christmas</li> <li>New Years</li> <li>Merri Vears</li> <li>Merri Vears</li> <li>Merri Vears</li> <li>Merrinal Day</li> <li>Presidents Day</li> <li>Merrinal Day</li> </ul>	Date         P Observed           9/2/2019         0           11/17/2019         0           11/2/2/2019         0           11/2/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2019         0           12/2/2020         0           2/17/2020         0           5/2/2020         0           Screaved         •           0 coserved         •           0 coserved         •		Preview Amendment
School Readiness (SR) Contract	Provider N	<ul> <li>Paid Holidays for Multiple Sites</li> <li>X. All sites use this holiday schedule?</li> <li>Provder Name</li> <li>Holiday</li> <li>Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> <li>Merrin Luther King</li> <li>Presidents Day</li> <li>Memorial Day</li> </ul>	Date         0 Observed           9/22019         0           11/17/2019         0           11/27/2019         0           11/22/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/26/2019         0           12/26/202         0           2/17/2020         0           5/25/2020         0           5/25/2020         0           0         0           11/27/2019         0           12/26/2020         0           2/17/2020         0           5/25/2020         0           0         0           11/17/209         0           11/17/209         0           11/17/202         0           5/25/2020         0           11/17/203         0           11/17/203         0           11/17/203         0           11/17/203         0           11/17/203		Preview Amendment
School Readiness (SR) Contract	Provider No Labor Day Provider No Labor Day Provider No Provider No Provider No Provider No New Years New Years	Paid Holidays for Multiple Sites  All sites use this holiday chedde?  Provider Name:	Date         Image: Construct of the construction of t		Preview Amendment
School Readiness (SR) Contract	Provider Nor Labor Day Labor Day Labor Day Labor Day America Day Provider Nor Provider Nor Designing Designing Designing Designing Designing Designing Labor Day Provider Name Nor Designing Labor Day Provider Name Nor Designing Labor Day Designing Labor Day Designing Desi	Provder Name  V All sites use this holiday  Provder Name  Labor Day  Velenan's Day  Velenan's Day  Labor Day  Velenan's Day  Christmas  New Years	Date         9/2019           9/202019         0           11/17/2019         0           11/17/2019         0           11/27/2019         0           11/27/2019         0           12/24/2019         0           12/24/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2019         0           12/25/2020         0           5/25/2020         0           5/25/2020         0           5/25/2020         0           11/22/2019         11/27/2019           11/27/2019         0           11/27/2019         0           11/27/2019         0           11/27/2019         0           11/22/2019         0           11/2/2019         0           11/2/2019         0           11/2/2019         0           11/2/2019         0           11/2/2019         0           11/2/2019         0           11/2/2019         0		Preview Amendment
School Readiness (SR) Contract	Provider No Labor Ory Labor Ory Labor Ory Labor Ory Labor Ory Transagung Comma	Provider Name: V: All sites use this holiday provider Name: 1. Labor Day 2. Voteran's Day 3. Thanksgiving 4. Thanksgiving 6. Christimas 6. Christimas 7. Christimas 8. New Years 9. New Years 10. Martin Luther King 11. New Years 10. Martin Luther King 11. Memorial Day	Date         P Observed           9/2/2019         O           11/1/2019         O           11/1/2019         O           11/2/2019         O           11/2/2019         O           11/2/2019         O           11/2/2019         O           11/2/2019         O           12/2/2019         O           12/2/2019         O           12/2/2019         O           12/2/2019         O           12/2/2019         O           12/2/2020         O           S/25/2020         O           Image: Construct of the second of the seco		Preview Amendment
School Readiness (SR) Contract	Provider No Lasor Day Lasor Day Lasor Day Lasor Day Lasor Day Translagsing A Translagsing Translagsing A Translagsing A Translagsing	<ul> <li>Paid Holidays for Multiple Sites</li> <li>All sites use this holiday schedul?</li> <li>Povder Name</li> <li>Labor Day</li> <li>Usteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christinas</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>Martin Luther King</li> <li>Lather King</li> <li>Memorial Day</li> </ul>			Preview Amendment
School Readiness (SR) Contract	Provider fr           I         Later Org           2         Mercanis Org           3         Translagsing           4         Translagsing           5         Translagsing           6         Orstmas           7         Orsignas           8         New Yash           9         Orstmas           9         Mercin Later King           10         Pasalatis Day           12         Mercina Cay           13         New Yash           14         Translagsing           15         Autrin Lather King           16         Device Same           17         Device Same           18         New Yash           19         Mercina Cay           11         Date Cay           12         Mercina Cay           13         Translagsing           14         Date Cay           15         Device Same           16         Orstmas           17         Device Same           18         New Yash           19         Passagen Day	<ul> <li>Paid Holidays for Multiple Sites</li> <li>I alies use this holday schedul?</li> <li>Provder Name:</li> <li>I Labor Day</li> <li>I Labor Day</li> <li>Veteran's Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>Martin Luther King</li> <li>Zeter King</li> <li>Martin Luther King</li> <li>Memoial Day</li> </ul>	Date         9/22019         0           11/17/2019         0         1           11/17/2019         0         1           11/12/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         0           12/22/2019         0         0           12/22/2019         0         0           12/22/2019         0         0           12/22/2019         0         0           12/22/2019         1         0           12/22/2019         1         0           12/22/2019         1         0           12/22/2019         1         0           12/22/2019         1         1           12/22/2019         1         1		Preview Amendment
School Readiness (SR) Contract	Provider fr           I         Later Org           I         Later Org           I         Transligting           I         Destination           I         Organization           I         Destination           I         New Yann           I         Statistic Topic Yann           I         Statistic Yann           I         Desting Yann           I         Translaging           I         Translaging           I         Translaging	<ul> <li>Paid Holidays for Multiple Sites</li> <li>Al sites use this holday schedul?</li> <li>Proder Name</li> <li>Tealsay</li> <li>Labor Day</li> <li>Labor Day</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Thanksgiving</li> <li>Christmas</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>New Years</li> <li>Martin Luther King</li> <li>Presidents Day</li> <li>Zimmonial Day</li> </ul>	Date         9/22019         0           11/17/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           11/22/2019         0         1           12/24/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         0         1           12/22/2019         1         1           12/22/2019         1         1           12/22/2019         1         1           12/22/2019         1         1		Preview Amendment
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To proceed to the next page, click **Next Step**.

On the Amendment Signatures page, click the box to sign the amendment electronically. Provider may want to preview the OEL-SR 20A form to verify changes before signing and submitting.

ol Readiness (SR) Amendment	Preview Ame	endment
Amendment Signatures		
Click the check box to sign electronically. After signing, click Submit to submit the amendment ba	ick to the Coalition.	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name	
Title	Date	
Provider's Additional Signatory (if required by the Provider) By Electronic Signature	Print Name	
Title COALITION has caused this Contract to be executed as of the date set forth in Paragraph	Date 1.	
Signature of Authorized Coalition Representative By Electronic Signature	Print Name	
Title	Date	

When the electronic signature box is checked, a pop-up window displays. Enter the Title of Signator, then click <u>Yes</u> to proceed with electronically signing the amendment, or click <u>Cancel</u> to close the window without signing.

	SR Amendment Electronic Signature	×	
School Readiness (SR) Amendment	You are about to electronically sign the SR Amendment.		Preview Amendment
Amendment Signatures	Signature Title for SR Amendment. Title of Signator: * Director		
Click the check box to sign electronically. After s	Click "Yes" to confirm your electronic signature.	Yes Cancel	
Signature of President/Vice President/Secretar Authorized Representative I By Electronic Signature		Gunter	
Title			

When <u>Yes</u> is clicked, the signator's signature, printed name, title and the date are populated and saved. Click <u>Submit</u>.

Amendment Signatures         Click the check box to sign electronically. After signing, click Submit to submit the amendment back to the Coalition.	diness (SR) Amendment		Preview Ameno
Click the check box to sign electronically. After signing, click Submit to submit the amendment back to the Coalition.         [Electronic Signature]         Signature of PresidentVice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative         Image: Director         Director         Director         Director         Director         Director         Date         Provider's Additional Signature         Image: Director         Date         Provider's Additional Signature         Image: Director         Date         COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.         Signature of Authorized Coalition Representative         By Electronic Signature         Title         Date         Signature of Authorized Coalition Representative         By Electronic Signature         Title         Date         Signature of Authorized Coalition Representative         By Electronic Signature         Title         Date         Signature of Authorized Coalition Representative         By Electronic Signature         Signature saved successfully.	Amondment Signatures		
Click the check box to sign electronically. After signing, click subhit to subhit the anendment back to the Collabol.         (Electronic Signature of President/Secretary/Officer/Owner/Principal/or Other Authorized Representative       Print Name         Image: Signature of President/Secretary/Officer/Owner/Principal/or Other Authorized Representative       Print Name         Image: Signature of President/Secretary/Officer/Owner/Principal/or Other Authorized Representative       Print Name         Image: Signature of Authorized Representative       Date         Provider's Additional Signatory (if required by the Provider)       Print Name         Image: Signature       Date         COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.       Signature of Authorized Coalition Representative         Image: Signature       Print Name       Date         Signature of Authorized Coalition Representative       Print Name         Image: Signature       Date         Signature of Authorized Coalition Representative       Print Name         Image: Signature       Date         Signature saved successfully.       Date			
(Electronic Signature)         Bignature of President/Vice President/Secretary/Officer/Owner/Principal/or Other         Authorized Representative         Image: Bignature of Director         Director         Director         Title         Date         Signature of Authorized Coalition Representative         Print Name         By Electronic Signature         Title         Date         Title         Date         COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.         Signature of Authorized Coalition Representative         By Electronic Signature         Title       Date         Signature saved successfully.	Click the check box to sign electronically. After signing, click submit to submit the amenument		
Signature of President/Uce President/Secretary/Officer/Owner/Principal/or Other     Print Name       Image: Signature of President/Secretary/Officer/Owner/Principal/or Other     Print Name       Image: Signature of President/Secretary/Officer/Owner/Principal/or Other     Oute       Image: Signature of Authorized Coalition Representative     Print Name       Image: Signature of Authorized Signature     Image: Signature       Image: Signature saved successfully.     Image: Signature Saved successfully.	(Electronic Signature)		
Director     3/19/2020 8:12:82 PM       Title     Date       Provider's Additional Signatory (if required by the Provider)     Print Name       By Electronic Signature     Date       Title     Date       COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.       Signature of Authorized Coalition Representative       Print Name       Date       Title       Date       Title       Date       Signature of Authorized Coalition Representative       Title       Date       Signature saved successfully.	Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative	Print Name	
Title     Date       Provider's Additional Signatory (if required by the Provider)     Print Name       By Electronic Signature     Date       Title     Date       COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.     Signature of Authorized Coalition Representative       By Electronic Signature     Print Name       Title     Date       Signature of Authorized Coalition Representative     Print Name       By Electronic Signature     Date	Director	3/19/2020 5:12:52 PM	
Provider's Additional Signatory (if required by the Provider)     Print Name       By Electronic Signature     Date       Title     Date       COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.     Signature of Authorized Coalition Representative       By Electronic Signature     Print Name       By Electronic Signature     Date	Title	Date	
Title     Date       COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.	Provider's Additional Signatory (If required by the Provider) By Electronic Signature	Print Name	
COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.          Signature of Authorized Coalition Representative       Print Name         By Electronic Signature       Date         Title       Date         Signature saved successfully.       Signature saved successfully.	Title	Date	
Signature of Authorized Coalition Representative     Print Name       By Electronic Signature     Date       Title     Date       Signature saved successfully.     Signature saved successfully.	COALITION has caused this Contract to be executed as of the date set forth in Paragr	aph 1.	
Title Date Signature saved successfully.	Signature of Authorized Coalition Representative By Electronic Signature	Print Name	
Signature saved successfully.	Tala		
Signature saved successfully.		Date	
	Signature saved successfully.		

**NOTE**: To add an additional signature, click <u>**Cancel**</u> and have the other Signator log in to sign the amendment before submitting. To remove the provider's signature before submitting the amendment, uncheck the By Electronic Signature box and click <u>**Yes**</u> in the confirmation pop-up window.
SR Amendment Certification								
The effective date of the Amendment shall be the date that it is signed by both parties. All provisions in the contract and any attachments/exhibits in conflict with this amendment shall be and are hereby changed to conform to this Amendment. All provisions not in conflict with this Amendment are still in full force and effect in accordance with its terms and are to be performed at the level and in the manner specified in the contract. IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their proper and duly authorized representatives.								
<ul> <li>By signing this form I certify that:</li> <li>I had the opportunity to review the Amendment to the Statewide School Readiness (SR) Provider Contract.</li> <li>I have examined this amendment and, to the best of my knowledge and belief, the information provided is true and correct.</li> <li>I understand that upon the approval of my provider's amendment, I will receive notification my amendment is in force.</li> <li>I am duly authorized to sign and bind the respective party to the amendment.</li> </ul>								
	Ful Name     Title     Amendment sign date	nit Amendment						
[]		Submit	]					
< Previous Step								

Enter Full Name and Title, then click the "Certified by electronic signature box." Click <u>Submit</u>.

The successfully completed, signed, certified, and submitted message appears.

A Home	Business 👻	Profile -	Contracts -	Enrollments -	Attendance -	Documents -				
						Sites:		٣		🕒 Log Off 🔅 🚯
B You Hav	e Successful	ly Complete	d, Signed, Cerl	ified and Submi	tted your SR Ame	ndment!				
Your e	arly learnir	ng coalitio	n will review	and process	your amendm	ent.				
Please	check you	ir email fo	r important i	nformation re	egarding your a	mendment.				
You can	click on the	e button be	low to return	to your home	page.					
	m to home pag	e								

# Viewing a Certified SR Contract Amendment

# Navigate to Contracts > Manage Contracts.

The Business - Profile - Contracts - Enrollments - A	tendance - Documents -	Profile: 2019 - 2020 🔻 Hello 🕞 Log Off 🄅 🚯
Common Tasks	Broadcast Messages	Coalition Messages
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to display.
Manage Users Manage All Users		
Manage VPK Applications and Contracts VPK Provider Application Manage VPK Instructors: Calendars: and Classes		
Statewide VPK Provider Contract VPK Contract Amendment	Provider Site Summary	Frequently-Used Links
Manage SR Contracts Statewide SR Provider Contract SR Contract Amendment	Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	Bright Beginnings Core Competencies DCF Provider Training Provider Portal User Guide Quality Performance System (QPS) VPK Provider Readiness Rate Website

The Manage Contracts page displays. Click the plus sign (1) to the left of the SR contract that was amended to expand the amendment sub-section. The amendment is in <u>Certified</u> status. Click <u>View</u> (2).

	Manage Contracts														
Sh	Show 10 • entries Search: Search:														
	ļt	Contract ID ↓	Type of Contract 🗍	Contract Name	Coalition	.↓† Status	ļt.	Last Updated 🛛 🕸	Action 1	View Contract	Effective D	ate Jî	Termination Date	Pro Yea	gram r ↓î
		Filter	Filter	Filter	Filter	Filter		Filter	Filter	Filter	Filter		Filter	F	ilter
	-	44458	SR	OEL-SR 20		Certified		2/10/2020	Solution ♥		7/1/2019			201	9 - 2020
		Show 10	▼ entries												
		Amendment	ID		ĻĒ	Status		↓† Vi	ew		↓† A	ction			ţ۴.
		134				Certified		2	View						
												First	Previous 1	Next	Last
Sh	iowing	1 to 1 of 1 entr	ies									First	Previous 1	Next	Last

The OEL-SR 20A opens in a new tab to view and print to PDF.

# Editing a VPK Contract Amendment

Navigate to **Contracts > Manage Contracts**.

Home       Business •       Profile •       Contracts •       Enrollments •         Manage Contracts       Sites:	Attendance   Documents    Profile: 202	20 - 2021 V Hello
Common Tasks	Broadcast Messages	Coalition Messages
Manage Sites Manage All Sites	No messages to display.	No notifications or alerts to displ
Manage Users Manage All Users		
Manage VPK Applications and Contracts		

The Manage Contracts page displays. Click the plus "+" sign to the left of the OEL-VPK 20 contract to be amended to expand the amendment section. The amendment is in **Initiated** status. Click the <u>Edit</u> button.

Show	10 🗸 entr	ies							${\cal G}$ Clear All Filters	Search:	
łt	Contract ID	Type of Contract 🛛 🕌	Contract Name 1	Coalition 1	Status I†	Last Updated 🛛 🕸	Action 1	View Contract 🎵	Effective Date	Termination Date	Program Year
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	58526	SR	OEL-SR 20		Certified	4/29/2021	👁 View		7/21/2020		2020 - 20
+	39205	SR	OEL-SR 20		Certified	4/29/2021	👁 View		7/1/2019		2019 - 20
	27626	SR	OEL-SR 20		Certified	5/24/2019	♥ View	Download	7/1/2018		N/A
-	53426	VPK	OEL-VPK 20		Certified	6/24/2020	🛛 View		7/1/2020		2020 - 20
Show 10 v entries											
	Amendment	t ID	1	Status	↓† View		1 Documen	t	ļt.	Action	
	16867			Initiated	💿 Vie	w				Edit	

**NOTE:** The amendment status changes from **Initiated** to **Incomplete** while the amendment is being edited.

The Compensation and Funding page displays. The advance payment selections default to the selections on the VPK contract or latest amendment. If a change is needed, select the new advance payment option for the school year and/or summer programs. Click **Next Step** to continue.

Voluntary Prekindergarten (VPK) Co	ontract Amendment	Preview Amendment
Provider(s): VII COMPENSATION VII.40. Advance Payment O School Year Program PROVIDER elects Summer Program PROVIDER elects	I AND FUNDING Deption m a not to receive monthly advance payments for the school year program	Selection applies to any site included in the contract Changing the advance payment selection will affect all sites on the contract. If you are a provider on a multiple-site contract and you intend to change the advance payment selection(s) for this site (but not all sites), contact your coallidon to be removed from the contract. A separate VPK contract will need to be executed for the site that is removed from this contract.
		Save Next Step 🗲

**NOTE:** For VPK contracts with multiple sites, changing the advance payment selection will affect all sites on the contract. If you are a provider on a multiple-site contract and you intend to change the advance payment selection(s) for specific sites, but not all, contact your coalition to remove those sites from the contract. A separate VPK contract will need to be executed for the provider sites that are removed from the contract.

If one or more provider is being added to the contract, the Exhibit 1: Provider Location List Attachment displays. Select the box for school year and/or summer if the provider will offer the session, then click <u>Next Step</u>.

Voluntary Prekindergarten (VPK) Amendment									Preview Amendment		
				Exhibit 1 : Provider Loca	tion List Attachme	nt					
	Location Number	Location Legal Name	Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Conducts Child Assessments (Yes/No)	Child Assessment tool used	Official Use Only	
Previous Step											Save Next Step 🗲

The Amendment Signatures page displays. To preview the OEL-VPK 20A form, click Preview Amendment.

Voluntary Prekindergarten (VPK) Amendment	Preview Amendment	
Amendment Signatures	on page.	
Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative By Electronic Signature	Print Name	

The OEL-VPK 20A loads in a new browser tab.

I     1     of 4     >     ▷I     ○     100%     ✓     ↓									
STATE OF FLORIDA AMENDMENT TO THE STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT FORM OEL-VPK 20A									
I. General Amendment Information									
Amendment Number: 16867									
II. Parties and Terms of Contract Amendment									
This AMENDMENT to the Statewide Voluntary Prekindergarten (VPK) Provider Contract is entered into between the Early Learning Coalition of and, VPK provider (Provider).									
WHEREAS, on									
WHERAS, PROVIDER desires to amend this Contract to replace, delete, or supplement one of the following provisions of the existing Contract; and									
WHEREAS, the Early Learning Coalition of agrees to amend the Statewide Voluntary Prekindergarten Provider Contract as indicated in Section III.									
III. Amendments									
The Contract is hereby amended to replace the following as noted below (check each applicable box for the modified term(s).									
□ Location of the Provider's Principal Office. The deleted address is:									
The replacement address is:									
Reason for modification:	•								

To sign the amendment electronically, on the Amendment Signatures page, click the box for the provider authorized representative.

Voluntary Pr	ekindergarten (VPK) Amendment		Preview Amendment
	Amendment Signatures Click the check box to sign electronically. After signing, click Next to proceed to the submission	page.	
	Signature of President/Vice President/Secretary/Officer/Owner/Principal/or Other Authorized Representative By Electronic Signature	Print Name Date	
	Provider's Additional Signatory (if required by the Provider) By Electronic Signature	Print Name	
	Title	Date	
	Provider's Additional Signatory (if required by the Provider) By Electronic Signature	Print Name	
	Title	Date	

When the electronic signature box is checked, a pop-up window displays. Enter the Signator's title (not the name), then click <u>Yes</u> to proceed with electronically signing the amendment, or click <u>Cancel</u> to close the window without signing.

Voluntary Prekindergarten (VPK) Amendment	• VPK Amendment Electronic Sign	ature ×	Preview Amendment
	You are about to electronically sign t	the VPK Amendment.	
Click the check box to sign electronically. After	Title of Signator: * Director	c signature.	
Signature of President/Vice President/Secretar Authorized Representative By Electronic Signature		Yes Cancel	
Title		Date	
Provider's Additional Signatory (If required by     By Electronic Signature	the Provider)	Print Name	

When <u>Yes</u> is clicked, the signator's signature, printed name, title and the date/time are populated and saved. Click <u>Submit</u>.

Voluntary Prekindergarten (VPK) Amendment			Preview Amendment
	Amendment Signatures Click the check box to sign electronically. After signing, click Next to proceed to the submission p	aga.	
	(Remove Sension) Signature of President/Vice President/Secretary/Officer/Owner/Principator Other Authorized Representative B by Electronic Signature	Print Name	
	Director Title	5/7/2021 8:14:50 PM Date	
	Provider's Additional Signatory (If required by the Provider) By Electronic Signature Title	Print Name	
	Provider's Additional Signatory (if required by the Provider) By Electronic Signature	Print Name	
	Title COALITION has caused this Contract to be executed as of the date set forth in Paragraph	Date 1.	
	Signature of Authorized Coalition Representative By Electronic Signature	Print Name	
	Title Signature saved successfully.	Date	
< Previous Step	L		Submit >

To remove the provider's signature before submitting the amendment, unselect the By Electronic Signature box and click <u>Yes</u> in the confirmation pop-up window.

**NOTE:** To add an additional signature, have the other Signator log in to sign the amendment before submitting.

When the <u>Submit</u> button is clicked on the signatures page, the VPK Amendment Certification page displays. Enter Full Name and Title, and click the "Certified by electronic signature box." Click <u>Submit</u>.

Contraction										
The effective date of the Amendment shall be the date that it is signed t this Amendment. All provisions not in conflict with this Amendment are s Warranty of Authority. Each person signing this Amendment warrants By signin • I had t (VPR), • I have provid • I unde ameno. • I am d	The effective date of the Amendment shall be the date that it is signed by both parties. All provisions in the contract and any attachments/exhibits in conflict with this amendment specified in the contract. Warranty of Authority. Each person signing this Amendment warrants that he or she is dually authorized to do so and to bind the respective party to the amendment. By signing this form I certify that: <ul> <li>I had the opportunity to review the Amendment and, to the best of my knowledge and belief, the information provided is true and correct.</li> <li>I have samined this amendment, and, to the best of my knowledge and belief, the information my amendment is in force.</li> <li>I understand that upon the approval of my provider's amendment, I will receive notification my amendment is in force.</li> <li>I am duly authorized to sign and blind the respective party to the amendment.</li> </ul>									
	Subr * Full Name * Title * © Cen Amendment sign date	Director 5/25/2021 Submit								
Previous Step										

The successfully completed, signed, certified, and submitted message appears.

10 You Have Successfully Completed, Signed, Certified and Submitted your VPK Amendment	
Your early learning coalition will review and process your amendment. Please check your email for important information regarding your amendment.	
You can click on the button below to return to your home page.  Return to home page	

### Navigate to **Contracts > Manage Contracts**.

A Home Busines	ss • Profile •	Contracts   Enrollments  Manage Contracts	Attendance   Documents   Sites:	✓ Profile: 2021 - 2022 ✓ Hello	C+ Log Off 🔅 🚯
ان You Have Succe Your early lea Please check	essfully Complete arning coalitions arning	ed, Signed, Certified and Subn on will review and proces or important information r	iitted your VPK Amendment! s your amendment. egarding your amendment.		

The Manage Contracts page displays. Click the plus "+" sign to the left of the VPK contract that is being amended to expand the amendment section. The amendment is in **Submitted** status.

To preview the submitted OEL-VPK 20A form and any associated exhibits, click the <u>View</u> button.

🗏 Man	Manage Contracts												
Show	W     10     •     entries     Search:												
łt	Contract ID	Type of Contract 🛛 🐙	Contract Name	Coalition 🏻 👫	Status 🎝	Last Updated	Action 1	View Contract	Effective Date	Termination Date	Program Year		
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter		
	20860	VPK-APP	VPK 10,11A,11B		Certified	12/21/2020	<b>G</b> Ædit	Download	9/14/2020		2020 - 2021		
	15674	VPK-APP	VPK 10,11A,11B		Certified	12/26/2019	GEdit	Download	9/16/2019		2019 - 2020		
	3960	VPK-APP	VPK 10,11A,11B		Certified	8/6/2018	<b>G</b> Edit	Download	8/10/2018		2018 - 2019		
-	53426	VPK	OEL-VPK 20		Certified	6/24/2020	S View		7/1/2020		2020 - 2021		
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	Amendment	ID	11	Status	↓† View		Document		lt -	Action	ļţ.		
	16867			Submitted	♥ View								
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# Viewing a Certified VPK Contract Amendment

Navigate to **Contracts > Manage Contracts**. The Manage Contracts page displays. Click the plus "+" sign to the left of the VPK contract to expand the amendment section. The amendment is in **Certified** status.

To preview the certified OEL-VPK 20A form and any associated exhibits, click the <u>View</u> button, or click the <u>Download</u> button to download the amendment as a PDF.

Manage Contracts												
Show	10 🗸 entri	es							Clear All Filters	Search:		
11	Contract ID ↓	Type of Contract	Contract Name	Coalition I	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year	
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
+	58526	SR	OEL-SR 20		Certified	4/29/2021	♥ View		7/21/2020		2020 - 2021	
	53426	VPK	OEL-VPK 20		Certified	6/24/2020	♥ View		7/1/2020		2020 - 2021	
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	Amendment	ID	11	Status	↓† View		Document			† Action	1¢.	
	16867			Certified	View		Ownload	]				
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# Viewing a Certified VPK Contract Amendment

Navigate to **Contracts > Manage Contracts**.

A Home Business - Profile - Contracts - Enrollments - A	ttendance - Documents -	Profile:	2019 - 2020 🔹 Hello 🕞 Log Off 🄅 🚯
Manage Contracts Common Tasks	Broadcast Messages		Coalition Messages
Manage Sites       Manage All Sites       Manage Users       Manage All Users       Manage VFK Applications and Contracts       VPK Provider Application       Manage VFK instructors, Calendars, and Classes	No messages to display.		No notifications or alerts to display.
Statevide VPK Provider Contract VPK Contract Amendment Manage SR Contracts Statevide SR Provider Contract SR Contract Amendment	Provider Site Summary Business name: Doing business as: Provider ID: License number: SSN / Federal ID number:	10110130303 10 101101 10100	Frequently-Used Links Bright Beginnings Core Competencies DCP Provider Training Provider Portal User Guide Quality Performance System (QPS) VPK Provider Readiness Rate Website

The Manage Contracts page displays. Click the plus sign (1) to the left of the VPK contract that was amended to expand the amendment sub-section. The amendment is in **Certified** status. Click the <u>View</u> button (2).

Contract ID     Type of Contract     Contract Name     Coalition     Status     Last Updated     Action     View Contract     Effective Date     Terminat Date       Filter     F	Iow 10 • entries Search:															
Filter     Filter <th>Program ↓† Year</th> <th>Termination Date</th> <th>Effective Date 1</th> <th>View Contract ↓↑</th> <th>Action 1</th> <th>ļ1</th> <th>Last Updated</th> <th>ţ1</th> <th>J† Statu</th> <th colspan="7">Contract ID IF Type of Contract Contract Name Coalition</th>	Program ↓† Year	Termination Date	Effective Date 1	View Contract ↓↑	Action 1	ļ1	Last Updated	ţ1	J† Statu	Contract ID IF Type of Contract Contract Name Coalition						
VPK         OEL-VPK 20         Certified         2/5/2020         € Vew         8/12/2019           Show 10 • entries	Filter	Filter	Filter	Filter	Filter		Filter	r	Filt	Filter		F	Filter		Filter	
Show         10         •         entries           Amendment ID         11         Status         11         View         11         Action	2019 - 2020		8/12/2019		👁 View		2/5/2020	d	Certifi		rK 20	OE	VPK			-
Amendment ID 11 Status 11 View 11 Action	Show 10 • entries															
	Amendment ID 11 Status 11 View 11 Action 11															
11 Certified Certified Edit																

The OEL-VPK 20A opens in a new tab to view and print to PDF.

# Enrollments - VPK

VPK Providers may manage VPK enrollment online by going to Enrollments> Manage VPK Enrollments. Two options are available: Request/Change Enrollment and Bulk File Upload.



## Request/Change Enrollment

This feature allows VPK Providers to request or change enrollment for children in verified classes submitted through the VPK Provider Application. To begin, select the VPK Program Year, VPK Session, and VPK Class.

C Request/Change VPK Enrollment										
VPK Program Year:SelectV VPK Session:SelectV VPK Class:SelectV Class Start Date: Class End Date:										
Max Class Size: 0 VPK Children Count: 0 Non-VPK Children Count:										
Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CEnroll to this Class										
Actions Certificate Number 🗄 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status										
Please choose valid program year, session and class from drop downs to see results.										

With the VPK Program Year, VPK Session, and VPK Class selected, the class start date and end date appear as well as the max class size. This information is directly tied to the VPK Provider Application. For example, if there is one lead instructor for the school-year session submitted and verified on the VPK Provider Application, the max class size will be 11; if there are two instructors for the school-year session submitted and verified and verified on the VPK Provider Application the VPK Provider Application, the max class size will be 20.

Next, the VPK children count and Non-VPK children count are displayed. These two counts (summed together) cannot exceed the max class size. The Non-VPK children count is used to anonymously indicate private pay children participating in the VPK class. The Non-VPK children count defaults to zero. When the Non-VPK children count is used, the number of VPK children permitted in the class is reduced to maintain the max class size limit.

C Request/Change VPK Enrollment	C Request/Change VPK Enrollment											
VPK Program Year: 2018-2019 •	VPK Session: Schoo	I-year (540 hours) 🔹	VPK Class: AF	18 - AM Redbirds	• Class S	tart Date: 08/20/2018 Class E	nd Date: 05/17/2019					
Max Class Size: 11 VPK Children Co Non-VPK Children Count updated succes	sfully for this class.	en Count: 3 🔻										
Please Note: Based on the VPK session	Port of the United Stocks and a sock and a sock and the United States Performed States State											
Certificate Number :	Child First Name :	Child	Last Name :		Child DOB :	MM/DD/YYYY O Enrol	I to this Class					
Actions Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status			
No records found for this class.												

The class roster records are also displayed. If there are no children enrolled in the class, a "No records found for this class" message displays.

Actions	Certificate Number		Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
No records found for this class.											

If there are/were children enrolled in the class, the records are listed with the current enrollment status (Enrolled, Enrolled-Change Requested, or Enrollment Ended (Terminated)).

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status 🔒
Class change	VPK1471369-2019				4y		09/19/2019 🕼 Change		🕼 Terminate	Enrolled
Class change Never Attended	VPK1464599-2019			-	4y		09/05/2019 🗹 Change		🕼 Terminate	Enrolled
Class change	VPK1460740-2019		100 C		4у		09/06/2019 🕼 Change		🕼 Terminate	Enrolled
G Class change	VPK1452929-2019	100	Sec. 1		4y		08/28/2019	08/28/2019	🕼 Terminate	Enrolled
Class change	VPK1448191-2019		1000	-	4y		08/12/2019	08/13/2019	🕼 Terminate	Enrolled
G Class change	VPK1445936-2019	10	1000	-	4y		08/13/2019	08/13/2019	🖾 Terminate	Enrolled
Class change	VPK1442765-2019		1000	-	4y		08/21/2019	08/21/2019	🕼 Terminate	Enrolled
Class change	VPK1435887-2019	100	in the second se		4y		08/12/2019	08/12/2019	🖸 Terminate	Enrolled
Class change	VPK1427725-2019		100		4y		08/12/2019	08/12/2019	🕼 Terminate	Enrolled
G Class change	VPK1426560-2019		100		4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
🗹 Class change	VPK1402097-2019	-			4y		08/12/2019	08/12/2019	🕼 Terminate	Enrolled
G Class change	VPK1303954-2019			-	4y		08/12/2019	08/12/2019	🕼 Terminate	Enrolled
G Class change	VPK1303410-2019	in the second			4y		08/12/2019	08/14/2019	🕼 Terminate	Enrolled
G Class change	VPK1288701-2019	1.0	100	-	4y		08/12/2019	08/12/2019	🕼 Terminate	Enrolled
G Class change	VPK1239250-2019		100,000		4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
G Class change	VPK1224958-2019			-	4y		08/12/2019	08/12/2019	🕼 Terminale	Enrolled
G Class change	VPK1219810-2019	print and	pinet		4у		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
🗹 Class change	VPK1211989-2019		100		4y		08/12/2019	08/12/2019	🕼 Terminate	Enrolled
G Class change	VPK1175497-2019				4y		08/12/2019	08/12/2019	🖾 Terminate	Enrolled
	VPK1193793-2019				4y		10/01/2019	10/01/2019		Enrolled - Change Requested
	VPK1278073-2019	and the second sec	inter and		4y		08/12/2019	08/12/2019	09/03/2019	Enrollment Ended (Terminated)
	VPK1249244-2019			-	4y		08/26/2019	08/26/2019	09/03/2019	Enrollment Ended (Terminated)

## Enrolling a VPK Child

Using the child's approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click **Enroll to this Class**.

**NOTE:** The fields are not case sensitive; however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).



	STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility											
I. CHILD CERTIFICATE OF ELIGI	BILITY (Issued by Early Learnin	ng Coalition, through the Family	Portal)									
1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address									
2018-2019	VPK737-2018	7/7/2018										
5. Parent name		6. Primary contact number	7. Secondary contact number									
8. Child's full name		9. Child's date of birth	10. County									
Apple Latham		09/09/2013	Clay									
and a second state of the second	and the second rate	and another a										

The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment).

**NOTE:** The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.

When a matching child is found and validations checks are successful, a confirmation message appears. To continue, click <u>Yes</u>.

Early Learning A	Request Enrollment	×	der				
Home Business • Profile • Contracts • Enrollments • Attends	Child Found. Please Co	onfirm Details.	Daisy Mae Daycare •	Hello alatham77+0033@gmail.com/	C+Log Off		
	Certificate Number:	VPK737-2018					
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018					
C Descuent/Changes I/DV Carellment D Dulls V/DV Carellment	Child First Name:	Apple					
	Child Last Name:	Latham					
	Child Date Of Birth:	09/09/2013					
VPK Program Year: 2018-2019 • VPK Session: School year (540 Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: Please Note: Based on the VPK session and instructors assigned, the maxim	Note - VPK providers are required to maintain hard-co of Eligibility (COE) for all children enrolled in a provide	pies of signed and completed VPK Certificates r's VPK program for a period of 5 years.	iss End Date: 05/17/2019				
Certificate Number : vpk737-2018 Child First Name : apple	Child Last Name : latham	Child DOB : 09/09/2013	Enroll to this Class				
Actions Certificate Number 💱 Child First Name Child Last		Student ID Anticipated Start Da	Actual Start Date	Termination Effective Date	Status		
No records found for this class							

Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.

**NOTE:** An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).

The system validates each enrollment request to make sure the max class size is not exceeded (based on the number of instructors assigned, the VPK session type, and current class enrollment count). To continue, click **Enroll Child**.

Early Learning A	Request Enrollment	×	der
Home Business • Profile • Contracts • Enrollments • Attenda	🖍 Please Fill Form	and Click Enroll Child.	Daisy Mae Daycare 🔹 Hello alatham77+6033@gmail.comi Ce Log Off @
	Certificate Number:	VPK737-2018	and the second
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018	
C Desugat/Change VDV Excellences	Child First Name:	Apple	
B Request Change VPK Enroliment	Child Last Name:	Latham	
	Child Date Of Birth:	09/09/2013	
VPK Program Year: 2018-2019 * VPK Session: School-year (540)	Class ID:	AF18 - AM Redbirds	iss End Date: 05/17/2019
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:	Anticipated Start Date 🔶 🚯	08/20/2018	
Please Note: Based on the VPK session and instructors assigned, the maximum	Note - VPK providers are required to mill of Eligibility (COE) for all children enrolle	intain hard-copies of signed and completed VPK Certificates id in a provider's VPK program for a period of 5 years.	
Certificate Number : vpk737-2018 Child First Name : apple			Enroll to this Class
Actions Certificate Number		Enroll Child	Actual Start Date Termination Effective Date Status
No records found for this class.		,	

When the enrollment request is successful, the child appears on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment request for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress.

C Request/Change	VPK Enrollment	Bulk VPK Enrollment									
VPK Program Ye	ar: 2018-2019 • V	/PK Session: School-)	ear (540 hours) 🔹	VPK Class:	AF18 - AM Red	birds • C	lass Start Date: 08/20/2018	Class End Date: 05/17	/2019		
Max Class Size:	x Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:										
9 Please Note: Ba	ased on the VPK session a	and instructors assigned, th	ne maximum class size	is 11. The class	must have a mir	nimum of 4 VPK	children to start.				
Certificate Number :	c	child First Name :	Child	Last Name :		Child DO	DB: MM/DD/YYYY	• Enroll to this Class			
Actions	Certificate Number 🕴 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status										
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 🕼 Change			Enrollment Submitted	

While the enrollment request is being processed by the coalition, the status is updated on the enrollment roster. For example, the coalition has changed the status to Coalition Reviewing.

C Request/Change	VPK Enrollment	Bulk VPK Enrollment									
VPK Program Yea	ar: 2018-2019 •	VPK Session: School-y	ear (540 hours) 🔹	VPK Class:	AF18 - AM Redt	oirds • CI	ass Start Date: 08/20/2018	Class End Date: 05/17/	2019		
Max Class Size:	Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 •										
Please Note: Bag	ased on the VPK session a	and instructors assigned, th	e maximum class size i	s 11. The class r	nust have a min	imum of 4 VPK	hildren to start.				
Certificate Number :		Child First Name :	Child	Last Name :		Child DO	B: MM/DD/YYYY	• Enroll to this Class			
Actions	Certificate Number	L Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change			Coalition Reviewing	

If the coalition rejects or cancels the enrollment request, the child will no longer appear on the class roster. The VPK Director and family will receive an email notification. The family is instructed to download their child's COE from the Family Portal and re-start the enrollment process.

When the enrollment process is approved by the coalition, the child's status is Enrolled.

C Request/Change VPK Enrollmen	Bulk VPK Enrolli	ment									
VPK Program Year:       2018-2019       VPK Session:       School-year (540 hours)       VPK Class:       AF18 - AM Redbirds       Class Start Date:       08/20/2018       Class End Date:       05/17/2019         Max Class Size:       11       VPK Children Count:       3       •       Class Start Date:       08/20/2018       Class End Date:       05/17/2019         Please Note:       Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.											
Certificate Number :	Child First Name :		Child Last Name :		Child DO	B: MM/DD/1	YYYY O Enroll to the	s Class			
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
Class change ONever Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change		C Terminate	Enrolled	

## Managing VPK Enrollment

The class roster has several features for managing enrollment. Providers may change the anticipated start date, request to move the child to another class, remove the child entirely from the roster because they never attended, or request a termination of services.

#### Change Anticipated Start Date

To change the child's anticipated state date, click **Change** within the Anticipated State Date column. A window displays. The current start date populates in the *From* field; enter the new start date in the *To* field. This feature does not require coalition approval. Click **Save** to commit the new date or click **Close** to abandon the date change and close the window. This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Change** button is no longer available.

Early Learnin	g	Change Child E	Enrollment		×	ler		
LEARN EARLY. LEARN FOR L	IFE.	Certificate Number:	VPK737-2018	Certificate Issue Date:	07/07/2018			
A Home Business • Profile • Contrac	ts • Enrollments • A	Child Name:	Apple Latham	Child Date Of Birth:	: 09/09/2013	aisy Mae Daycare •	Hello alatham77+0033@gmail.com/	C+Log Off
Daisy Mae Daycare		Anticipated Start Date:	08/20/2018	Class ID:	: AF18 - AM Redbirds			
VPK Program Year: 2018-2019 * V	Bulk VPK Enrollment	From: 08	ated Start Date () 8/20/2018	To: 08/21	/2018	End Date: 05/17/2019		
Max Class Size: 11 VPK Children Court	t: 8 Non-VPK Children Co	9 <b>0</b> 1 Mähimmin aussi 222 (2014) (199			Ci Save Close			
Certificate Number : C	hild First Name :	Child Last Nar	me :	Child DOB : MM		nroll to this Class		
Actions Certi	ficate Number 🐰 Child	First Name Child Last N	Name Child DOB	Child Age Studen	nt ID Anticipated Star	t Date Actual Start	Date Termination Effective Date	Status
Ci Class change O Never Attended VPK7	37-2018 Apple	Latham	09/09/2013	4y	08/20/2018	hange	@ Terminate	Enrolled

#### Class Change

Once the child's status is *Enrolled*, a class change may be requested. To change the child's class, click <u>Class Change</u> within the Actions column. A window displays. The current class populates in the *From* field; select the new class in the *To* field and enter the Transfer Effective Date. The Transfer Effective Date should be the first day the child will attend the new class. This feature requires coalition approval. Click <u>Submit Request</u> to send the request to the coalition or click <u>Close</u> to abandon the class change and close the window.

**NOTE:** Once a class change request is submitted to the coalition, a subsequent class change request for the same child is not allowed until the initial class change request is processed by the coalition.

Early Learning	Change Child Enrollment	Codificate Incus Date: 07/07/2019	ler		
A Home Business + Profile + Contractis + Enrollments +	Atter Child Name: Apple Latham Anticipated Start Date: 08/20/2018	Child Date Of Birth: 09/09/2013 Class ID: AF18 - AM Redbirds	aisy Mae Daycare 🔹	Hello alatham77+0033@gmail.com/	G• Log Off 🕚
Daisy Mae Daycare	Transfer Child Class ()				
Request/Change VPK Enrollment     O Bulk VPK Enrollment     VPK Program Year: 2018-2019 • VPK Session: School Max Class Size: 11 VPK Children Count: 8 Non-VPK Childre     Piease Note: Based on the VPK session and instructors assigned.	Coviton approval recorned     From: AF18 - AM Redbirds     Transfer Effective Date: 06	To: BF18 - PM Bluebirds • 1/20/2018	End Date: 05/17/2019		
Certificate Number : Child First Name :	Child Last Name :	Child DOB : MM/DD/YY	Enroll to this Class		
Actions Certificate Number	ild First Name Child Last Name Child DC	0B Child Age Student ID Anticipate	t Date Actual Start D	Date Termination Effective Date	Status
G Class change O Never Attended VPK737-2018 A	ple Latham 09/09/20	13 4y 08/20/2018 🕜		<b>G</b> Terminate	Enrolled

Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled.

Daisy Mae Daycare										
C Request/Change VPK Enrollment	Bulk VPK Enroll	ment								
VPK Program Year: 2018-2019 Max Class Size: 11 VPK Childre Please Note: Based on the VPK t	VPK Session: Sc en Count: 8 Non-VPK Ch session and instructors assign	hool-year (540 hours) ildren Count: 3 ned, the maximum clas	• VPK Class: /	AF18 - AM Redbi	rds • C	lass Start Date	08/20/2018 Class End Da	te: 05/17/2019		
Certificate Number :	Child First Name :		Child Last Name :		Child DC	B: MM/DDA	YYYY C Enroll to thi	Class		
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change O Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 G Change		@ Terminate	Enrolled

In the *To* class, the child's status is Enrolled - Change Requested.

C Request/Change	VPK Enrollment	Bulk VPK Enrollment									
VPK Program Ye	ar: 2018-2019 • VP	K Session: School-y	ear (540 hours) 🔹	VPK Class:	BF18 - PM Blue	birds • C	Class Start Date: 08/20/2018	Class End Date: 05/17	7/2019		
Max Class Size: Please Note: Ba	Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 • O Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.										
Certificate Number :	ertificate Number : Child DOB : MM/DD/YYYY O Enrol to this Class										
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
• Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change			Enrolled - Change Requested	

When approved, the *From* class has a termination effective date (same as the transfer effective date). If the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request	/Change VPK Enrollment	Bulk VPK Enrollm	ent									
VPK Pro Max Clas	VPK Program Year:       2018-2019       VPK Session:       School-year (540 hours)       VPK Class:       AF18 - AM Redbirds       Class Start Date:       08/20/2018       Class End Date:       05/17/2019         Max Class Size:       11       VPK Children Count:       3       •         Please Note:       Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.											
Certificate N	lumber :	Child First Name :	Child	Last Name :		Child DOB :	MM/DD/YYYY O Enr	roll to this Class				
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018		08/20/2018	Enrolled		

When approved, the *To* class is Enrolled with an anticipated start date and actual start date (same as the transfer effective date).

RequestChange VPK Enrolment     Buk VPK Enrolment										
VPK Program Year: 2010-2010 * VPK Session: School year (540 hours) * VPK Class: 8/18 - PM Bluebiels * Class Start Date: 06/202016 Class End Date: 05/17/2019 Max Class Star: 11 VPK Children Count: 11 Non-VPK Children Count: 0 *  Prese Note: Date: 05/17/2019 Class End Date: 05/17/2019  Prese Note: Date: 05/17/2019										
Certificate Number :	Oxid First Name :		Child Last Name :		Child DO	e: Micon	• Creat to this	Class		
Actions Certificate Number E Child First Name Child Last Name Child D08 Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status										
Class charge View Atlanded	VPK737-2018	Apple	Lehan	09/09/2013	dy		08/20/2018 C Change	06/20/2018	(C'Territote	Evolet

**NOTE:** A class transfer request cannot be submitted for a child if the transfer effective date overlaps an existing enrollment period for that child. If the transfer effective date is BEFORE the termination effective date of the last enrollment, an error message appears, "The class transfer effective date overlaps an existing enrollment period for this child."

When rejected, the request no longer appears in the To class. The child remains enrolled in the From class.

#### Class Change to a Full Class

If a provider wants to move a child from class BF18 to class AF18, but class AF18 is full, the class change can still be done.

Class BF18 is not full.

Daisy Mae Daycare					
C Request/Change VPK Enrollme	Bulk VPK Enroliment				
VPK Program Year: 2018-2019 Max Class Size: 11 VPK Childe	VPK Session: School-year (540 hours ren Count: 11 Non-VPK Children Count:	VPK Class: BF18 - Forest Ro	Class Start Date: 08/13/20	18 Class End Date: 05/0	3/2019
Certificate Number :	Child First Name :	Child Last Name :	Child DOB : MM/DD/YYYY	Enroll to this Class	
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
Class change	VPK752-2018	Blue Fairy	Latham	08/08/2013	5y
Ø <sup>t</sup> Class change	VPK754-2018	Cinderella	Latham	07/07/2013	бу
0 Class change	VPK758-2018	Cruella deVil	Latham	02/02/2013	бу
Of Class change	VPK823-2018	Snow White	Latham	01/01/2014	4y
Class change	VPK830-2018	Doc	Latham	09/09/2013	бу
Class change	VPK831-2018	Sleepy	Latham	10/12/2013	5у
	VPK832-2018	Нарру	Latham	08/08/2013	5у
Class change	VPK838-2018	Sneezy	Latham	11/11/2013	5у

## Class AF18 is full.

	Daisy Mae Daycare															
VPK Program Year:       2018-2019 V VPK Session:       School-year (540 hours) V VPK Class:       AF18 - Flower Room V Class Start Date:       08/13/2018       Class End Date:       05/03/2019         Max Class Size:       11       VPK Children Count:       0 V       0        0          • Please Note:       Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start. </th <th>Request/Change VPK Enrollment     Bulk VPK Enroll</th> <th>ment</th> <th></th> <th></th> <th></th> <th></th>	Request/Change VPK Enrollment     Bulk VPK Enroll	ment														
VPK Program Year:       2018-2019 VPK Session:       School-year (540 hours) VPK Class:       AF18 - Flower Room V       Class Start Date:       08/13/2018       Class End Date:       05/03/2019         Max Class Size:       11       VPK Children Count:       0             • Please Note:       Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.																
Max Class Size: 11       VPK Children Count: 11       Non-VPK Children Count: 0       •         • Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.       •         Certificate Number :       Child First Name :       Child Last Name :       •         Actions       Certificate Number // Child Last Name :       Child First Name       Child Last Name       Child Last Name         © Class change       VPK748-2018       Ariel       Latham       02/02/2014       4y         © Class change       VPK751-2018       Bambi       Latham       01/01/2014       4y         © Class change       VPK763-2018       Pinocchio       Latham       01/01/2014       5y	VPK Program Year: 2018-2019 VPK Session: Sc	hool-year (540 hours) VPK Class:	AF18 - Flower Room V Class Sta	art Date: 08/13/2018 Class End D	ate: 05/03/2019											
Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.         Certificate Number:       Child First Name:       Child Last Name       Child DOB:       MM/DD/YYYY       Enroll to this Class         Actions       Certificate Number       Child Last Name       Child First Name       Child Last Name       Child Last Name       Child DOB       Child DOB       Child Age         I' Class change       VPK748-2018       Ariel       Latham       02/02/2014       4y         I' Class change       VPK751-2018       Bambi       Latham       01/01/2014       4y         I' Class change       VPK763-2018       Pinocohio       Latham       01/01/2014       5y	Max Class Size: 11 VPK Children Count: 11 Non-VPK C	hildren Count: 0 V														
Certificate Number :       Child Last Name :       Child DOB :       MM/DD/YYYY       Enroll to this Class         Actions       Certificate Number       Child Last Name       Child Last Name       Child Last Name       Child DOB :       MM/DD/YYYY       Enroll to this Class         Actions       Certificate Number       It child Last Name       Child Last Name       Child DOB :       Child Age       Child Age       Child Age       Child Cass change       Child Cass Change :       Child Cass :       Child	Please Note: Based on the VPK session and instructors assigned and the VPK session and instructors assigned as the vertex of	Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.														
Actions         Certificate Number         Child First Name         Child Last Name         Child DOB         Child Age           If Class change         VPK748-2018         Ariel         Latham         02/02/2014         4y           If Class change         VPK751-2018         Bambi         Latham         01/01/2014         4y           If Class change         VPK753-2018         Pinocohio         Latham         12/12/2013         5y	Certificate Number : Child First Name :	Child Last Name :	Child DOB :		this Class											
[\$7 Class change]         VPK748-2018         Ariel         Latham         02/02/2014         4y           [\$7 Class change]         VPK751-2018         Bambi         Latham         01/01/2014         4y           [\$7 Class change]         VPK753-2018         Pinocchio         Latham         01/01/2013         5y	Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age										
Cf Class change         VPK751-2018         Bambi         Latham         01/01/2014         4y           Cf Class change         O Never Attended         VPK753-2018         Pinocchio         Latham         12/12/2013         5y	Class change	VPK748-2018	Ariel	Latham	02/02/2014	4y										
Ø Class change         Ø Never Attended         VPK753-2018         Pinocchio         Latham         12/12/2013         5y	Class change	VPK751-2018	Bambi	Latham	01/01/2014	4y										
	Class change Never Attended	VPK753-2018	Pinocchio	Latham	12/12/2013	5y										
Cf Class change         © Never Attended         VPK820-2018         Turtle         Latham         04/04/2014         4y	Class change   Never Attended	VPK820-2018	Turtle	Latham	04/04/2014	4y										
C <sup>*</sup> Class change         VPK832-2018         Happy         Latham         08/08/2013         5y	Class change	VPK832-2018	Нарру	Latham	08/08/2013	5y										
Cf Class change     Q Never Attended     VPK833-2018     Bashful     Latham     01/01/2014     5y	Class change Over Attended	VPK833-2018	Bashful	Latham	01/01/2014	5y										
Cf: Class change         O Never Attended         VPK834-2018         Grumpy         Latham         02/12/2014         4y	Class change Over Attended	VPK834-2018	Grumpy	Latham	02/12/2014	4y										
C <sup>*</sup> Class change         VPK835-2018         Dopey         Latham         02/14/2014         4y	C Class change	VPK835-2018	Dopey	Latham	02/14/2014	4y										
VPK838-2018 Sneezy Latham 11/11/2013 5y		VPK838-2018	Sneezy	Latham	11/11/2013	5y										
Cf Class change     O Never Attended     VPK883-2018     Seahorse     Latham     01/01/2014     4y	Class change • Never Attended	VPK883-2018	Seahorse	Latham	01/01/2014	4y										
Class change        • Never Attended         VPK884-2018         Dolphin         Latham         01/01/2014         4y	Class change • Never Attended	VPK884-2018	Dolphin	Latham	01/01/2014	4y										

The provider wants to move Blue Fairy Latham to AF18 from BF18.

Certifica	te Number:	VPK752-2018	Certif	icate Issue Date:	07/29/2018	
c	hild Name:	Blue Fairy Latham	Ch	08/08/2013		
nticipated	Start Date:	12/10/2018		Class ID:	BF18 - Fores	t Room
Coalition	approval require BF18 - Fo	erest Room	To:	Select	~	
Transfe	r Effective Da	ate:	MM	DDAYAY		iii

The provider selects AF18 in the *To* field and enters the Transfer Effective Date. Once the <u>Submit Request</u> button is clicked, the provider receives a red message.

🔊 Change Child En	rollment		×							
Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018							
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013							
Anticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room							
≓ Transfer Child Cl	ass 🚺									
Coalition approval require	d									
From: BF18 - Forest Room V										
Transfer Effective Da	ate:	02/27/2019	111							
Swap spot with enrolled child from selected class.										
Target class is full. Please choose a valid class or select the swap child feature.										
		🗹 Subn	nit Request Close							

Now, the provider can either select a class that is not full, or select a child to swap with in the full class. Click the <u>Submit Request</u> button to complete the class change.

Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
nticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room
≓ Transfer Child Cl	ass 🚺		
Ocalition approval require	d		
From: BF18 - Fo	rest Room	To: AF18 - Flower R	oom 🗸
Transfer Effective Da	ite:	02/27/2019	
Swap spot with enro	lled child from selected o	xlass.	



 $\times$ 

#### Never Attended

To remove a child from a class completely because they never attended, click <u>Never Attended</u> within the Actions column. A window displays. This feature does not require coalition approval. Click <u>Yes</u> to remove the child or click <u>No</u> to abandon the removal and close the window. Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.



**NOTE:** Be very careful with the **Never Attended** feature. If the intention is to transfer the child to a different classroom, use the **Class Change** feature. If the child attended class, VPK instructional hours were used, and reimbursement is needed, use the **Terminate** feature.

#### Terminate

To terminate a child's enrollment, click **Terminate** within the Termination Effective Date column. A window displays. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the termination request and close the window.

Learn Early Learn	DIDE	A I.	PH A	A Tes	t ~ Pro	vide		
A Home Business	Contracts - Enroll	Certificate Number:	VPK670-2018	Certificate Issue Date	07/29/2018	e • Hello alati	nam77+0033@gmail.com!	Log Off
Lucky Dog Davcare		Child Name:	Baloo Latham	Child Date Of Birth	02/02/2014			
		Anticipated Start Date:	11/16/2018	Class ID	BF18 - Tomorrowland Roo	m		
		× End Child Enrollm	ient 📵					
VPK Program Year: 2018-2019	• VPK Session:	Coalition approval required	1			/2018 Class End	Date: 05/31/2019	
Max Class Size: 11 VPK Childre	n Count: 11 Non-V	Last Day of Services: Termination Effective Date	12/09/20	018				
Please Note: Based on the VPK s	ession and instructors	Reason for Termination	on: 25-Parent Wi	thdrew Child	•			
Certificate Number :	Child First Nar					Enroll to this C	lass	
Actions	ertificate Number $U_2^{\rm I}$			C	Submit Request Close	Actual Start Date	Termination Effective Date	Status
Class change \varTheta Never Attended V	PK670-2018	Baloo Latham	02/02/2	2014 4y	11/16/2018 🕑 Chan	ge	C Terminate	Enrolled

**NOTE:** A child's enrollment cannot be terminated before the class start date. If the provider enters a date in the Last Day of Services that is BEFORE the class start date, an error message appears, "Termination effective date cannot be prior to the class start date. If the child never attended, click the <u>Never Attended</u> button to cancel the enrollment." Either enter a termination date that is after the class start date (and on or after the COE issue date), or click **Close** to abandon the termination request and close the window.

When the termination request is submitted, the child appears on the class's enrollment roster as "Enrolled - Change Requested." The coalition will receive the termination request for review/approval/rejection.

C Request/Change VPK En	oliment 🖲 Buik V	PK Enrollment											
VPK Program Year: 201	3-2019 VPK Ses	sion: School-ye	ar (540 hours) 🔻	VPK Class	BF18 -	Tomorrowland	d Room • Class Sta	art Date: 08/13/20	18 Class End Date: 05/31	/2019			
Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 • Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.													
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CEnroll to this Class												
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student 06/04/201	Anticipated Start 8 Date	Actual Start Date	Termination Effective Date	Status			
	VPK670-2018	Baloo	Latham	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled - Change Requested			

When the termination request is approved and the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request/Change VPK Enrollin	Bulk VPK	Enrollment										
VPK Program Year: 2018-20	19 vPK Session:	School-year (540	hours) VPK C	lass: BF1	8 - Tomorrowi	and Room 🔻	Class Start Date: 08/1	3/2018 Class End	Date: 05/31/2019			
Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count:												
• Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.												
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CEnroll to this Class											
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
	VPK670-2018	Baloo	Latham	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled		

When rejected, the child remains enrolled in the class.

C Request/Change VPK Enrollment	Bulk VPK Enrollin	nent										
VPK Program Year:       2017-2018       VPK Session:       Summer (300 hours)       VPK Class:       BS17 - Giraffes       Class Start Date:       06/04/2018       Class End Date:       08/03/2018         Max Class Size:       12       VPK Children Count:       12       Non-VPK Children Count:       0       •         Please Note:       Based on the VPK session and instructors assigned, the maximum class size is 12. The class must have a minimum of 4 VPK children to start.												
Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CErroll to this Class												
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
Class change Never Attended	VPK593-2017	March	Latham	09/09/2012	5y		06/04/2018 C Change		C Terminate	Enrolled		

## VPK Bulk Enrollment Process

In addition to the enrollment method described in "Enrolling a VPK Child," providers may submit enrollment requests to the coalition via a file process. To begin, click the **Bulk VPK Enrollment** tab. The bulk file processing page displays.

C Request/C	Z Request/Change VPK Enrollment       O Bulk VPK Enrollment											
Download CS	Download CSV file template, add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information. C textersh											
Actions	Uploaded On I	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results		
No records fo	und.											

Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.

Open the file and expand the columns. Each column is explained below.

E	<b>5</b> •∂	· 🖬 🗧						VpkEnrollme	ntBulkUpload (28).csv	- Excel	
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<b>B</b> 9	~	$\vdots$ $\times$ $\checkmark$ $f_x$									
	A	В	с	D	E	F	G	H	4	I.	
1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID A	nticipated Start Da	ate(MM/DD/YYYY)	MSID(XX-XXX)	X)
2											
3											
4											

A. **Provider ID** = this is the provider ID for the site displayed on the Provider Portal home page/dashboard.

Provider Site Summary		Frequently-Used Links
Business name: Doing business as:	Growing Up Strong, LLC Growing Up Strong	Bright Beginnings Core Competencies
Provider ID:	19449	DCF Provider Training
License number: SSN / Federal ID number:		Early Learning Performance Funding Project Provider Portal User Guide
		VPK Provider Readiness Rate Website

B. Certification Number = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

	STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility								
I. CHILD CERTIFICATE OF ELIGIBI 1. VPK program year 2017-2018	LITY (Issued by Early Learning ( 2. Certificate number VPK1095621-2017	Coalition, through the Family F 3. Certificate issue date 6/30/2018	Portal) 4. Parent email address						
5. Parent name		6. Primary contact number	7. Secondary contact number						
8. Child's full name KitKat Latham	D	9. Child's date of birth 09/09/2012	10. County						

- C. Child First Name = this is the child's first name listed on their COE. The field is not case sensitive.
- D. **Child Last Name** = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.
- E. **Child DOB (MM/DD/YYYY)** = this is the child's date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. **VPK Program Year** = this is the child's approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be

2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.

G. Class ID = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

C Request/Change VPK Enrollment	Bulk VPK Enrollment
VPK Program Year: 2017-2018 •	VPK Session: Summer (300 hours) VPK Class: AS17 - Songbirds Class Start Date: 06/04/2018 Class End Date: 07/26/2018

- H. Anticipated Start Date (MM/DD/YYYY) = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.
   NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.
- MSID (XX-XXXX) = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type.

**NOTE:** It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.

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> 🛱 Documents	VPK Enrollment Attendance	6/26/2018 1:36 PM	File folder
	Bulk Enrollment Files	6/25/2018 1:00 PM	File folder
> Music	Security	6/25/2018 9:04 AM	File folder
	Reimbursement	6/25/2018 9:03 AM	File folder
> E Pictures	Sprints	6/25/2018 8:58 AM	File folder
> 📑 Videos	system pics	6/25/2018 8:55 AM	File folder
> 🏪 Local Disk (C:)	Pay Rates	6/21/2018 3:59 PM	File folder
> 🔜 BLANK (E:)	Meeting Notes	5/9/2018 4:02 PM	File folder
> 👳 andrea.latham (\\oel-dc4\users)	(I VPK SIS	4/30/2018 4:51 PM	File folder
> a unitdata (\\OEL-dc4) (S;)	VPK SR Manuals	4/9/2018 9:07 AM	File folder
	<ul> <li>✓ </li> </ul>	3/29/2018 3:00 PM	File folder
File name: AS17 Songbirds U	load		~
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Authors: Andrea Latham	Tags: Add a tag	Title: Add a title	
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When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click <u>Yes</u>.

E	<b>•</b> - ి	- <b></b> -						AS17 :	Songbirds Upload.csv - Ex	cel	
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	А	В	с	D	E	F	G		н	L.	J
-1 F	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start	Date(MM/DD/YYYY)	MSID(XX-XXXX)	
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17		7/2/2018		
3	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17		7/2/2018		
4	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17		7/2/2018		
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17		7/2/2018		
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20											

Click the **Upload** button. A window displays. Select your file and click **Open**.

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		Bulk Enrollment Files		6/25/2018 1:00 PM	File folder									
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The file upload will begin. The file details will populate on a row and turn green. Click the **<u>Refresh</u>** button to populate the results.

C Request/0	hange VPK Enrollme	Bulk VPK Er	nrollment							
Download CS	Download <u>CSV file template</u> , add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information. Style Upload.									
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
	06/30/2018	VPK Roster	AS17 Songbirds Upload.csv	413 Bytes	0	0	0		Submitted	Not Available

The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

C Request/Chang	e VPK Enrollment	Bulk VPK Enrollin	nent							
Download CSV file	template, add child detai	is, and click the Upload I	button. Note: The MSID column is for	public school use	only. See the Provider Portal (	Jser Guide for more information. 🗲	Upload			C Refresh
Actions	Uploaded On li	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	06/30/2018	VPK Roster	AS17 Songbirds Upload.csv	429 Bytes	4	3	4		Completed	Entra

In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now "Enrollment Submitted" and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.

	ਜ਼ਿਙਾ∂	· 🖸 🗧						AS17 Songbir	ds Upload (1).csv -	Excel	
F	ile Hom	e Insert Page Lay	yout Formulas	Data Review	View LOAD TEST	♀ Tell me what you	want to d	lo			
ľ	Cut	Calibri	- 11 - A /	, = <sub>=</sub> ⊗	🖓 - 📑 Wrap Text	General	*		rmal Ba	d G	ood Neutral
Pa	ste 🖋 Forma	• tPainter B I ∐ →	- <u>A</u> - <u>A</u>	• = = = •	📑 🗮 Merge & Center 👻	\$ - % , .00	.00 Co	onditional Format as Ch	eck Cell Ex	planatory Ir	put Linked Ce
	Clipboard	Gr	Font	r <sub>is</sub>	Alignment	Number	Ful Fa	matting • Table •		Styles	
D	17 -	: × ✓ fx									
	А	В	с	D	E	F	G	н		<u>і</u> , і,	, , ,
1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date	(MM/DD/YYYY)	MSID(XX-XXXX	Error or Status
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17		7/2/2018		Invalid Date of Birth
З	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submitted
4	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submitted
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17		7/2/2018		Enrollment Submitted

The three committed records are displayed on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment requests for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

VPK Program Yea	2017-2018 VPK	Session: Summer (300     Non-VPK Children Con	hours)   VPK Clas	\$\$: AS17 - Sor	ngbirds 🔻 Cl	lass Start Date:	06/04/2018 Class End Date:	07/26/2018		
Please Note: Bas	sed on the VPK session and	instructors assigned, the ma	dimum class size is 12. The	class must have	a minimum of 4 V	PK children to sta	art.			
ertificate Number :	Chil	d First Name :	Child Last Nam	ne :	Child	DOB : MM/DC	OVYYYY O Enroll to the	s Class		
tificate Number :	Chile Certificate Number	d First Name :	Child Last Nam	ne : Child DOB	Child Age	I DOB : MW/DC	Anticipated Start Date	a Class	Termination Effective Date	Status
tificate Number : tions Never Attended	Certificate Number VPK1095625-2017	d First Name : 4 Child First Name Hersey	Child Last Name Child Last Name Latham	Child DOB	Child Age 5y	I DOB : MIW/DC	Anticipated Start Date 07/02/2018 Cf Change	Actual Start Date	Termination Effective Date	Status Enrollment Submitted
tificate Number : tions Never Attended Never Attended	Certificate Number VPK1095625-2017 VPK1095626-2017	d First Name : Child First Name Hersey Baby Ruth	Child Last Name Child Last Name Latham Latham	Child DOB 09/09/2012 09/09/2012	Child Child Age 5y 5y	I DOB : MIWDD	Anticipated Start Date 07/02/2018 (2 Change 07/02/2018 (2 Change	Actual Start Date	Termination Effective Date	Status Enrollment Submitted Enrollment Submitted

**NOTE:** When correcting records and re-uploading the file, be sure to remove the "Error or Status" column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.



## VPK-20 Contract Verification

A provider must have a Certified VPK-20 contract on the Anticipated Start Date before an enrollment can be added. In the below example, the VPK application information is entered by the provider, and the <u>+ Enroll to this</u> <u>Class</u> button is clicked.

BOCC SOUTH COUNTY H	HEAD START CENTER					
C Request/Change VPK Enrollment	• Bulk VPK Enrollment					
VPK Program Year: 2020-2021 V	VPK Session: School-year (540 ho	urs) VPK Class: A	F20 - AF20 🗸	Class Start Date	: 01/26/2021 CI	ass End Date: 06/30/2021
Max Class Size: 20 VPK Children Co	ount: 20 Non-VPK Children Count:	0 V	ust have a minimu	n of <b>1</b> VPK childro	a to start	
• Flease Note: Dased on the VFK session	on and insulucions assigned, the maximum		ust nave a minimu	IT OF 4 VER CITIQUE	TO STATE	
Certificate Number : VPK -2020	Child First Name :	Child Last Name : A		Child DOB :		♦ Enroll to this Class
Actions Certificate Num	ber Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date

In this example, the provider does not have a Certified VPK-20 contract, so an error message displays, alerting the provider that the enrollment cannot be submitted.



# Enrollments - SR

## Pending Family Acceptance Status

When a new School Readiness enrollment is created for an eligible child, families must accept the terms and conditions, establish their consent for developmental screening and/or child assessment, and sign the payment certificate. Families receive an email notification from OEL every five days until these steps are completed and the enrollment status changes from **Pending Family Acceptance** to **Enrolled**.

New enrollments in **Pending Family Acceptance** will not be visible on provider attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in Pending Family Acceptance will populate on attendance rosters
- Existing enrollments in **Pending Family Acceptance** that have already been submitted for attendance in previous months will continue to populate on attendance rosters

Providers will be able to process attendance and be paid for these enrollments, but not until the payment certificate is signed by the family.

If a provider has new enrollments in **Pending Family Acceptance**, when the provider accesses SR attendance, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.

Pro	Pending Payment Certificate(s)	
	There ar 3 child enrollments that are still in <b>Pending Family</b> Acceptance. These children may not be included on the attendance roster.	tes: Altha Church of God D
	Please remind parents/guardians to log in to the Family Portal to electronically sign and accept their payment certificate in order to begin tracking attendance for those enrollments. Failure to sign the payment certificate will delay reimbursement payments for the enrollments.	
ol Readiness (SR)	To identify children in <b>Pending Family Acceptance</b> , view the enrollment roster and filter the Status column.	C of Northwest Florida on 3/3
)ate : 4/5/2021		
Summary	ОК	

## Viewing Enrollments in Pending Family Acceptance

To view enrollments in **Pending Family Acceptance**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments**.

Home Business - Profile - Contracts -	Enrollments - Atter	ndance - Documents -
	Manage VPK Enrollme	ents 🕨
Common Tasks	Manage SR Enrollmen	nts ► SR Enrollment Requests ges
Manage Sites		View/Edit SR Enrollments Preschool Development  display.
Manage All Sites		Registration Fee
Manage Users		Redeterminations
Manage All Users		

Then, enter "Pending" in the Status column filter.

ຸ	Clear All Filters				
Attendance Start Date	łt	Enrollment End Date	ļţ	Status 👔	Action
Filter		Filter		Pendir	
				Pending Family Acceptance	End Enrollment

## Ending Enrollments in Pending Family Acceptance

Providers can end enrollments in **Pending Family Acceptance**. Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the <u>End Enrollment</u> button.

Clea	r All Filters E	xport Search:
Attendance Start Date	Enrollment End Date	Status I Action
Filter	Filter	Pendir
		Pending Family Acceptance

A confirmation pop-up window displays. Click <u>Yes</u> to continue or <u>No</u> to stop the End Enrollment process.



After clicking the <u>Yes</u> button, the following pop-up window displays. Complete the required information and click <u>Save</u>.

End SR Enrollment	
You have chosen to end enrollment for this child.	
End Enrollment Reason*	
Select a Termination Reason	~
Last Attendance Date*	
MM/DD/YYYY	
ls there a past due parent fee? <sup>≉</sup> ◯ Yes ◯ No	
Past Due Parent Fee	
\$	
Is there a payment plan in place?	
⊖Yes ⊖No	
Please attach payment plan document.	
Choose File No file chosen	
	Save Cancel
	Gave

After clicking <u>Save</u>, a confirmation pop-up window displays. Click <u>Yes</u> to end the enrollment or <u>Cancel</u> to cancel the End Enrollment process.

Confirm End Enrollment     ×
Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?
Yes Cancel

After clicking the <u>Yes</u> button, a pop-up window displays a message that the enrollment is ended. Click <u>Ok</u> to continue.

## Cancelling Enrollments in Pending Family Acceptance

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment.

	Clear All Filters	Export S	earch:
Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	pend	
		Pending Family Acceptance	End Enrollment Cancel Enrollment
			Previous 1
Cancel Pendi	ng Enrollment	2	
You have selected to 02/26/2021	cancel this enrollment for	) -	Enrollment Start Date
You should only cance start date listed above	el this enrollment if the chil e.	d never attended o	n or after the enrollment
Upon canceling this e	nrollment:		
<ul> <li>This enrollment attendance rost</li> <li>Any attendance removed from y</li> <li>You will not be canceled.</li> </ul>	a that has been saved but i your attendance roster. able to record or submit at	ear in your enrollme not submitted for th tendance for reimbi	nt listing or on your is enrollment will be ursement once
Do you want to proce	ed with canceling this enro	llment for (	?
	Lillor	tor bitor	Yes No

Search for enrollments in **Pending Family Acceptance**, as detailed above, then click the **Cancel Enrollment** button.

Click <u>Yes</u> to cancel the enrollment and remove it from the SR Enrollment queue. Click <u>No</u> to stop the Cancel Enrollment process.

# SR Eligibility Redeterminations

The SR Eligibility Redetermination menu allows providers to view enrollments with "upcoming" or "past due" redeterminations. These queues are for informational purposes only and aid providers in knowing when an enrolled child is reaching the end of their School Readiness eligibility.

## Upcoming Eligibility Redeterminations

To see the enrollments with upcoming eligibility redeterminations, navigate to Enrollments > Manage SR Enrollments > Redeterminations > Upcoming Redeterminations.



Redetermination records will only appear in the Provider Portal Upcoming Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is within 15 days from the due date

## Past Due Eligibility Redeterminations

To see the enrollments with past due eligibility redeterminations, navigate to Enrollments > Manage SR Enrollments > Redeterminations > Past Due Redeterminations.

🕈 Home Business - Profile - Contracts -	Enrollments - Attendar Manage VPK Enrollments Manage SR Enrollments	KIDS LLC     SR Enrollment Requests	✓ Profile: 20	20 - 2021 🗸	🕒 Log Off 🔅 🚯
Common Tasks	Broadc	View/Edit SR Enrollments Preschool Development		Coalition Messages	
Manage Sites Manage All Sites	No mes	Redeterminations	Uncoming Redeterminations Past Due Redeterminations	No notifications or alerts to display.	
Manage Users Manage All Users Manage VPK Applications and Contracts					

Redetermination records will only appear in the Provider Portal Past Due Redetermination queue when:

- Child eligibility status is Eligible
- Child enrollment status is Enrolled or Pending Family Acceptance
- The redetermination is at least one day past the redetermination due date

After clicking the **<u>Upcoming Redeterminations</u>** or **<u>Past Due Redeterminations</u>** link, the following appears.

Click Here For Filtering Tips								
Show 10 v entries Export Search:								
Child Name 👢	Eligibility Assignment Start Date	Eligibility Assignment End Date	Payment Certificate					
Filter	Filter	Filter						
Etti	08/03/2020	03/11/2021	View					
Flo	12/05/2020	03/11/2021	View					
Ge	12/07/2020	03/08/2021	View					
Gia	09/03/2020	02/26/2021	View					
Jyc	02/26/2020	02/26/2021	View					
Na	11/09/2020	02/26/2021	View					
Showing 1 to 6 of 6 entries			Previous 1 Next					

Click the link for a child name in the Child Name column, and a pop-up message displays child eligibility and enrollment details for the child.

Click <u>View</u> in the Payment Certificate column, and a pop-up message displays the payment certificate for the enrollment. If the payment certificate does not exist, the <u>View</u> button will not be active, but hovering over the button displays a message: "The payment certificate is not viewable until signed by the parent."

**NOTE:** If the ELC changes the Household Eligibility Status from **Redetermination** to **Active** or **Inactive**, the child's eligibility will be removed from Redetermination status and the record(s) will be removed from the Provider Portal Redetermination queues.

Child Information			
Name Et	Date of Birth	Age 1	
Parent Contact Information			
Name Address	Telephone (555) 555-5555		
C <b>ity</b> Mount Dora	State FL	Zip Code 32757	
Eligibility Information			
EV Number EV_0000437	Billing Group BG8	Co-Payment \$4.25	
Eligibility Status COALITION REVIEWING	Eligibility Start Date 08/03/2020	Eligibility End Date 03/11/2021	
Enrollment Status Enrolled	Redetermination Due Date 03/11/2021		

Close

# **Temporary Closures**

# Creating a Temporary Closure

Temporary closures must be created when the whole site or program is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

**NOTE:** Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures**. Click the **<u>Temporary Closures</u>** submenu item.

A Home Business - Profile - Contracts - Enrolments -	Attendance - Documents -	Profile 2020 - 2021 👻 Helio maxeygraham@yahoo.com 🛛 & Log Off 🔅 🔕
	Manage VPK Attendance	
Closures	Manage SR Attendance	
Circolar Ga	Reinbursement Details	
Add Closure	Temporary Closures	C Clear All Filters Search:

### Click the Add Closure button.

t Home Bus	siness - Profile	- Contracts -	Enrollments - Attendance	Documents				Profile: 2020 - 2021 🗸	Hello maxeygraham@yahoo.c	omi C+Log Off 🔅
Closures										
Add Closure									Clear All Filters Sea	rch:
Actions	Closure ID	↓ <u>₹</u> Type	11 Date of Closure	Payable	1 Status	Coalition 11	Comments	Providers	11 Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
View Remove	12511	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:56:16 AM	
View Remove	12510	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:55:44 AM	
View Remove	12509	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:55:02 AM	
View Remove	12507	Partial VPK	10/22/2020 - 10/24/2020	Yes	Processed				10/21/2020 8:54:23 AM	
View	12506	Partial VPK	10/22/2020 - 10/24/2020		Coalition Reviewing				10/21/2020 8:52:15 AM	
View Remove	12504	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:49:32 AM	
View	1437	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian 9/3/2019 (workaround for last 40 providers)		10/3/2019 10:10:11 AM	

The **<u>Report Temporary Closure</u>** pop up message will appear.

Report Temporary Closure		
Temporary Closure Type Was the whole site(s) closed for childcar O Yes, the whole site(s) was closed. See O No, the site was partially closed. Serv	e services during the closure event?* rvices were not provided to <b>any children</b> . rices were not provided to the <b>VPK</b> program.	•
Closed Provider Site(s)	nces were not provided to the SR program.	
Select Providers*		~
Closure Details		
Closed From 🤩 *	Closed To*	
Anticipated Reopen Date 🔀 *		
Closure Reasons (select all that apply)  Exposure to COVID-19	*	
Scheduled deep-cleaning due to CON     Lack of child attendance     Lack of staff availability	ND-18	
<ul> <li>Declared state of emergency other th</li> <li>Other</li> </ul>	an COVID-19 (such as a hurricane)	
Documentation Attach the documentation necessary to e	establish proof of site closure.	
Closure Documents Upload Document		
Comments (limit 1000 characters)		
		Save Cancel Submit to Coalition
Complete the form. Hover over the information icons **1** for additional information.

- Temporary Closure Type When an entire site is temporarily closed due to emergency circumstances, where all programs and children are impacted, select "Yes, the whole site was closed. Services were not provided to any children."
- Closed Provider Site(s) Select the site(s) that were completely, temporarily closed due to emergency circumstances. Each site that the user has access to is listed. **NOTE**: If providers were closed for different dates, they should be unchecked and have separate closure events created.
- Closure Details Enter the closure date range. The "From" date is the first day of the closure and the "To" date is the last day of the closure. A single day closure would have the same "From" and "To" date. No services are rendered on dates included in the closure date range. NOTE: The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.
- Closure Reasons Select the applicable reasons. If the 'Other' option is checked, enter comments.
- Documentation Click the <u>Upload Document</u> button to upload necessary documents (not mandatory).
- Comments Enter comments (Not mandatory).

Report Temporary Closure			
Temporary Closure Type Was the whole site(s) closed for childcare services Yes, the whole site(s) was closed. Services were No, the site was partially closed. Services were No, the site was partially closed. Services were	s during the closure event? <sup>●</sup> re not provided to any children. • not provided to the VPK program. • not provided to the SR program.		
Closed Provider Site(s)			
Select Providers*			
Closure Details			
Closed From 🔁 *	Closed To*		
10/05/2020	10/14/2020		
Anticipated Reopen Date 0 *			
10/15/2020			
Closure Reasons (select all that apply)			
Exposure to COVID-19			
Scheduled deep-cleaning due to COVID-19			
<ul> <li>Lack of child attendance</li> </ul>			
<ul> <li>Lack of staff availability</li> </ul>			
<ul> <li>Declared state of emergency other than COVIE</li> </ul>	0-19 (such as a hurricane)		
✓ Other			
Test			
Documentation Attach the documentation necessary to establish p	proof of site closure.		
Closure Documents			
Upload Document			
		Save Cancel	Submit to Coalition

Click the <u>Save</u> button to save the record. The message closes and the record appears in the grid with "Incomplete" status.

			٣
Save	Cancel	Submit to Coalition	

ĭ	Closures						0				
ſ	Add Closure									C Clear All Filters Search:	
	Actions	Closure ID	17 Type	Date of Closure	II Payabi	Status	Coalition	Comments	11 Providers	Last Modified Data    Last	t Modified By
		Filter	Filter	Filer	Filter	Filter	Filter	Film	Filter	Film F	iter -
T	Edit Remov	12537	Whole Site	10/07/2820 - 18/08/20	20	Incomplete				10/22/2020 5:15:44 PM	
Ľ	Vev Reno	e 11208	Whole Site	05/01/2020 - 05/15/20	20 Yes	Processed	1.1.1	Closed due to COVID-1	9	5/28/2029 5 34 28 PM	
	Vev Reno	e 8461	Whole Site	04/01/2020 - 04/30/20	20 Yes	Processed		Closed due to COVID-1	9	4/30/2020 11:02:35 AM	
	Veu Reno	e 4529	Whole Site	63/16/2820 - 63/31/26	20 Yes	Processed		Closed due to COVID-1	9	4/14/2020 11:32:07 AM	
	Vev	1271	Whole Site	09/03/2019 - 09/03/20	19 Yes	Processed		Hurricane Dorlan Closu		10/1/2019 11:50:00 AM	
д							~				

# Editing a Temporary Closure

To edit a temporary closure record, click the **<u>Edit</u>** button. The closures listed are specific to the provider site selected.

Add Closure									C Clear All Filters Sear	dt .
Actions	Closure ID 1/	Type II	Date of Closure	Payable	Status	Coalition	Comments	Providers 11	Last Modified Date	Last Modified By
	The	filter	Filter	Filter	The	filter	The	The	The	The
Edit Remove	12537	Whole Site	10/07/2020 - 10/08/2020		Incomplete				10/22/2020 5:15:44 PM	

Edit the closure details and click **<u>Submit to Coalition</u>**.

Edit Temporary Closure			
<ul> <li>Yes, the whole site(s) was closed. Services we</li> <li>No, the site was partially closed. Services were</li> <li>No, the site was partially closed. Services were</li> </ul>	re not provided to any children. a not provided to the VPK program. a not provided to the SR program.		Î
Closed Provider Site(s)			
Select Providers®			
Closure Details			
Closed From <b>9</b> *	Closed To*		
10/07/2020	10/08/2020		
Anticipated Reopen Date 🔀 *			
10/12/2020			
Closure Reasons (select all that apply) * 2 Exposure to COVID-19 Closure to COVID-19 Lack of child attendance Lack of staff availability Declared state of emergency other than COVID Other Decumentation	0-19 (such as a hurricane)		
Attach the documentation necessary to establish p	proof of site closure.		
Closure Documents Upload Document			
Comments (limit 1000 characters)			
			6
		Save Cancel	Submit to Coalition

After clicking the **<u>Submit to Coalition</u>** button, the **Sign and Certify** message appears. Fill in the Sign and Certify fields and click the **<u>Submit</u>** button.

Temporary Closure ~ Sign and Certify	
<ul> <li>By signing this form I certify that:</li> <li>I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.</li> <li>I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.</li> <li>I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.</li> </ul>	3
Authorized Electronic Signature	
Full Name * Certify by Electronic Signature * Submission Date 10/22/2020	
Submit	
Cancel	

The record changes to **Submitted** status.

Closures											
Add Clos	are .									C Clear All Filters Sea	ndic
Actions		Closure ID []	Type II	Date of Closure	Payable 11	Status 1	Coalition	IT Comments IT	Providers	Last Modified Data	Last Modified By
		Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Vev		12537	Whole Site	10/07/2020 - 10/08/2020		Submitted				10/22/2020 5:27:54 PM	
Vev Re	-	11208	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:28 PM	
Vev Re		8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2029 11:02:35 AM	
Vev Re		4529	Whole Site	03/16/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM	
New		1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorlan Closure		10/1/2019 11:50:00 AM	

Once the submitted record is processed by the coalition, the record changes to Processed status.

NOTE:

- 1. When the status of the record is **Submitted**, there is only a <u>View</u> button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
- 2. Only Processed records will have a value in the Payable field.
- 3. Incomplete and Processed records can be deleted.
- **4.** When a coalition adds more providers to the closure that the provider user does not have access to, there will not be a **<u>Remove</u>** button.

Actions 11	Closure ID 17	Type II	Date of Closure	Payable	Status II	Coalition 11	Comments	Providers II	Last Modified Date	Last Modified By
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Vev	12537	Whole Site	10/07/2020 - 10/08/2020		Submitted				10/22/2020 5:27:54 PM	
Vev Renove	11208	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2120 5:34 28 PM	
Vev Renove	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:02:35 AM	
Vev Renne	4529	Whole Site	03/16/2029 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM	
Ver	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorlan Closure		10/1/2019 11:50:00 AM	

# Updating VPK Class Calendar

After the coalition processes a temporary closure, VPK providers have additional steps to complete the process.

On the Provider Portal dashboard select **Contracts > Manage Contracts** or click the VPK Provider Application link under Common Tasks.

A Home	Business +	Profile -	Contracts -	Enrollments +	Attendance +	Documents -	Profile: 2019 - 2020
			Manage Cont	tracts			
Common	Tasks				Broadcast Me	essages	
Manage Manage Manage Manage	e Sites All Sites e Users All Users e VPK Applic	ations and	Contracts		No messages	to display.	
Manage Statewide	VPK Instructors, e VPK Provider (	Calendars, Contract	d Classes				

## Click the **<u>Edit</u>** button for the VPK-APP.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year <b>J</b>
7114	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	<b>⊘</b> View	Ocwnload	12/04/2017		2017 - 2018
29714	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	♥View	Ocwnload	08/30/2018		2018 - 2019
48837	VPK	OEL-VPK 20	ELC of Brevard	Certified	08/15/2019	♥View		08/15/2019		2019 - 2020
2054	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	05/15/2018	ØEdit	Download	12/05/2017		2017 - 2018
10206	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	11/28/2018	ØEdit	Download	08/14/2018		2018 - 2019
17900	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	08/13/2019	CEdit		08/20/2019		2019 - 2020

#### Click the VPK Calendars tab to open the calendar section.

A Home Business		ontracts 👻 Enrollmer	nts 👻 Attendance 👻	Documents 👻	Profile: 2019 - 2020 V Hello	🕒 Log Off 🔅 🚯	-
	1.00	2019 - 2020 (Cert	tified) 🔻				
Attendance Policy 🌑	VPK Director ★	VPK Instructors	VPK Calendars 🛗	VPK Class(es) 🏦	Review 🚍 Certify and Submit 🏶		
Nttendance	Policy Submiss	sion					
A VPK Provide	er must						
🗸 Adopt an atte	ndance policy that alig	ons with VPK rules and s	statutes and requires paren	ts to verify the child's	attendance each month on forms required by Rule 6M-8.305, F.	A.C.	

- Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Click the **Edit** button to make changes to the calendar. Click the arrow to scroll to the particular calendar month to make edits/changes.

**NOTE:** The system defaults to the first calendar month of the class.

tendance Policy	<b>S</b>	VPK Dire	ector ★	VPK Instructors	VPK Calendars 🛗 🛛 V	/PK Class(es) 🏦 Rev	iew 🗮 Certify and St	ubmit 🌲		
Add New Ca	lendar									
Show removed	d calenda	irs								
A G Ed		Remove	]	Non-Instructional, Si	te Closures and Exception	nal Instructional Days: Augu	ust 2019			month list
-rogram Type: Calendar Start	Date: 08	rear (5 /12/2019	nours)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Calendar End nstructional I	Date: 05 Days:	/28/2020			28 2	9 30	31	1	2	3
Day	Start Time	End Time	Total Hours							
Monday	09:00 AM	12:00 PM	3		4	5 6	7	8	0	10
Tuesday	09:00 AM	12:00 PM	3		7	5 0	,		3	10
Wednesday	09:00 AM	12:00 PM	3							
Thursday	09:00 AM	12:00 PM	3		11 1	2 13	14	15	16	17
Friday	09:00 AM	12:00 PM	3							
Saturday			0							

Select the desired emergency closure day(s) by clicking on the day(s) within the calendar.

**NOTE:** Multiple days may be selected by clicking and dragging days.

Calendar ID: 🤤		A												
alendar Name	0	Fall												
rogram Type:	Ð	School-Yea	ar (5 <b>40</b>	hours)									w	
Calendar Start I	)ate: 🏮	08/12/2019			Cale	ndar End	Date: 🟮	05/28/2020						
)ays: 🤁	Day	Start Time		End Time		lotal Hours		,	Septem	ber 2019	>	55 5 7		month lis
						lotol					, ,			
)ays: 🤁	Day Monday	Start Time 09:00 AN	©	End Time 12:00 PN	©	Iotal Hours	Sun 1	Mon 2	Tue 3	ber 2019 <sub>Wed</sub>	> Thu 4	5 5 5 5	6	month list
ays: 🤁	Day Monday Tuesday	Start Time           09:00 AN           09:00 AN	©	End Time 12:00 PN 12:00 PN	©	3 3	Sun 1	Mon 2 Noninstructional: Lat	Septem Tue 3	ber 2019 <sub>Wed</sub>	Thu 4	5 Fri	6	Sat
Days: 🤁	Day Monday	Start Time           09:00 AN           09:00 AN           09:00 AN           09:00 AN	© ©	End Time 12:00 PN 12:00 PN 12:00 PN	© ©	Iotal Hours 3 3 3	Sun 1 8	Mon 2 Voninstructional: Lat 9	Tue 3	ber 2019 <sub>Wed</sub>	Thu 4	5 5 5 Fri	6	Sat
]ays: €	Day Monday Tuesday Wednesday Thursday	Start Time           09:00 AN           09:00 AN           09:00 AN           09:00 AN           09:00 AN           09:00 AN	© © ©	End Time 12:00 PN 12:00 PN 12:00 PN 12:00 PN 12:00 PN	© © ©	Iotal Hours 3 3 3 3	Sun 1 8	Mon 2 toninsinuciional Lat	Tue Tue 10	Wed	Ex: Site clo	5 Fri 5 sed Tuesda	6 ay thru day and	Sat
Days: 🕈	Day Monday Tuesday Wednesday Thursday Friday	Start Time           09:00 AN           09:00 AN	© © © ©	End Time 12:00 PN 12:00 PN 12:00 PN 12:00 PN 12:00 PN 12:00 PN	© © © ©	Iotal Hours 3 3 3 3 3 3 3 3	Sun 1 6 8 15	Mon 2 Voninstructional: Lat 9 16	Tue 3 10	Wed	Ex: Site clo Thursday. Cl drag cursor t all three day	sed Tuesda ick on Tues to Thursday ys are highli	5 ay thru day and so that ghted.	Sat

After selecting a day, a pop-up will appear. There are two event types available.

Instructional Day Exception – use if provider does not plan to make up calendar days for the emergency closure (up to 5 days permitted).

Non-Instructional Day – use if provider plans to deduct the calendar hours for the emergency closure days and revise its class calendar to restore days.

Calendar Name: 🛛 Program Type: 🔿		Fall		Descri	ption:		Select Event Type						
Program Type: 🕅							Non-Instructional Da Instructional Day Ex	ay ception					
		School-Yea	ar (540	hours)				Cancel	Update Ren	nove		•	
alendar Start Date:	• 0	08/12/2019						00/20/2020		_			
nstructional lays: <b>O</b>	Day	Start Time		End Time		Total Hours	Click a date to mod	ify instructional h	ours. Multiple days < Septem	a may be selected ber 2019	by clicking and d	ragging days.	month
H	Monday	09:00 AN	•	12:00 PN	•	3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Tuesday	09:00 AN	o	12:00 PN	G	3	1	2 Ioninstructional: Lai	3	4	5	6	

#### Instructional Day Exception

For closures that do not reduce hours, select Instructional Day Exception as the event type.

Calendar ID: 🕄		A	Event	Туре:	s s	Select Event Type    Select Event Type	
Calendar Name	: 0	Fall	Descr	iption:		Non-Instructional Day Instructional Day Exception	
Program Type:	0	School-Year (	540 hours)			Cancel Upu. Remove	
Calendar Start	Date:	08/12/2019					
		0011212013					
		001122015					
Instructional Days: 🔁	Day	Start Time	End Time		Total Hours	Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.	th lis
nstructional Days: 🕄	Day ∞ Monday	Start Time	End Time	o	Total Hours	Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.	ith lis
nstructional Days:	Day ⊮ Monday ⊮ Tuesday	Start Time           09:00 AN         0           09:00 AN         0	End Time 12:00 PM 12:00 PM	0	Total Hours 3 3	Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.	nth li: at
Instructional Days: <b>O</b>	Dey I Monday I Tuesday Vednesday	Start Time         O9:00 AN         O           09:00 AN         O         O         O           09:00 AN         O         O         O         O	End Time 9 12:00 PN 9 12:00 PN 9 12:00 PN 9 12:00 PN	0	Total Hours 3 3 3	Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days. September 2019 > mar Sun Mon Tue Wed Thu Fri Se 1 2 3 4 5 6 Regeneration (10) 10 10 10 10 10 10 10 10 10 10 10 10 10	nth lie at

Once the Instructional Day Exception is selected, the provider will enter a description and time range for the particular day(s) they were closed. In the image below, the description example uses the verbiage "Closed due to Hurricane Dorian." The provider will have to choose the same time range for the days as they listed on their calendars. Any hours chosen outside of their Start and End times will change their total calculated hours. Click **Update**.

**NOTE:** If the provider has different instructional hours per day, a separate exception day event should be created for each day (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours) so that the exact hours of the instructional day are entered for the exception day event.

				Event T	ype: 🖯	,	Instructional Day Exception		•					
Calendar ID: ೮		A		Descrip	otion:		Closed due to Hurricane Dorian							
alendar Name:	0	Fall					tosed due to Humcarie Dona							
rogram Type: 🄇	•	School-Year (5	0 hours	Time Ra	ange:		09:00 AM © 10	12:00 PM	©			•	•	
alendar Start D	late: 🕄	08/12/2019		Total He	ours:		3 hour(s)							
Calendar Start D	Date:	08/12/2019		Total He	ours:		3 hour(s)							
Calendar Start D nstructional Days: <b>O</b>	late: <b>0</b> Day	08/12/2019 Start Time	Enc	Total He	ours:	110015	3 hour(s)	Cancel Update	Remove	selected b J19 >	ey clicking and dr	agging days.	month	list
alendar Start D Istructional ays: ①	Date: 🔁	08/12/2019  Start Time  09:00 AN ©	Enc	Total He	ours:	3	3 hour(s)	Cancel Update	Remove	selected b 019 >	y clicking and dr	agging days. Fri	month	lis
alendar Start D Istructional ays: <b>O</b>	Day Ø Monday	08/12/2019 Start Time 09:00 AN © 09:00 AN ©	Enco 1	Total He 10 mme 12:00 PN 12:00 PN	© ©	3	3 hour(s) Sun Mon 1 Noniestauciós	Cancel Update Tue 2 Nal Las	Remove 3	selected b D19 >	y clicking and dr Thu 5	agging days. Fri	month Sat	lis
Calendar Start D nstructional Days: ①	Day Monday Monday Uuesday Wednesday	08/12/2019 Start Time 09:00 AV C 09:00 AV C		Total Ho 10 mme 12:00 PN 12:00 PN 12:00 PN	© ©	3	3 hour(s) Sun 1 Homestynetics	Cancel Update Tue 2	Remove	selected b D19 >	ry clicking and dr Thu 5	agging days. Fri	month Sat	lis

The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed. Click **<u>Save</u>**.

**NOTE:** These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.



When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

Attendance Policy 🥎 VPK Director 🛨 VPK Instruct	rs 🎍 VPK Calendars 🋗 VPK Class(es) 🏦 Review ☴ Certify and Submit ●	
Certify and Submit		
By signing this form I certify that:		
<ul> <li>To the best of my knowledge and belief, the info</li> <li>If any information changes, I (PROVIDER) will in</li> <li>I understand that if changes implemented prior</li> <li>Each VPK instructor listed has submitted an att that the individual has undergone a Level 2 back</li> <li>as a VPK instructor; and is not ineligible to teac</li> <li>Each credentialed VPK instructor listed has the</li> <li>I understand that my information will be shared</li> </ul>	mation provided is true and correct. dify the COALITION within 14 days of the change. o receipt of COALITION approval may result in noncompliance with VPK requirements. station of good moral character, has provided documentation to be maintained in the files ground screening within the previous five (5) years in accordance with section 435.04, F.S. in a public school because the instructor's educator certificate has been suspended or ru- credentials required for the VPK program. with the Department of Children and Families, Office of Child Care Regulation, for inclusion	of the PROVIDER/DISTRICT and the COALITION documenting which demonstrates that the individual is not ineligible to act roked.
	Provider Signature	
	Signer's Name♥	
	Day Time Phone Number+	
	Electronic Signature 🛎	
	Check this box to certify by electronic signature	
	Application Completion Date +	
	07/31/2019	
	Submit VPK Provider Application	

#### Non-Instructional Day

For providers that will deduct the calendar hours for those days and revise its class schedule to restore days, select Non-Instructional Day as the event type.

alendar ID:		A		Event	Type:	Select Event Type	
alendar Name:	0	M-F 8:30am	- 11:30	Descri	ption:	Select Event Vine Non-Instructional Day Instructional Uay Exception	
rogram Type: €	3	School-Year	r (540 h	nours)			
						Cancel Update Remove	
alendar Start D	ate:	08/12/2019			_	Cancel Update Remove	
alendar Start D	ato:	08/12/2019		-		Cancel Update Remove	
alendar Start D istructional ays:	ate: <b>O</b> Day	08/12/2019 Start Time		End Time	Т	Cancel     Update     Remove       Total     Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.       Hours     < September 2019 >	month lis
alendar Start D structional ays: 😧	ate: ● Day I Monday	08/12/2019 Stort Time 08.30 AIV	0	End Time	Ti H	Cancel     Update     Remove       Total     Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.       3     Sun     Mon       3     Sun     Mon	month lis Sat
ələndar Start D structional əys:	Dny Monday Tuesday	08/12/2019 Start Time 08:30 Alv 08:30 Alv	©	End Time 11.30 AM 11:30 AM	0 0	Cancel     Update     Remove       Total Hours     Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.       3     Sun     Mon       3     Sun     Mon       1     2     3       3     4     5	month lis

Once the Non-Instructional Day type is selected, the provider will enter a description for the particular day(s) they were closed. In the image below, the description example uses the verbiage "Closed due to Hurricane Dorian." Click <u>Update</u>.

				Event	Type: 🖸	•	Non-Instructional Da	v		-			
Calendar ID: 😆		A					The most determined	3		_			
alendar Name: 🖲	0	M-F 8:30 an	ı - 11:30	Descri Jam	ption:		Closed due to Hurrica	ane Dorian		_			
Program Type:	,	School-Yea	ar (540 I	hours)				Cancel	Undate Rem	we		•	
alendar Start Da	ate: O	08/12/2019			_	_		VALALULA					
nstructional Days: 🛈	Day	Start Time		End Time		Total Hours	Click a date to modi	ify instructional he	ours. Multiple days	may be selected	by clicking and dra	agging days.	month li
nstructional Jays: O	Day ∞ Monday	Start Time	٩	End Time	©	Total Hours	Click a date to modi	fy instructional he	ours. Multiple days	may be selected ber 2019	by clicking and dra Thu	agging days. Fri	month li Sat
nstructional Days: O	Day ≪ Monday ≪ Tuesday	Start Time 08:30 AN 08:30 AN	© ©	End Time 11:30 AM 11:30 AM	© ©	Total Hours 3	Click a date to modi	fy instructional ho Mon 2 onlinstructionals Lat	Tue	wed	by clicking and dra Thu 5	agging days. Frl 6	month ii Sat
nstructional Jays: O	Day I Monday I Tuesday I Wednesday	Start Time           08:30 AN           08:30 AN           08:30 AN	© ©	End Time 11:30 AM 11:30 AM 11:30 AM	© ©	Total Hours 3 3 3	Click a date to modi	fy Instructional he Mon 2 Ioninstructional: Lat 9	Cours. Multiple days	Wed 11	by clicking and dra	agging days. Fri 6 13	Sat
nstructional Jays: O	Day Monday Tuesday Wednesday Thursday	Start Time           08:30 AN           08:30 AN           08:30 AN           08:30 AN           08:30 AN	© © ©	End Time 11:30 AM 11:30 AM 11:30 AM 11:30 AM	© © ©	Total Hours 3 3 3 3 3	Click a date to modi	fy instructional he Mon 2 collectructional: Lat 9	Tue 10 10 10	Wed 11	by clicking and dra Thu 5 12	agging days. Fri 6 13	Sat

The totaled calculated hours will be reduced for each non-instructional day based on the hours defined for the day. Next, make the appropriate change to the calendar to add the make-up days. This can be accomplished in a variety of ways such as canceling previously identified non-instructional days, extending the class end date, or even extending the time on some instructional days (by creating exception days with different hours). When complete, click <u>Save</u>.

**NOTE:** These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

ays:	Day	Start Time		End Time		Total Hours	Check a date to mod		< Septer	nber 2019	>	aragging asys.	month lis
	Monday	08:30 AIV	٩	11:30 AM	6	3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	✓ Tuesday	08:30 AIV	©	11:30 AM	۲	3	1	2 ionInstructional. Lat	3 NonInstructional: Clos	4 ed due to Hunicane I	5	6	
	Wednesday     ■     Wednesday	08:30 AN	٩	11:30 AM	٢	3	8	9	10	11	12	13	1
	Thursday	08:30 AIV	٥	11:30 AM	©	3							
	🖲 Friday	08:30 AIV	٩	11:30 AM	©	3	15	16	17	18	19	20	2
	Saturday		6		٩	0							
	Sunday		©		٢	0	22	23	24	25	26	27	2
							29	30	1	2	3	4	
Total Calculat	ed Hours: 534.0	00											



When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

			2019 - 2020 (Certilie	ia) •				
Attendance Policy 🍆	VPK Director ★	VPK Instructors	VPK Calendars 🛗	VPK Class(es) 🏦	Review 🚍	Certify and Submit 🏶		
Certify and Subr	nit							
By signing this	form I certify that	at:						
To the best of If any inform I understanc Each VPK in that the indi- as a VPK ins Each creder I understance	of my knowledge and nation changes, I (PR I that if changes impl istructor listed has si vidual has undergon structor; and is not in tialed VPK instructor I that my information	I belief, the information OVIDER) will notify the lemented prior to recei- ubmitted an attestation e a Level 2 background eligible to teach in a p r listed has the credent will be shared with the	provided is true and o COALITION within 14 pt of COALITION appro of good moral charac I screening within the jublic school because t ials required for the VI Department of Childre	correct. days of the change, aval may result in non- ter, has provided docu- previous five (5) years he instructor's educat % program. en and Families, Office	compliance with mentation to be in accordance v or certificate ha e of Child Care F	VPK requirements. maintained in the files of vith section 435.04, F.S., w s been suspended or revo Regulation, for inclusion in	he PROVIDER/DISTRICT and the COA hich demonstrates that the individual i ted. the CARES system.	LITION documenting is not ineligible to act
			Provider Signature					
			Signer's Name₩					
			Day Time Phone Numb	er <del>‡</del>				
			Electronic Signature #	i i				
			Check this box	to certify by electroni	c signature			
			Application Completio	n Date 🔶				
			07/31/2019					
				Submit VPK Provi	der Applicatio	on 🥢		

# Attendance - VPK

Providers manage VPK attendance online by navigating to the Attendance menu item and selecting **Manage VPK Attendance**. Providers may submit their attendance through the web page or using a bulk file upload, similar to the bulk enrollment file upload. It is important to note that changes to enrollment, such as entering a termination date, or changes to the class schedule, such as reporting a site closure, cannot be performed in attendance. Enrollment information must be corrected in the Enrollments area. Class schedule information must be corrected in the Contracts> VPK Provider Application area. Any changes to source data should be done prior to submitting attendance. Coalitions may assist as needed.

Enrollments 👻	Attendance -	Document	S 🔻
	Manage VPK A Manage SR Att Reimbursemen	Attendance tendance ht Details	Manage VPK Attendance Bulk File Upload

## Submitting Attendance Online

Select the **Manage VPK Attendance** menu item. The VPK Attendance Roster displays, defaulting to the current service period and first class. The blue summary box to the right contains class details such as the class full name, start and end dates, and max class size. If necessary, use the drop downs to select a different service period and/or class.

Deserver	Turnet a la com				Volunta		indernarte	n (VPK)											
Program	Type*: VPI	K	۳		voluna	ily i leiu	indergante					Class at	endance	has N	OT been submit	tted to Coalition	n at th	is time.	
Service P	eriod*: 10/	1/2018 to	10/3	1/2018	Ŧ	Due D	Date : 😝 '	11/5/2018				Class	AF1	8-Purpl	le Room	Max Clas	s Size	e 11	
												Start Date	7/2/2	2018		End Date		5/31/2019	
Class ID*	: AF	18		*			Summary					Curriculum	Sch	olastic I	Big Day for Pre-k	Edition		1st edition/2010	
								-					Engl	ish					
		Search:																	
1 to 11 of	11 oprollod					∕≂lr	ndicate the	child's att	endand	e below	Supportin	a document	ation may	be up	oaded to the Doo	ument Manager	ment L	ibrary as needed.	
110 11 01	Trentolled		1	Pilling								0	Attond	0000	alandar			,,	_
	Child Name	DOB	Age	Group	Status								Attend	ance c	alendar				
1. Crunch	Latham	9/9/2013	5y	VPK					(	Dcto	ber 2	018				Colori			
2. Goodb	ar Latham	9/9/2013	5y	VPK												Select	a child	to edit attendance	
<ol><li>Kracke</li></ol>	l Latham	9/9/2013	5y	VPK			Sun	Mon	т	110	Mod	Thu	Eri		Cat				
<ol> <li>Mentos</li> </ol>	s Latham	9/9/2013	5y	VPK			Jun	WOII	. '	ue	vieu	THU 4		· ·	Sat				
<ol><li>Milky V</li></ol>	Vay Latham	9/9/2013	5y	VPK					1	2	3	4		5	ь				
6. Nestle	Latham	1/1/2014	4y	VPK															
<ol><li>Payday</li></ol>	/ Latham	9/9/2013	5y	VPK															
8. Reese	s Pieces Latham	9/9/2013	5y	VPK															
9. Snicker	rs Latham	9/9/2013	5y	VPK					8	9	10	11	1	2	13				
10. Three I	Musketeers Latham	9/9/2013	5y	VPK															
11. IWIX La	atnam	9/9/2013	5y	VPK															
12.																			
14							14	1	5	16	17	18	1	9	20				
15																			
16																			
17																			
18.							21	2	2	23	24	25	2	26	27				
19.																			
20.																			
							28	2	9	30	31								

**NOTE:** A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition for payment. A due date is displayed for each service period. Providers with multiple classes must submit an attendance roster for each class for payment.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.

Child Name	DOB Ag	e Billing Group	Status						Attendar	ce Calendar		
1 Crunch Latham	9/9/2013 5v	VPK										
2. Goodbar Latham	9/9/2013 5y	VPK				Oct	ober 2	018			Children Comme	et la fa manti a a
3. Krackel Latham	9/9/2013 5y	VPK									Child s Currei	nt information
<ol> <li>Mentos Latham</li> </ol>	9/9/2013 5y	VPK		Sun	Mon	Tue	Wed	Thu	Eri	Sat	Name Crunch Latham	
5. Milky Way Latham	9/9/2013 5y	VPK		2	1	140	2 2	4		Gut	DOB 9/9/2013	Δαρ 5
<ol> <li>Nestle Latham</li> <li>Rauday Latham</li> </ol>	1/1/2014 4y	VPK									000 3/3/2013	Ago 5
8. Reese's Pieces Latham	9/9/2013 5v	VPK			_	<b>^</b>	<b>^</b>	<u> </u>			Status Enrolled	BGrp VPK
9. Snickers Latham	9/9/2013 5y	VPK									Cert VPK1109729-2	018
10. Three Muskeleers Latham	9/9/2013 5y	VPK			7 8	3 9	9 10	11	12	13	Chara AE40 Burnla D	
11. Twix Latham	9/9/2013 5y	VPK		*	X	X	X	X	*	*	Class AF18-Purple R	moom
12.											Monthly Attend	ance Summary
13.											Days Present	19
15.				1	4 18	5 16	5 17	18	19	20		
16.				*	X	X	A	X	*	*	Days absent	0
17.												
18.				2	1 23	2	2 24	25	26	27		
19.					1 22		24	2.5	20			
20.							<b>^</b>			_		
				2	8 29	30	) 31					
					X	X	X					
Eprolled/Present									H Saue	R Save & Ev	t 🖉 Cancel 🔸 Submit to	Coalition
	•											
A Absent												
Non-Reimbursat	ble/Non-Sch	reduled Days										
H Paid Holiday Da	ve											
. and Honday Da												
Terminated/Enro	Ilment Ende	ed										

To record attendance, click on a child's name to view their attendance for the month.

- Days the site is closed are marked with an asterisk "\*."
- Days the child is scheduled to attend are marked with an "X" for present.
- A legend is provided in the bottom right for more code descriptions.

To change a present day to absent, click on the "X." The "X" for present will now appear as an "A" for absent.

NOTE: Absences entered by mistake can be changed back to present by clicking on the "A."

While not required, it is recommended to click <u>Save</u> (below the calendar) before moving on to another child. When all child absences are marked for the month, click <u>Save</u> and then click the <u>Submit to Coalition</u> button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click <u>Continue</u>.

VPN	•		Ulass attend	ance has NOT been submit	tted to Coantion at t	nis ume.
Service Period*: 10/1/2018	to 10/31/2018 V	ue Date : 🚯 11/5/2018	Class	AF18-Purple Room	Max Class Siz	te 11
			Start Date	7/2/2018	End Date	5/31/2019
Class ID* : AF18	*	Summary	Curriculum	Scholastic Big Day for Pre-k English	C Edition	1st edition/2010
Search	n:					
1 to 11 of 11 enrolled		Indicate the child's attendance below. Support	rting documentatio	n may be uploaded to the Doo	cument Management	Library as needed.
Child Name DOB	Age Billing Group Status		A	ttendance Calendar		
Councer Latinam 39/2013     Coocdiar Latham 9/9/2013     Krackel Latham 9/9/2013     Krackel Latham 9/9/2013     Mentos Latham 9/9/2013	5y VPK 5y VPK 5y VPK 5y VPK	Submit Attendance	0010		Child's Cu Name Three Musł	rrent Information
5. Milky Way Latham 9/9/2013     6. Nestle Latham 1/1/2014	AV VPK			6	DOB 9/9/2013	Age 5
7. Payday Latham 9/9/2013	5y VPK				Status Enrolled	BGrp VPK
8. Reese's Pieces Latham 9/9/2013 9. Spickers Latham 9/9/2013	Sy VPK	The due date for this service period has	passed.		Cort VPK110073	2 2010
10. Three Musketeers Latham 9/9/2013	5y VPK	Late attendance records may be proces	sed in the next rep	oorting 13	Cent VPK110973	
11. Twix Latham 9/9/2013	5y VPK	period.			Class AF18-Purpl	e Room
12.		Clicking Continue will move to Sign & C	ertify.		Monthly Att	endance Summary
14.			-	20	Δ	bsences
15.					10/11/2018	
17.			Cancel	Continue	10/15/2018	
18.				27	10/13/2010	
20.			X	*	Days Present	17
					Days absent	2
		28 29 30	31 1	2 3		
X Enrolled/Present			H:	Save 🛛 👫 Save & Exit	Cancel 🕹 Subm	it to Coalition
A Absent						
	OshaddadDawa					
Non-Reimbursable/Non-	Scheduled Days					
H Paid Holiday Days						

The *Sign and Certify* page displays the class summary with the total number of days absent and days present. At this point, providers may want to print this page using the browser print function. When ready, review the certification statements and complete the Authorized Electronic Signature portion by entering the user's **Full Name**, checking the box for **Certify by electronic signature**, and clicking <u>Submit</u>. To abandon the submission, click **Cancel**.



#### Submitted Attendance

Upon submission, the screen returns to the VPK Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

e Roster													
Program Type* : V	PK •	]	Voluntar	y PreKindergart	en (VPK)			✔ Class atte alatham77+C	ndance was DELprovider	s submitted r@gmail.con	to Coalition on .	on 12/8/2018 by	
Service Period 1	0/1/2018 to 1	0/31/201	8 🔻	Due Date . 11	13/2010			Class	AF18-P	Purple Room		Max Class S	ize 11
Class ID*:	F18		-	Summary				Start Date	7/2/201	18		End Date	5/31/2019
	110							Curriculum	Scholas English	stic Big Day 1	for Pre-K	Edition	1st edition/2010
	Querra L												
	Search:												
1 to 11 of 11 enrolled	Search:			🕫 Indicate th	e child's atte	ndance below	Supportin	g documenta	tion may be	e uploaded t	o the Docum	nent Managemer	nt Library as needed.
1 to 11 of 11 enrolled Child Name	DOB Ag	e Billing (	Group Status	🔊 Indicate th	e child's atte	ndance below	Supportin	g documenta	tion may be Attendanc	e uploaded t ce Calenda	o the Docum	nent Managemer	nt Library as needed.
1 to 11 of 11 enrolled Child Name 1. Crunch Latham	DOB Ag 9/9/2013 5y	e Billing ( VPK	Group Status	🔊 Indicate th	e child's atte	indance below	Supportin	g documenta	tion may be Attendanc	e uploaded t ce Calenda	o the Docum	nent Managemer	nt Library as needed.
1 to 11 of 11 enrolled Child Name 1. Crunch Latham 2. Goodbar Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y	e Billing ( VPK VPK	Group Status SUB SUB	¢ Indicate th	e child's atte	ondance below	Supportin	g documenta	tion may be Attendanc	e uploaded t ce Calenda	o the Docum	ent Managemer	nt Library as needed.
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1 to 11 of 11 enrolled Child Name 1. Crunch Latham 2. Goodbar Latham 3. Kracket Latham 4. Merkos Latham 6. Nestle Latham 7. Payday Latham 8. Reset# Preces Latham 9. Snickers Latham	DOB Ag 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y 9/9/2013 5y	e Billing ( VPK VPK VPK VPK VPK VPK VPK VPK VPK	Group Status	<b>¢</b> Indicate th	Mon	Octo	Supportin ber 2 Wed 3	g documenta 2018 Thu 4	tion may be Attendand Fri 5	e uploaded tr ce Calenda Sat 6	o the Docum	nent Managemer Select a ch	nt Library as needed.
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### **Rejected Attendance**

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

Program Type* :	VPK •		Voluntary PreKi	indergarter	n (VPK)			✔ Class atter alatham77+C	ndance was s ELprovider@	submitted to gmail.com	o Coalition o	n 12/8/2018 by	
Service Period * :	9/1/2018 to 9/	30/2018	• Due t	Date : 😈 1	0/3/2010			Class	AF18-Pu	rple Room		Max Class Si	ize 11
Class ID* :	AF18			Summary				Start Date	7/2/2018			End Date	5/31/2019
	4 10							Curriculum	Scholasti	ic Big Day f	or Pre-K	Edition	1st edition/2010
								cumculum	English	ic big buy i	orrion	Lution	131 6410192010
	Search												
	Search:												
1 to 10 of 10 enrolled	Search:		,⊜ lı	ndicate the	child's atter	ndance belov	v. Supportin	g documental	ion may be u	uploaded to	the Docume	ent Managemen	t Library as needed.
1 to 10 of 10 enrolled Child Name	Search:	Billing Grou	r≉ Ir p∣Status	ndicate the	child's atter	ndance belov	v. Supportin	g documental	ion may be u Attendance	uploaded to Calendar	the Docume	ent Managemen	t Library as needed.
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To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click <u>Save</u>. Then, click the <u>Submit to Coalition</u> button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click Submit.

Attendance ~ Sign and Certify		
Funder Type VPK Provider ID 19449 Class ID-Name AF18-Purple Room	Service Period 9/1/2018 to 9/30/2018 Due Site Growing Up Strong Site Class Start Date 7/2/2018 Clast	Date 10/3/2018 Coalition ELC of TALLAHASSEE Address 205 MARRIOTT DR TALLAHASSEE, FL 32301 County KREPS ISLAND ss End Date 5/3/12019
Child Name         DOB         Age         Billing Group         Str.t         Str.t         Str.t         Mon         Tue         Wed           1. Goodbat         9/9/20135y         VPK         -         X         X         X           2. Krackel         9/9/20135y         VPK         -         X         X         X           2. Latham         9/9/20135y         VPK         -         X         X         X           3. Str.t         Enrolled/Present         A: //         //>By signing this form Lear         -	Thu         Fri         Sat         San         Mon         Twe         Wed         Thu         Fri         Sat         Ste           916         917         918         919         910         911         912         913         914         915         91           X         ·         ·         A         A         X         X         ·         ·         ·           X         ·         ·         X         X         X         X         ·         ·         ·           Absent         T: Terminated/Enrollment Ended         * Closed         *         ·	Mon 6         Tue 9/17         Wet 9/18         Tue 9/19         Fri 9/20         Set 9/21         Set 9/22         Set 9/23         Mon 9/26         Tou 9/26         Fri 9/27         Set 9/26         Days 9/26         Days 9/26         Days 9/26         Days 9/27         Set 9/26         Mon 9/27         Set 9/26         Set 9/27         Set 9/26         Days 9/26         Days 9/26         Days 9/26
	Authorized Electronic Signature Full Name:* Certify by electronic signature Submission Date 12/9/2018 Submit	
		⊘ Cancel

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

### Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

Program Type*:	/PK •	V	luntary PreKindergarte	en (VPK)		✔ Class a alatham71	ttendance v +OELprovi	vas submitted to C der@gmail.com.	Coalition on 1	2/8/2018 by	
Service Period - :	3/1/2018 to 8/3	1/2018	▼ Due Date : 5/6	2010		Class	AF1	3-Purple Room	N	Max Class Size	e 11
Class ID*:	AF18	•	Summary			Start Date	7/2/2	018	E	End Date	5/31/2019
						Curriculu	m Sch Engl	lastic Big Day for I ish	Pre-K E	Edition	1st edition/2010
	Search:										
1 to 10 of 10 oprolled			🔊 Indicate the	child's attend	dance below. S	upporting docume	ntation may	be uploaded to the	ne Document	Management I	ibrary as needed
1 to 10 of 10 enrolled			🔊 Indicate the	child's attend	dance below. S	upporting docume	ntation may	be uploaded to the	ne Document	Management L	ibrary as needed.
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1 to 10 of 10 enrolled Child Mame Could Laham 2. Goodbar Laham 3. Krackel Laham 3. Krackel Laham 5. Milky Way Laham 6. Payday Laham 7. Reest's Picces Laham 9. Three Muskelers Laham 10. Take Laham	DOB         Age           99/2013         Sy           99/2013         Sy	Billing Group S VPK VPK VPK VPK VPK VPK VPK VPK VPK VPK	₽     Indicate the       APP     APP       APP     APP       APP     APP       APP     29       APP     APP       APP     APP	Mon 30	Augu:	st 2018	Attend Fri	be uploaded to the ance Calendar	e Document	Management L Select a child	.brary as needed.

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance> Reimbursement Details.



## Uploading Bulk Attendance File

Providers may submit their attendance via a bulk file upload (similar to the enrollment bulk file upload process). To begin, go to the Attendance menu item, choose Manage VPK Attendance, and then select **Bulk File Upload**.



The Bulk VPK Attendance page displays.

Bulk VPI	< Attendance										
Download Q See the Pro	CSV file template, wider Portal User	add c Guide	hild details, and click t e for more information	he Upload butto	n. All files will	be removed after 15 calendar	days. Note: The MSID column is for	public school use only.	Jpload		C Refresh
Actions	Uploaded On	1²	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
No records	found										

Click the **CSV file template** link. A window appears. From this window, select the service month and year to generate a file for all of the enrollments (for all classes) at the site that month. Alternatively, multi-site providers may check the *"Include all providers for provider principal"* box to generate a file for all of the enrollments (for all classes) at all sites associated to the account for that month. Then, click the **Download** button.

Select Language    Powered by Google Translate		
Early Learning	Bulk VPK Attendance File Upload Template	wider
LEARN EARLY. LEARN FOR LIFE.	Include All Providers for Provider Principal	· · i aci
	Select a month*	o Davcare THelio alatham77±0033@gmail.com
	Select a month v	
	Enter a Service year®	
Bulk VPK Attendance		
Download <u>CSV file template</u> , add child details, and click the Upload but See the Provider Portal User Guide for more information	Download Cancel	se only. 🖀 Upload
Actions Uploaded On 🐰 Document Type File Name	File Size Total Records Count Committed Records Count Failed Records Count	ords Count Processed Time Status Final Results
No records found		

Open the downloaded file. The enrollment information for each class is pre-populated. Each instructional day during the student's enrollment defaults to present (X).

	Α	В	0	:		D	E		F		G			н			1		J		к	L	M	N	0	Р	Q	R	S
1	ProviderID	MSID	ProviderN	lame	COEN	lumber	FLEID	Child	LastNar	ne Cl	hildFirst	Name	Child	DateOf	Birth /	Attenda	inceMo	nth A	ttenda	nceYear	Day_1	Day_2	2 Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae	Daycare	VPK7	48-2018		Latha	m	A	riel		2	2/2014	0:00			8		2018	3 *	*	*	*	*	*	*	*	*
3	8433		Daisy Mae	Daycare	VPK7	51-2018		Latha	m	Ba	ambi		1	1/2014	0:00			8		2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae	Davcare	VPK7	52-2018		Latha	m	BI	ue Fain	,	8	8/2013	0:00			8		2018	*	*		*		*			
5	8433		Daisy Mae	Davcare	VPK7	53-2018		Latha	m	Pi	nocchic		12/	2/2013	0.00			8		2018	2 *	*	*	*	*	*	*	*	*
6	8433		Daisy Mae	Davcare	VPK7	47-2018		Latha	m	Δ.	ladin		1	1/2014	0.00			8		2019	2 *	*	*	*	*	*	*	*	*
7	0433		Daisy Mac	Daycare		57 2010		Latha		0	hin			1/2014	0.00			0		2010	*	*	*	*	*	*	*	*	*
-	0400		Dalsy Mae	Daycare	VPKZ	57-2018		Latina			np adaaa0	-		2/2013	0.00			0		2010									
8	8433		Daisy Mae	Daycare	VPK7	54-2018		Latha	m	C	ndereil	a	/	//2013	0:00			8		2018	s -	-	-	-	-	-	-	-	-
9	8433		Daisy Mae	Daycare	VPK7	56-2018		Latha	m	0	ruella de	evii	2,	2/2013	0:00			8		2018	5 T	- -			-			-	-
10	8433		Daisy Mae	Daycare	VPK7	58-2018		Latha	m	D	ale		1,	1/2014	0:00			8		2018	3 *	*	*	*	*	*	*	*	*
11	8433		Daisy Mae	Daycare	VPK7	49-2018		Latha	m	H	ercules		1,	1/2014	0:00			8		2018	3*	*	*	*	*	*	*	*	*
	r U	V	W X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP		AQ		AR	AS		A	r i
Day	_10 Day_11 D	ay_12 I	Day_13 Day_	14 Day_15	Day_16	Day_17	Day_18	Day_19	Day_20	Day_21	L Day_22	Day_23	Day_24	Day_25	Day_26	5 Day_27	Day_28	Day_29	Day_30	Day_31	Classroon	nID Cla	ssroomNa	ame Co	untyID Er	rollmen	<b>VPKID</b>	Provider	losterID
*	• •	)	(X	X	X	X	•	*	x	x	X	X	X	•	*	X	X	X	X	x	1	130 AF1	18		37		271		397
-		)	X X	X	x	X	*	*	X	x	X	X	X	*	*	X	X	X	X	X	1	130 AF1	18		37		272		398
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	• •	,	x x	x	x	x	•		x	x	x	x	x	•		x	x	x	x	x	1	131 BF1	.8		37		276		447
*	* *	;	( X	x	x	x	*	*	x	x	x	x	x	*	*	x	x	x	x	x	1	131 BF1	8		37		278		449
٠	• •	)	( X	х	x	х	•	•	х	x	x	x	x	•	•	х	x	x	x	х	1	131 BF1	8		37		284		451

a. Legend: present (X), site closed (\*), student not started (), student terminated (T).

b. Day\_1 = first of attendance month, Day\_2 = second day of attendance month, Day\_3 = third day of attendance month, etc. In this example, Day\_1 = August 1, Day\_2 = August 2, and Day\_3 = August 3.

- Regardless of the month/year, columns for Day 1 to Day 31 are included in the file and are c. necessary for the upload; none should be removed.
- d. It is critical that only the content of "Day\_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the View menu, select column H, and click Freeze Panes. This will keep the student's name and demographic information in view while scrolling through days.

	F	н	1	J	K	L	м	N	0	Р	Q	R	S	Т	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	х
з	Goodbar	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	х	х	х	х	*	*	х
4	Krackel	8	2018	_	_	_	•	•	_	_	_	_	_	•	•	х	х	х	х	х	•	*	х
5	Mentos	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	х	х	х	х	*	*	х
6	Milky Way	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	x	х	*	*	х
7	Payday	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	x	x	х	х	х	*	*	x
8	Reese's Pieces	8	2018	_	_	_	•	*	_	_	_	_	_	•	•	х	х	х	х	х	•	*	х
9	Snickers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	х	х	х	х	*	*	х
10	Three Musketeers	8	2018	_	_	_	*	*	_	_	_	_	_	*	*	х	х	х	х	х	*	*	х
11	Twix	8	2018				*	*						*	*	х	x	х	х	х	*	*	х

(In Excel) When complete, un-hide and/or un-freeze any columns. Click File> Save As. Re-name file and save locally. Be sure the file type is .csv.

File name:	August 2018 - AF18 - Grow	ingUpStrong.csv		~
Save as type:	CSV (Comma delimited) (*.	csv)		~
Authors:	Andrea Latham	Tags: Add a tag	Title: Add a title	
∧ Hide Folders			Tools 🔻 Save Car	icel

On the Provider Portal, click the **Upload** button. A file manager window opens. Locate the saved file and click **Open**.

ownload CSV file templa	te, add child details, and cli	ick the Upload buttor	. All files will be removed after 15 calendar days. Note: The M	SID column is for public school u	se only. See the Prov	ider Portal User Gu	ide for mo
formation	pen						
ctions Uploa ←	→ 👻 🛧 🗖 > This PC	> Desktop			✓ Ö Sea	arch Desktop	
o records found	anize 🔻 New folder						
o recordo round		^	Name	Date modified	Туре	Size	
*	Quick access		August 2018 - AF18 - GrowingUpStrong.csv	11/29/2018 9:10 PM	Microsoft Excel C	3 KB	
a 1990	OneDrive		Daisy Mae attendance 9-2018.csv	11/28/2018 1:06 PM	Microsoft Excel C	2 KB	
	This DC		remaining rate changes.csv	10/17/2018 8:27 PM	Microsoft Excel C	247 KB	
	This PC		OELAdminDataFix 8-22-2018.csv	8/22/2018 10:38 AM	Microsoft Excel C	11 KB	
	Desktop	~	A	7/37/3010 5-00 084	Manage 6, 10	1 1/0	

The uploaded file displays in the Bulk VPK Attendance log.

Download informatio	CSV file template	e, add child details	, and click the Upload button. All files will b	e removed a	after 15 calendar days.	Note: The MSID column is fo	r public school use only.	See the Provider F	Portal User G	uide for more
🗁 Upl	oad									C Refrest
		Document		File	Total Records	Commited Records	Failed Records	Processed	<b>C</b>	Final
Actions		Туре	File Name	Size	Count	Count	Count	Time	Status	Results

Click the **<u>Refresh</u>** button to get final results.

Bulk VPK	Bulk VPK Attendance													
Download CSV file template, add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. 😭 Upload.														
Actions	Actions Uploaded On Document Type File Name File Size Count Count Count Time Status Final Results													
O Download         12/09/2018         VPK Roster         November 2018 - GrowingUpStrong.csv         2 KB         11         11         0         Completed														

The successfully submitted attendance is now reflected on the class attendance roster. Each record shows "SUB" for submitted.

# Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.

Enrollments -	Attendance -	Documents 👻
	Manage VPK A	ttendance )
	Manage SR Att	tendance
	Reimbursemen	t Details

## Submitting Attendance Online

Select the **Manage SR Attendance** menu item. The SR Attendance Roster displays, defaulting to the current service period. The blue summary box to the right contains provider details and paid holiday information for the service period.



**NOTE:** A service period is the month in which services were rendered. Child absences for the service period must be marked, saved, and submitted to the coalition. A due date is displayed for each service period. Providers that contract with multiple coalitions must submit an attendance roster to each coalition.

Children that are "Enrolled" are included on the SR attendance roster.

New enrollments in "Pending Family Acceptance" will not be visible on attendance rosters and will only appear once the family signs the payment certificate; however, there are exceptions.

- New enrollments for at-risk children (BG1) or at-risk children in relative care (BG3R) billing groups in Pending Family Acceptance will populate on attendance rosters
- Existing enrollments in Pending Family Acceptance that have already been submitted for attendance in previous months will continue to populate on attendance rosters

If a provider has new enrollments in "Pending Family Acceptance", when the provider clicks the **Manage SR Attendance** menu item, a pop-up window will display with a count of those new enrollments and a link to the Manage SR Enrollment queue.

Pro	Pending Payment Certificate(s)	
	There ar 3 hild enrollments that are still in <b>Pending Family</b> Acceptance. These children may not be included on the attendance roster. Please remind parents/guardians to log in to the Family Portal to electronically sign and accept their payment certificate in order to begin tracking attendance for those enrollments. Failure to sign the payment certificate will delay reimbursement payments for the enrollments.	tes: Altha Church of God D
ol Readiness (SR) Date : 4/5/2021	To identify children in <b>Pending Family Acceptance</b> , view the enrollment roster and filter the Status column.	C of Northwest Florida on 3/3
Summary	ОК	

See the Pending Family Acceptance Status section in this user guide for more information.

The search feature may be used to search for any criteria included in the roster (i.e. a name, DOB, age, billing group, or status). The summary feature shows the current/saved attendance information for all children in one view.



To record attendance, click on a child's name to view their attendance for the month.

- Days the site is closed are marked with an asterisk "\*"
- Days the child is not scheduled to attend are marked with "NS". If the entire month for a child is marked "NS", contact the local early learning coalition to correct the care days.
- Days the child is scheduled to attend are marked with an "X" for present along with his/her scheduled unit of care
- Paid holidays where a child is also scheduled to attend are marked with an "H"
- A legend is provided in the bottom right for more code descriptions

**NOTE:** The "Child's Current Information" displayed on the right is current as of today. When working prior months, the information displayed may not align. For example, if a child's enrollment was terminated in February 2019, the current enrollment status is *Enrollment Ended*. Each month (prior to February) will also display *Enrollment Ended* in the "Child's Current Information" area because it is the current enrollment status. This does not impact the ability to record attendance for those prior months. Enhancements are planned to address the display.

To change a present day to absent, click on the "X." A pop-up message appears to collect more information.

- a. Select an absent reason from the dropdown.
- b. Include a message to the coalition regarding the absence in the Note area. (optional for most reasons)
- c. Attach a file for supporting documentation by clicking **Choose File**. (optional)
- d. Click **<u>Save</u>** when done and the pop-up message will close.
- e. The "X" for present will now appear as an "A" for absent.

- f. **NOTE:** Consecutive absences must be entered per day (i.e. there isn't a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
- g. Absences entered by mistake can be changed back to present by clicking on the "A." The below pop-up message appears.

te Absenc	e on 2/10/2021	×
Gerald Infar	nt	
Reason*	Military Deployment	
Note		
	Max length allowed is 500 characters: 500 remaining.	
Attach you	r document	
Prod	Issue TFS 45955.doc	
	Remove Absence Save Cance	el .

If there was a file attached when the day was marked "A", the **<u>Remove</u>** button appears next to the document name. Click the <u>**Remove**</u> button to remove the file. To undo the absence, click the <u>**Remove**</u> **<u>Absence</u>** button. The day will show an "X", the absence reason is removed, and the attachment is removed.



February 2021

While not required, it is recommended to click <u>Save</u> (below the calendar) before moving on to another child. When all child absences are marked for the month, click <u>Save</u> and then click the <u>Submit to Coalition</u> button. A window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click <u>Continue</u>.

Service Period * : 8/1/2018 to 8/31/2018 • Coalition * : ELC of the Big Bend Regk • Search:	Due Date :	INF, TOD, 2YK, PK3, PK4 M-F 6:00am-6:30pm 6
1 to 6 of G enrolled Child Name DOB Age Billing Statu	Indicate the child's attendance below. Supporting documentation may be uneeded. Attendance Calenda	ploaded to the Document Management Library as
1.         Daphne Latham         33/2016         1y         968           2.         Fred Latham         30/2016         1y         968           3.         Scobiy-Doo         7/7/2015         3y         CCEP           4.         Scrappy-Doo         8/8/2017         1y         CCEP           5.         Shaggy Latham         11/11/20144y         803           6.         Velma Latham         5/5/2016         2y         3/4.E	Submit Attendance     The due date for this service period has passed.	Child's Current Information Name Velma Latham DOB 5/5/2016 Age 2 Copay \$1.25 BGrp 33-ALF
8. 9. 10. 11. 12. 13. 14.	Clicking Continue will move to Sign & Certify.	Status Enrolled Monthly Attendance Summary Anticipated Start Date 7/1/2018 Absences
15	19         20         21         22         23         24         25           *         X         A         X         X         *         FI         FI         FI           26         27         28         29         30         31         1	8/21/2018 Days Absent 1 Days Present 22 Reimbursed Holidays 0 Non-Reimbursable Days 0
Enrolled/Present	X X X X X X     FT FT FT FT FT     M Save & Ext	Cancel ± Submit to Coatition

The Sign and Certify page summarizes the information for each child and an electronic signature is required.

	Funder Type SR Service Period 8/1/20									d 8/1	1/2018	8 to 8	/31/20	018			Due Da	ate 9/	/6/2018			C	palitio	ELC	C of the	e Big I	Bend F	Regior	n						
	P	rovic	ler ID 95	04			Sit	e F	lorida (	ChildC	Care C	Center	r A				Site Ad	idress	6753	BRAD	FORD	VILLE	RD T/	LLAH	ASSEI	E, FL	32309	c	ounty	Leon	1				
			Dilling	101-1	-								0-1										100-0	-		0-4	<b></b>			101-1					
Child Name	DOB	Age	Group	8/1	8/2	-ri 1/3	5at Su 8/4 8/5	5 8	on lue /6 8/7	8/8	8/9	8/10	Sat 8/11	8/12	8/13	8/14	8/15 8	nu F /16 8/	17 8/18	8/19	8/20	8/21	8/22	8/23	8/24	Sat 8/25	8/26	Mon 8/27	8/28	8/29	8/30	8/31	1 1	x	н
Daphne	3/3/2018	1y	BG8	x	x	x	* *	)	< x	x	x	x		*	х	x	x	x	x -		Α	x	x	x	x			x	x	x	x	x	1	22	0
. Fred Latham	3/3/2018	1у	BG8	x	x	x	• •	)	< X	X	x	x	•		х	X	x	x	x ·	•	х	х	x	х	х	•	•	х	x	х	x	Х	0	23	0
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Shaggy	11/11/201	44y	BG3	x	x	x	• •	,	x x	x	x	x	•		x	x	x	x >	к ·	•	x	x	x	x	x	•	•	x	x	x	x	x	0	23	0
Velma	5/5/2016	2v	33-ALF	x	x	x	x x	,	( X	x	x	x		*	x	x	x	x )	x =		x	А	x	x	x			x	x	x	x	x	1	22	0 0
Contraction																Latham D'Ol2UTO 2Y 33-ALL A A A A A A A A A A A A A A A A A A																			
				-					. 1	N: No	on-Rei	imbur	sable		NS: 1	Non-Sc	heduled		H: Pai	d Holid	lay	т	Termi	nated/i	Enrolln	nent	* .	0							
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			X: By	Enrol	lled/Pre	sen	t A: A	Abse that	nt <sup>1</sup>	N: No	on-Rei Day	imbur ys	sable		NS: 1	Non-So Days	heduled		H: Pair D	d Holid ays	lay	T	Termi	nated/i Endeo	Enrolln d	nent	×	Close	d						
			x: By	Enrol	lled/Pre	orm	t A: A	that ve e: ect.	nt I	N: No	on-Rei Day SR m	imbur ys ionthl <u>y</u>	sable y atter	ndance	NS: 1	Non-So Days aymen	heduled	semer	H: Pair D nt and, t	d Holid ays	day pest of	T: my kn	Termin	nated/l Endeo e and	Enrolln d belief,	nent	* I	Close	d	d is tru	ie and				
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			x: By	Enrol	g this f	orm	t A: A	that ect.	nt kand sig	N: No d this : gn in/o	on-Rei Day SR m out she	imburi ys ionthly eets n A	y atter must b utho	ndanco e main rized ame: *	NS: N e for pa intained d Elec	Non-Sc Days aymen d for m	heduled reimbur ponitoring	semer purpo iture	H: Paid	d Holid ays	best of	T: my kn	Termin owledg to the I	e and	Enrolln d belief,	the in	* I	Close	d	d is tru	ie and				
			X: By	Enro	g this f	orm	t A: A	that that ect. dersi	tand sig	N: No	on-Rei Day SR m	imbur ys conthly eets n A	y atter must b uutho	ndance ee maiu rized ame: *	NS: N e for pa intained d Elect	aymen d for m	heduled reimbur onitoring Signa	semer purpo iture ignatu	H: Paid D nt and, t oses and	t Holid ays	tay best of be uplo	T: my kn baded	Termin owledg to the I	e and	Enrolln d belief,	the ir	* ,	Close	d	d is tru	e and				
			X: By	Enroi	g this f	orm	I certify I certify I hav com I uni	that that ect. ders	nt xaminee	N: No	SR m	imbur ys ionthly eets n F	y atter nust b Full Na ( Submi	ndance e main rized ame: * Ce ission	NS: P e for paintained intained i Elect	Non-Sc Days aymen d for m ctronic	reimbur onitoring Signa tronic s	semer purpo tture ignatu	H: Pai D nt and, t oses and	d Holid ays	tay	T: my kn	Termin owledg	e and	Enrolln d belief,	the ir	* ,	Close	d	d is tru	e and				
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#### Submitted Attendance

Upon submission, the screen returns to the SR Attendance Roster view with the current service period displayed. Select the submitted service period from the drop down. The submitted roster now has a submitted message and each child shows "SUB" for submitted in the status column. This status will change as the child attendance is processed by the coalition.

ince Roster	r							
	Program Type*:	SR	Ŧ			School Readiness (SR)	✓ Roster was submitted to ELC alatham77+testcenters@gmail.ci	of the Big Bend Region on 3/9/2019 by am
	Service Period*:	8/1/201	8 to 8	/31/2018	•	Due Date : 9/6/2018	Care Level	INF, TOD, 2YR, PR3, PR4
	Coalition*:	ELC of	the Bi	ig Bend Reg	ic •	Summary	Hours Of Operation	M-F 6:00am-6:30pm
				-			SR/Local Funding Students	6
							Paid Holidavs	
	1 to 6 of 6 enrolled	Search:				☞ Indicate the child's attendance below	w. Supporting documentation may be up	bloaded to the Document Management Library as needed.
	Child Name	DOB	Age	Billing	Status		Attendance Calenda	ır
	1. Daphne Latham 2. Fred Latham	3/3/2018 3/3/2018	1y E 1y E	Group BG8 BG8	<ul> <li>⊘ SUB</li> <li>⊘ SUB</li> </ul>	Augu	st 2018	Select a child from enrollees to
	3. Scooby-Doo Latham	7/7/2015	Зу (	CCEP	⊘ SUB	Sun Mon Tue	Ved Thu Fri Sat	
	4. Scrappy-Doo Latham	8/8/2017	1y (	CCEP	Ø SUB		1 2 3 4	
	5. Shaggy Latham	11/11/2014	44y E	BG3	Ø SUB			

#### **Rejected Attendance**

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

Program Type*:	SR	v		School Readiness (SR)	This roster has rejected atten     Attendance was last submitted	ndance from ELC of the Big Bend Region. on 3/9/2019.			
Service Period*:	8/1/2018	0 8/31/2018	•	Due Date : () 9/6/2018	e Date :      9/6/2018     Care Level     INF TOD 2YR PR3 PR4				
Coalition*:	ELC of th	e Big Bend Re	gic 🔻	Summary	Hours Of Operation	M-F 6:00am-6:30pm			
					SR/Local Funding Students	6			
					Paid Holidays				
	Search:								
1 to 6 of 6 enrolled	Search:			🕫 Indicate the child's attendance b	below. Supporting documentation may be up	loaded to the Document Management Library as needed.			
1 to 6 of 6 enrolled	Search:	an Billing	Statur	€ Indicate the child's attendance b	below. Supporting documentation may be up Attendance Calenda	loaded to the Document Management Library as needed.			
1 to 6 of 6 enrolled Child Name	Search:	ge Billing Group	Status		below. Supporting documentation may be up Attendance Calenda	loaded to the Document Management Library as needed.			
1 to 6 of 6 enrolled Child Name 1. Fred Latham	Search: DOB A 3/3/2018 1	ge Billing Group BG8	Status © REJ	r€ Indicate the child's attendance b	velow. Supporting documentation may be up Attendance Calenda UST 2018	loaded to the Document Management Library as needed.			
1 to 6 of 6 enrolled Child Name 1. Fred Latham 2. Daphne Latham 3. Cooby-Doo 3. Latham	Search:	ge Billing Group 7 BG8 7 BG8 7 CCEP	Status © REJ ✓ APP ✓ APP	€ Indicate the child's attendance b Aug Sun Mon Tue	velow. Supporting documentation may be up Attendance Galenda UST 2018 Wed Thu Fri Sat	loaded to the Document Management Library as needed.  Select a child from enrollees to edit attendance			
1 to 6 of 6 enrolled Child Name 1. Fred Latham 2. Daphne Latham 3. Scooby-Doo Latham 4. Scrappy-Doo Latham	Search:	ge Billing Group BG8 BG8 CCEP CCEP	Status © REJ ✓ APP ✓ APP ✓ APP	€ Indicate the child's attendance b       Aug       Sun     Mon       29     30	Attendance Calenda Ust 2018 Wed Thu Fri Sat 1 2 3 4	loaded to the Document Management Library as needed. r Select a child from enrollees to edit attendance			
1 to 6 of 6 enrolled Child Name 1. Fred Latham 2. Daphne Latham 3. Latham 5. Snagay, Latham 5. Snagay, Latham	Search: 3/3/2018 1 3/3/2018 1 7/7/2015 3 8/8/2017 1 11/11/20144	ge Billing Group BG8 BG8 CCEP CCEP BG3	Status REJ APP APP APP APP	€ Indicate the child's attendance b Aug Sun Mon Tue 29 30 31	below Supporting documentation may be up Attendance Calenda UST 2018 Wed Thu Fri Sat 1 2 3 4	loaded to the Document Management Library as needed.			

To edit, click the name of a rejected record. Any absences previously recorded appear. Make changes as needed. After the last record is corrected, click <u>Save</u>. Then, click the <u>Submit to Coalition</u> button and continue to the *Sign & Certify* page. This time, the *Sign & Certify* page only shows the rejected records that are being re-submitted to the coalition. Complete the Authorized Electronic Signature portion and click <u>Submit</u>.

Attendance ~ Sign and Certify										
Funder	Type SR	Service Period 8/1/2018 to 8/31/2	018	Due Date 9/6/2	018	Coalition E	LC of the Big	Bend Region		
Provide	er ID 9504	Site Florida ChildCare Center A		Site Address 6	753 BRADFOR	DVILLE RD TALLA	HASSEE, FL	32309 Col	unty Leon	
Child DOB Age Billing Name DOB Age Group	9 Wed Thu Fri Sat Sun 9 8/1 8/2 8/3 8/4 8/5	Mon Tue Wed Thu Fri Sat St 8/6 8/7 8/8 8/9 8/10 8/11 8/	n Mon Tue Wee 2 8/13 8/14 8/19	d Thu Fri Sa 5 8/16 8/17 8/1	t Sun Mon 8 8/19 8/20	Tue Wed Thu 8/21 8/22 8/23	Fri Sat 9 8/24 8/25 8	Sun Mon Ti 1/26 8/27 8/	Tue Wed Thu 1/28 8/29 8/30	I Fri D 8/31 A X H N
1. Fred Latham 3/3/2018 1y BG8	x x x * *	X X A A X *	x x x	x x *	* X	x x x	X *	* x x	x x x	X 2 21 0 0
									7	
	X: Enrolled/Present	A: Absent N: Non-Reimbursable Days	NS: Non-Scl Days	heduled H:	Paid Holiday Days	T: Terminate Enc	d/Enrollment led	* Closed		
	By signing this form I of	ertify that:								
		I have examined this SR monthly atte	ndance for payment	reimbursement a	nd, to the best o	f my knowledge ai	nd belief, the ir	nformation pro	ovided is true an	d
		I understand sign in/out sheets must	be maintained for mo	onitoring purposes	and may be up	loaded to the Doci	ument Library.			
		Auth	prized Electronic	Signature						
		Full 1	lame:*							
			Certify by elec	tronic signature*	•					
		Subn	ission Date	3/9/2019						
				🛓 Submit						

Upon submission, the rejected "REJ" records appear on the roster as submitted "SUB."

#### Approved Attendance

Coalition staff will continue to work submitted attendance until the records are approved for payment. Approved records appear on the attendance roster as "APP" for approved in the status column.

ndance Roster				
Program Type*: Service Period*: Ccalition*:	SR         •           8/1/2018 to 8/31/2018         •           ELC of the Big Bend Regic         •	School Readiness (SR) Due Date : • 9/6/2018 Summary	This roster has rejected attend Attendance was last submitted o Care Level Hours Of Operation SR/Local Funding Students	dance from ELC of the Big Bend Region. n 3/92019. INF, TOD, 2YR, PR3, PR4 M-F 6.00am-6:30pm 6
			Paid Holidays	
s	Bearch:			
1 to 6 of 6 enrolled		Indicate the child's attendance below	. Supporting documentation may be uplo	aded to the Document Management Library as needed.
Child Name	DOB Age Billing Status		Attendance Calendar	
1. Fred Latham	3/3/2018 1y BG8 ⊗ REJ 3/3/2018 1y BG8 ✓ APP	Augus	st 2018	Select a child from enrollees to
3. Scooby-Doo	7/7/2015 3y CCEP	Sun Mon Tue W	ed Thu Fri Sat	edit attendance
4. Scrappy-Doo Latham	8/8/2017 1y CCEP 🖌 APP		1 2 3 4	
5. Shaggy Latham	11/11/20144y BG3 APP			
o. Velma Latham	5/5/2016 ZY 33-ALF APP			

When records are paid by the coalition, the reimbursement details are posted on the Provider Portal under Attendance> Reimbursement Details.



# **Request for Registration Fee Payment**

Registration Fee Payments can only be requested by a provider. To request a Registration Fee, navigate to **Enrollments > Manage SR Enrollments > Registration Fees > Eligible for Payment** 

Home Business - Profile - Contracts -	Enrollments - Attendance	ce • Documents •	
	Manage VPK Enrollments  Manage SR Enrollments	Sites: RCMA BELLE GLADE CHILD DEVELOPMENT CEN SR Enrollment Requests View/Edit SR Enrollments	<ul> <li>✓ Profile: 2020 - 2021 ✓ H</li> </ul>
Common Tasks		Preschool Development	Coalition Messages
Manage Sites Manage All Sites		Registration Fee Eligible for Payment No messages to display.	No notifications or alerts to display.
Manage Lisers			

Eligibility Rules for Registration Fee payments:

- Children are/were enrolled during the 2020-2021 program year.
- Children have not been paid more than 2 times in 5 years (or three with a hardship). Payments from 2019-2020 are excluded.
- Children with the BG1-ESS billing group and eligibility code are not eligible.
- Children "dismissed" by the provider for payment for the program year are not eligible.
- Children enrolled 3 months or less with expulsion reasons (Safety of Other Children or Behavior Problems) are not eligible.

The Registration Fee Payments screen lists children who are eligible for Registration Fee payments. To request a payment, check the checkboxes and click **<u>Request Payment</u>** button.

Regis	Registration Fee Payments												
				Prog	ram Year:	2020 - 2021			Payment Per	iod: March 2021			
The	The children below are eligible for registration fee payments based on the following criteria: • The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00 for the current program year. • The child is in the SR Program. • The child has not had more than two registration fee payments in the last 5 years (or three with a hardship). • The provider may only receive one registration fee payment per eligible child per program year.												
Show	10 🗸 e	entries.								Clear All Filters	Search:		
•	Child ID		LT Child Name	11	Child Date of	Birth	Household ID	11	Parent Name	IL.	Assessed Fee		
	Filter		Filter		Filter		Filter		Filter		Filter		
											\$75.00		
											\$75.00		
											\$75.00		
0											\$75.00		
											\$75.00		
											\$75.00		
											\$75.00		
0											\$75.00		
0											\$75.00		
_	Total selec	cted fees: \$0.00											
Showi	ng 1 to 10 of 4	40 entries.								1	Previous 1 2	3 4 Next	
											equest Payment	Dismiss Children	

On the Request Payment pop-up, check the <u>I certify</u> checkbox and click <u>OK</u>. The record will be available for the coalition to Approve, Reject, or mark Ineligible.

Registration Fee Payments			Request Payment You have selected 1 children for a total of \$75.00. Do you want to request payment for these children?				ayment	ayment Period: <b>January 2021</b>		
The children below are eligible for registration fee payments based on the f • The Provider has an online SR-20 contract/amendment with a registration program year. • The child is in the SR Program. • The child has not had more than two registration fee payments in the last of				certify that has not received these payments from the corresponding families for this program year.						
Show	10 v entries.			_	_	_			Clear All Filters	Search:
F	Child ID 🕴	Child Name	ţ1	Child Date of Birth	11	Household ID	11	Parent Name		IL Assessed Fee II
	Filter	mar		Filter		Filter		Filter		Filter
•	3877306					1254833				\$75.00
0	2732500					216519				\$75.00
0	1267337					351679				\$75.00
0	2573444					847730				\$75.00
	Total selected fees: \$75.00									
Showing 1 to 4 of 4 entries. (filtered from 33 total entries) 1 row selected Provious 1 Next Request Payment Dismiss Children										

## **Dismiss Children**

If the provider has collected the registration fee from the family, the child is not eligible for a registration fee payment. To dismiss children from the list of registration fee payments, check the checkbox and click <u>Dismiss</u> <u>Children</u> button. Hovering over the <u>Dismiss Children</u> button will display the following message: "Remove all selected children from this list and indicate that payment is not expected from the coalition."

Registration Fee Payments									
	Program Year: 2020 - 20	2021 Payment Period: January 2021							
<ul> <li>The children below are eligible for registration fee payments based on the following criteria:</li> <li>The Provider has an online SR-20 contract/amendment with a registration fee greater than \$0.00 for the current program year.</li> <li>The child is in the SR Program.</li> <li>The child has not had more than two registration fee payments in the last 5 years (or three with a hardship).</li> </ul>									
Show 10 v entries.		0	Clear All Filters Search:						
Child ID II Child Name	IL Child Date of Birth	11 Household ID 11	Parent Name	Assessed Fee					
Filter mar	Filter	Filter	Filter	Filter					
				\$75.00					
				\$75.00					
0				\$75.00					
0				\$75.00					
Total selected fees: \$75.00									
Showing 1 to 4 of 4 entries. (filtered from 33 total entries) 1 row selected Previous 1 Next									
Request Payment Dismiss Children									

The Dismiss Children pop-up window opens. Click the <u>OK</u> button to confirm dismissing the child(ren) from the list of registration fee payments. The Provider won't be able to resubmit these children for registration fee payment.

Registration Fee Payments				Dismiss Children							
The c	children below are The Provider has program year. The child is in the The child has not	e eligible for re an online SR-2 SR Program had more than	gistration fee payments based on the 0 contract/amendment with a registration two registration fee payments in the last	You have selected 1 children. Do you want dismiss these children from receiving a payment from the coalition for the current program year?				aymer	ayment Period: January 2021		
Show	10 V entries								Clear All Fifters	search:	
Ŀ	Child ID	11	Child Name	17	Child Date of Birth	11	Household ID	Parent Name		1 Assessed Fee	
	Filter		mar		Filter		Filter	Filter		Filter	
ø										\$75.00	
0										\$75.00	
0										\$75.00	
0										\$75.00	
	Total selected fees: \$75.00										
Showin	Showing 1 to 4 of 4 entries. (filtered from 33 total entries) 1 row selected Previous 1 Next										
									Ret	quest Payment Dismiss Children	