



Missed the October 2024 Provider Meeting?

Check out the meeting slides at the link below.

QUESTIONS?

Contact Information for all CCRR Department Staff is also linked below.

Also included are links to the ECS4Kids website where provider meeting recordings are saved as well as the SR & VPK Attendance Training Refresher.

[PROVIDER MEETING SLIDES](#)

[LINK TO PROVIDER MEETING RECORDINGS](#)

[CCRR DEPARTMENT CONTACT LIST](#)

[LINK TO SR & VPK ATTENDANCE TRAINING REFRESHER](#)

A special THANK YOU to Tara Haley from FSCJ and Hillary Hocking from MarcoPolo for joining us and presenting during our meeting. Contact Information for both ladies can be found in the PowerPoint slides if you would like to reach out to them for additional questions. Also, THANK YOU to all the providers that were able to take a few minutes out of their busy schedules to join us for our updates.

Our next meeting will be in January 2025.

We hope you can join us!

ECS4Kids | <https://www.ecs4kids.org/>

Episcopal Children's Services | 8649 Baypine Rd Bldg 7 Suite 300 | Jacksonville, FL 32256
US

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2ND QUARTER PROVIDER MEETING

Attendance

- Please type the following into the chat for attendance:
 1. Name
 2. Program/ Agency Name
 3. Email address



MEETING AGENDA

- FSCJ
- MarcoPolo
- Family Services Department
- Reimbursement Department
- Contract Department
- School Readiness Education
- Questions



Episcopal Children's Services Unveils New Logo and Name as Part of Brand Refresh

Episcopal Children's Services will now be known as ECS4Kids.

- This update reflects the organization's growth, vision for the future, and ongoing commitment to serving the needs of children and families in Florida.
- The brand refresh comes on the heels of new leadership under Dr. Natalya Roby, who stepped into the role of President & CEO earlier this year.
- The new logo builds on the existing ECS mission to empower communities to rise above systemic poverty with comprehensive early childhood education and holistic family support.
- With a fresh, modern design, the logo incorporates bright colors and dynamic elements that represent the energy, creativity, and potential of the youth the organization serves.
- The logo may look a little different, but our services and dedication to the community is still the same.



FSCJ Updates- Tara Haley

FSCJ

Florida State College
at Jacksonville

*Home of
the Manta Rays*



Marco Polo Updates- Hillary Hocking



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Shanda Ellis

FAMILY SERVICES DEPT. UPDATES



VPK Certificate of Eligibility (COE)

II. ADMISSION BY PROVIDER OR SCHOOL (Jointly Prepared by Provider or School AND Parent or Guardian)			
11. Name of provider or school		12. Telephone	
13. Address of VPK site		14. VPK class	15. Date child will begin attendance
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date

- Please remember when you enroll a child into your VPK program you **must** complete Section II of the COE with the family.
- Boxes 11 – 17 should be completed by the VPK provider ensuring you are using your program name as listed on your DCF license and the Provider Portal. Please do not use abbreviations.
- Some areas of incompleteness we see are not listing the city, state and zip code after adding the street address.
- Please add the full phone number including area code in box 12.
- Box 14 should be labeled as your classrooms appear on your VPK provider application. Example: AF24, BF24, etc.
- For boxes 17 and 19 please ensure the dates are on or before the first day that the child attended your program.



School Readiness Update – Waiting List and Redeterminations.

Since 2020, we have had enough funding to enroll everyone off the wait list so we were enrolling through Priority 9.

With the new Fiscal Year, new budget, and the number of current enrollments, we are currently only able to enroll through Priority 2. Priorities 3-9 will be placed on the wait list (if eligible) until additional funding becomes available.

Redeterminations are being treated differently from this process, which will be explained.

We are not terminating anyone during their year of eligibility, unless requested by parent or provider. We are only terminating school age children at the end of their year of eligibility (redetermination date).



School Readiness Wait List



We currently are not enrolling off our wait list, but do encourage you to remind families to apply for the wait list at:

<https://familyservices.floridaearlylearning.com/>

- ***Please note:*** When applying for School Readiness Services, the family will be required to upload one supporting document to verify eligibility for the program. A list of acceptable proof of eligibility documents will be available in the application process. This list will vary based on the information entered in the application.
- If you have questions regarding a specific family and their situation as to whether they would qualify to be added to the wait list, please encourage them to reach out to our Program Support Coordinator Kenya Register at kenya.register@ecs4kids.org or 904-726-1500 ext. 2246.

Wait list applications are processed daily, and applications are placed on the wait list in order they are processed.

School Readiness - Priority of Services

Priority 1 – Children younger than age 13 from a family that includes a parent who is receiving temporary cash assistance under chapter 414 and subject to the federal work requirements or a parent who has an Intensive Service Account or an Individual Training Account under s. [445.009](#).

Priority 2 – At-risk children younger than age 9.

Since we are enrolling based on funding again, we are currently only enrolling through Priority 2.



School Readiness - Priority of Services

Priority 3 – Economically disadvantaged children until eligible to enter kindergarten. Their older siblings up to the age they are eligible to enter 6th grade may also be served as funding allows.

These are our BG8-ECON & BG3-28A Families.

We will honor all funding notices sent to families through 6/26/24 (due to use their notice by 7/25/24) for ages birth through age 12.

However, when our BG8-ECON Families come up on their yearly redetermination date, we will only redetermine ages birth through 5 years old not in school.



School Readiness - Priority of Services



We are currently NOT serving the following priorities for first year of eligibility or renewing a new year of eligibility.

Priority 4 – Children from birth to kindergarten whose parents are transitioning from the temporary cash assistance work program to employment.

Priority 5 – At-risk children who are at least age 9 but younger than 13. Those with siblings in priority groups 1-3 are higher priority than other children ages 9-13 in this priority group.

Priority 6 – Economically disadvantaged children younger than 13. Priority in this category is given to children who have a younger sibling in the School Readiness Program under priority 3.

Priority 7 – Children younger than 13 whose parents are transitioning from the temporary cash assistance work program to employment.

Priority 8 – Children who have special needs and current individual educational plans from age 3 until they are eligible to enter kindergarten.

Priority 9 – Children concurrently enrolled in the federal Head Start Program and VPK, regardless of priorities 1-4.

School Readiness - Redeterminations

For Priority 3 Families (BG8-ECON, BG3-28A) we will only continue services for ages birth through five years old, at their redetermination date.

Example – If a family is due to redetermine on 8/15/24 - any school aged age 5 (before or on September 1st) through age 13 will not redetermine.

If, for this family, there is a younger sibling in the home (age 0 to 5 years old, not in school) we will redetermine care as usual. For the school aged in the home, we will put a future enrollment termination date in for the last day of their year of service and then place them on our wait list.

If there are no younger siblings in the home, we will terminate the child's enrollment on their last day of their year of services and inactivate the child and the record. We will encourage the family to place the child/ren on the wait list.



School Readiness Redeterminations



Our Family Services Team will give families with upcoming redeterminations that have school aged children at least a 30-day notice that funding will not be continued for their school age child/ren.

Each family/provider will receive an email detailing the date the services will end as well as our Family Services Team contact information, Child Care Resource and Referral link on our website and wait list information.

As best practice, our team will do our best to call the providers of these children as well as the parents to inform over the phone of the upcoming termination of services.

At Risk Referral Changes & Reminders

As of 7/1/24, ECS will no longer accept at risk referrals for children over eight (8) years of age, until further notice. Also, we will not be waiving parent fees like we normally do, which means children on these referrals will have a minimal copay of \$.80 for full-time days and \$.40 for part time days with sibling discounts set at \$.40/\$.20 when applicable.

As a reminder, when accepting an at-risk child, you will need to follow the following School Readiness Rule: ***Child Care Provider: According to rule 6m-4.5000, when an at-risk child has one (1) unexcused absence or seven (7) consecutive days of excused absences, school readiness provider must notify the child's case worker and the early learning coalition prior to the close of business on the day of the absence and maintain documentation of the notification.**

The name of the caseworker and their contact information is in the body of the enrollment email that is sent to the parent with your program copied. If you cannot locate the email, you are always welcome and encouraged to contact the Family Services Department to help you with this information.



School Readiness Plus (SR Plus) Program.

- The SR Plus program helps low-income families pay for child care while lessening the effect of the “benefits cliff” when those families are no longer eligible for the School Readiness (SR) Program. Participating SR Plus families will pay an increased portion of the cost of their child care. The intent of the program is to ensure families are economically self-sufficient and capable of assuming the full cost of child care after exiting the SR Plus program. In essence, it supports families in accepting promotions while not losing their entire child care subsidy.
- The SR Plus Program extends child care services for a 12-month period for qualifying families that have exited the federally funded SR Program. The rule will take effect September 24, 2024.
- There are two main eligibility requirements for families: termination from the SR program and family income above 85% of the SMI and at or below 100% of the SMI.

DAILY FEE

Full-Time	Part-Time
\$17.09	\$8.54
\$20.68	\$10.34
\$24.56	\$12.28

School Readiness Plus (SR Plus) Program.

- Families are authorized for 12 months of SR Plus services.
- Both “SR” and “SR Plus” children are included in the attendance roster.
- The payment certificate indicates both the SR and SR Plus Programs.
- The assessed SR Plus copayment will increase based on reported changes that affect the parent copayment. The copayment will increase at the time of redetermination or when self-reported mid authorization period should the family’s income move to a higher bracket. SR Plus copayments cannot be decreased during the authorization period. A decrease in copayment will only occur during redetermination.
- <https://www.ecs4kids.org/programs/school-readiness/>

School Readiness Plus (SR Plus) Program.

What does this mean for providers?

- Will providers participating in the SR Plus Program be eligible for registration fee reimbursements or other differentials? **An eligible SR program provider may receive reimbursement for registration fees, differential rates for quality performance incentives (QPI), Gold Seal (GS), child assessment, caring for children with special needs and participation in the contracted slots program, as applicable.**
- Will provider reimbursements be based on current SR reimbursement rates or will SR Plus have separate reimbursement rates? **The provider reimbursement rates are the same for both programs.**
- Will VPK wrap rates apply to children who are dually enrolled in VPK and SR Plus Program? **Yes.**
- Will child developmental screenings be conducted for children enrolled in SR Plus? **Yes. Providers or ELCs shall conduct child screenings in accordance with Rule 6M-4.720, F.A.C., and provisions within the SR provider contract.**
- Are paid SR Plus child care slots included in the count of children for program assessment? **No**

One Stop Office Staff & Central Staff



Family Services Specialists

Baker – Eryss Meguia – 904-259-4255
Eryss.Meguia@ecs4kids.org

Bradford – Vickie Hancock - 904-964-1543
vickie.Hancock@ecs4kids.org

Nassau – Holly Poole – 904-432-0009 ext. 2626
Holly.Poole@ecs4kids.org

Clay – Leatrice Ahmadu – 904-213-3939 ext. 2039
Leatrice.Ahmadu@ecs4kids.org

Clay – TBA

Central – Florine Reeves – 904-726-1500 ext. 2273
Florine.reeves@ecs4kids.org

Family Services Specialists

St Johns – April Florida – 904-770-2565 ext. 104
April.florida@ecs4kids.org

St Johns – Martha Castaneda – 904-770-2565 ext. 101
Martha.Castaneda@ecs4kids.org

St Johns – Elizabeth Every – 904-770-2565 ext. 105
Elizabeth.Every@ecs4kids.org

Putnam – Christina Jackson – 386-385-5450 ext. 2284
Christina.Jackson@ecs4kids.org

Putnam – Maria Castellanos– 386-385-5450 ext. 2283
Maria.Castellanos@ecs4kids.org

Central – German Ramirez – Family Services Assistant – 904-726-1500 ext 2154
German.Ramirez@ecs4kids.org

Family Services Management Team



Emily Taylor– 386-385-3450 ext. 2881
(emily.taylor@ecs4kids.org) Family Services
Coordinator to Putnam, St Johns and Bradford staff.

Mary Catherine Griffin – 904-726-1500 ext. 2290
(mary.griffin@ecs4kids.org) Family Services
Coordinator to Nassau, Baker, Clay and Central staff.

Jacki Chimino– 904-213-3939 ext. 2080
(jacki.chimino@ecs4kids.org) Child Care Resource and
Referral Coordinator, all counties.

Kenya Register – 904-726-1500 ext. 2246
(kenya.register@ecs4kids.org) Program Support
Coordinator, all counties.

Shanda Ellis – 904-726-1500 ext. 2253
(Shanda.ellis@ecs4kids.org) Manager of Family
Services.



QUESTIONS?



PROVIDER SERVICES UPDATES



Shivaughn Williams



REIMBURSEMENT DEPARTMENT UPDATES



Temporary Closures

- SR Closures will appear as Closure Reimbursable
- VPK only allows 5 Closed Reimbursable days per year per calendar and are only payable under emergency circumstances. All other closures are recorded as Closed Non-Reimbursement. VPK providers must make up the non-reimbursable day.
- If you are contacted for both SR and VPK, Please make sure that you include both programs on the closure.

PR3 August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Total Processed Closure Reimbursable (CR) Days in Program Year: 1 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

SR – Closure Reimbursable

AF23 August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Total Processed Closure Reimbursable (CR) Days in Class: 1 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

VPK – Closure Reimbursable
Ex: Declared State of Emergency

AF23 September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Total Processed Closure Reimbursable (CR) Days in Class: 1 ⓘ

CR = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

VPK - Closed Non-Reimbursable

DEL Monitoring

- Areas of improvement for both SR and VPK Providers (summary)
- Detailed SR and VPK Payment Validation Training will be sent out to all providers after the meeting.
- ECS Staff will be working on short recording to address the SR and VPK attendance requirements in accordance with Rule *6M-4.500* and *6M-8.305*



DEL Monitoring

School Readiness Payment Validation

The provider documented the child's daily attendance on a paper sign-in/sign-out form or electronic attendance-tracking system according to rule. (Rule(s) 6M-4.500,

- Sign-in/sign-out sheets did not include
 - exact sign-in/sign-out times.
 - The electronic sign-in/sign-out sheet did not include a parent's signature approving the provider signing the child in/out.
 - Sign-in/sign-out sheets did not include the child's full name.
 - The sign-in/sign-out sheet did not include a sign-out signature or time for several days, the sheet only included the parent's initials.
 - The parent's initials on the electronic sign-in/sign-out sheet do not match the signature on the main sign in/sign out sheet.



DEL Monitoring

Voluntary Prekindergarten Payment Validation

The provider maintains and completes Forms OEL-VPK 03S or OEL-VPK 03L according to rule. (*s. 1002.71(6), F.S.; Rule(s) 6M-8.305*)

- Form OEL-VPK 03L
 - Did not include a full VPK class name.
 - Included a parent's signature that did not match the parent's ID signature.
 - The parent did not sign Form OEL-VPK 03L.
 - The parent's signature date was on a holiday.
 - Neither the parent nor the provider completed box 7 on Form OEL-VPK 03L.
 - The parent signed and printed on the incorrect lines on the Form OEL-VPK 03L box 8 -10.



Monthly Payments

Before every deposit providers will receive an email entitled:

RE: Payment Notification, Settlement Date:



If you have any questions regarding your program's monthly payments, please direct all email to Sidney Kostecki, Reimbursement Coordinator at Sidney.Kostecki@ecs4kids.org.



Reporting SR Child Absences



Reporting Child Absences Participating in the School Readiness Program

Rule 6M-4.500 Child Attendance and Provider Reimbursements.

(c) If a child has five (5) consecutive days of absences during the child's regularly scheduled attendance or ten (10) unexplained absences, during a calendar month, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(e) When an at-risk child under the age of school entry has one (1) unexcused absence or seven (7) consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition prior to the close of business on the day of the absence. The provider shall maintain documentation of the notification. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

Monitoring of Absence Reporting

Any monitoring sample pulled by Episcopal Children's Services (ECS), Early Learning Coalition of North Florida (ELCNF), or Florida's Department of Education, Division of Early Learning (DEL) will review your daily sign in/out sheets in comparison to your submitted monthly attendance rosters. It is your responsibility as a contracted School Readiness Provider to follow all contractual requirements including the excerpts of Rule and Statute listed above. It is extremely important that you follow the required reporting of child absences and document such attempts. This documentation will be requested for review, if selected for a monitoring sample with any of the absence scenarios listed above. If you have any questions about this process, please reach out to Episcopal Children's Services' Reimbursement Department for guidance.

(904) 726-1500 or toll free at (800) 238-3463	
To reach any Reimbursement Specialist, please dial extension 7050.	
Sidney Kostecki, Reimbursement Coordinator, ext. 2221	Courtney Cariveau, Reimbursement Specialist, ext. 2293
Marshay Mosby, Reimbursement Specialist, ext. 5607	Darius Cannon, Reimbursement Specialist, ext. 2239

Reimbursement Department Staff



If you run into any issues or questions regarding Reimbursement, SR or VPK, please reach out to the **Reimbursement Department** at **(904) 726-1500 ext. 7050**.

- Sidney Kostecki, Reimbursement Coordinator, ext. 2210
- Courtney Cariveau, Reimbursement Specialist, ext. 2293
- Darius Cannon, Reimbursement Specialist, ext. 2239
- Marshay Mosby, Reimbursement Specialist, ext.5607



Questions?



Contract Department



45 Day Emergent Literacy for New Hires

Senate Bill 7002 amends Section 1002.55(3)(c)2., F.S., to include the following language.

2. The prekindergarten instructor must successfully complete three emergent literacy training courses that include developmentally appropriate and experiential learning practices for children and a student performance standards training course approved by the department as meeting or exceeding the minimum standards adopted under s. 1002.59. A newly hired prekindergarten instructor must complete the three emergent literacy training courses within 45 calendar days after being hired if the instructor has not previously completed the courses. The prekindergarten instructor must complete an emergent literacy training course at least once every 5 years after initially completing the three emergent literacy training courses.

In consideration of recent feedback from coalitions and school districts, DEL has revised guidance for implementation of the 45-day onboarding requirement for the emergent literacy training courses. **Newly hired means either the individual has been newly hired at the program or is an existing employee that has been newly hired in the VPK Lead Instructor position.**

Program Information Change Notification to ECS

XI. NOTIFICATION

Information Change Notification. PROVIDER agrees that it will comply with each of the following notification requirements:

Providing notice to the COALITION of changes in contact or program information within **fourteen (14) calendar days.**

Providing notice to the COALITION of permanent business closings or changes in business location or ownership must be reported at least **thirty (30) calendar days prior to changes.**

This ensures that ECS can:

1. Give parents the required 30-day notice.
2. Request/Receive required documentation from Provider.
3. Initiate a new contract (if needed)

Contract Department Staff



If you have any questions regarding Profiles or Contracts, SR or VPK, please reach out to the **Contract Department** at **(904) 726-1500 ext. 7054**.

- Sarah March, Contract Coordinator, ext. 2206
- Roushawn Saunders, Lead Contract Specialist, ext. 2241
- Michele Yingst, Contract Specialist, ext. 2167
- Cameron Cline, Contract Specialist, ext. 2297
- Melisha Farmer, Contract Monitor, ext. 2243



Questions?



FLORENDA'S ASSESSMENT OF STUDENT THINKING (FAST)

USING STAR EARLY LITERACY





I would like to take a minute to thank all the providers who have submitted everything that has been requested and required.

I appreciate your cooperation and understanding regarding the new requirements.

You MUST have a trained and documented
VPK FAST Test Administrator for your program

The VPK FAST Test Administrator
training is available in Ren-U

To be qualified as a test administrator, an individual must be employed by a private VPK provider or school district; and complete, and document completion of, professional development training that is designed to ensure the proper administration of the assessment. This training should be completed before assisting with the assessments.

To complete the VPK FAST training, participants will need to register/ log in to Renaissance-U (Ren-U) using the Renaissance-U Enrollment Guidance.

https://www.fldoe.org/core/fileparse.php/20626/urlt/RenUEnrollment_June-2024.pdf

THIS TRAINING IS A YEARLY REQUIREMENT.

If you do not have a qualified and documented Test Administrator during the PM window, this is considered a Non-Compliance.

What do I do with the Training Certificates and Forms?

Once the forms have been signed in pen, they will need to be combined into one pdf file along with the course Certificate of Completion.

When saving the file please label it as:

First name_ Last name VPK FAST 24-25.

Then please upload them to the Document library in the provider portal in the folder labeled **24-25 FAST Test Administrators.**

If the Test Administrator Documents are not uploaded to the Document library prior to the first child being tested, this is considered Non-Compliance.

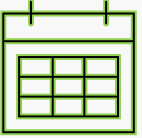
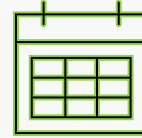
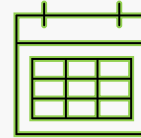
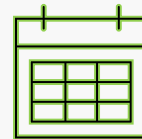
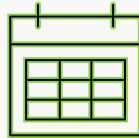
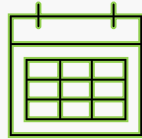
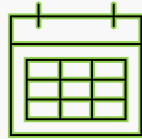
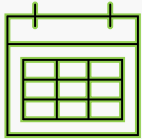
Please upload for all qualified Test Administrators within your program

PROGRESS MONITORING WINDOW DATES

Progress Monitoring 1 (PM1): Is the **first thirty (30) instructional days** of the VPK class schedule beginning with the first VPK instructional day.

Progress Monitoring 2 (PM2): Is the period of time in a VPK class schedule where **at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours** have been completed. **PM2 IS A REQUIREMENT FOR VPK**

Progress Monitoring 3 (PM3): Is the **last thirty (30) instructional days** of the VPK class schedule ending on the last VPK instructional day.



VPK Program Administrators will need to ensure that their **Provider Portal is up to date** throughout the year. This includes the VPK applications and the child enrollments.

All program changes must be made in the Provider Portal and may take up to 48 hours to reflect in the Renaissance site. Changes cannot be made in the Renaissance site.

Please remember if there is a calendar change or closure, this may change your Progress Monitoring dates. If you are unsure of your Progress Monitoring dates, you may email Roushawn.Saunders@ecs4kids.org to request your current PM dates, as these are updated weekly.

Testing the children

Testing Newly Enrolled children:

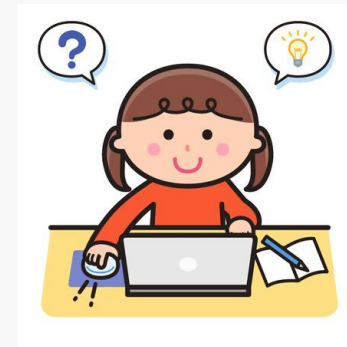
Any child that is enrolled in the VPK Program during the Progress Monitoring Window must be tested. Even if they are enrolled one or two days before the end of the testing window. Please ensure that the child's enrollment is added to the provider portal in a timely manner. It may take 24-48 hours for the child's information to update in Renaissance.



STAR Testy Activity

Report: Please remember to check your STAR Test activity report prior to the end of the Progress monitoring Window to ensure **all children** have been tested. Please ensure you are using the Custom dates so you will see the correct information.

Testing a child more than once: If you test a child more than once in your testing window, DEL will use the first test administered for that Progress Monitoring period.



Testing a child outside of the PM window: If you accidentally test outside of your classroom's testing windows, you will need to retest the children during your testing windows to be in compliance with the VPK contract.

FAST - Non-Participation Statuses

1. Assessment Inappropriate: For students that are Blind/Visually Impaired, Deaf/Hard of Hearing, Medical Exemption Accommodation that can't be met with computer-based test (IEP/504 requiring Paper Based Test). The Star Early Literacy Assessment may not be appropriate for all VPK students. If you have a student with an Individual Educational Plan (IEP) or 504 Plan and the VPK Program Administrator determines this assessment will not meet the student's needs, the student should receive a Non-Participation Status of "Assessment Inappropriate."

2. Failed Practice Test : the child must be tested at least 3 times before being marked as Non-Participating.

3. Non- English Speaker: the child must be tested at least 3 times before being marked as Non-Participating.

4. Absent During Testing Window: : If the child is absent during the time that the children are tested but returns before the end of the Progress Monitoring Window, the child must still be tested.



NEWS

VPK FAST users for 2024-2025

Adding an External User

New VPK Provider letter

If you are a new VPK Provider, you should have or will soon, receive an email from me with important and helpful information that you should know for VPK FAST.

If you have not received your new provider letter, please let me know.

Renaissance site for school year:

<https://global-zone05.renaissance-go.com/welcomeportal/7957988>

- Providers must designate in the DEL Provider Portal at least one person as an Authorized Renaissance User or “admin” for VPK FAST Star Early Literacy. *These users are VPK Program owners, directors, or VPK Directors that will have access to the VPK Renaissance Testing Site and are responsible for implementing the VPK FAST Star Early Literacy administrative tasks.*
- To add, edit or remove Authorized Renaissance Users, a Business Administrator must sign into the DEL Provider Portal and go to the “Business” menu, select, “Manage External Service Users”, and then “Renaissance”.
- Instructions on “How to Manage External Service Users” can be found in the Provider Portal User Guide, see the attachment. It can take up to 48 hours from the time information is entered and saved in the DEL Provider Portal to update in the Renaissance system.

FAST/Renaissance Resources & Support

Resource Website

VPK Program Administrators should be familiar with the VPK FAST website as information and resources are updated frequently, linked here: <https://www.floridaearlylearning.com/vpk/fast>.

Several resources have been added & this will be your best resource for up-to-date FAST information.

Contact Information

Renaissance System Support: Users who need Renaissance System support should contact the Renaissance Place Help Desk and Technical Assistance Team at **1-800-338-4204** or by completing this NEW [form](https://www.renaissance.com/request-support/) (<https://www.renaissance.com/request-support/>) or a Renaissance representative.

Policy Questions? Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. Select which best describes who you are: [VPK Provider](#) or [VPK Parent](#) and your information and questions will be submitted to the Division of Early Learning.

<https://www.floridaearlylearning.com/vpk/fast/fast-vpk-providers-form>

ELC Contact: Roushawn Saunders

email: Roushawn.saunders@ecs4kids.org

phone: 904-726-1500 ext. 2241

Questions?





Amanda Griffis

SCHOOL READINESS EDUCATION UPDATES



Early Educator's Conference

- Saturday, January 25 at the Thrasher Horne Center in Clay County
- Registration information will be sent via email closer to January
- This year, there is no registration fee!
- MarcoPolo is generously sponsoring lunch for participants!



Amazing Opportunities Available!

- **LENA Grow-** LENA Grow is a fascinating new initiative that ECS is excited to offer this year! When LENA and coaching are implemented in **Infant and Toddler** classrooms, the data can be used to strengthen language opportunities within the classroom. This program is a great tool to complement the CLASS framework. LENA's research has shown that teachers who participated in the program increased the amount of Conceptual Development, Quality Feedback and Language Modeling in their classrooms as measured by CLASS.
- For an application to participate, please email Amanda.Griffis@ecs4kids.org



Amazing Opportunities Available!



How will LENA Grow benefit our center?



- ✓ New/more words from children
- ✓ Increased teacher confidence
- ✓ Stronger adult-child relationships
- ✓ Children better able to express needs, feelings
- ✓ Fewer challenging behaviors



Amazing Opportunities Available!



Get started using
MarcoPolo Learning today!



This will give you access to **MarcoPolo For Educators** and your families access to **MarcoPolo For Families** for **FREE!**

Directors and Educators: Earn a Free Tablet from Episcopal Children's Services by completing the following:

- Take Part 1 and Part 2 of the MarcoPolo Learning Educator Trainings
- **Register** your MarcoPolo For Educators Account
- **Directors:** Add your educators
- **Educators:** Add your families

**All VPK and SR educators are eligible.*



Scan or click **HERE** to sign up for a training today!



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ASQ/ASQ-SE (SR Providers)

- **Please do not wait until the due date to complete a screening.** It is imperative that screenings be completed as soon as possible in order to initiate services for the child without unnecessary delay. It is recommended that providers log in WEEKLY and complete outstanding screenings.
- Parents only have 5 days to complete the screenings in the Parent Portal before the screenings roll over to the Provider Portal.
- If you are unfamiliar with the child (newly enrolled), ask the parent/guardian to fill out a printed version for you to enter into the Provider portal.
- If a child never attended your center, you can terminate the enrollment in the Provider Portal. The termination instructions were shared during last quarter's meeting, but if you need these instructions, please contact Amanda.Griffis@ecs4kids.org.



ASQ/ASQ-SE Reminder

- If you completed a screening for a child and they are still showing as 'incomplete' in the Portal, it is likely due to the fact that the SE has not been completed. Click on that child's screening again and complete the SE.
- Any comments added on a screening by a provider or teacher will be visible to the parent/guardian. Please make sure you are communicating any concerns with guardians prior to completing the screening(s).
- Failure to complete ASQs as required by Rule, will result in a Non-Compliance notice for your site.
 - *Every attempt to contact providers regarding incomplete/late screenings is case noted.*
 - *If you do receive a Non-Compliance notice, there are *two* requirements: submitting the screenings that are past due *and* responding to the notice with an action plan of how your site will remain in compliance with the screening requirement.*



Inclusion Services

- When requesting services from the Inclusion Specialists, please keep the following things in mind:
 - *Inclusion assistance should be a first stop, not a last resort. As soon as you recognize you may need assistance, contact your inclusion specialist immediately.*
 - *We have 2 specialists who cover 6 different counties, so schedules may not be able to accommodate “emergency calls”.*
 - *Inclusion services cannot diagnose a child, nor inform the provider whether the site should disenroll a child/family.*
 - *Make sure you've already communicated any concerns and issues with the family before contacting the Inclusion Specialist, so the family understands the process and knows what to expect.*



CLASS Assessments

- Due to the high volume of CLASS assessments required and the addition of previously Biannual status assessment, **we cannot guarantee that assessments will occur for each site during the same time frame as scheduled last year.**
- VPK Providers: Per Rule, ALL VPK hours are observable.

VPK Instructional Hours and Observations Review

[Rule 6M-8.100](#) defines instructional hour as 60 minutes of instructional time that comprises planned activities or experiences implementing a curriculum that enhances a child's progress in attaining the VPK performance standards adopted in Rule 6M-8.602, F.A.C.(8).



SR CLASS Training/Resources

- It is **extremely** important for teachers to receive **on-going** CLASS training. Please do not assume that your center will receive a score similar to your last year's score if your teachers have not continued to train on CLASS.
 - *CLASS strategies and scoring are very specific. Directors should have a training plan in place for seasoned teachers as well as new teachers.*
 - *Don't wait until your CLASS registration notice to request assistance to prepare for your assessments. Please contact your Education Specialist as soon as possible if you need to request assistance.*
- Be sure to take advantage of the FREE MyTeachstone accounts we have been advertising. This resource has a library of information, courses, and videos on every area of CLASS in each of the 3 age ranges (Infant, Toddler, PreK).



MyTeachstone Accounts

- If you would like to sign up yourself and your teachers for an account you can reach out to your assigned Education Specialist or Amanda.Griffis@ecs4kids.org
- Send a list of first and last names and an individual email address.



Other CLASS Learning Opportunities

- Check the ECS training calendar:
<https://ecs4kids.gosignmeup.com/Public/Course/Browse>
- Check the Early Learning Florida Training Calendar
<https://www.earlylearningflorida.com/catalog>
- Read the ECS Helping Hands Monthly Newsletter
 - *Includes CLASS strategies in the activities*
- Read the Book of the Month activities/ Watch the BOM videos
 - *Includes CLASS strategies in the activities*
 - *Posted to "ECS In The Know" Provider Facebook Group: <https://www.facebook.com/groups/ECSInTheKnow>*
- Visit the Teachstone website for products to use in the classroom
<https://teachstone.com/>
- Reminder: For providers who received the CLASS strategy cards and CLASS dictionary- be intentional about using these materials in the classroom.
- Directors- ensure lesson plans are being created with CLASS strategies in mind, complete informal CLASS strategy observations; create training plans for each staff member that include formal and informal CLASS training





QUESTIONS?



GRANTS CURRENTLY AVAILABLE

Grants Currently Being Offered by ECS

- CDA Scholarships

Grants Currently Offered by Other Funders

- Emergent Literacy Micro-Credential
- New Worlds Reading Initiative (VPK Lead Teachers & Aides Eligible)
Receive a \$450 Stipend – Questions Lastinger@coe.ufl.edu



<https://www.ecs4kids.org/grants/>



CDA Scholarships

- CDA Scholarships for Baker, Bradford, Clay, Duval, Nassau, Putnam & St. Johns Counties: Scholarships may be available for CDA applicants through the TEACH Scholarship Program. For additional information, please contact:
- Danesha Davis at (904) 726-1500 ext. 2299, danisha.davis@ecs4kids.org
- We offer an online course that does not require an approved TEACH application.
- **Once all requirements have been completed, ECS will scholarship the \$425 application fee to the National CDA Council.**
- Scholarships will be available as long as funding is available.
- For additional Frequently Asked questions, please visit <https://www.ecs4kids.org/programs/regional-training-institute/cda-2-0/> or contact Denesha Davis if your question is not listed.



Questions?

Amanda Griffis

(904)726-1500 x 2255

amanda.griffis@ecs4kids.org

Brittney Spangler

(904)726-1500 x 2229

brittney.spangler@ecs4kids.org



Blythe Mauldin

(904)726-1500 x 2230

blythe.mauldin@ecs4kids.org

Shanda Ellis

(904)726-1500 x 2253

shanda.ellis@ecs4kids.org

Shivaughn Williams

(904)726-1500 x 2283

shivaughn.williams@ecs4kids.org



Provider Survey Instructions

- Please take the time to answer the short 4 question survey. Your feedback is important to us!

(Only for participants who registered for the meeting through our GSMU website.)

- You will be emailed a link to the training survey. If you do not receive the survey email, you **must** do the following:

- Go to the website where you registered for the meeting: <https://ecs4kids.gosignmeup.com/Public/Course/Browse>

(Please remember your password and only create one account!)

- Once you log in, you will see your student page.

- **Received Email** shows copies of all of the emails you have received from GoSignMeUp regarding trainings/meetings with ECS. **If you are missing a survey, check these messages by clicking on the envelope!**

- **Note:** This is also how you access certificates for ECS trainings, but quarterly meetings are not trainings and thus do not issue certificates.

- Survey will close in 1 week.



Staff Name	Phone Number	Extension	Email	Location	Role/Title	Supervisor	Department	Sub Department
Alexis Williams	904-726-1500	5611	Alexis.Williams@ecs4kids.org	Homebased	Program Assessment Specialist	Ariel Jones	Education	Program Assessment
Alicia Williams-Baltzell	904-349-2342	N/A	Alicia.Williams-Baltzell@ecs4kids.org	Homebased	Reimbursement Project Manager	Teresa Matheny	Admin	Provider Services
Alisha Dexter	904-726-1500	2233	Alisha.Dexter@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Amanda Griffis	904-726-1500	2255	Amanda.Griffis@ecs4kids.org	Homebased	Director of School Readiness Education	Brittney Spangler	Education	Admin/ Dept. Head
Anita Miller Sackman	904-726-1500	2207	Anita.MillerSackman@ecs4kids.org	Homebased	Director of QA and Data Integrity	Teresa Matheny	Quality Assurance	Monitoring
Anquinette (Quin) Callis	904-726-1500	2218	Anquinette.Callis@ecs4kids.org	Homebased	Project Coordinator	Amanda Griffis	Education	Admin
April Bradford	904-726-1500	2257	April.Bradford@ecs4kids.org	Homebased	Program Assessment Specialist	Ariel Jones	Education	Program Assessment
April Florida	904-770-2565	104	April.Florida@ecs4kids.org	St. Johns One Stop	Family Services Lead	Emily Taylor	Family Services	SR/VPK Eligibility
Ariel Jones	904-726-1500	2212	Ariel.Jones@ecs4kids.org	Homebased	Program Assessment Coordinator	Amanda Griffis	Education	Program Assessment
Blythe Mauldin	904-726-1500	2230	Blythe.Mauldin@ecs4kids.org	Homebased	Manager of School Readiness Education	Amanda Griffis	Education	Coach
Brianna DeOsca	904-726-1500	2105	Brianna.DeOsca@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Brittney Spangler	904-726-1500	2229	Brittney.Spangler@ecs4kids.org	HQ	Senior Director of Programs	Teresa Matheny	Admin	Head of All Depts.
Cameron Cline	904-726-1500	2297	Cameron.Cline@ecs4kids.org	Homebased	Contract Specialist	Sarah March	Provider Services	Contract
Christina Jackson	386-385-3450	2884	Christina.Jackson@ecs4kids.org	Putnam One Stop	Family Services Specialist	Emily Taylor	Family Services	SR/VPK Eligibility
Christina McDonald	904-726-1500	5614	Christina.McDonald@ecs4kids.org	Homebased	Program Assessment Specialist	Ariel Jones	Education	Program Assessment
Courtney Cariveau	904-726-1500	2293	Courtney.Cariveau@ecs4kids.org	Homebased	Reimbursement Specialist	Sidney Kostecki	Provider Services	Reimbursement
Darius Cannon	904-726-1500	2239	Darius.Cannon@ecs4kids.org	Homebased	Reimbursement Specialist	Sidney Kostecki	Provider Services	Reimbursement
Elizabeth Every	904-770-2565	105	Elizabeth.Every@ecs4kids.org	St. Johns One Stop	Family Services Specialist	Emily Taylor	Family Services	SR/VPK Eligibility
Emily Taylor	904-726-1500	5604	Emily.Taylor@ecs4kids.org	Homebased	Family Services Coordinator	Shanda Ellis	Family Services	SR/VPK Eligibility
Eryss Meguia	904-259-4225	N/A	Eryss.Meguia@ecs4kids.org	Baker One Stop	Family Services Specialist	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
Florine Reeves	904-726-1500	2273	Florine.Reeves@ecs4kids.org	HQ - Homebased Split	Family Services Specialist	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
German Ramirez	904-726-1500	2154	German.Ramirez@ecs4kids.org	HQ	Family Services Assistant	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
Holly Poole	904-432-0009	2626	Holly.Poole@ecs4kids.org	Nassau One Stop	Family Services Specialist	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
Jacki Chimino	904-213-3939	2080	Jacki.Chimino@ecs4kids.org	Homebased	Child Care Resource & Referral Coordinator	Shanda Ellis	Family Services	CRR
Jazmine Jackson	904-726-1500	2156	Jazmine.Jackson@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
OPEN	904-213-3939	2081		Clay One Stop	Family Services Specialist	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
Jhordan Speed-Johnson	904-726-1500	2227	jhordan.johnson@ecs4kids.org	Homebased	Inclusion Specialist	Amanda Griffis	Education	Screening/Inclusion
Joan Whitson	904-342-2267	N/A	Joan.Whitson@ecs4kids.org	Homebased	ELC Program Assessment Specialist	Ariel Jones	Education	Program Assessment
Katrina Willis	904-726-1500	2295	Katrina.Willis@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Kelley Warner	904-726-1500	2260	Kelley.Warner@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Kenya Register	904-726-1500	2246	Kenya.Register@ecs4kids.org	HQ - Homebased Split	Program Support Coordinator	Shanda Ellis	Family Services	SR Waitlist/Fraud
Krystal Berry	904-726-1500	2512	Krystal.Berry@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Lauren Berk	904-501-3775	N/A	Lauren.Berk@ecs4kids.org	Homebased	Director of Professional Development	Amanda Griffis	Education	Training
Leatrice Ahmadu	904-213-3939	2039	Leatrice.Ahmadu@ecs4kids.org	Clay One Stop	Family Services Specialist	Mary Catherine Griffin	Family Services	SR/VPK Eligibility
Lynette Clark	904-726-1500	2245	Lynette.Clark@ecs4kids.org	Homebased	Screening Specialist	Amanda Griffis	Education	Screening/Inclusion
Maria Castellanos	386-385-3450	2883	Maria.Castellanos@ecs4kids.org	Putnam One Stop	Family Services Specialist	Emily Taylor	Family Services	SR/VPK Eligibility
Marshay Mosby	904-726-1500	5607	Marshay.Mosby@ecs4kids.org	Homebased	Reimbursement Specialist	Sidney Kostecki	Provider Services	Reimbursement
Martha Castaneda	904-770-2565	101	Martha.Castaneda@ecs4kids.org	St. Johns One Stop	Family Services Specialist	Emily Taylor	Family Services	SR/VPK Eligibility
Mary Catherine Griffin	904-726-1500	2290	Mary.Griffin@ecs4kids.org	Homebased	Family Services Coordinator	Shanda Ellis	Family Services	SR/VPK Eligibility
Melisha Farmer	904-726-1500	2243	Melisha.Farmer@ecs4kids.org	Homebased	Contract Monitor	Sarah March	Provider Services	Contract
Michele Yingst	904-726-1500	2167	Michele.Yingst@ecs4kids.org	Homebased	Contract Specialist	Sarah March	Provider Services	Contract
Rebecca Huth	904-726-1500	2281	Rebecca.Huth@ecs4kids.org	Homebased	Screening & Inclusion Coordinator	Amanda Griffis	Education	Screening/Inclusion
Robert Kozak	904-726-1500	2146	robert.kozak@ecs4kids.org	Homebased	Inclusion Specialist	Rebecca Huth	Education	Screening/Inclusion
Roushawn Saunders	904-726-1500	2241	roushawn.saunders@ecs4kids.org	Homebased	Contract Specialist Lead	Sarah March	Provider Services	Contract
Santanna Walker	904-726-1500	2224	Santanna.Walker@ecs4kids.org	Homebased	Program Assessment Specialist	Ariel Jones	Education	Program Assessment
Sarah March	904-726-1500	2206	Sarah.March@ecs4kids.org	Homebased	Contract Coordinator	Shivaughn Williams	Provider Services	Contract
Shanda Ellis	904-726-1500	2253	Shanda.Ellis@ecs4kids.org	HQ - Homebased Split	Manager of Family Services	Brittney Spangler	Family Services	Admin/ Dept. Head
Shecovia Grimes	904-726-1500	2169	Shecovia.Grimes@ecs4kids.org	Homebased	Quality Assurance Coordinator	Anita Miller Sackman	Quality Assurance	Monitoring
Sherry Tindall	386-983-4281	N/A	Sherry.Tindall@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Shivaughn Williams	904-726-1500	2283	Shivaughn.Williams@ecs4kids.org	HQ - Homebased Split	Manager of Provider Services	Brittney Spangler	Provider Services	Admin/ Dept. Head
Sidney Kostecki	904-726-1500	2210	Sidney.Kostecki@ecs4kids.org	HQ - Homebased Split	Reimbursement Coordinator	Shivaughn Williams	Provider Services	Head of Department
Stephanie Laroche	904-726-1500	2103	Stephanie.Laroche@ecs4kids.org	Homebased	ELC Screening Specialist	Amanda Griffis	Education	Screening/Inclusion
Susan Murphy	513-319-5677	N/A	Susan.Murphy@ecs4kids.org	Homebased	ELC Education Specialist	Ariel Jones	Education	Coach
Tatum Goad	904-726-1500	2161	Tatum.Goad@ecs4kids.org	Homebased	Education Specialist	Blythe Mauldin	Education	Coach
Teresa Matheny	904-726-1500	2247	Teresa.Matheny@ecs4kids.org	HQ	Chief of Programs	CEO Dr. Natalia Roby	Admin	Mother Teresa
Vickie Hancock	904-964-1543	N/A	vickie.hancock@ecs4kids.org	Bradford/Putnam One Stop	Family Services Specialist	Family Services	SR/VPK Eligibility	SR/VPK Eligibility

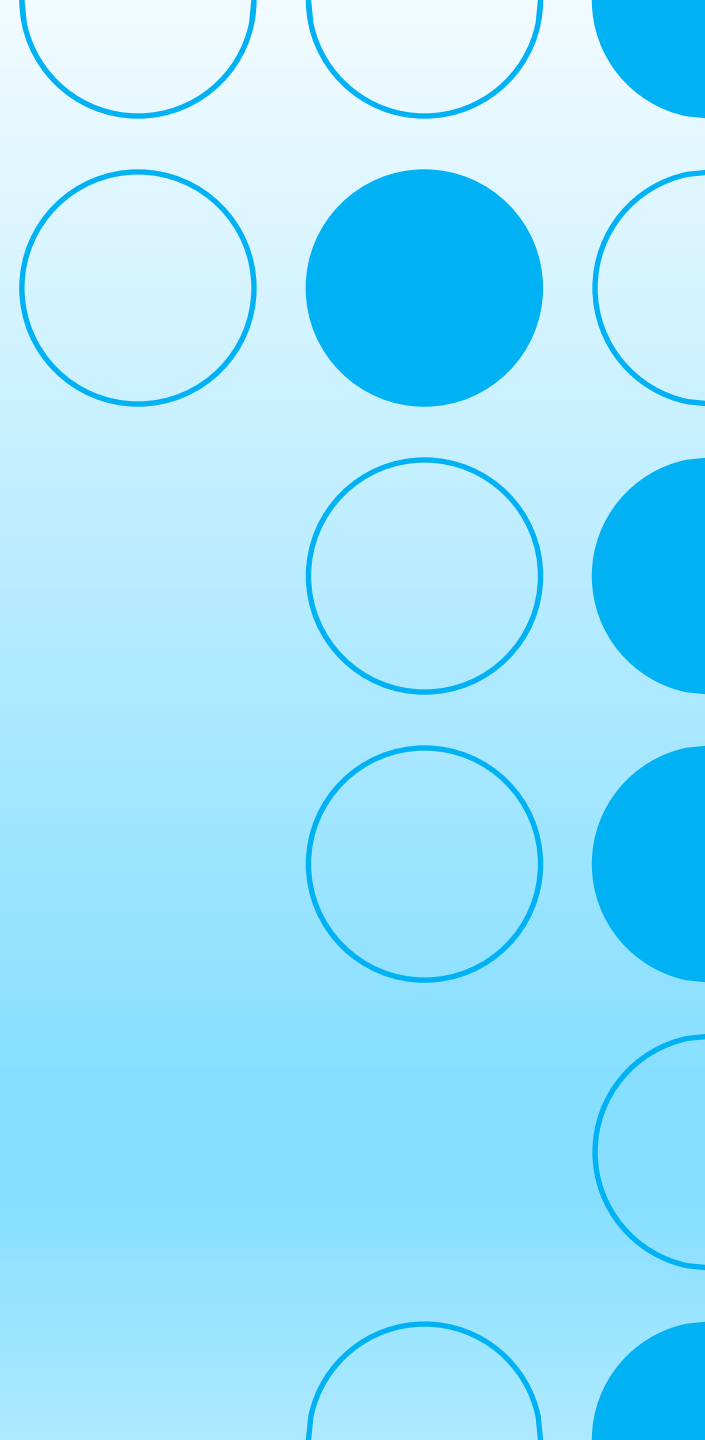
Provider Services

SR & VPK Provider Payment Validation Training

October 23, 2024



School Readiness



Rule 6M-4.500 Child Attendance and Provider Reimbursements

A coalition shall have well-defined procedures for attendance monitoring and provider payments. An SR provider must maintain daily attendance documentation, which, at a minimum, shall include a sign-in/sign-out process that a coalition approves to validate attendance data. A coalition must implement a records retention policy for maintaining all documentation according to sub-grant award provisions.

[Rule 6M-4.500](#)

Rule 6M-4.500(1.)(c)

Daily attendance documentation shall be maintained by each school readiness provider based on the terms of the Statewide School Readiness Provider Contract, specified in Rule 6M-4.610, Florida Administrative Code (F.A.C.). The provider must record daily child attendance using a paper sign-in and sign-out form or electronic attendance-tracking system that is maintained at the provider site to validate the attendance data. For electronic attendance systems, the provider must backup records on a regular basis to safeguard against loss. The sign-in and sign-out forms will vary by provider but must contain the following information:

1. Provider's name;
 2. Child's first and last name;
 3. Time signed in and signed out;
 4. Date (month, day, year); and,
 5. An authorized signature or electronic attendance-tracking system that records the date, child's name, and electronic signature, card swipe, entry of a personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child to, or from, the provider site. Authorized signature, paper or electronic, includes provider designee for children who are transported via school to or from the provider site or a parent or person authorized by the parent as documented in writing and on file with the provider.
-

Reporting SR Child Absences

Rule 6M-4.500



Reporting Child Absences Participating in the School Readiness Program

Rule 6M-4.500 Child Attendance and Provider Reimbursements.

(c) If a child has five (5) consecutive days of absences during the child's regularly scheduled attendance or ten (10) unexplained absences, during a calendar month, with no contact from the parent, the provider shall submit written notification to the local coalition or its designee who in turn shall determine the need for continued care. The coalition shall document in the case file all attempts to contact the parent by the coalition, provider, or referring agency, if applicable.

(e) When an at-risk child under the age of school entry has one (1) unexcused absence or seven (7) consecutive days of excused absences, the school readiness provider shall notify the Department of Children and Families or community-based lead agency and the early learning coalition prior to the close of business on the day of the absence. The provider shall maintain documentation of the notification. The coalition shall document any contact made with the provider, referring agency and parent in the case file.

Monitoring of Absence Reporting

Any monitoring sample pulled by Episcopal Children's Services (ECS), Early Learning Coalition of North Florida (ELCNF), or Florida's Department of Education, Division of Early Learning (DEL) will review your daily sign in/out sheets in comparison to your submitted monthly attendance rosters. It is your responsibility as a contracted School Readiness Provider to follow all contractual requirements including the excerpts of Rule and Statute listed above. It is extremely important that you follow the required reporting of child absences and document such attempts. This documentation will be requested for review, if selected for a monitoring sample with any of the absence scenarios listed above. If you have any questions about this process, please reach out to Episcopal Children's Services' Reimbursement Department for guidance.

(904) 726-1500 or toll free at (800) 238-3463 To reach any Reimbursement Specialist, please dial extension 7050.	
Sidney Kostecki, Reimbursement Coordinator, ext. 2221	Courtney Cariveau, Reimbursement Specialist, ext. 2293
Marshay Mosby, Reimbursement Specialist, ext. 5607	Darius Cannon, Reimbursement Specialist, ext. 2239

Requirements for Sign In/Out Sheet

Month: October 2024

Provider Name

ECS4KIDS Childcare

8649 Baypine Road, Ste. 300, Bldg. 7, Jacksonville, FL 32256



Child's Name

<i>Child Name</i>	<i>Date</i>	<i>Time In</i>	<i>Parent/Guardian Signature</i>	<i>Time Out</i>	<i>Parent/Guardian Signature</i>
Jimmy Neutron	10/01/2024	9:34am	Nancy Neutron	5:02pm	Nancy Neutron
					Parent Signature/ Authorized person

Date (month, date, year)

Time Signed In/Out

Sign in/Sign out times

Parents & Authorized Persons must sign in/out children as close to the minute as possible.

Technical Assistance will be given to provider if sign in/out times have consistent 5-minute increments throughout the form

		Sign In		Sign Out	
		Time	Signature	Time	Signature
Monday		8:55		5:25	
Tuesday			Sick		
Wednesday		7:20		5:25	



Best Practice: Inform parents of the importance of documenting the exact time stamp. Also, if possible, have a digital clock near signing area



Signatures

Parent/authorized person must sign the sign in/out sheets in one of the following formats such as:

- First name, last initial
- First initial, last name
- Full signature

Technical Assistance will be given to provider if parent or authorized person does not sign with a signature

<i>Child Name</i>	<i>Date</i>	<i>Time In</i>	<i>Parent/Guardian Signature</i>
↘ Jimmy Neutron	10/01/2024	9:34am	Nancy Neutron

Electronic Signatures- If a provider or authorized person signs the child in or out. The parent must show their approval by initialing next to each date.

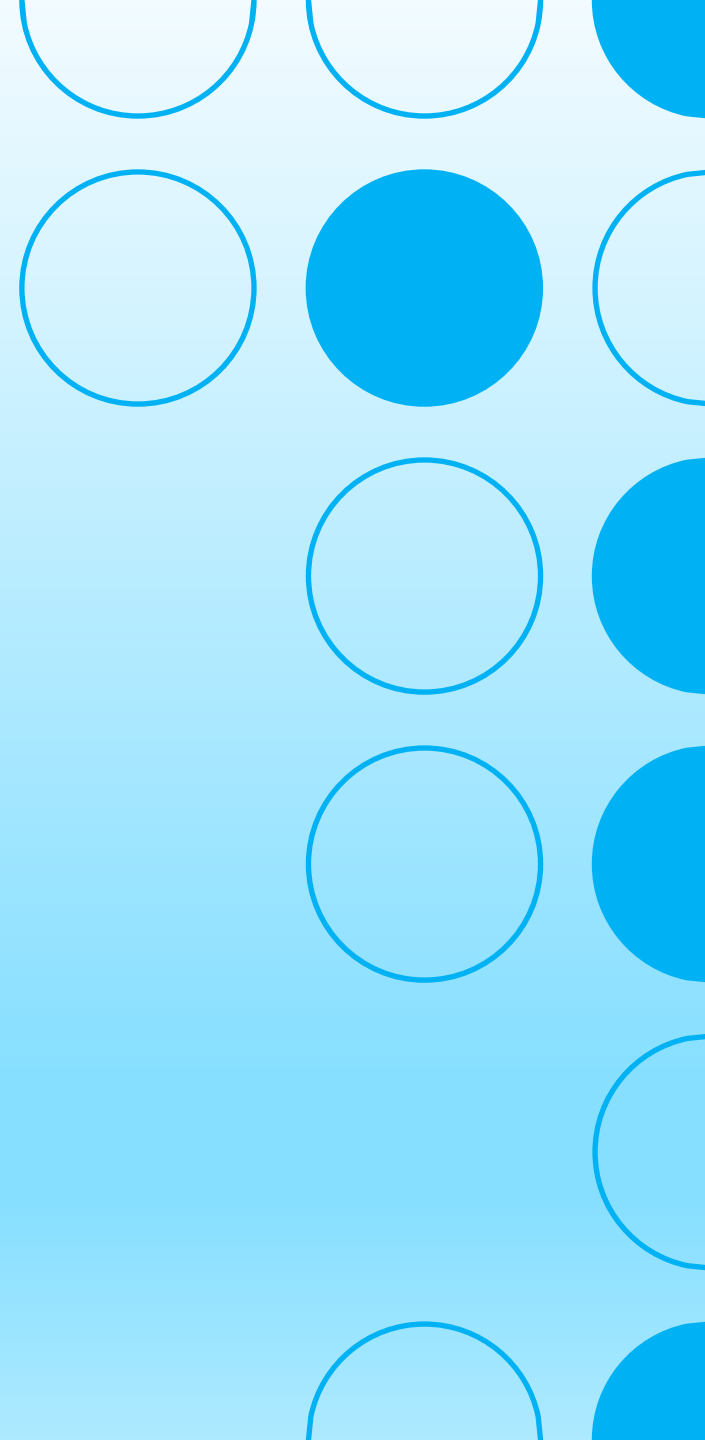
Week of: 6/18/2023

6/19/2023	08:13 AM	08:15 AM	ECS4KIDS STAFF	nen	11:55 AM	11:55 AM	ECS4KIDS STAFF	nen	3:40	•
6/20/2023	08:07 AM	08:05 AM	Nancy Neutron		12:35 PM	12:35 PM	Nancy Neutron		4:30	•
6/21/2023	08:00 AM	08:00 AM	Nancy Neutron		12:07 PM	12:05 PM	Nancy Neutron		4:05	•
6/22/2023	08:05 AM	08:05 AM	Nancy Neutron		12:08 PM	12:10 PM	Nancy Neutron		4:05	•
									16:20	4
Grand Totals:									116:44	15

I declare under penalty of perjury that the foregoing Attendance Records are true and correct.

Signed by: Nancy Neutron Date: 7/01/2023

Voluntary Prekindergarten



6M-8.305 Recording and Certifying Child Attendance in the VPK Program.

A VPK provider must keep a daily record of a child's attendance in the program and require the parent to verify the child's attendance monthly for the prior month using VPK daily attendance forms –

- **Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short)** – The parent may use the short form if the VPK provider records daily attendance using a paper sign-in/sign-out log that includes the date, child's name and signature of the parent or other person dropping the child off at or picking the child up from the VPK site, or an electronic attendance-tracking system that records the date, time, child's name and electronic signature; card swipe; personal identification number entry; or similar daily action the parent or other person dropping off at or picking the child up from the VPK site takes.
- **Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long)** – If the provider does not maintain daily sign-in/sign-out logs, the parent must complete and sign Form OEL-VPK 03L that states on which days the child attended for that month. A coalition pays a VPK provider according to DEL's Uniform Attendance Policy for Funding the VPK Program and Advance Payment and Reconciliation for the VPK Program Rules.

[Rule 6M-8.305](#)

Form OEL-VPK 03S (Child Attendance and Parental Choice Certificate Short)

- All areas of the short form must be completed correctly.
- Providers must have a secondary sign in/out tracking with the following:
 1. Provider's name
 2. Child's first and last name
 3. Time signed in and signed out
 4. Date (month, day, year)
 5. Parent signature
 (signatures must be in correct format like SR standards *see slide 8*, OR matchable to Certificate of Eligibility/Drivers License)
- Parents must complete box 5 – 8 confirming that the child's attendance is correct.



Best practice would be to have parents sign and date within the first 10 days of the following month



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

1. Child's first name	Middle name	Last name	Jr./III	2. Child's date of birth
Jimmy	Neutron			01/25/2020
3. Name of private provider or public school				4. VPK class
ECS4KIDS Childcare				AF24

PARENTAL CERTIFICATION

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

5. Attendance month and year	6. Print name of parent or guardian	7. Signature of parent or guardian	8. Date signed
August 2024	Nancy Neutron	<i>Nancy Neutron</i>	09/04/2024
September 2024	Nancy Neutron	<i>Nancy Neutron</i>	10/02/2024
October 2024	Nancy Neutron	<i>Nancy Neutron</i>	11/01/2024

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



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

Form OEL-VPK 03L (Child Attendance and Parental Choice Certificate Long)

- All areas of the long form must be completed correctly.
- Providers can fill out child's attendance in area provided or have a secondary (Must be indicated in box 7 on form) sign in/out tracking with the following:

1. Provider's name
2. Child's first and last name
3. Time signed in and signed out
4. Date (month, day, year)
5. Parent signature
(signatures must be in correct format like SR standards *see slide 8*, OR matchable to Certificate of Eligibility/Drivers License)

- Parents must complete box 8 – 10 confirming that the child's attendance is correct.
 - ★ Best practice would be to have parents sign and date within the first 10 days of the following month

1. Child's first name Jimmy Neutron			Middle name	Last name Jr./III		2. Child's date of birth 01/25/2020	
3. Name of private provider or public school ECS4KIDS Childcare						4. VPK class AF24	
5. Attendance month October				6. Year 2024		7. Child's attendance is: <input checked="" type="checkbox"/> Entered below <input type="checkbox"/> See attached document	
SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5	
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	7	8	9	10	11	12	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13	14	15	16	17	18	19	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
20	21	22	23	24	25	26	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
27	28	29	30	31			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input checked="" type="checkbox"/> = Days attended					

PARENTAL CERTIFICATION

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

8. First name of parent or guardian Nancy Neutron			Middle name	Last name Jr./Sr./III		
9. Signature of parent or guardian <i>Nancy Neutron</i>					10. Date signed 11/01/2024	

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



The Voluntary Prekindergarten (VPK) Parental Choice Certificate (PCC) forms are required by the Florida Department of Education, Division of Early Learning (DEL) to confirm attendance for children participating in the VPK Program and can be found in Rule 6M-8.305.

VPK contracted providers are required to keep a daily record of a child's attendance in the program and require the parent/guardian to verify the child's attendance monthly for the prior month using VPK daily attendance forms such as a sign in/out sheet (written or electronic). The sign in/out sheets, or other daily attendance tracking, will need to be included with the PCC short form. A sign in/out sheet may be used for a PCC Long form but is not required as the PCC Long form includes an area to record attendance.

When a parent or another authorized person signs the PCC short or long form, they must sign in the correct signature format such as: first name and last initial, first initial, and last name, or full name. Additionally, if the parent or other authorized person dropping off or picking up the child, sign separate of this format (electronic signature; card swipe; personal identification number entry, etc.), the child care provider must verify that the signature is matchable to the signees COE (Certificate of Eligibility) form, if applicable. If the signature is not the same person as the signee of the COE, the child care provider must verify that the person signing the PCC is listed on the child's authorized list to pick up and/or drop off the child to the VPK program.

Clear and verified signatures are necessary to be able to identify the individual picking up or dropping off the child to ensure both the safety of the child and that correct procedures are followed in line with both state and coalition requirements.

Reimbursement Department Staff

If you run into any issues or questions regarding Reimbursement, SR or VPK, please reach out to the **Reimbursement Department** at **(904) 726-1500 ext. 7050**.

- Sidney Kostecki, Reimbursement Coordinator, ext. 2210
 - Courtney Cariveau, Reimbursement Specialist, ext. 2293
 - Darius Cannon, Reimbursement Specialist, ext. 2239
 - Marshay Mosby, Reimbursement Specialist, ext.5607
 - Shivaughn Williams, Manager of Provider Services, ext.2283
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