



3RD 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
- 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.





Shanda Ellis

FAMILY SERVICES DEPT. UPDATES



VPK Registration 2025-2026

Registration for the VPK program opened in the Family Portal on January 1, 2025.

Family Services Specialists are working in the VPK Child App submitted queue daily for both the 2024-2025 and 2025-2026 program years.

VPK Age Eligibility for program years 24/25 and 25/26:

If a child was born between September 2, 2019 and September 1, 2020, they are eligible to participate in either the 2024 -2025 School Year Program (540 hours) or the 2025 Summer program (300 hours).

Children born between February 2, 2020 and September 1, 2020 may postpone their VPK participation until the 2025-2026 School Year Program (540 hours) or the 26 Summer Program (300 hours).

If a child was born between September 2, 2020 and September 1, 2021, they are eligible to participate in either the 2025 -2026 School Year Program (540 hours) or the 2026 Summer program (300 hours).

Children born between February 2, 2021 and September 1, 2021 may postpone their VPK participation until the 2026-2027 School Year Program (540 hours) or the 27 Summer Program (300 hours).



Processing VPK Applications

- At times, VPK applications have very heavy submission seasons, such as when the registration opens for a new program year and again close to the new program year start dates.
- Team members work in the VPK queue daily, and during the busier times we have several team members at a time working in the queue, but when the applications come in 100's at a time each day, the overall processing can take longer than our usual 3 business day turn around time.
- Our team works through the VPK applications by the date they are submitted always starting with the applications that have been in the queue the longest.
- Please keep in mind when scheduling your VPK registration and Open Houses that we cannot guarantee to meet the deadlines set for parents by providers to have the approved Certificate of Eligibility in hand for those events.
- Feel free to call to see if a parent has submitted their VPK application for their child. We will be happy to confirm with a yes or no. :) Thank you!

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



- VPK children can be enrolled in your program once you have a certified VPK provider application and certified VPK Statewide Contract.
- 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.

VPK Reenrollments 24-25 Program Year

VPK children transferring from one VPK provider to another must complete a reenrollment form. To do this, they log in to their Family Portal account, go into their original VPK application and select “Request Reenrollment” and follow the prompts within the reenrollment application.

As a reminder, many programs are approaching the 70% VPK hours completion which mean many children that attended a program since day one are approaching substantial completion. It will be extremely important to ensure you are waiting for a completed Reenrollment Certificate of Eligibility (COE RE) for children coming into your program to ensure they are eligible to continue VPK funding.

VPK Reenrollments will have the original VPK certificate number such as VPK10000-2024 with an “RE” added: VPKRE10000-2024.

VPK Reenrollment funding eligibility date shows in box #3 of the COE RE form.

Just like the VPK COE, the VPK COE RE will need to have Section II completed by both parent and provider.





STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
Certificate of Eligibility for Reenrollment

I. CERTIFICATE OF ELIGIBILITY FOR REENROLLMENT *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year 2023-2024	2. Certificate number VPKRE2628512-2023	3. Certificate issue date 12/20/2023	4. Parent email address [REDACTED]
5. Parent name [REDACTED]		6. Primary contact number [REDACTED]	7. Secondary contact number
8. Child's full name [REDACTED]		9. Child's date of birth [REDACTED]	10. County Clay
11. Program type <input checked="" type="checkbox"/> School-year program <input type="checkbox"/> VPK Specialized Instructional Services – School-year <input type="checkbox"/> Summer program <input type="checkbox"/> VPK Specialized Instructional Services – Summer			12. Estimated remaining hours or funding 309.00 Hours
13. Reenrollment in a subsequent program year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

BOX #2 SHOWS THE “RE” CERTIFICATE NUMBER. BOX #3 SHOWS THE DATE THE REENROLLMENT FUNDS CAN START.



School Readiness Waitlist Update



- We are starting a soft roll out of funding notices for infants through 5-year-olds in VPK for all six counties.
- While in the past we were able to enroll school-age siblings along with non school-age siblings, the school-age siblings will remain on the waitlist until all non-school age children have received a funding notifications.
- Generated notices are filtered by wait list date and sent to families that have been on the wait list the longest.
- Families that receive a funding notice are not guaranteed qualification. Eligibility is determined once we have all the documents needed on file and processed using a sliding fee scale for household size.
- If you are aware of any families that have been placed on the waitlist, please share with them that we are sending notices out weekly while funding is available.
- Funding notices are sent out to the email that is tied to the family's Family Portal account.
- Once the notice is sent, ECS will contact the family via email and when possible, by phone to remind family to check to ensure they received the notice and to also remind that they have only 30 days to submit requested documentation listed in the funding notice.
- If the family does not use the funding notice within the 30 days, it will expire, and they will have to reapply again through the waitlist for services.

School Readiness Wait List



Families may apply for the waitlist 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 - 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



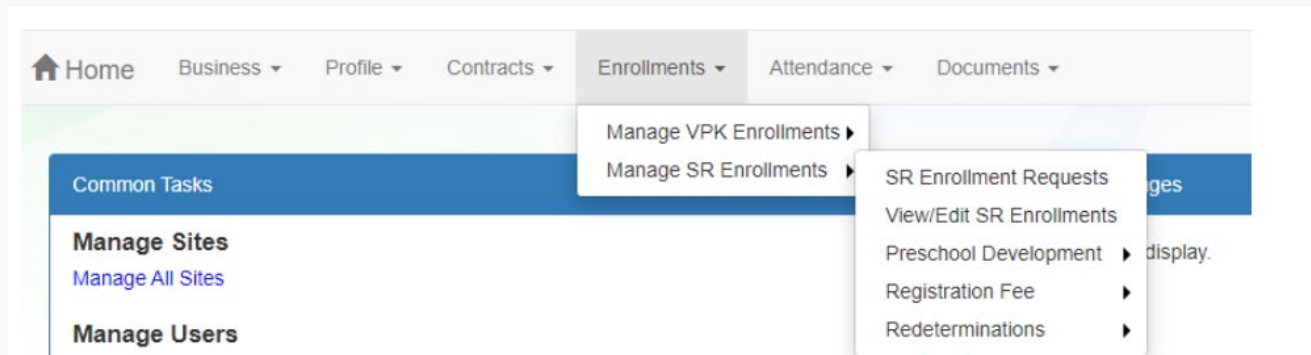
Our Family Services Team will give families with upcoming redeterminations that have school aged children at least a 30-day notice that funding will not be continued for their school age child/ren.

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. **Note: this is a best practice as a courtesy call. If staff are unable to make the courtesy call, the termination will still be in effect.**

If a child has stopped attending my center, what do I do?

- Contact the parent and then contact the Family Services Specialist for your county to discuss the termination of that child.
- Terminate the child under the View/Edit SR Enrollments section of the Provider Portal. You will select the End Enrollment Reason, End Enrollment Effective Date, Last Attendance Date and indicate if there were any past due parent co-payments.
- You can do this for active enrollments as well as enrollments in Pending Family Acceptance status.



Click on Child's Name

(in this case the child is in Pending Family Acceptance status)

Attendance Start Date	Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	Pendir	
		Pending Family Acceptance	<input type="button" value="End Enrollment"/>

A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.

End child SR enrollment

Do you want to end this Provider Enrollment?



After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.

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

Is there a past due parent fee? *

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

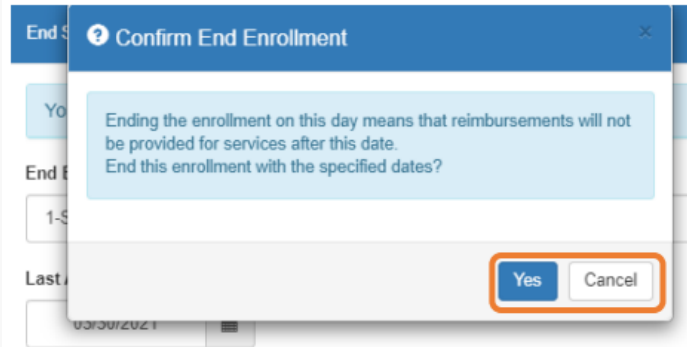
Save Cancel

Ending the SR Enrollment

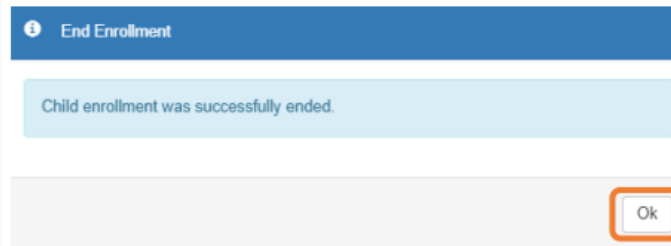


Confirmation of Ending Enrollment

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



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



At Risk Referral Reminders

As a reminder for at-risk children on a referral, we are not waiving parent at this time. Children on these referrals will have a minimal copy of \$.80 for full-time days and \$.40 for part time days with sibling discounts set at \$.40/\$.20 when applicable.

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.



Termination of Protective Services Children

If the child is a protective service child, you are also required to contact the case worker and inform them of the situation.

Document any calls or reports made to case workers including the dates and times that you spoke with the case worker or left messages.

ECS may collect this documentation at any time.



Expired Payment Certificates For School Readiness Children – Contract Language

Processes for Redetermination:

14-day term notice sent to parent/provider prior to the eligibility end date.

As workload allows, ECS will call parent/provider one day before eligibility term date as reminder of services ending.

Notice of Termed Child sent to parent/provider if the family does not renew eligibility.

It is parent/provider responsibility to review Payment Certificate Expiration Dates.

VII. COMPENSATION AND FUNDING

44. Method of Payment. PROVIDER reimbursement for eligible children will be based on the child care certificate (also known as a payment certificate) issued by COALITION and presented by a parent, and using the procedures outlined herein.

60. Disallowed Costs. PROVIDER understands that expenditures submitted for reimbursement will be disallowed if PROVIDER does not adhere to the provisions governing the SR Program as described in paragraph 5. Any disallowed expenditure may be deducted from any future reimbursement. PROVIDER agrees to return to COALITION any funds received as a result of error or overpayment or disallowed cost. If PROVIDER ceases to offer the SR Program before the payment is fully recovered, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts and restitution

61. Reconciliation. PROVIDER agrees that, if the reconciliation of services and payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the repayment is fully offset, PROVIDER agrees to return the funds. If PROVIDER fails to return the funds it was overpaid, PROVIDER will be subject to collection efforts and restitution.



Our Putnam County One Stop Office Has Moved!

- When: 1/13/25
- Where: Office Share Palatka – 320 St Johns Ave – Palatka, FL 32177
- Dates and Hours: Monday – Friday, 8:00am – 5:00pm
- This is a shared space with other businesses within the community. We secured an office that accommodates one person to be in the office.
- Family Services Specialists and Coordinator that are not scheduled in the office will be available remotely Monday-Friday, 8am to 5pm
- In person appointments are encouraged to be scheduled ahead of time and can be made on our website www.ecs4kids.org/appointments
- Clients should make childcare arrangements beforehand or may be asked to reschedule depending on shared space activity that day.



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 – Jasmine Thornton – 904-213-3939 ext. 2081
Jasmine.Thornton@ecs4kids.org

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 (also at 904-726-1500 ext 2290 as transitioning to Coordinator position).

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

St Johns - TBD

Putnam – Christina Jackson – 386-385-5450 ext. 4100
Christina.Jackson@ecs4kids.org

Putnam – Maria Castellanos– 386-385-5450 ext. 4101
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.

April Florida – 904-726-1500 Ext 2290
(april.florida@ecs4kids.org) Family Services
Coordinator to Nassau, Baker, Clay and HQ 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



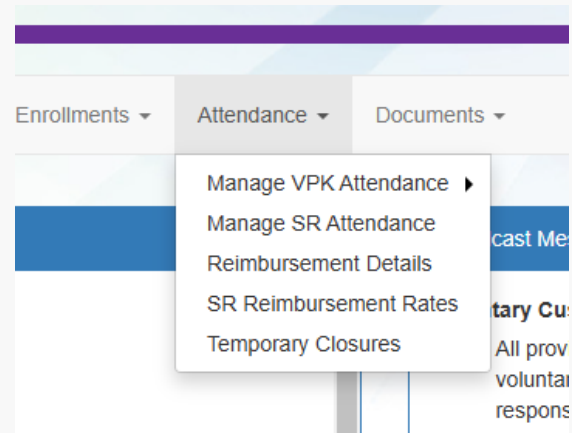


REIMBURSEMENT DEPARTMENT UPDATES



1099 Tax Forms

- The 1099 Tax Forms will be mailed out by January 31, 2025 to all providers that are not listed as a corporation.
- Corporations that need their payment information, can download their reimbursement reports in the Provider Portal under *Attendance - Reimbursement Details*



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.



Attendance



Submit SR/VPK Attendance by the 3rd business day of each month.

SR

57. Attendance Documentation. PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.

VPK

44. Attendance Documentation Submission. PROVIDER agrees to submit monthly attendance certification, in accordance with Rule 6M-8.305, F.A.C., for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the 3rd business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next payment cycle.

If you have any questions or need assistance submitting attendance, please reach out to the Reimbursement Department (904) 726-1500 ext. 7050.



Attendance Accuracy

In accordance with Rule **6M-4.500** and **6M-8.610**: A provider must complete and certify a monthly roster, using the statewide information system, that lists each child enrolled in the provider's SR or VPK program.

Providers are responsible for reviewing each individual child on the roster to ensure that they are submitting the correct monthly attendance record.

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

Search:

1 to 11 of 11 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.	Crunch Latham	9/9/2013	5y	VPK	
2.	Goodbar Latham	9/9/2013	5y	VPK	
3.	Krackel Latham	9/9/2013	5y	VPK	
4.	Mertos Latham	9/9/2013	5y	VPK	
5.	Milky Way Latham	9/9/2013	5y	VPK	
6.	Nestle Latham	1/1/2014	4y	VPK	
7.	Paydey Latham	9/9/2013	5y	VPK	
8.	Reese's Pieces Latham	9/9/2013	5y	VPK	
9.	Snickers Latham	9/9/2013	5y	VPK	
10.	Three Musketeers Latham	9/9/2013	5y	VPK	
11.	Twix Latham	9/9/2013	5y	VPK	
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

October 2018

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

Child's Current Information

Name: Crunch Latham
DOB: 9/9/2013 Age: 5
Status: Enrolled BGrp: VPK
Cert: VPK1109729-2010
Class: AF16-Purple Room

Monthly Attendance Summary

Days Present: 19
Days absent: 0

X Enrolled/Present
A Absent
N Non-Reimbursable/Non-Scheduled Days
H Paid Holiday Days
T Terminated/Enrollment Ended
* Closed
Attendance has not started

[Save](#) [Save & Exit](#) [Cancel](#) [Submit to Coalition](#)



Attendance Accuracy

- If a provider only looks to make changes for absences without looking at each individual child, the provider could be requesting funds for a child that is no longer attending and may have to pay those funds back to the state.
- If a child appears on the attendance roster and no longer attends your program. The provider can terminate the enrollment through the Provider Portal. Your request will be sent to the coalition for review.

Change Child Enrollment

Certificate Number: VPK670-2018 Certificate Issue Date: 07/29/2018

Child Name: Baloo Latham Child Date Of Birth: 02/02/2014

Anticipated Start Date: 11/16/2018 Class ID: BF18 - Tomorrowland Room

End Child Enrollment ⓘ

⚠ Coalition approval required

Last Day of Services: 12/09/2018

Termination Effective Date: 12/10/2018

Reason for Termination: 25-Parent Withdrew Child

[Submit Request](#) [Close](#)

Background Information: The screenshot shows the 'Lucky Dog Daycare' page with a 'Request/Change VPK Enrollment' button. The background form includes fields for 'VPK Program Year' (2018-2019), 'VPK Session', 'Max Class Size' (11), and 'VPK Children Count' (11). A table at the bottom shows enrollment details for Baloo Latham, including the certificate number, date of birth, start date, and a 'Terminate' button.



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



Helpful Resources

SR

[School Readiness Provider FAQ](#)

VPK

[VPK Provider Manual 24-25 Update](#)



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



2025-2026 Provider Profiles

2025 Provider Profile Update



IT'S THAT TIME OF YEAR!

It is time for child care providers to update their profiles in Florida's Early Learning Provider Portal.

Every year hundreds of thousands of families are served by Florida's 30 early learning coalitions' Child Care Resource and Referral services. When providers participate in the annual provider update, CCR&Rs are able to:

- Inform communities about child care and the cost of care.
- Offer customized child care listings to families based on their needs.
- Provide a FREE marketing tool for ALL legally operating child care providers in Florida.



6M-9.300 (8)(a) Provider Updates

Each CCR&R Organization shall ensure that provider information for each legally operating childcare, early learning or school-age provider, and each provider receiving state or federal funds within the CCR&R organization's service area, is updated and approved between

January 1 and May 31 of each calendar year in the single statewide information system maintained by the Division of Early Learning.

To complete your 2025-2026 Provider Update:

1. Log on to your Provider Portal account and access your current 2024-25 Profile.
2. Click the located at the upper middle of screen.
3. Click each tab and review the information. Make any necessary updates as needed.
4. Submit your profile for coalition review.

Early Learning Provider Portal

<https://providerservices.floridaearlylearning.com>



E-Verify Requirements



All contracted childcare providers are **required to use E-Verify for all new hires**.

Providers are required to sign and upload an affidavit stating that it does not employ, contract with, or subcontract with an unauthorized alien. **The affidavit must be notarized.** ECS will not be able to initiate any contracts for the 2025-26 program year without an uploaded affidavit. **The affidavit must be completed annually and uploaded to your Profile.**

In addition to completing the affidavit, you are required to register for E-Verify at <https://www.e-verify.gov/>

Enrolling in E-Verify is a simple and easy process, open to any U.S. employer. To help you get started, a short video showing the step-by-step process is available at the following link:

<https://www.youtube.com/watch?v=INoFQTYIOAQ&feature=youtu.be>.



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



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

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

THIS TRAINING IS A YEARLY REQUIREMENT.

Please make sure if your current training certificate expires before the end of the program year that you are taking the new training and uploading the certificate and forms prior to the expiration date.

Please upload for all qualified Test Administrators within your program

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 a Non-Compliance.



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.

If you are unsure of your Progress Monitoring dates, you may check your PM dates on the ECS website at the new link:

<https://www.ecs4kids.org/providers/vpk-providers/fast-progress-monitoring/>

You will need the Director email address and your Provider ID.

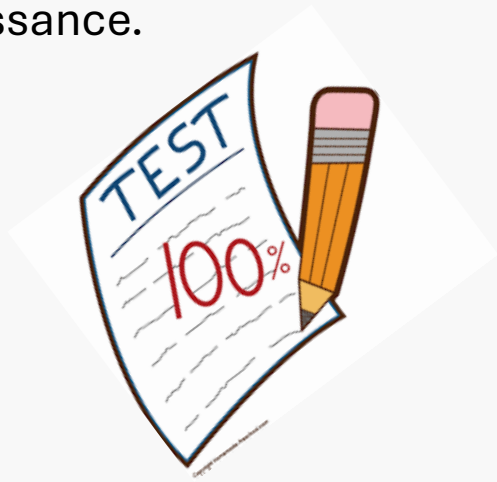
Please remember if there is a calendar change or closure, this may change your Progress Monitoring dates.



Testing the children

Testing Newly Enrolled children:

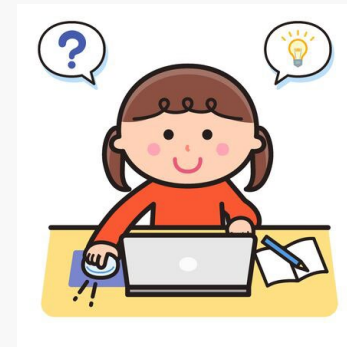
Any child that is enrolled in the VPK Program during the Progress Monitoring Window must be tested. Even if they are enrolled one or two days before the end of the testing window. Please ensure that the child's enrollment is added to the provider portal in a timely manner. It may take 24-48 hours for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

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

2. Failed Practice Test : 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.



Reports

STAR Test Activity reports: Please ensure when running these reports you are using the custom dates. (PM start and end dates)

These reports should be run after the end of the PM window and kept on file for 5 years.

The report could be requested for monitoring purposes.

Parent Letters: These reports should be run and given to the parents within 7 days of the child being tested. You will need to use the custom dates on this report as well. These must also be kept on file, along with documentation that the parent received the letter within the 7 days, for 5 years. These may also be requested for monitoring purposes.





NEW

VPK FAST users for 2024-2025

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>

Adding an External User

- 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

- Thank you to all every participant that shared their Saturday with us, we hope you enjoyed it as much as we did! Already looking forward to next year!



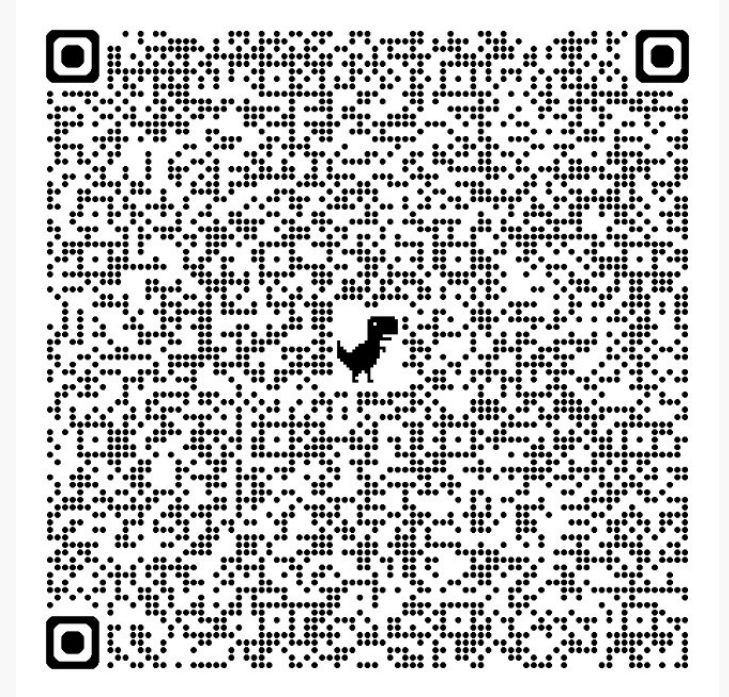
Upcoming Meeting for SD/VPK/PreK Providers:

VPK Performance Metrics and Transition to Kindergarten Meeting TEAMS Virtual Meeting

Thursday, February 20th, 1:00pm-2:00pm

Description: Lexi Langieri, VPK Regional Facilitator will join us to explain the new VPK Provider Performance Metrics. Immediately following will be the Annual Transition to Kindergarten Meeting to discuss opportunities for families transitioning from PreK to Kindergarten

- Register by 2/14/2025
- Visit website or Scan QR code:
<https://ecs4kids.gosignmeup.com/Public/Course/Browse>



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 or Blythe.Mauldin@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



Earn a Tablet!



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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Sponsored by Episcopal Children's Services, ELC of North Florida, and the State of Florida.



25-26 Enrichment Program

If you are interested in receiving coaching as part of our Enrichment Program next school year, reach out to us.

We are also looking for sites who may be interested in receiving LENA coaching this summer.

Contact: Blythe.Mauldin@ecs4kids.org

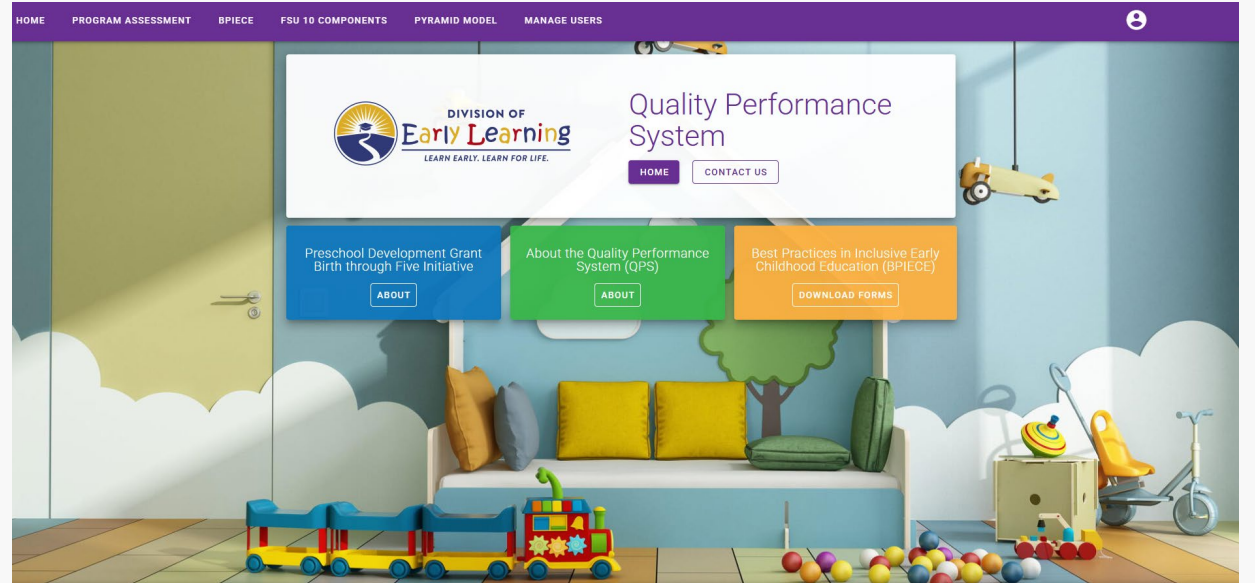


QPS SR Staff Roster Reminder

School Readiness Providers:
Remember to submit your staff rosters each month (providers exempt from CLASS do not need to submit a roster).

If you need assistance, reach out to: Anquinette.Callis@ecs4kids.org

<https://portal-qps.floridaearlylearning.com/>



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.



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

- Providers who have not yet been assessed will receive communication from their Education Specialist soon. Be sure to schedule any needed Onsite Technical Assistance support with your specialist as soon as possible!
- Reminder for 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 Trainings & Accounts

- Online Trainings available courtesy of DEL:
 - CLASS Foundations for Teachers (17 spots available)
 - CLASS Overview for Leaders Online Course (7 spots available)
 - Infant/Toddler Primer for Teachers Online Course (4 available)
 - Email the title of the training and number of spots needed to Amanda.Griffis@ecs4kids.org. First come, first serve!
- MyTeachstone Accounts:
 - Reach out to your Education Specialist or Amanda.Griffis@ecs4kids.org
 - Include the first & last name of each person and their individual email address



Other CLASS Learning Opportunities

- Check the ECS training calendar:

<https://ecs4kids.gosignmeup.com/Public/Course/Browse>

- Read the ECS Helping Hands Monthly Newsletter

- *Includes CLASS strategies in the activities*

- Utilize Book of the Month Lesson Plan Resources

- *Includes CLASS strategies in the activities*

- *Visit this webpage, scroll to the bottom of page for BOMs:*

<https://www.ecs4kids.org/providers/newsletters/>

- Visit the Teachstone website for products to use in the classroom: <https://teachstone.com/>

- 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, danesha.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

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Shanda Ellis

(904)726-1500 x 2253

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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.

