

PROVIDER'S

FOCUS Magazine

April/May/June 2017

a quarterly publication for early childhood care and education professionals

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Cover photo by Ingrid Guzman Mazutier

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INTRODUCTION

The Provider's Focus Magazine is a quarterly publication of the Early Learning Coalition of Hillsborough County (ELCHC). The ELCHC is a non-profit, 501(c)3 organization with its main offices located in Tampa, Florida. The Provider's Focus is printed in limited quantity and distributed across Hillsborough County, Florida. It is also available in digital format at www.elchc.org in the Publications area of the website.

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SUBMISSION INFO

If you would like to submit an article to be included in the Provider's Focus, listed below are the submission deadlines and requirements for the 2017 publication year.

Articles should include the author's name, affiliation and title and be typed, double spaced in 11 or 12 point Arial, Calibri or Times Roman font. Any accompanying photos or artwork should be in high resolution JPEG format (at least 300 dpi) and sent as a separate attachment along with the article (not inserted in the article). Photo releases should accompany any photo submissions. Submit all to twhite@elchc.org by noted deadlines. Please note that submission does not guarantee publication.

Submission Deadline	For Issue	Will Hit Mailboxes:
July 12, 2017	Fall 2017 (July/Aug/Sept)	Mid-August 2017
October 11, 2017	Winter 2017 (Oct/Nov/Dec)	Mid-November 2017
January 10, 2018	Spring 2018 (Jan/Feb/Mar)	Mid - February 2018
April 11, 2018	Summer 2018 (April/May/June)	Mid - May 2018



The CEO

in his own words

I had the recent opportunity to write an article for a local parenting magazine about the importance of early learning. Writing that article allowed me to refocus my attentions to my commitment to working with our community and stakeholders to create a long-term impact through innovative programs and support systems.

Along with the team of awesome early learning professionals that I work with on a daily basis, I truly believe that Hillsborough can become the top-rated quality early learning community in the state of Florida. Our drive, vision and knack for innovation in this community serve as solid foundation on which to build an incredible continuum of early childhood care and education services and programs for all of our children.

For instance, here at the ELCHC our team has revised and will soon be releasing its newly revamped Quality Counts Program. We have worked closely with you, our provider community, as well as our state and local early childhood community partners, to fine tune and formulate a quality improvement program that offers you a road map to delivering higher quality programs. Based on preliminary feedback, I think you will be pleased.

You will see me continue my visits to early learning programs throughout our community. During my visits, most of you have been generous with your time and your feedback and I am listening. In the coming months, the ELCHC team will be implementing best practices and changes that will improve how we do business with you and the families we all serve.

I am counting on your commitment and participation as we move toward raising the bar of quality for our programs and our children. It is one of my top goals!



Steve



Top-goal: **Quality**
Programs & Professionals





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**MEET...
JENNA
ORTEGA**



JENNA IS KNOWN AS THE VOICE OF PRINCESS ISABEL IN THE HIT DISNEY ANIMATED SERIES, "ELENA OF AVALOR," AND STARS AS HARLEY, THE CREATIVE & SPUNKY MIDDLE CHILD, IN DISNEY'S NEWEST HIT SERIES "STUCK IN THE MIDDLE!" JENNA ALSO PLAYS THE "YOUNG JANE" IN THE CW'S GOLDEN GLOBE WINNING SERIES, "JANE THE VIRGIN". JENNA WILL BE TAKING PICTURES AND SIGNING FREE AUTOGRAPHS AT THIS YEAR'S 2017 KIDS DAY.





By Angela Chowning, Manager, Hillsborough County
Child Care Licensing



The Health & Safety

TRIANGLE



What does the Child Care Licensing Office (CCL), the Early Learning Coalition (ELCHC), and the School Readiness Health and Safety Requirements have in common? Although we are separate entities, Child Care Licensing and the Coalition offices work together more than you might think. Our agencies work closely together on community collaborations, child care enforcement sanctions, and most recently, we have both been tasked with monitoring and enforcing the new School Readiness Health and Safety Requirements established by the Florida Office of Early Learning (OEL).

For those of you that may not know, these new requirements are a result of changes in the federal Child Care Block Development Grant and apply only to providers that receive payment from the Child Care and Development Fund (CCDF). In Florida, CCDF funds are used to provide payments to providers that offer the School Readiness Program.



Locally, the Child Care Licensing Office has been holding workshops for all child care provider's

“... these new requirements are a result of changes in the federal Child Care Block Development Grant ...”



to inform them of the changes and the anticipated time line for enforcement of these requirements. Although many of the health and safety requirements are currently part of local ordinance, several new regulations have been added and only apply to providers that offer the School Readiness Program.

At this point, you may be asking yourself, “So? What’s the relationship then between these agencies?” The answer is simple: the Child Care Licensing Office is responsible monitoring these new requirements and the



Early Learning Coalition is responsible for enforcement. Therefore, if a school readiness provider is out of compliance with the new School Readiness Health and Safety Requirements, it could impact their School Readiness contract.

Now you are asking yourself, "How will these new monitoring and enforcement procedures work?" The Child Care Licensing Office and the Coalition will work collaboratively as follows:

1) One time per year, the Child Care Licensing Office will be conducting an inspection of these new requirements. They will be imbedded into the computer template that CCL already

uses and will be done during one of the regular licensing inspections.

2) These inspections will be forwarded

“If a school readiness provider is out of compliance with the new School Readiness Health and Safety Requirements, it could impact their School Readiness contract.”

to the Early Learning Coalition for further action if necessary to ensure the provider corrects any non-compliances.

3) The Child Care Licensing Office will also investigate any complaint allegations related to these new requirements. And, again, the results will be forwarded to the Coalition who will determine enforcement actions. You can obtain copies of School Readiness Health and Safety Requirements on the Office of Early Learning website.

Please contact Child Care Licensing or the Early Learning Coalition if you have any questions about the new standards.





THE IMPORTANCE OF ATTENDANCE

By Daisy Homan and Ingrid Sanchez, ELCHC Provider Services Specialists



The Office of Early Learning (OEL) requires that children attending the School Readiness program be signed in/out each and every day. This serves as proof that the child/ren attended your program.

The Early Learning Coalition of Hillsborough County (ELCHC) is required to monitor providers for compliance with this regulation.

The following information is being provided to help providers successfully meet the sign-in/sign-out requirements established by OEL.

The Sign-in/Sign-out sheets must include:

- Name of the provider
- Month/Day/Year
- Name of the child
- Time in; AM or PM
- Time out; AM or PM
- Full signature of parent/guardian or authorized person that picks up the child
 - INITIALS ARE NOT ACCEPTABLE
- School age children picked up at school and transported by the provider must be signed by the provider upon arrival each day. The parent must give written consent to have the provider sign in/out.
- Electronic sign-in/sign-out sheets may be used in lieu of manual sign-in/sign-out sheets. Parent signature must be included attesting to the accuracy of the information listed.
- Correction fluid (such as Wite-Out™) is not permitted. If a mistake is made, put a line through and write the correction over it.

- Siblings must have individual sign-in/out sheets

ELCHC is unable to authorize reimbursement, or may require a reimbursement adjustment for the following:

- No sign-in/sign-out sheets in use
- Missing sign-in/sign-out sheets
- Discrepancies between attendance rosters and daily sign-in/sign-out sheets
- Parents signing children in and/or out in advance
- Provider signing children in or out when not transporting to/from school
- Provider having a number of children in care that exceeds the licensing capacity.
- Failure to allow ELCHC staff to enter facility while in operation
- Failure to provide ELCHC access to sign-in/sign-out sheets when requested

It is imperative that providers establish procedures to ensure parents and guardians are signing their children in and out properly each and every day.

*The Sign-in/Sign-out sheets must be retained for a minimum of 5 years. If the contract is terminated, the provider must transfer all the records to the Coalition.

If we create a habit in our families about the importance of maintaining the correct attendance of children at an early age, it will not only help providers maintain a high margin of attendance, but it will also motivate parents to support and make their children's attendance a priority.





LA IMPORTANCIA de las ASISTENCIAS

By Daisy Homan and Ingrid Sanchez, ELCHC Provider Services Specialists



La Oficina de Educación Temprana (OEL, por sus siglas en inglés) requiere que la asistencia de los niños que participan en el programa de School Readiness sea marcada y firmada todos los días por sus padres/guardianes. Esto sirve como prueba de que los niños asistieron a su programa.

El Early Coalition of Hillsborough County (ELCHC) está obligado a verificar que los proveedores cumplan con este reglamento.

La siguiente información les ayudará a cumplir satisfactoriamente con los requisitos de asistencia establecidos por OEL.

Las hojas de ENTRADA / SALIDA (Sign In/Out Sheets) deben incluir:

- Nombre del proveedor
- Mes/Día/Año
- Nombre completo del niño/a
- Hora de llegada, incluyendo AM o PM
- Hora de salida, incluyendo AM o PM
- Firma completa del padre o persona autorizada que recoge al niño/a
 - NO SE ACEPTAN INICIALES
- Las hojas de entrada/salida de niños de edad escolar que son recogidos en la escuela y transportados por el proveedor deben ser firmadas por el proveedor a la llegada y salida cada día.
- El padre debe dar su consentimiento por escrito para que el proveedor pueda firmar las hojas de entrada/salida del niño/a.
- Se pueden utilizar hojas electrónicas de entrada / salida en lugar de las hojas de entrada / salida manuales. Se requiere la firma de los padres para certificar esta información.
- No se permite usar corrector (Wite-Out). Si se hace un error, cruce con una línea y escriba la corrección por

encima de ella.

- Los hermanos deben tener hojas de entrada/salida individuales.

ELCHC no puede autorizar reembolso, o podría requerir un ajuste de reembolso por lo siguiente:

- Falta de hojas de entrada / salida
- Discrepancias en el registro de asistencia y las hojas de entrada/salida
- Padres que firman la entrada/salida de sus niños por adelantado
- El proveedor firma la salida de los niños
- El proveedor tiene un número de niños que excede la capacidad de su licencia
- No permitir acceso al personal del ELCHC al programa durante horas de operación
- No proveer acceso al personal del ELCHC a las hojas de entrada/salida cuando se solicitan

Es imperante que los proveedores establezcan un procedimiento para asegurar que los padres/guardianes firmen las hojas de entrada/salida de sus niños correctamente todos los días.

*Las hojas de entrada/salida tienen que ser retenidas por un mínimo de cinco (5) años. Si el contrato es terminado, el proveedor debe devolver todos los registros de School Readiness a la Coalición.

Si creamos un hábito en nuestras familias sobre la importancia de mantener la asistencia de los niños correctamente desde una temprana edad, no solo ayudará a los proveedores a tener un margen de asistencia alto, también motivará a los padres a mantener y hacer de la asistencia de sus niños una prioridad.





Follow this recipe for a parent night that will leave your parents wanting more!

4 STEPS TO MAKE PARENT NIGHT A PIECE OF CAKE

By Champions for Children - Family Involvement Connections

Maria Grosvenor, Champions for Children Director of Childcare and Student Based Supports

Eva La Barbera-Hiraldo, Family Learning Specialist,
Skylar Griessel, Family Learning Specialist

A successful parent night sets the tone for building positive relationships with the families that you serve. It increases parent morale. It builds the foundation that helps us define quality childcare. It helps parents become vested in the learning process, and allows them to see the value of their return on investment in their child's education.

INGREDIENTS

- 1 GROUP OF PARENTS
- 1 BUDGET
- 8 WEEKS OF PLANNING
- 1 EXCITING THEME
- 1-2 ENGAGING ACTIVITIES
- 4 FOOD ITEMS
- 1-4 STAFF/VOLUNTEERS

MEASURE

Plan over an 8-week period

1 Parent night dates should be picked and budgeted for during your yearly planning sessions. Budgets can be built through fundraising events, grants, scholarship programs, and donations. Some of the possible items to budget for would be materials, food, employee overtime, and advertising. Having a parent night on a quarterly basis is just about the right dosage to keep your parents engaged. Preplanning is easier when you can answer the Who, What, When, and Why questions.

Who are you trying to attract to this event? Parents and care givers.

What are they going to do? Complete activities to help them become familiar with the reading, language, and writing curriculum.

Where are you going to host your parent night? At your center or home.

When choosing a date and time, pick a date and time that most families would be able to attend. Weekday evenings after pick up usually work best.

Why are you doing this? To increase literacy awareness and increase reading opportunities at home.





PREHEAT

Staff & Volunteers Needed

2. Parent nights can be a fun and entertaining way to get our parents engaged while building awareness and educating them.

Volunteers can be used for childcare in a separate area. Having the parents' undivided attention allows them to stay focused on having fun while learning without the worries of childcare. Volunteers can also help serve food, meet and greet, and facilitate activities. Volunteer staff and substitutes get to know parents on a more personal level. They also have the opportunity to demonstrate their knowledge of child development.

Who to recruit:

- Staff
- Substitutes
- Family and friends
- Local school and university early childhood students

How to recruit volunteers:

- Preplan volunteer opportunities in your yearly planning session
- Post flyers
- Write a letter
- Signup sheet
- Word of mouth



SEASON TO TASTE

Food

3. Since many parent nights take place in the evening, providing food that help parents stay alert and increase cognitive functions should always be included in the menu. The right foods can help stimulate your brain. If you are working within a budget you can ask for food donations from local businesses. You can also host a potluck and have parents bring food. Finally, you can use funds from your budget that you created during your preplanning stage. Some examples of the best food to encourage blood flow to the brain are:

- Vegetable trays with dark green veggies such as broccoli. People who eat broccoli have better memory retention.
- Fruit trays with Blackberries and cherries which are loaded with antioxidants and help blood circulation.
- Tuna salad and crackers have omega-3 fatty acids which help keep brain cells active and healthy.
- Walnuts increase better memory and brain functioning.
- Water

Like any good cake, a successful parent night should leave you wanting more! Engaged, skillful parents is the icing on the cake!

MIX WELL

Activities

4. Activities should be based on the theme of the parent night. The theme should be mainstream and include current topics that are trending such as S.T.E.M., early literacy, etc. Group activities are a great way for parents to get to know each other. They also help parents develop a sense of working in a community. Group activities help parents share diverse perspectives and pool their skills together. It is important to provide resources and handouts that aid in continuous learning at home. Some examples of group activities for an early literacy night are:

- Icebreakers – getting to know each other and the providers/staff
- Games – rhyming, matching, sounding out
- Role playing – opportunity for provider to mentor parent/child interactions
- Group discussion – parents build on each other's ideas and skills
- Materials – alphabet blocks, books, puzzles, and flash cards



ELCHC Photo Gallery

ELCHC is THE trusted early learning resource in Hillsborough County! Our Board and staff members are in the community advocating for and highlighting the benefits, importance and power of quality early learning!

01 DCF Secretary Mike Carroll visits Safelyland Day Nursery with ELCHC Board members Lynne Hildreth & CEO Knobl

03 ELCHC's Steve Knobl & staffer Hannah Goble appear on *The Morning Blend* to talk about importance of play.

06 ELCHC Board member Luke Buzard of TECO is reappointed to the ELCHC Board. Shown here with his daughter.

09 CEO Steve Knobl with ELCHC Board members in Tallahassee for Hillsborough Day at the Capitol.

02 CEO Dr. Steve Knobl, along with board member Daphne Fudge, members of the Tampa Chamber of Commerce, and children from Alphabet Learning Center cut the ribbon on the newly relocated Institute for Early Childhood Professionals.

04 Children's Board Exec. Dir. Kelly Parris & Dr. Knobl at Child Abuse Prevention kick off at the Glazer Children's Museum.

07 Early learning advocate Bob Buesing reads to a VPK class during ELCHC's celebration of Week of the Young Child.

10 CEO Steve Knobl sneaks in a moment on the slide at Kidz Cove during a provider site visit.

05 Shabel Santiago of ECC, Abby Perez of ELCHC and Sandy Show of SDHC present at Inclusion conference in Orlando!

08 CEO Knobl is reads the *Very Hungry Caterpillar* to a class for Tasty Tuesday during Week of the Young Child.

11 Some of the participants for the ELCHC Day of Play at Al Lopez Park.





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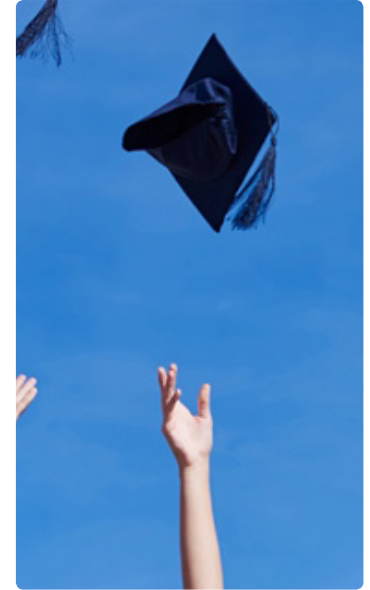


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elchcnews

latest ideas • what's up • deadlines • in the know



A Few Things You Really Need to Know

Things change quickly, make sure you're in the know

by Tracie White Cardwell

As early learning professionals, there is much to do and much to know! This section of our magazine attempts to give you snippets of things that are happening in the early childhood arena! We're helping you keep your ear to the ground!

HEALTH AND SAFETY INSPECTIONS

Whats all this talk about Health & Safety inspections and should you care? YES! Federal legislation re authorizing the Child Care Development Fund (CCDF) included new health and safety requirements for child care providers that receive CCDF funding. In Florida, that means that ALL child care providers offering the School Readiness Program must



have at least one inspection each year. Those inspections began in mid-November 2016. All elements of Florida's Health and Safety Checklists and Inspections go into effect July 1, 2017. Be sure to read the article on page 6 of this issue for some clarity on this important requirement!

PROFESSIONAL DEVELOPMENT REGISTRY

The registry allows early learning professionals to track

training they have completed and record certificates they receive. Florida's statewide registry helps attract, retain and develop a well-qualified early care and education workforce. The system assists practitioners to assess current quantifications, identify education resources and support, and plan a career pathway. The registry will also allow policymakers to analyze barriers to access, support needed for continued career advancement and program-wide improvements for early learning programs. To register with the registry go

to the OEL website at www.floridaearlylearning.com and click on Providers.

T.E.A.C.H. EARLY CHILDHOOD SCHOLARSHIPS

The Florida T.E.A.C.H. program serves as an umbrellas for a variety of educational scholarship opportunities for those working in early childhood, including family child care homes. To learn more about T.E.A.C.H. opportunities go to teach-fl.org! Your future success could be right around the corner!



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY



BACK TO SCHOOL BASH

ELC HC PROVIDER'S FOCUS MAGAZINE
elchdc.org Issue 031 April/May/June 2017

Thursday

AUGUST 10

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to
7:30 pm

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PROVIDER APPRECIATION

It was a very big deal!

ALL ABOUT THE PROVIDERS!

May 11, 2017 the Early Learning Coalition of Hillsborough County's Institute for Early Childhood Professionals (IECP) celebrated 2017 Provider Appreciation Day with an evening full of networking, food and absolutely wonderful prizes. Those in attendance received a special visit from County Commissioner Sandra Murman.

The Commissioner delivered a proclamation from the Hillsborough Board of County Commissioners declaring May 11, 2017 as Provider Appreciation Day!



BELOW
Commissioner Sandra Murman poses with some of Hillsborough's awesome providers and delivers a proclamation in their honor from the Hillsborough Board of County Commissioners.



TOP ^
Six lucky providers entered one of the drawings at the event and won full computer setups consisting of a monitor, hard drive, scanner, printer, keyboard, mouse and mouse pad! Just look at the smile on this winners face.



TAMPA BAY
Parenting
tampabayparenting.com



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Expansions DENTAL CENTERS





EARLY LEARNING
COALITION OF HILLSBOROUGH COUNTY

Save the Date

ELCHC Provider Meeting

Saturday, July 29, 2017

9:00 am - 12:00 pm

Hillsborough Community College -

Dale Mabry Campus

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Student Services Building Auditorium

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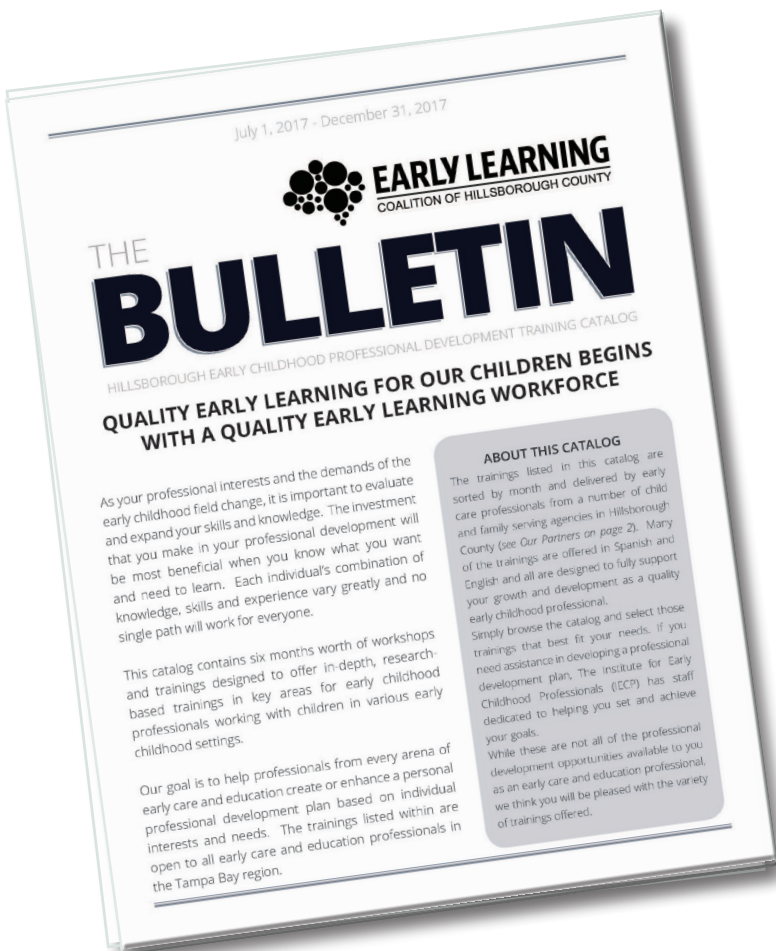


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The Early Learning Coalition of Hillsborough County has released its training catalogue for the period of July 1 - December 31, 2017!

Be sure to take a look at as you plan your professional development endeavours for the remainder of 2017! You can access the listing online or pick up a printed copy from the IECP, your provider specialist or an ELCHC community partner!

#potentialstartshere