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**Early Learning**

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# Provider Portal User Guide

Version 4.0

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## Document Revision History

Document Version	Date	Author	Revision
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## Document Overview

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

### Purpose of this Document

The purpose of this document is to provide Provider Portal users with a reference document to successfully navigate and perform business processes included in Release 4.0 of the Provider Portal.

### Intended Audience

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

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

New text and screenshots for user information update and contract completion.

### Assistance

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

## Accessing the Provider Portal

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

## Creating a Provider Portal Account

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

Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Not yet registered?  
Click [here](#) to register a new provider account.

Password

Enter Password

Log On

Forgot my password

Change my password

Click the [here](#) link to start the new account registration process and the following page will display:

Register for a New Provider Account

License Details

Taxpayer or Provider identification number\*

License/Registration/Exemption number, or EXEMPT\*

Verify License Details

Already registered?  
Click here to log in with your existing account information.

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

The Provider Portal user must click the [Verify License Details](#) button to complete step 1 of the Provider Portal account registration process.

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

**Provider Data Found**

---

We found the following Provider data which corresponds to the license information that you entered. If we've correctly identified your provider, click Yes to pre-fill sections of the registration form. Otherwise, click No and try again with different license information.


**Business name:** 4 Kids Academy  
**Doing Business As name:** 4 KIDS ACADEMY  
**Owner name:** SARINA

Is this your provider?

If the information is not correct, click the **No** button and contact the local early learning coalition.

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

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

** No Matching Provider Data Found**

**Taxpayer or Provider ID:** ✘ 00000000000  
**License/Registration/Exemption #:** ✘ EXEMPT

We were not able to find matching provider site or principal business data to the specified taxpayer/license information. If you are a new provider, this situation is to be expected.

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

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

## Register for a New Provider Account

### License Details

Taxpayer or Provider identification number \* 

34534534545

License/Registration/Exemption number, or EXEMPT \* 

EXEMPT

### Business Details

Business name associated with your taxpayer identification number \*

Owner/Operator name \*

Principal Address line 1 \*

Principal Address line 2

Principal City \*

Principal State \*

Principal Zip code \*



## Location Details

Doing Business As name (DBA) \*

Provider type \*

Legal status \*

Contact person phone number \*

## Physical Address of Facility

Facility address is the same as principal address.

Address line 1 \*

Address line 2

City \*

State

Zip code \*

County of physical location \*

## User Information

First name \*

Middle name

Last name \*

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

Confirm account user name \*

Password (must contain at least 8 characters) \*

Confirm password \*

Register

After clicking the **Register** button, the following message may display:

**Address Verification**

Principal Address of Business

USPS standardized address is:

Entered Address	USPS Address
100 Example St, TALLAHASSEE, FL - 32399-0001	100 EXAMPLE ST, TALLAHASSEE, FL 32399-0001
<input type="radio"/> Select this	<input checked="" type="radio"/> Select this

**Close** **Apply**

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

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

Account Request Confirmation

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

**Continue**

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

Hello Jim Ledbetter,

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

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

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

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

Hello Jim Ledbetter,

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

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

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

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

## Troubleshooting a Provider Portal Account Error Message

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

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

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

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

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

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

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

oeldemonstration+pb@gmail.com

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

## Provider Portal Returning User

### Log on Process

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

Provider Services Logon

**Account Information**

User name (must be a valid email address)

Password

[Forgot my password](#)

[Change my password](#)

**Log On**

### Password Recovery

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

Provider Services Logon

**Account Information**

User name (must be a valid email address)

Password

[Forgot my password](#)

[Change my password](#)

**Log On**

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

Forgot Your Password?

**Account Information**

Please type the user name of your account and then click **Continue**. A password reset link will be sent to the email address associated with your account.

User name

[← Back](#)

**Continue**

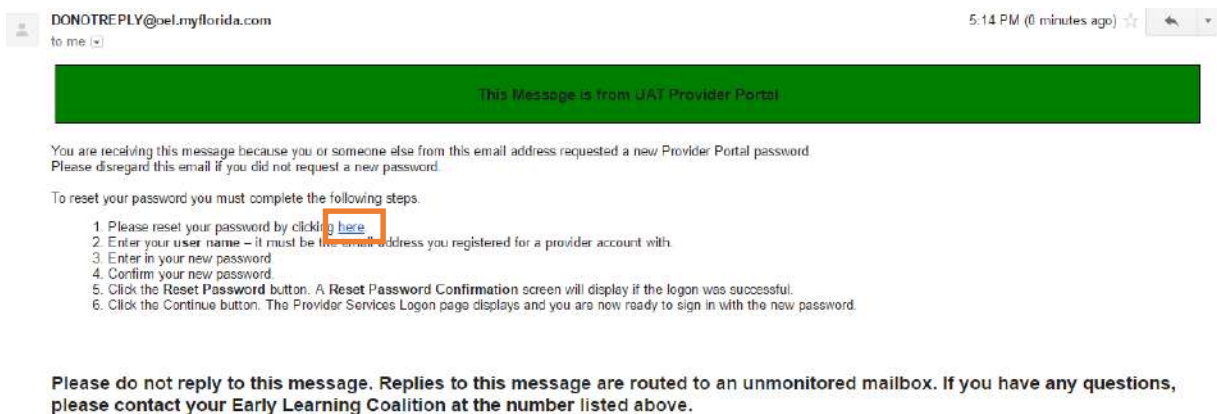
The Provider Portal user must know the email address used for the account. Once the Provider Portal user enters an email address and clicks the **Continue** button, the following page will display:

## Forgot Password Confirmation

A password reset link was sent to the email address associated with your account.  
Please click **Continue** to proceed to the login page.

**Continue**

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

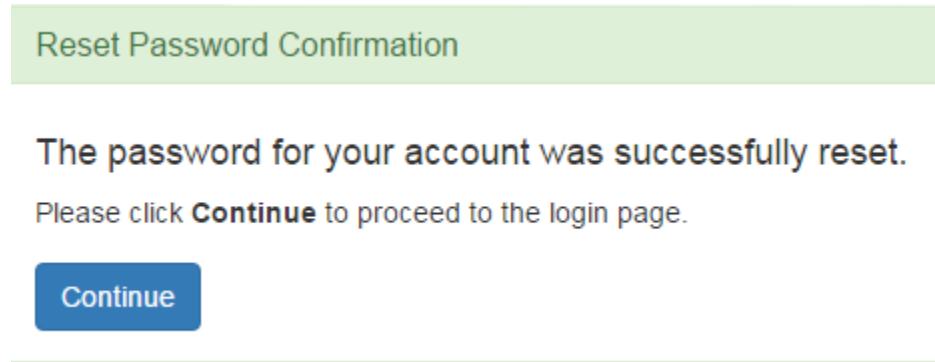


Once the Provider Portal user clicks the **here** link, the following page will display:

The screenshot shows a web form titled 'Reset Your Password'. It has a blue header. Below the header is the section 'Account Information'. The instructions say: 'Please type the user name and new password for your account, and then click **Reset Password**.' There are three input fields: 'User name' with the placeholder 'Enter User Name', 'Password (must contain at least 8 characters)' with the placeholder 'Enter Password', and 'Confirm password' with the placeholder 'Enter Password'. A blue 'Reset Password' button is at the bottom right.

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

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



Reset Password Confirmation

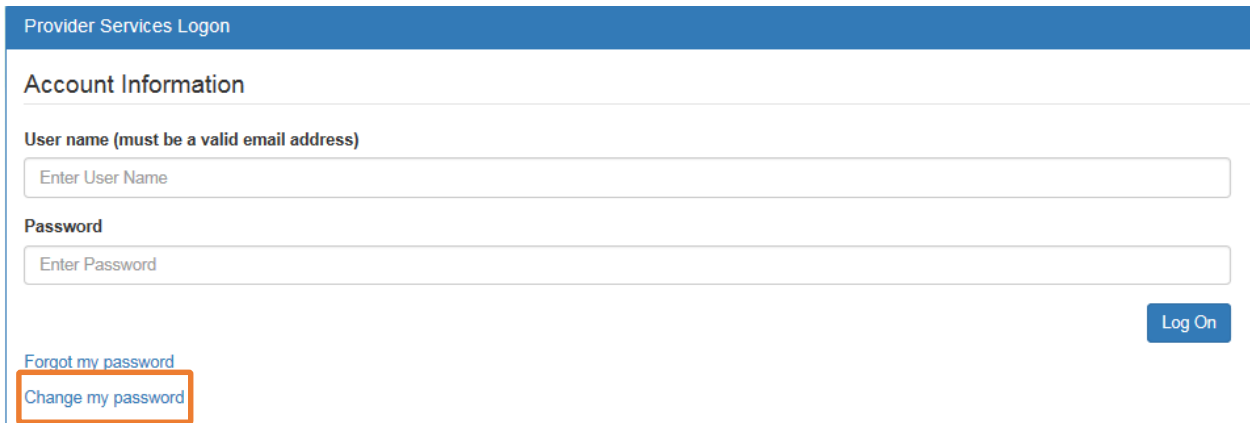
The password for your account was successfully reset.

Please click **Continue** to proceed to the login page.

[Continue](#)

### Change Password Process

A Provider Portal user can change the password at any point by clicking the [Change my password](#) link.



Provider Services Logon

Account Information

User name (must be a valid email address)

Enter User Name

Password

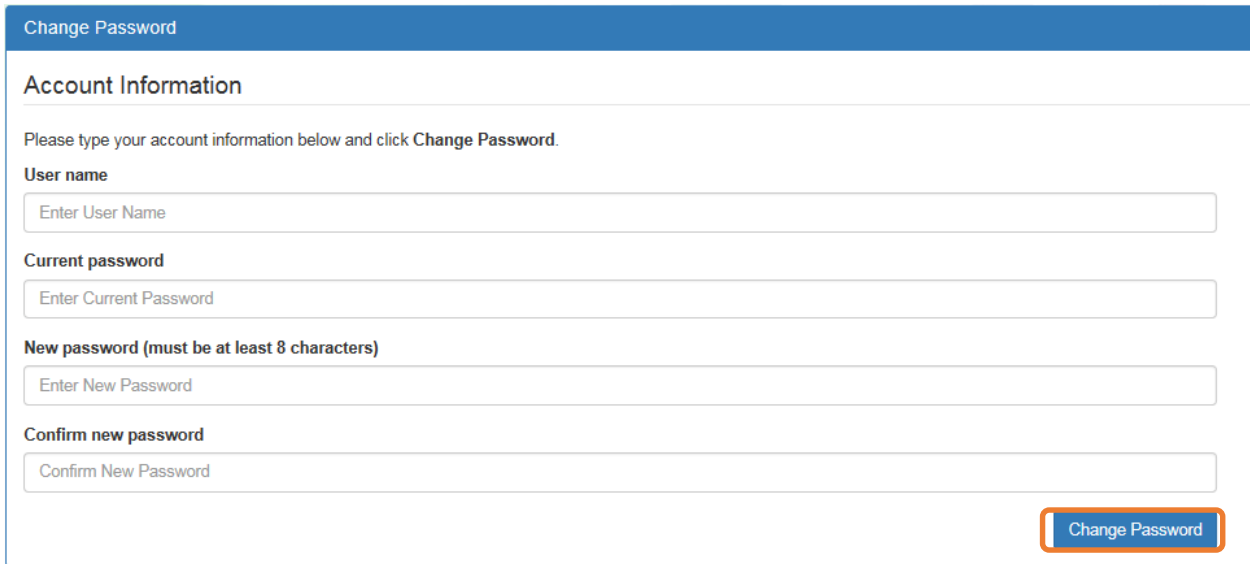
Enter Password

[Log On](#)

[Forgot my password](#)

[Change my password](#)

Clicking the [Change my password](#) link will display the following page:



Change Password

Account Information

Please type your account information below and click [Change Password](#).

User name

Enter User Name

Current password

Enter Current Password

New password (must be at least 8 characters)

Enter New Password

Confirm new password

Confirm New Password

[Change Password](#)

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

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

## Password Change Completed

The password for your account was successfully changed.

Please click **Continue** to proceed to the login page.

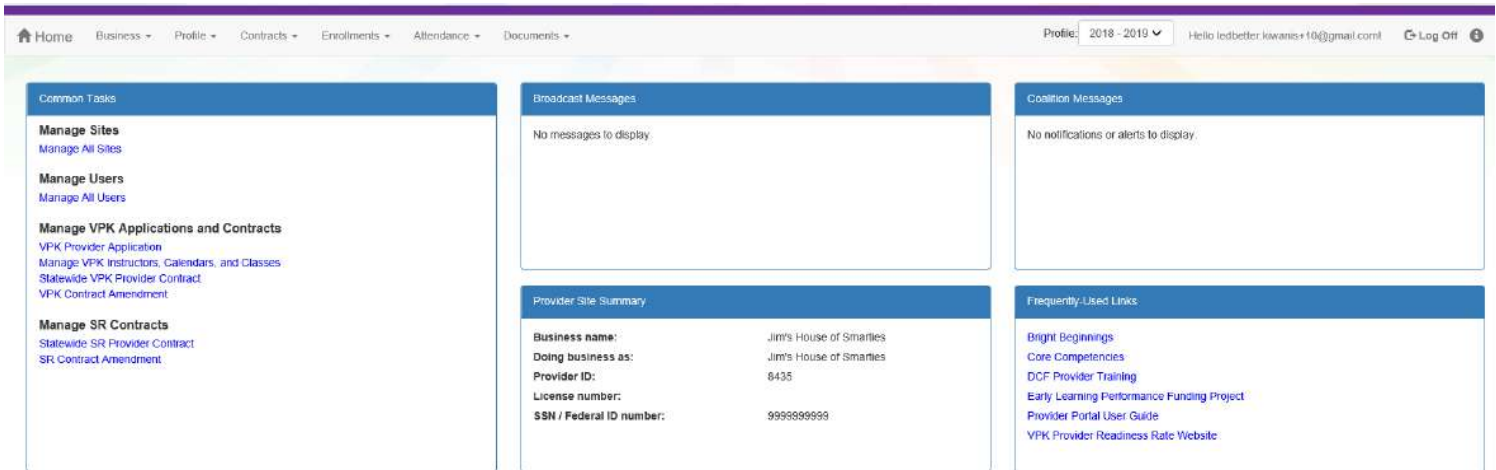
[Continue](#)

---



# Provider Dashboard

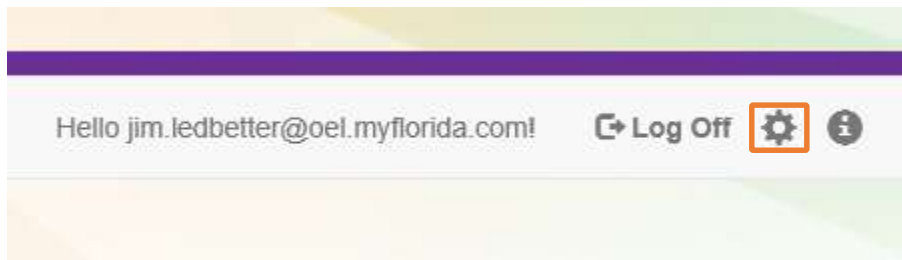
After logging on to the Provider Portal, the following page will display:



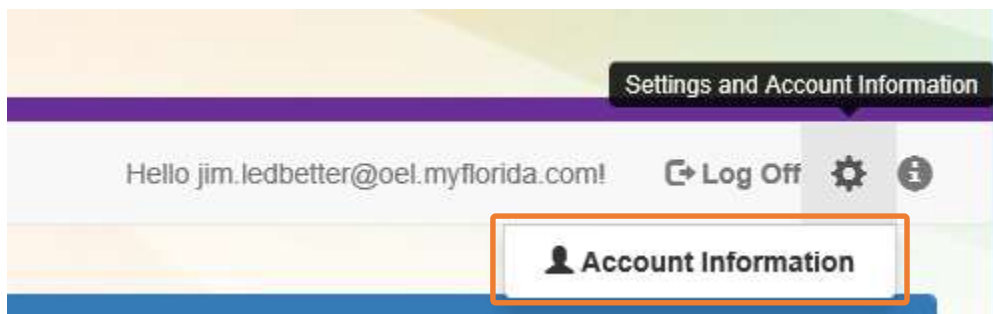
## Update Provider Portal User Account Information

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

Click on the gear icon.



The following will display. Click the **Account Information** button.



Enter the additional information and click **Save**.

 Update User Account Information ✕

Please update your account details to continue

**First Name\***

**Middle Name**

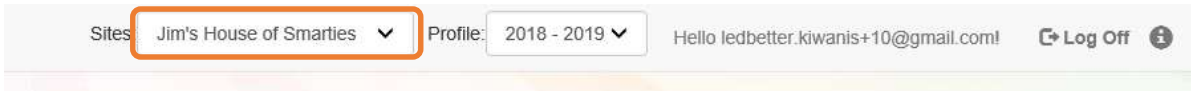
**Last Name\***

**Suffix**

**Phone Number\***

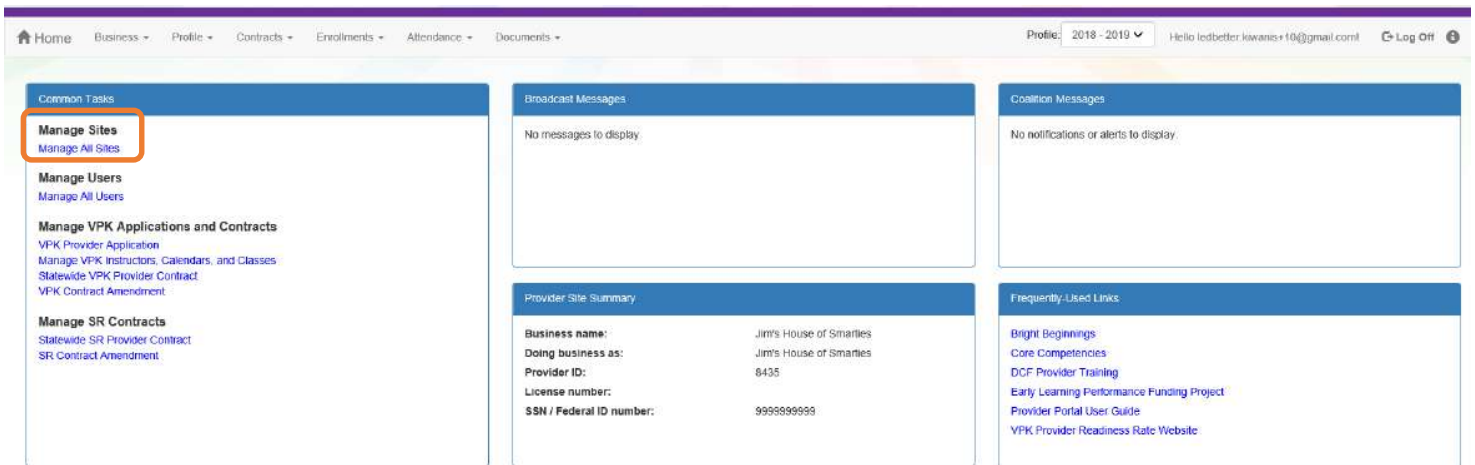
## Multiple Sites

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



## Manage Sites

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



## Manage Sites

Use this page to add new provider sites and to edit or inactivate provider sites for which you have the necessary administrative access.

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

Location name	License number	Address	Actions	
Jim's House of Learning 2	EXEMPT	250 MARRIOTT DR TALLAHASSEE, FL 32301	Edit	Manage Users

[Add Site](#)

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

### Add New Site

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

License/Registration/Exemption number, or EXEMPT\*

Verify License

Save

Cancel

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

### Edit Site

License/Registration/Exemption number, or EXEMPT\*

Legal status\*

Doing Business As (DBA) name\*

Provider type\*

Address line 1\*

Address line 2

City\*

State

Zip code\*

County of physical location\*

Save

Cancel

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

### Add New Site

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

License/Registration/Exemption number, or EXEMPT\*

Legal status\*

Doing Business As (DBA) name\*

Provider type\*

Address line 1\*

Address line 2

City\*

State

Zip code\*

County of physical location\*

After clicking the **Register** button, the following message may display:

## Address Verification



**USPS standardized address is 250 MARRIOTT DR TALLAHASSEE FL 32399-6573**  
Would you like to use this address instead of entered address?



Click the **Yes** button to accept the standardized United States Postal Service address. Click the **No** button to be taken back to the previous screen to re-enter the address information.

## Manage Users

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

The screenshot shows a dashboard with a navigation menu at the top: Home, Business, Profile, Contracts, Enrollments, Attendance, Documents. The user's profile is 2018-2019, and the email is Hello ledbetter.kivans+10@gmail.com. The dashboard is divided into several sections:

- Common Tasks:** Manage Sites (Manage All Sites), **Manage Users** (Manage All Users), Manage VPK Applications and Contracts (VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, VPK Contract Amendment), Manage SR Contracts (Statewide SR Provider Contract, SR Contract Amendment).
- Broadcast Messages:** No messages to display.
- Coalition Messages:** No notifications or alerts to display.
- Provider Site Summary:** Business name: Jim's House of Smarties, Doing business as: Jim's House of Smarties, Provider ID: 8435, License number: 999899999, SSN / Federal ID number: 999899999.
- Frequently Used Links:** Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, VPK Provider Readiness Rate Website.

To edit the role of a Provider Portal user, click the **Edit** button.

## Manage All Users

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

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

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

### Provider User Roles:

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

After changing the role, click the **Save** button to continue.

### Edit User Permissions

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

Role \*

Business Administrator
Site Administrator
User

To add a user, click the **Add User** button.

## Manage All Users

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

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

Jim's House of Learning 2			
User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<input type="button" value="Edit"/> <input type="button" value="Inactivate"/>

### Add New User

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

**User name\***

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

### Add New User

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

**User name\***

The specified user account already exists in the system, so no further account information is needed. Select the role and permissions for the new user, and then click Save.

**Role\***

Business Administrator  
Site Administrator  
User



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

## Add New User

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

**User name \***

The specified user account does not yet exist in the system. Please complete the form below, and then click Save.

**Password \***

**Confirm password \***

**First name \***

**Middle name**

**Last name \***

**Role \***

Business Administrator  
Site Administrator  
User

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

Hello Jamie Ledbetter,

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

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

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

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

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

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

## Edit User Permissions

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

Role\*

### Permissions

<input checked="" type="checkbox"/>	Attach Profile Documents
<input checked="" type="checkbox"/>	Create Banking Information
<input checked="" type="checkbox"/>	Create Calendar
<input checked="" type="checkbox"/>	Create Profile
<input checked="" type="checkbox"/>	Create SR Contract
<input checked="" type="checkbox"/>	Create VPK Contract
<input checked="" type="checkbox"/>	Edit Banking Information
<input checked="" type="checkbox"/>	Edit Calendar
<input checked="" type="checkbox"/>	Edit Profile
<input checked="" type="checkbox"/>	Edit Site
<input checked="" type="checkbox"/>	Edit SR Contract
<input checked="" type="checkbox"/>	Edit VPK Contract
<input checked="" type="checkbox"/>	Manage ASQ
<input checked="" type="checkbox"/>	Manage Document Library
<input checked="" type="checkbox"/>	Manage Messages and Notifications
<input checked="" type="checkbox"/>	Manage Other
<input checked="" type="checkbox"/>	Modify and Submit SR Attendance Rosters
<input checked="" type="checkbox"/>	Modify and Submit VPK Attendance Rosters
<input checked="" type="checkbox"/>	Reports
<input checked="" type="checkbox"/>	Review Attendance Rosters

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

### Manage All Users

Use this page to add, edit, and inactivate users of any of the provider sites for which you have the necessary administrative access.  
If a button is disabled, it means that you don't have sufficient access to use that function for that particular provider site. Please see your site administrator if you need additional access.

Jim's House of Learning 2

User name	Role	Name	Actions
oeldemonstration+3@gmail.com	Business Administrator	Jim Ledbetter	<a href="#">Edit</a> <a href="#">Inactivate</a>

[Add User](#)

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

## Broadcast Messages

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

The screenshot shows the Provider Dashboard interface. The top navigation bar includes Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. The user profile is identified as 'Hello ledbetter.kiwanis+10@gmail.com' with a 'Log Off' button. The main content area is divided into several sections: 'Common Tasks' (Manage Sites, Manage Users, Manage VPK Applications and Contracts, Manage SR Contracts), 'Broadcast Messages' (highlighted with an orange box, showing 'No messages to display'), 'Coalition Messages' (showing 'No notifications or alerts to display'), and 'Frequently-Used Links' (Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, VPK Provider Readiness Rate Website). A 'Provider Information' section is also visible, listing details for 'Jim's House of Smarties' such as Provider ID: 8435 and SSN / Federal ID number: 999999999.

## Coalition Messages

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

The screenshot shows the Provider Dashboard interface. The top navigation bar includes Home, Business, Profile, Contracts, Enrollments, Attendance, and Documents. The user profile is identified as '2018 - 2019' and 'Hello ledbetter.kwanis+10@gmail.com'. The main content area is divided into three columns. The left column contains 'Common Tasks' with links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts', and 'Manage SR Contracts'. The middle column contains 'Broadcast Messages' (no messages to display) and 'Provider Site Summary' with details for 'Jim's House of Smarties'. The right column contains 'Coalition Messages' (no notifications or alerts to display) and 'Frequently-Used Links' with links to 'Bright Beginnings', 'Core Competencies', 'DCF Provider Training', 'Early Learning Performance Funding Project', 'Provider Portal User Guide', and 'VPK Provider Readiness Rate Website'. The 'Coalition Messages' section is highlighted with an orange border.

## Frequently Used Links

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

This screenshot is identical to the one above, showing the same Provider Dashboard interface. In this view, the 'Frequently-Used Links' section in the right column is highlighted with an orange border. The links listed are: 'Bright Beginnings', 'Core Competencies', 'DCF Provider Training', 'Early Learning Performance Funding Project', 'Provider Portal User Guide', and 'VPK Provider Readiness Rate Website'.

## Completing the Provider Profile

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

### Request Assistance

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

Jim's House of Learning 3 Profile 2017 - 2018 Program Year Current Status: Submitted

**Request Assistance**

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

**General**

1. Do you want to have your program referred to families seeking child care listings? **1**  
 Yes  No

2. Do you want to complete a contract to participate in the School Readiness Program?  
 Yes  No

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

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

3.1 Do you wish to receive VPK advanced payments?  
 Yes  No

4. Do you want to complete a contract to receive local funding? **1**  
 Yes  No

5. Are you a Gold Seal provider? **1**  
 Yes  No

6. Are you an accredited provider?  
 Yes  No

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

**Request Profile Assistance**

You are requesting assistance from the early learning coalition with your Provider Profile. You will not be able to make changes to your profile while the coalition is reviewing your request.

Briefly describe the issue that you need assistance with.

**Submit** Cancel

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

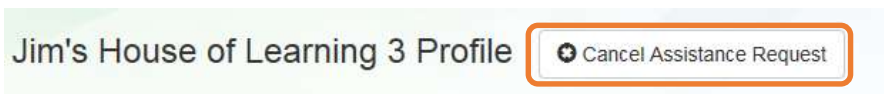
**Message From Office of Early Learning**

The early learning coalition has received your request for assistance. Someone will review your request and contact you by telephone, email, fax, or mail when your request is ready to be processed. Contact your local [Early Learning Coalition](#) if you need immediate assistance.

Ok

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

The request for assistance can be cancelled by the Provider Portal user by clicking the **Cancel Assistance Request** button.



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

A screenshot of a dialog box titled "Cancel Assistance Request" with a close button (X) in the top right corner. The dialog contains a light blue message box with the text: "You have selected to cancel your request for assistance prior to the early learning coalition reviewing it." Below this is a text input field with the placeholder text "Please provide the reason for your cancellation." At the bottom right of the dialog are two buttons: "Submit" (highlighted with a red border) and "Cancel".



After cancelling the request, the following message will display:

A screenshot of a dialog box titled "Message From Office of Early Learning" with a close button (X) in the top right corner. The dialog contains a light blue message box with the text: "The profile assistance request to your early learning coalition has been canceled. You are now able to edit your profile." At the bottom right of the dialog is an "Ok" button.

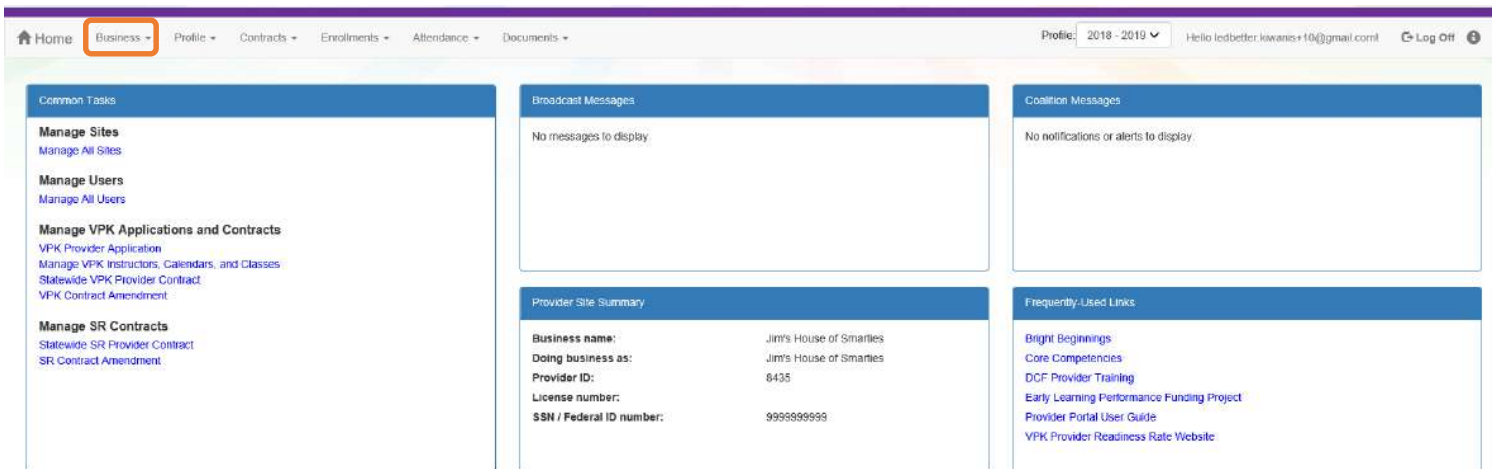
## Business

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

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

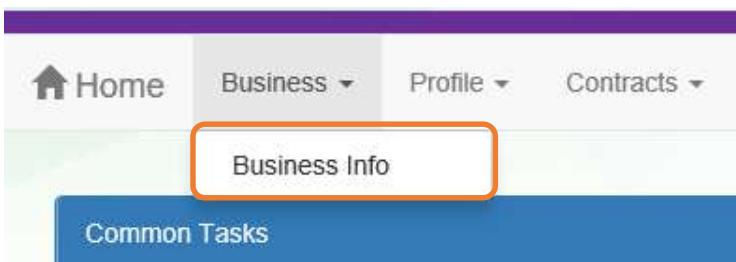
Tool tips, indicated by the  symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the  to see the message.

To complete the Business Info page, click the **Business** dropdown menu from the Provider Dashboard.



The screenshot shows the Provider Dashboard interface. At the top, there is a navigation bar with a home icon and several dropdown menus: Home, Business (highlighted with an orange box), Profile, Contracts, Enrollments, Attendance, and Documents. On the right side of the navigation bar, there is a profile dropdown set to '2018 - 2019', a user name 'Hello ledbetter.kiwamis+10@gmail.com', and a 'Log Off' button. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'Common Tasks' section with sub-sections: 'Manage Sites' (Manage All Sites), 'Manage Users' (Manage All Users), 'Manage VPK Applications and Contracts' (VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, VPK Contract Amendment), and 'Manage SR Contracts' (Statewide SR Provider Contract, SR Contract Amendment). In the center, there is a 'Broadcast Messages' section with the text 'No messages to display'. Below that is a 'Provider Site Summary' section with the following information: Business name: Jim's House of Smilies, Doing business as: Jim's House of Smilies, Provider ID: 8435, License number: (blank), and SSN / Federal ID number: 999999999. On the right, there is a 'Coalition Messages' section with the text 'No notifications or alerts to display'. Below that is a 'Frequently-Used Links' section with links to: Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, and VPK Provider Readiness Rate Website.

Then, click **Business Info**.



The screenshot shows a close-up of the navigation bar. The 'Business' dropdown menu is open, and the 'Business Info' option is highlighted with an orange box. Other options visible in the dropdown are 'Profile' and 'Contracts'. Below the navigation bar, the 'Common Tasks' section is partially visible.

Business Information

1. Business Name Associated with Your Taxpayer Identification Number ⓘ

Jim's House of Learning 3

2. Taxpayer Identification Number ⓘ

888888888

3. Owner Information ⓘ

Owner Name \*

Jim Ledbetter

Owner Telephone Number \*

(555) 555-5555

Owner Email Address \*

fake@foo.com

Owner Phone Type \*

Mobile Phone

4. Owner's Designee or Contact Person Information ⓘ

Designee/Contact Name \*

Jim Ledbetter

Designee/Contact Telephone Number \*

(555) 555-5555

Designee/Contact Email Address \*

fake@foo.com

Designee/Contact Phone Type \*

Unknown

5. Business Ownership Type ⓘ

Corporation

6. Physical Address Information ⓘ

Address Line 1 \*

250 MARRIOTT DR

Address Line 2

City \*

TALLAHASSEE

State \*

FL

Zip Code \*

32301

7. Mailing Address Information ⓘ

Mailing address is the same as the principal address.

Address Line 1 \*

250 MARRIOTT DR

*\* Altering this address may trigger USPS verification*

Address Line 2

City \*

TALLAHASSEE

State \*

FL

Zip Code \*

32301

8. Payment Mailing Address Information ⓘ

Payment address is the same as the mailing address.

Address Line 1 \*

250 MARRIOTT DR

*\* Altering this address may trigger USPS verification*

Address Line 2

City \*

TALLAHASSEE

State \*

FL

Zip Code \*

32301



Cancel

Save

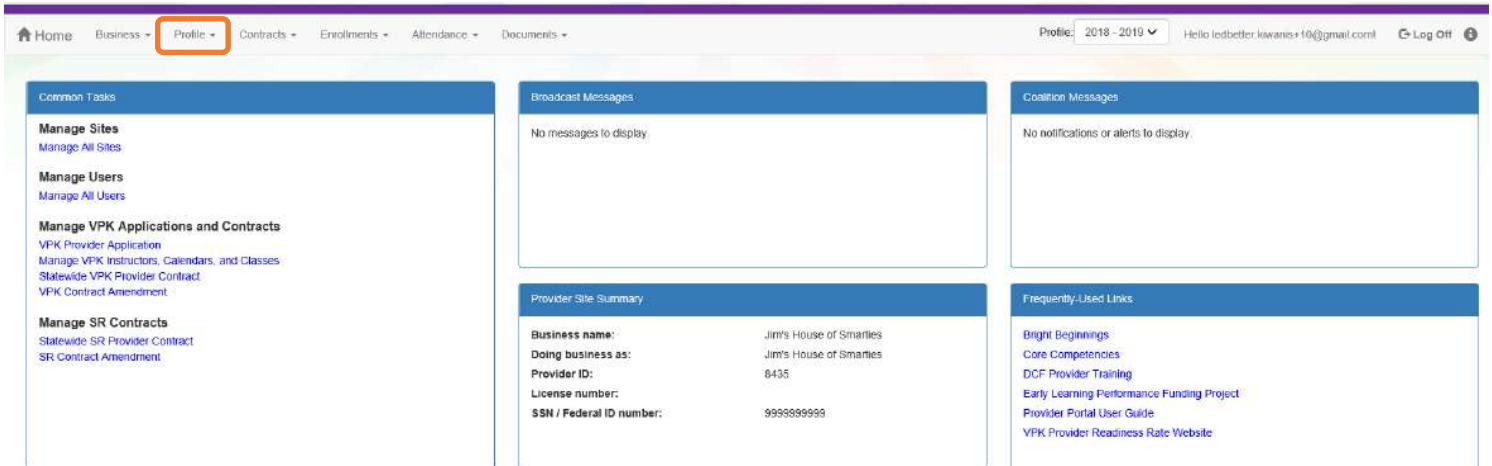


## Profile

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

Tool tips, indicated by the  symbol, are available to provide useful information to Provider Portal users about specific terms in the Provider Profile. Click the  to see the message.

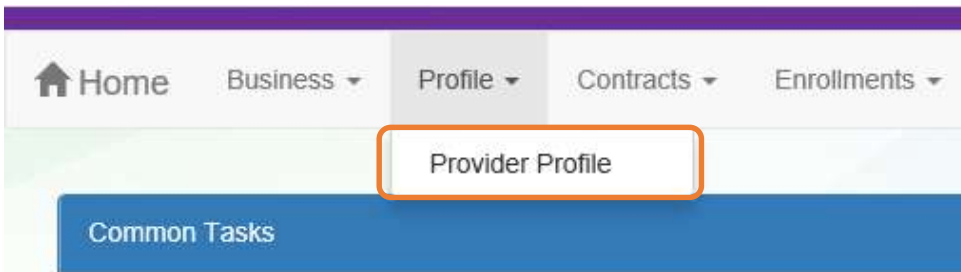
To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.



The screenshot shows the Provider Portal dashboard. The navigation bar at the top includes Home, Business, Profile (highlighted with an orange box), Contracts, Enrollments, Attendance, and Documents. The Profile dropdown menu is open, showing options: Manage Sites, Manage Users, Manage VPK Applications and Contracts, and Manage SR Contracts. The main content area is divided into four panels: Common Tasks, Broadcast Messages, Coalition Messages, and Frequently-Used Links. The Provider Site Summary panel displays the following information:

Provider Site Summary	
Business name:	Jim's House of Smarties
Doing business as:	Jim's House of Smarties
Provider ID:	8435
License number:	
SSN / Federal ID number:	999999999

Then, click **Provider Profile**.

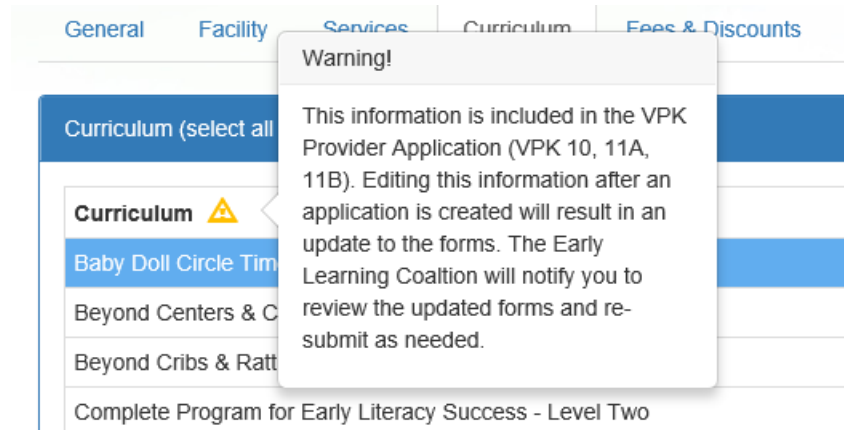


The screenshot shows the Provider Portal navigation bar. The Profile dropdown menu is open, showing the option: Provider Profile (highlighted with an orange box). Below the navigation bar is a blue bar with the text: Common Tasks.

## Yellow Warning Symbols

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

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



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

From: <OELSystemTest@oel.myflorida.com>  
Date: Wed, Aug 16, 2017 at 12:06 PM  
Subject: Signature Required - VPK Provider Application Updated  
To: [alatham77@gmail.com](mailto:alatham77@gmail.com)  
Cc: [ME@nowhere.com](mailto:ME@nowhere.com)

Hello,

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

Please review and submit your signature as quickly as possible.

Thank you,


ELC of the Big Bend Region  
(866) 973-0030  
<http://www.elebigbend.org/>

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

## Step 1 – General

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

General

1. Do you want to have your program referred to families seeking child care listings? 

Yes  No

2. Do you want to complete a contract to participate in the School Readiness Program?

Yes  No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?


Yes  No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?



Yes  No

3.1 Do you wish to receive VPK advanced payments?

Yes  No

4. Do you want to complete a contract to receive local funding? 


Yes  No

5. Are you a Gold Seal provider?  

Yes  No

5.1 Gold Seal Accreditation (select one)

Gold Seal for birth to 5

6. Are you an accredited provider? 

Yes  No


6.1 Accreditation (select all that apply)

ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT x OTHER x


## Step 2 – Facility

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

**Facility**


1. Doing Business as Name (DEA) 

Jim's House of Canes & Galors

2. Contact 

Telephone Number <sup>\*</sup> (999) 999-9999 Phone Type <sup>\*</sup> Mobile Phone

Fax Number Email Address <sup>\*</sup> ceidemonstration+PB@gmail.com

3. Physical Address of Facility 

Address Line 1 <sup>\*</sup> 2300 HIGH RIDGE RD Address Line 2

City <sup>\*</sup> BOYNTON BEACH State <sup>\*</sup> Florida Zip Code <sup>\*</sup> 33426

County <sup>\*</sup> Palm Beach

4. Director

Director Name <sup>\*</sup> Not Jim Ledbetter Director Email <sup>\*</sup> ceidemonstration+pb@gmail.com

Director Telephone Number <sup>\*</sup> (555) 555-5555 Director Phone Type <sup>\*</sup> Mobile Phone

Is Authorized Contract Rep


5. VPK Director

VPK Director information is the same as the Director information.


VPK Director Name <sup>\*</sup> Not Not Jim Ledbetter VPK Director Email <sup>\*</sup> ceidemonstration+pb@gmail.com



VPK Director Telephone Number <sup>\*</sup> (555) 555-5555 VPK Director Phone Type <sup>\*</sup> Mobile Phone


Is VPK Authorized Contract Rep



6. Legal Status 

Exempt

7. Exemption Details 

Exempt Number <sup>\*</sup>  EXEMPT Expiration Date 03/30/2017 

Exemption Reason <sup>\*</sup> Private School Private School Code <sup>\*</sup>  1234

8. Provider Type <sup>\*</sup>  

Private School

Additional Facility Contacts

Add New Contact

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

**Add New Contact**

Contact Type  
Name  
Email  
Primary Telephone Number  
Primary Telephone Extension  
Primary Phone Type  
Secondary Telephone Number  
Secondary Telephone Extension  
Secondary Phone Type  
Fax  
 Authorized Contract Rep  
Save Cancel

**Contact Type**

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

**Contact Type**

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

## Step 3 – Services

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

**Services**

1. Age of Children for which Care is Provided\*

Minimum Age\*  Months  Maximum Age\* Months

2. Programs Offered (select all that apply) ⚠

Before School x Migrant Head Start x Playgroup x

3. About My Program (select all that apply)\*

Music lessons x Dance x Swim lessons x

4. Languages Spoken by Staff (select all that apply)\*

English x Spanish x Haitian/Creole x

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)\*

Morning Snack x Afternoon Snack x

7. Do you provide transportation services?\*

Yes  No

8. Transportation (select all that apply)

Transportation to/from local school x

8.1 Transportation to/from Local School

School	Transportation To	Transportation From	
<input type="text" value="Add school"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
Mickey Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

9. Do you currently implement a character development program?\*

Yes  No

9.1 Description of Character Development Program (250 characters max)

blah

10. Is your program equipped to care for children with special needs?\*

Yes  No

11. Is your facility wheelchair-accessible?\*

Yes  No

12. Does your program/facility offer therapeutic services to children?\*

Yes  No

13. Do you participate in a quality rating system? ⓘ

Yes  No

14. Affiliation - Not for Profit\*

Yes  No

15. Military Child Care ⓘ

Yes  No

## Step 4 – Curriculum

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

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

### Curriculum (select all that apply)















Curriculum 	Age Range	Edition/Year
Baby Doll Circle Time	Birth - 3	2012
Beyond Centers & Circle Time	3 and 4	2nd edition/2007
Beyond Cribs & Rattles	Birth - 2	1st edition/2005
Complete Program for Early Literacy Success - Level Two	4	1st edition/2012

## Step 5 – Fees & Discounts

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


### Fees and Discounts

1. Fees in Addition to Weekly Rates

Description 	Amount	Frequency	Per Child / Per Family
Annual 	\$ 75	Monthly	Per Child
Application/Registration 	\$ 150	Annual	Per Child
Diapers 	\$ 0		
Early Drop Off 	\$ 0		
Extended Stay 	\$ 0		
Insurance 	\$ 0		
Late Payment 	\$ 5	Daily	Per Child
Late Pick-Up 	\$ 15	Hourly	Per Child
Meals/Snacks 	\$ 0		
Returned Check 	\$ 25	As needed	Per Family
School Age 	\$ 475	Monthly	Per Child
Supplies/Materials 	\$ 0		
Waiting List Registration 	\$ 0		

2. Family Discounts Offered (select all that apply)

None 

3. Other Family Discounts 

## Step 6 – Hours of Operation

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

### Facility Hours of Operation

#### 1. Enhanced Schedule (select all that apply)

1. Enhanced Schedule (select all that apply)						
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px;">24-hour Care</div> <div style="padding: 2px;">Drop in Care</div> <div style="padding: 2px;">Early/Extended Care</div> <div style="padding: 2px;">Emergency/Temporary</div> <div style="padding: 2px;">Evening</div> <div style="padding: 2px;">Full Year</div> <div style="padding: 2px;">Full-time</div> <div style="padding: 2px;">Overnight</div> <div style="padding: 2px;">Part time</div> </div>						
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 24 hours	Open 12:00 AM	Close 11:59 PM	Total Hours 23.98		
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 24 hours	Open 12:00 AM	Close 11:45 PM	Total Hours 23.75		
<input type="checkbox"/> Thursday	<input type="checkbox"/> 24 hours	Open 12:00 AM	Close 12:00 AM	Total Hours 0		
<input type="checkbox"/> Friday	<input type="checkbox"/> 24 hours	Open 12:00 AM	Close 12:00 AM	Total Hours 0		
<input type="checkbox"/> Saturday	<input type="checkbox"/> 24 hours	Open 12:00 AM	Close 12:00 AM	Total Hours 0		



## Step 7 – Staffing & Capacity

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

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


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

### Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size <span style="float: right;">?</span>
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
12 < 24 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

2. Training/Educational Credentials in Your Program

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

### Example: Child Care Center 1

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

General Facility Services Curriculum Fees & Discounts Hours of Operation **Staffing & Capacity** Private Pay Rates Closures/Calendar

Staffing and Capacity

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

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	1	4	12
12 < 24 Months	1	6	12
24 < 36 Months	1	11	22
36 < 48 Months	1	15	30
48 < 60 Months	1	20	40
60 < 72 Months	1	25	40
In School	1		50
Special Needs	0	0	0
VPK Class	1	11	0

### Example: Child Care Center 2

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

Staffing and Capacity

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

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	1	3	6
12 < 24 Months	1	5	10
24 < 36 Months	1	10	10
36 < 48 Months	1	12	12
48 < 60 Months	1	20	20
60 < 72 Months	1		
In School	1		
Special Needs	1		
VPK Class	1		

For more information on staff-to-child ratios and group sizes for facilities, please visit the [School Readiness Health and Safety Standards Handbook](#).

### Example: Family Child Care Homes 1

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

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

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

Staffing and Capacity

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

Care Level	Teachers in Classroom	Children in Classroom	Group Size ⓘ
< 12 Months	1	4	4
12 < 24 Months	1		
24 < 36 Months	1		
36 < 48 Months	1		
48 < 60 Months	1		
60 < 72 Months	1		
In School	1		
Special Needs	0		
VPK Class	1		

### Example: Family Child Care Homes 2

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

Staffing and Capacity

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

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

### Example: Family Child Care Homes 3

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

#### Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size
< 12 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

### Example: Family Child Care Homes 4

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

#### Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="1"/>	:	<input type="text" value="5"/>	<input type="text" value="5"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

### Example: Large Family Child Care Homes 1

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

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

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

Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="3"/>	<input type="text" value="3"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="5"/>	<input type="text" value="5"/>
24 < 36 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
36 < 48 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
48 < 60 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

### Example: Large Family Child Care Homes 2

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

Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size ⓘ
< 12 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="1"/>	<input type="text" value="1"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="2"/>	<input type="text" value="2"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
60 < 72 Months	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
In School	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>

For more information on staff-to-child ratios and group sizes for family child care homes please visit the [School Readiness Health and Safety Standards Handbook](#).

## Step 8 – Private Pay Rates

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

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

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

Private Pay Rates

Enter the advertised rates (private pay rates) your program charges in the table. Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Only complete the rate type for each age group that you offer.

	Infant	Toddler	2 Year Old	Preschool 1	Preschool 2	Preschool 3	School Age	Special Needs
Full Time Monthly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Summer Camp Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drop-In Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Full Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Part Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
WPK Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
WPK Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

Do you require the parent to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate?  Yes  No

Daily Rates for School Readiness Program

Enter the school readiness program daily rates in the table below. These rates will be used for SR contracting purposes and to determine your SR program reimbursement rates. Only complete the rate type for each age group that you offer. You may also use the SR Daily Rate Helper feature to automatically calculate the daily rates based on the Private Pay Rates entered above. The calculations are editable.

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

[SR Daily Rate Helper](#)

## Step 9 – Closures Calendar

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

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

Using the Calendar below, please indicate (select with your mouse) all days your facility will not be offering care for children.

Available 
Selected 
ELC Closure 
Selected + ELC Closure

**2017 - 2018 Program Year**

July 2017							August 2017							September 2017							October 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	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					22	23	24	25	26	27	28	29	30	31											

November 2017							December 2017							January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	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					22	23	24	25	26	27	28	29	30	31											

March 2018							April 2018							May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	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					22	23	24	25	26	27	28	29	30	31											

Back Next

Available 
Selected 
ELC Closure 
Selected + ELC Closure



## Step 10 – Documents

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

### Supporting Documents

#### Certificate of Accreditation

Upload Document...

#### Certificate of Licensure

Upload Document...

#### Private Child Care Pay Rates

Upload Document...

#### IRS Form W-9

Upload Document...

## Step 11 – Review

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

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

Review - Let's make sure we have all your information.

Click the headers or the **+** to expand and the **-** to collapse each section below. Click the **Button** to navigate to that section.

+		Business
-		General
1. Do you want to have your program referred to families seeking child care listings?	Yes	
2. Do you want to complete a contract to participate in the School Readiness Program?	Yes	
2.1 Have you completed the Health & Safety inspection by Department of Children and Families?	Yes	
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	Yes	
3.1 Do you wish to receive VPK advanced payments?	Yes	
4. Do you want to complete a contract to receive local funding?	Yes	
5. Are you a Gold Seal provider? ⚠	Yes	
5.1 Gold Seal Accreditation	Gold Seal for preschool to 5	
6. Are you an accredited provider? ⚠	Yes	
6.1 Accreditations	ACCREDITED PROFESSIONAL PRESCHOOL LEARNING ENVIRONMENT OTHER	

...

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

Back Next

## Step 12 – Sign and Certify

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

☆ Profile Certification And Submittal

By signing this form I certify that:

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

Authorized Electronic Signature

Full Name:

Check box to certify by electronic signature

Submission date: 8/26/2017

Submit

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

👏 You Have Successfully Completed and Submitted your Provider Profile!

Your early learning coalition will process your profile.  
Please check your email for important information about your profile.

You can click on the button below to return to the home page.

◀ Return to home page

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

Hello Jim Ledbetter,


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

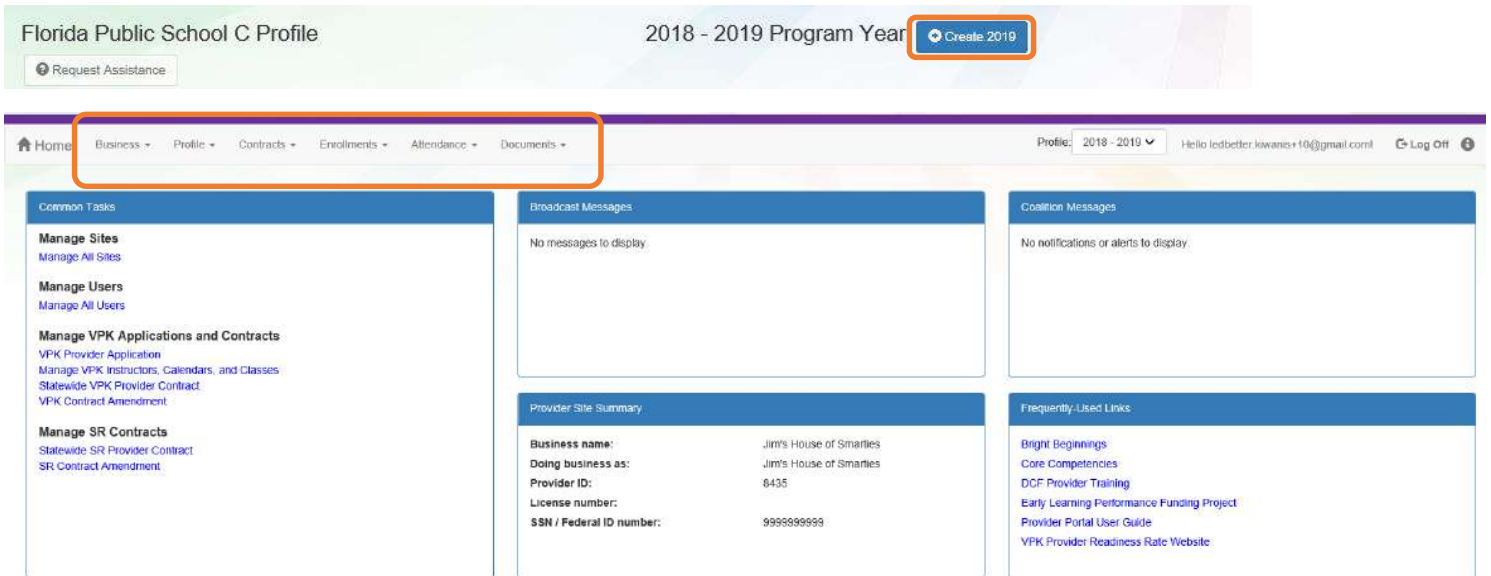
ELC of the Big Bend Region  
(866) 973-9030  
<http://www.elcbigbend.org/>

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

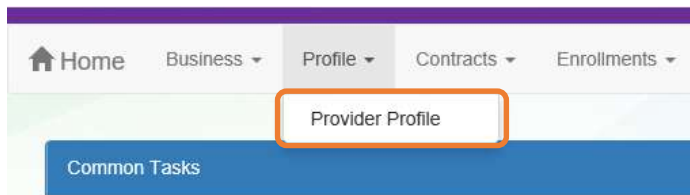
# Managing a Profile as a Provider Portal User

## Provider Dashboard

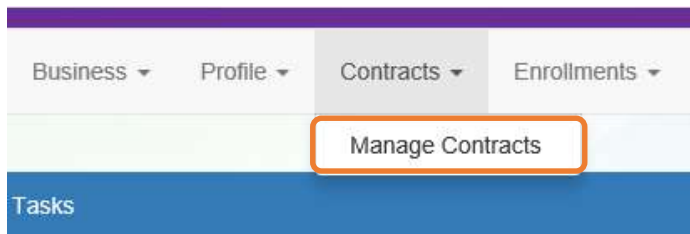
On January 1 of each program year, a button will appear next to the current program year that will allow the Provider Portal user to migrate all profile information from the current program year to the next program year (except Closures Calendar dates). To migrate profile information to the next program year, the Provider Portal user will click the  button. In this example, the provider is migrating profile information from the 2018 – 2019 program year to the 2019 – 2020 program year. All information from the 2018-2019 profile will migrate to the 2019-2020 profile, with the exception of the Closures Calendar.



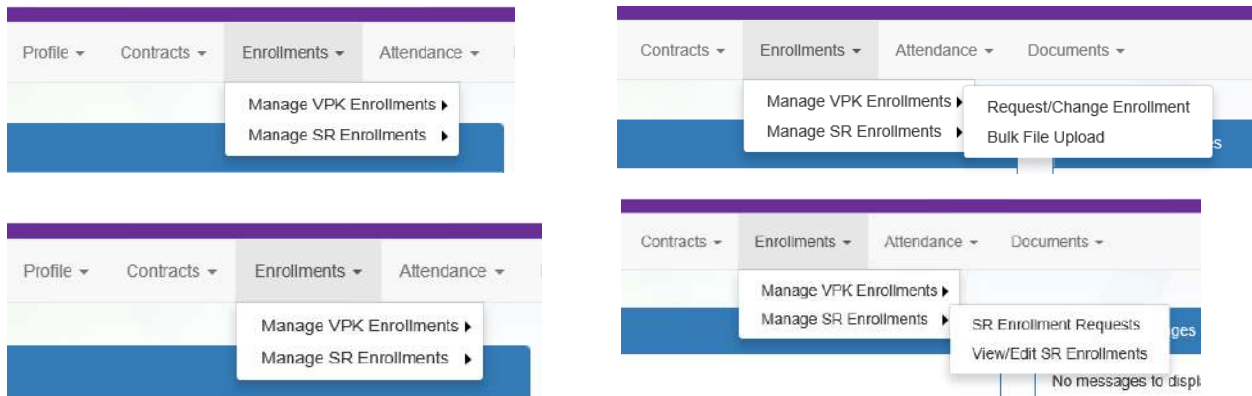
After a provider is active, a Provider Portal User can edit the Provider Profile, by clicking the Profile dropdown menu and then clicking the **Provider Profile** button.



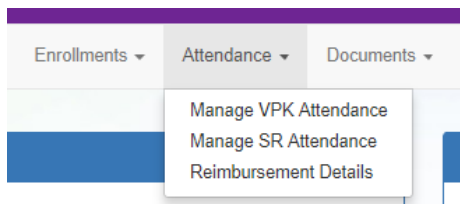
Provider Portal users can manage School Readiness and VPK contracts from the Provider Dashboard.



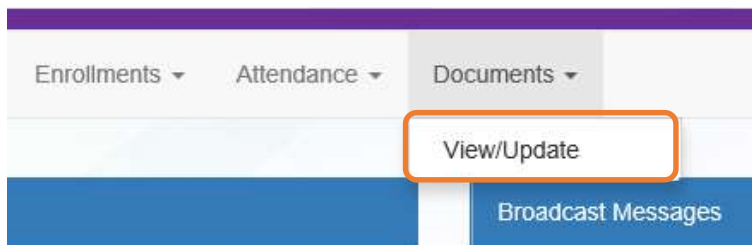
Provider Portal users can manage School Readiness and VPK enrollments from the Provider Dashboard.



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



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



## Managing Contracts

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

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

Show 10 entries -

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10.11A,11B	ELC of Palm Beach	Coalition Re/revewing	06/26/2017	<a href="#">Edit</a>		07/01/2017		
139	VPK	OEL-VPK 20	ELC of the Big Bend Region	Certified	04/04/2017	<a href="#">View</a>	<a href="#">Download</a>	07/01/2017	06/30/2018	
156	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	<a href="#">View</a>		07/01/2017	06/30/2018	05/26/2017
157	VPK	OEL-VPK 20	ELC of the Big Bend Region	Terminated	06/26/2017	<a href="#">View</a>		07/01/2017	03/02/2019	06/26/2017
180	VPK	OEL-VPK 20	ELC of the Big Bend Region	Not Eligible	05/24/2017	<a href="#">View</a>		07/01/2017	06/30/2018	
26723	SR	Contract Lite	OEL	Terminated	04/05/2017		<a href="#">Download</a>	01/10/2017	01/10/2018	04/04/2017
26731	SR	Contract Lite	OEL	Certified	03/15/2017		<a href="#">Download</a>	01/01/2017	01/01/2018	
26788	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Certified	04/04/2017		<a href="#">Download</a>	04/04/2017	06/30/2017	
26804	VPK-SIS	Contract Lite	ELC of the Big Bend Region	Terminated	06/26/2017		<a href="#">Download</a>	05/18/2017	06/30/2017	04/28/2017

## Managing Documents

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

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

### Document Library Management

[TAB]

#### Folder List

Folder Name	View	Upload	Date Updated	Updated By
Accreditation and / or Gold Seal (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Contracts (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	10/25/2016	OELAdmin
Insurance Auto (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Insurance Liability (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	09/22/2016	oel.fp.qa+01@gmail.com
Insurance-Worker Comp (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
License or Exemption (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Miscellaneous (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Adjustment Request (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Classroom Transfer Forms (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Extended Absence Request (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Outstanding Parent Fee (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Reimbursement Report (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly Sign in-out Sheet (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Monthly VPK Child Withdrawal Forms (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Provider Public Rate Sheet (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Uncategorized (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
Unemployment Insurance (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	09/12/2016	OELAdmin
VPK Affidavit of Good Moral Character (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
VPK Background Screenings (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
VPK Curriculum (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
VPK Director Credentials (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
VPK Enrollment Certificates (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
VPK Instructor's Credentials (0 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin
W9 (1 files)	<a href="#">View Files</a>	<a href="#">Upload New File</a>	08/14/2016	OELAdmin

## Document Library Management

[FAQ]

Change Folder:

Contracts

Total Files:

1

Date Created: 10/25/2016

### Folder Detail - Contracts

Rename File

File Name	Download	Date Uploaded	Uploaded By
Koala.jpg	<a href="#">Download</a>	12/07/2016	ledbetter.kiwanis@gmail.com

### Add New File

✕

Select a document to upload.

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

Upload file to site:

Jim's House of Learning 2

Select Destination Folder \*

Contracts

Select File \*

[Browse...](#)

Attach your document.

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

[Attach Selected Document](#)

Cancel

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

## Document Library Management

[\[FAQ\]](#)

**Change Folder:** Contracts ▼

**Total Files:** 1 **Date Created:** 10/25/2016

---

**Folder Detail - Contracts** Rename File

File Name	Download	Date Uploaded	Uploaded By
Koala.jpg	<a href="#">Download</a>	12/07/2016	ledbetter.kiwanis@gmail.com

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

### Rename File ✕

---

**Select Folder:** Contracts ▼

**Select File:** Koala.jpg ▼

**New File Name:**

---

Cancel Save Changes



## Document Library Management

[FAQ]

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

### Frequently Asked Questions



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

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

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

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

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

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

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


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

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

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

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

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

A: Please call your coalition office for any further assistance.  [coalition map](#)

#### **How could I retrieve an archived file?**

A: Please call your coalition office for any further assistance with this.

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

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

Close

## Provider Contracting

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

Jim's House of Smarties Profile      2019 - 2020 Program Year      Current Status: Active

[Request Assistance](#)

**Read Only Mode**  
This profile is locked at this time because a contract is currently pending. If profile changes are needed for the contract, please contact the coalition.

## SR Contract

After the coalition has initiated an SR contract, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.



The following will display. Click the **Edit** button to edit the contract.

Manage contracts for 3 total records

Show 10 entries

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
3696	SR	Contract Lite	ELC of Polk	Terminated	09/06/2018		None	10/12/2000	06/30/2018	N/A
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	<a href="#">View</a>	<a href="#">Download</a>	07/01/2018		N/A
32128	SR	OEL-SR 20	ELC of Polk	Initiated	04/18/2019	<a href="#">Edit</a>		07/01/2019		2019 - 2020

## Provider Eligibility, Responsibilities and Scope of Work, Notification

After clicking the **Next Step** button, the following will display. Review the options in the dropdown menus, and click **Next Step** to continue.

Provider(s):

1. [Redacted]

### II. PROVIDER ELIGIBILITY

- ii.7.f The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C. Yes ▾
- The PROVIDER waives the PROVIDER'S exemption and agrees to comply with requirements of Rules 6M-4.740, F.A.C. Yes ▾
- ii.8.a The Coalition participates in the Contracted Slots Program Yes ▾
- ii.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program Yes ▾

### III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

- iii.30 If applicable, does the eligible PROVIDER, pursuant to paragraph 8, elect to participate in the Contracted Slots Program? Yes ▾
- iii.32 If applicable, the eligible PROVIDER, agrees to conduct child assessments using a reliable assessor as defined by the child assessment tool, that meet the criteria described in s. 1002.82(k), F.S., at least three times per year and will submit valid and reliable data to the statewide information system. Yes ▾

### XI. NOTIFICATION

xi.82.a The representative for PROVIDER for the purposes of this Contract is  who can be contacted at  or by email at

← Previous Step
Next Step →

## Quality Improvement Plan Selection

After clicking the **Next Step** button, the following will display. Enter the user's initials in each box below a check mark, and click **Next Step** to continue.

Exhibit 3: Quality Improvement Plan Selection

Selection	Strategy	Description (summary)
<input checked="" type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	Coalition approved strategy	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.
<input type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	Certified Coaching Visits	Each selected classroom will participate in 20 hours of certified coaching provided by the ELC or its delegate.
<input type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	Early Childhood Training System (ECTS) Courses	Each selected instructor/director will complete two Early Childhood Training System courses facilitated by the ELC. Course options include taking an online course alone, with TA coaching support and/or as a member of a coalition-sponsored Community of Practice.
<input checked="" type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	20-hours of IACET- or OEL- approved training	Each selected instructor/director will register for and successfully complete 20 hours of International Association for Continuing Education & Training (IACET) approved training (or other OEL-approved CEU training) provided by the ELC or their delegate.
<input type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	MMCI Training	Each selected instructor/director will complete either the MMCI PreK 24-hour course or the MMCI Infant/Toddler 24-hour course provided by the Coalition, delegate, or MMCI Specialist
<input type="checkbox"/> <input style="width: 80%;" type="text"/> Provider Initials	Professional Development	Each selected instructor/director shall register in the Florida Early Care and Education Professional Development Registry, generate a professional development plan in the registry and complete the required progression along the career pathway.

← Previous Step
Next Step →

### Exhibit 4: Holiday Schedule

After clicking the **Next Step** button, the following will display. The dates listed are based on the closure dates from the profile Closure Calendar tab and includes any coalition-defined holidays. Click **Next Step** to continue.

#### Exhibit 4: Holiday Schedule

Provider Name: /	Holiday	Date Observed
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

← Previous Step

Next Step →

### Preview Contract

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract from the profile, in addition to exhibits. Information from the above sections, added by the coalition when the contract is initiated, should be reviewed as well.

STATE OF FLORIDA  
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT  
FORM DEL-SR 20

Preview Contract

XIV. \_\_\_\_\_ CONTRACT

Signature of President/Vice President/Secretary/Officer/Owner/Principal or Other Authorized Representative \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

Provider's Additional Signatory (if required by the Provider) \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

← PREVIOUS Step

Next Step →

After clicking the **Preview Contract** button, the following will display.

**STATE OF FLORIDA**  
**STATEWIDE SCHOOL READINESS PROVIDER CONTRACT**  
**FORM OEL-SR 20**

**I. PARTIES AND TERMS OF CONTRACT**

**1. Parties.** This Contract is made and entered into this 1st day of July, 20 19, by and between the Early Learning Coalition of Polk (herein referred to as "COALITION"), and [redacted] doing business as (if applicable), [redacted] (herein referred to as "PROVIDER"), with its principal offices located at [redacted] FL 33853-3205 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at [redacted];

**a. Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school School Readiness (SR) Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

**b. Multiple Private Locations.** If PROVIDER is executing a single Contract on behalf of multiple private SR provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter, PROVIDER shall include each location listed in Exhibit 1.

**c. Employer Identification Number.** Insert PROVIDER's EIN or SSN here: [redacted]. PROVIDER's EIN or SSN is requested in accordance with ss. 119.071(5)(a) 2 and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as an SR provider, for reporting those payments for federal tax purposes, and for routine identification. If PROVIDER completes Exhibit 1 listing multiple locations with multiple EIN numbers, this paragraph may be left blank.

**2. Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the SR Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be eligible to participate in the SR Program. This contract is to engage an eligible provider to provide SR services to eligible SR children. PROVIDER will receive payment based on Legislative appropriations, the Office's Child Attendance and Provider Reimbursement (Rule

### Contract Execution

After clicking the **Next Step** button, the following will display. To electronically sign the contract, check the **By Electronic Signature** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract (instead of an electronic signature), the contract can be submitted without an electronic signature, then downloaded as a .pdf and printed.

**STATE OF FLORIDA**  
**STATEWIDE SCHOOL READINESS PROVIDER CONTRACT**  
**FORM OEL-SR 20**

**Preview Contract**

**XIV. EXECUTION OF CONTRACT**

Signature of President/Vice President/Secretary/Officer/Owner/Principal/Authorized Representative \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

Provider's Additional Signatory (if required by the Provider) \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative \_\_\_\_\_ Print Name \_\_\_\_\_  
 By Electronic Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

[Previous Step](#)

[Next Step](#)

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

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

Form OEL-SR 20 Electronic Signature

You are about to electronically sign the Form OEL-SR 20.

Title of Signator: \*

Click "Yes" to confirm your electronic signature.

Yes Cancel

After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow. Click **Next Step** to continue.

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

Form OEL-VPK 20 Electronic Signature

You are about to remove your signature from the Form OEL-VPK 20.

Click "Yes" to continue.

Yes Cancel

I. Preview Contract

XV. EXECUTION OF CONTRACT

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

## Contract Certification

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

**SR Contract Certification**

In accordance with s. 1002.001(9), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the School Readiness Program including, but not limited to the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withholding of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section 7.

Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

By signing this form I certify that:

- I had the opportunity to review the Statewide School Readiness (SR) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.
- I am duly authorized to sign and bind the respective party to the contract.

**Submit Contract**

Full Name

Title

Certified by electronic signature

Contract sign date: 4/18/2019

**Submit**

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

**You Have Successfully Completed, Signed, Certified and Submitted your Statewide SR Provider Contract!**

**Your early learning coalition will review and process your contract.**  
**Please check your email for important information regarding your contract.**

You can click on the button below to return to your home page.

[Return to home page](#)

**Statewide SR Provider Contract Submitted**

OELTestSystems OELTestSystems@oel.myflorida.com via oelmyflorid 10:46 PM (27 minutes ago)

to ma

Hello Jim Ledbetter,

The Statewide SR Provider Contract (Forms OEL-SR 20, 20/FPN/LE/L) you submitted for Jimini & the Monitor has been delivered to the ELC of St. Lucie. The contract will be reviewed and you will receive an email with further instructions.

Remember, you must receive a copy of the Statewide SR Provider Contract signed by the coalition **before** receiving payment or beginning SR classes.

Thank you,  
 ELC of St. Lucie  
 (772) 595-6424  
<http://www.elcslic.org/>

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

The SR contract will have a status of **Submitted**.

Manage contracts for **4 total records**

Show 10 entries -

Contract ID #	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
3695	SR	Contract Lite	ELC of Polk	Terminated	09/06/2018		None	10/12/2000	06/30/2018	N/A
27920	SR	OEL-SR 20	ELC of Polk	Certified	07/18/2018	<a href="#">View</a>	<a href="#">Download</a>	07/01/2018		N/A
32120	SR	OEL-SR 20	ELC of Polk	Submitted	04/18/2019	<a href="#">View</a>		07/01/2019		2019 - 2020
32129	VPK	OEL-VPK 20	ELC of Polk	Drafted	04/18/2019	<a href="#">View</a>		07/01/2019		2019 - 2020

## VPK Contract

After the coalition has initiated a VPK contract, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.



The following will display. Click the **Edit** button to edit the contract.

Manage contracts for Jim's House of Smarties 3 total records

Show 10 entries ▾

Contract ID ↓	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	<a href="#">Edit</a>	<a href="#">Download</a>	08/13/2018		2018 - 2019
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	<a href="#">Edit</a>	<a href="#">Download</a>	05/15/2018		2017 - 2018
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Initiated	04/23/2019	<a href="#">Edit</a>		07/01/2019		2019 - 2020

## Advance Pay Options

After clicking the **Edit** button, the following will display. Review the Advance Payment Options in the dropdown menus, and click **Next Step** to continue.

Voluntary Prekindergarten (VPK) Contract Preview Contract

Provider(s):  
1. Jim's House of Smarties

### VII COMPENSATION AND FUNDING

VII 40. **Advance Payment Option**

**School Year Program**  
PROVIDER elects to receive monthly advance payments for the school year program. ▾

**Summer Program**  
PROVIDER elects to receive monthly advance payments for the summer program. ▾

[Previous Step](#) [Next Step](#)

---

**Advance Payment Option**

**School Year Program**  
PROVIDER elects to receive monthly advance payments for the school year program. ▾

**Summer Program**  
PROVIDER elects to receive monthly advance payments for the summer program. ▾

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

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



## Exhibit 1: Provider Location List

After clicking the **Next Step** button, the following will display. Select the School Year and/or Summer checkboxes and click **Next Step** to continue.

Voluntary Prekindergarten (VPK) Contract Preview Contract

Exhibit 1 : Provider Location List Attachment

Location Number	Location Legal Name	Doing Business As	Physical Address	Employer ID Number(EIN)	School Year	Summer	Official Use Only
					<input type="checkbox"/>	<input type="checkbox"/>	

← Previous Step Next Step →

## Preview Contract

Prior to executing the contract, click **Preview Contract** to view the contract. This allows the user to view all the information input into the contract from the profile, in addition to exhibits and attachments. Information from the above sections, added by the coalition when the contract is initiated, should be reviewed as well.

 STATE OF FLORIDA  
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT  
FORM OEL-VPK 20

Preview Contract

i.

**XV. EXECUTION OF CONTRACT**

\_\_\_\_\_  
Signature of President/Vice President/Secretary/Officer/Owner/Principal/Other Authorized Representative      Print Name  
 By Electronic Signature

\_\_\_\_\_  
Title      Date

\_\_\_\_\_  
Provider's Additional Signatory (if required by the Provider)      Print Name  
 By Electronic Signature

\_\_\_\_\_  
Title      Date

\_\_\_\_\_  
Provider's Additional Signatory (if required by the Provider)      Print Name  
 By Electronic Signature

\_\_\_\_\_  
Title      Date

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

\_\_\_\_\_  
Signature of Authorized Coalition Representative      Print Name  
 By Electronic Signature


\_\_\_\_\_  
Title      Date

← Previous Step

Next Step →

After clicking the **Preview Contract** button, the following will display.

1 of 8 100%



**STATE OF FLORIDA  
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER  
CONTRACT  
FORM OEL-VPK 20**

**I. PARTIES AND TERMS OF CONTRACT**

1. **Parties.** This Contract is made and entered into this 23 day of April, 2019 by and between the Early Learning Coalition of Big Bend Region (herein referred to as "COALITION"), and Jim's House of Smarties (doing business as, if applicable) Jim's House of Smarties (herein referred to as "PROVIDER"), with its principal office located at 250 MARRIOTT DR TALLAHASSEE, FL 32301 and its provider physical site address (if the single site provider physical site address is different from principal office address) located at 250 MARRIOTT DR TALLAHASSEE, FL 32301.

a. **Multiple Public School Locations.** If PROVIDER is a school district executing a single Contract on behalf of multiple public school Voluntary Prekindergarten (VPK) Education Program providers, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

b. **Multiple Private Provider Locations.** If PROVIDER is executing a single Contract on behalf of multiple private VPK provider sites within COALITION's service area, a list of their names and their physical addresses are included in Exhibit 1: Provider Location List. Thereafter PROVIDER shall include each entity listed in Exhibit 1.

c. **Identification Number.** Insert PROVIDER'S  EIN  SSN  
here: 999999999

PROVIDER's EIN (Employer Identification Number) or SSN (Social Security Number) is requested in accordance with ss.119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning and COALITION. Submission of PROVIDER's EIN or SSN is mandatory. PROVIDER's EIN or SSN will be used for processing payments to PROVIDER as a VPK provider, for reporting those payments for federal tax purposes, and for routine identification.

2. **Purpose.** This Contract is designed to inform PROVIDER of the requirements of participation in the VPK Program. Payment is not conveyed to PROVIDER through this Contract. Instead, PROVIDER must agree to comply with the terms and conditions of this Contract in order to be

## Contract Execution

After clicking the **Next Step** button, the following will display. To electronically sign the contract, click the **By Electronic Signature** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract (instead of an electronic signature), the contract can be submitted without an electronic signature, then downloaded as a .pdf and printed.

← Previous Step

Next Step →

After clicking the checkbox, the following message will display. Enter the **Title of Signator** and click **Yes**.

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

After clicking the **Yes** button, the electronic signature of the signatory and the date/time will populate in yellow. Click **Next Step** to continue.


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

Form OEL-VPK 20 Electronic Signature x

You are about to remove your signature from the Form OEL-VPK 20.

Click "Yes" to continue.

Yes
Cancel



STATE OF FLORIDA  
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT  
FORM OEL-VPK 20

I. Preview Contract

**XV. EXECUTION OF CONTRACT**

<i>Jim Ledbetter (Electronic Signature)</i>	Jim Ledbetter
Signature of President/Vice President/Secretary/Officer/Owner/Principal/ Other Authorized Representative	Print Name
<input checked="" type="checkbox"/> By Electronic Signature	
Owner	4/23/2019 2:32:43 PM
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date
Provider's Additional Signatory (If required by the Provider)	Print Name
<input type="checkbox"/> By Electronic Signature	
Title	Date

## Contract Certification

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

**VPK Contract Certification**

In accordance with ss. 1002.55(3)(f), 1002.41(3)(b), and 1002.63(3)(a), F.S., PROVIDER has caused this Contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understood this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which include the requirements of this Contract, and all Exhibits and authorized attachments, shall result in corrective action, withdrawal of funds, or termination of this Contract at the discretion of COALITION, in accordance with Section 2).

**Warranty of Authority.** Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

**By signing this form I certify that:**

- I had the opportunity to review the Statewide Voluntary Prekindergarten (VPK) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider's contract, I will receive notification my contract is in force.
- I am duly authorized to sign and bind the respective party to the contract.

**Submit Contract**

Full Name

Title

Certified by electronic signature

Contract sign date: 4/19/2019

**Submit**

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

**You Have Successfully Completed, Signed, Certified and Submitted your Statewide VPK Provider Contract!**

**Your early learning coalition will review and process your contract.**

**You may not offer VPK services until you have received notification that your contract has been approved and fully executed by your coalition.**

**Please check your email for important information regarding your contract.**

You can click on the button below to return to your home page.

[Return to home page](#)

**Statewide VPK Provider Contract Submitted** inbox x

**OELSystemTest** <OELSystemTest@oel.myflorida.com> 2:35 PM (0 minutes ago)  
to ledbetter.kiwana+10@gmail.com

**Hello Jim Ledbetter,**

The Statewide VPK Provider Contract (Forms OEL-VPK 20, 20PP/PS) you submitted for Jim's House of Smarties has been delivered to the ELC of the Big Bend Region. The contract will be reviewed and you will receive an email with further instructions.

Remember, you must receive a copy of the Statewide VPK Provider Contract signed by the coalition **before** receiving payment or beginning VPK classes.

Thank you,  
ELC of the Big Bend Region  
(866) 973-9030  
<http://www.elc.org>

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

The VPK contract will have a status of **Submitted**.

**Manage contracts for Jim's House of Smarties** 3 total records

Show 10 entries -

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effectives Date	Termination Date	Program Year
30	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Certified	05/14/2018	<a href="#">GCal</a>	<a href="#">Download</a>	08/13/2018		2018 - 2019
31	VPK-APP	VPK 10,11A,11B	ELC of the Big Bend Region	Submitted	05/14/2018	<a href="#">GCal</a>	<a href="#">Download</a>	05/15/2018		2017 - 2018
266	VPK	OEL-VPK 20	ELC of the Big Bend Region	Submitted	04/23/2019	<a href="#">View</a>		07/01/2019		2019 - 2020

## Amending Contracts

Provider Portal users can amend contracts through the Manage Contracts function. Click the **SR Contract Amendment** or **VPK Contract Amendment** link, and the Provider Portal user will be re-directed to an OEL webpage.

The screenshot displays the Provider Portal interface. At the top, there is a navigation bar with 'Home', 'Business', 'Profile', 'Contracts', and 'Documents' menus. The user is logged in as 'Jim's House of Smarties' for the '2018 - 2019' profile, with the email 'Hello ledbetter.kwanis+10@gmail.com'. The main content area is divided into several sections:

- Common Tasks:**
  - Manage Sites:** Manage All Sites
  - Manage Users:** Manage All Users
  - Manage VPK Applications and Contracts:** VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, VPK Contract Amendment
  - Manage SR Contracts:** Statewide SR Provider Contract, SR Contract Amendment
- Broadcast Messages:** No messages to display.
- Coalition Messages:** No notifications or alerts to display.
- Provider Site Summary:**

Business name:	Jim's House of Smarties
Doing business as:	Jim's House of Smarties
Provider ID:	8435
License number:	
SSN / Federal ID number:	999999999
- Frequently-Used Links:** Bright Beginnings, Core Competencies, DCF Provider Training, Early Learning Performance Funding Project, Provider Portal User Guide, VPK Provider Readiness Rate Website

The Provider Portal user will click the applicable highlighted link to access a form-fillable .pdf amendment form to complete and submit to the early learning coalition.

## Provider Contract

### School Readiness Contract

- [Form OEL-SR 20 School Readiness Provider Contract](#)
- [Form OEL-SR 20L Licensed Provider Responsibilities](#)
- [Form OEL-SR 20FFN Informal Provider Responsibilities](#)
- [Form OEL-SR 20LE License Exempt Provider Responsibilities](#)
- [Form OEL-SR 20A Amendment to Statewide Provider Contract](#)

### Voluntary Prekindergarten Contract

- [Form OEL-VPK 20 VPK Statewide Contract](#)
- [Form OEL-VPK 20PS \(Public School\)](#)
- [Form OEL-VPK 20PP \(Private Provider\)](#)
- [Form OEL-VPK 20A Amendment to Statewide Contract](#)

## VPK-APP

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

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



The following will display. Click the **Edit** button to review the contract.

Manage contracts for Jimini & the Monitor 1 total records

Show 10 entries ▾

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
44	VPK-APP	VPK 10,11A,11B	ELC of North Florida/Episcopal Children's Services	Initiated	4/20/2017	<b>Edit</b>		7/1/2017		

## Step 1 – Attendance Policy

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

Jim's House of Canes & Gators (and Noles) 2017 - 2018 (incomplete) ▾

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | VPK Class(es) | Review | Certify and Submit

### Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

**Please Note**

Section 1002.71, F.S., states a private prekindergarten provider or public school may not require payment of a fee or charge for services provided for a child enrolled in VPK during a period reported for funding purposes, or require a child to enroll for, or require the payment of any fee or charge for, supplemental services as a condition of admitting a child for enrollment in the VPK program.

Attendance Policy File(s):

**Browse** Choose VPK Attendance Policy file by clicking Browse button **Upload**

File Name	Uploaded On	Size
-----------	-------------	------

## Step 2 – VPK Director

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

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**+ Add New Director**

Show removed directors

Click the **Save** button after all information is entered for the director.

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

VPK Director Name:

Telephone Number:

Email:

Credential Type:

Credential Certificate Number:

Credential Issue Date:

Credential Expiration Date:

**+ Save** **✕ Cancel**

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

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

Jim's House of Smarties 2017 - 2018 (Incomplete) ▾

Attendance Policy VPK Director ★ VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**+ Add New Director**

Show removed directors

★ Jim Ledbetter **Edit** **Remove**

Supporting Documents: **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

Telephone Number: 5555555555

Email: ledbetter.jlwarns+10@gmail.com

Credential Type: VPK Director Credential

Credential Certificate Number: 11111111

Credential Issue Date: 12/01/2017

Credential Expiration Date: 12/03/2018



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

The screenshot shows the 'VPK Director' tab in the '2017 - 2018 (Incomplete)' session. The form contains the following fields and controls:

- VPK Director Name:** Jim Ledbetter
- Telephone Number:** 5555555555
- Email:** ledbetter.kiwansis+10@gmail.com
- Credential Type:** VPK Director Credential
- Credential Certificate Number:** 11111111
- Credential Issue Date:** 12/01/2017
- Credential Expiration Date:** 12/03/2018
- Document Type:** A dropdown menu with options: Background Screening, Affidavit of Good Moral Character, Credential, and Additional Documentation.
- Choose Files:** A 'Browse' button with the text 'Choose documents by clicking Browse button'.
- Document issued Date:** 'Enter or Select Date' field.
- Document Expiration Date:** 'Enter or Select Date' field.
- Upload:** A blue button with a circular arrow icon, highlighted with an orange box.
- Save/Cancel:** A blue 'Save' button and a red 'Cancel' button, both highlighted with orange boxes.
- Table:** A table with columns: File Name, Document Type, Issued On, Expires On, Uploaded On, and Size.

### Step 3 – VPK Instructors

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

The screenshot shows the 'VPK Instructors' tab in the '2017 - 2018 (Incomplete)' session. The main content area includes:

- + Add New Instructor:** A blue button with a plus sign icon, highlighted with an orange box.
- Show removed class instructors

Click the **Save** button after all information is entered for each instructor.

The screenshot shows the 'VPK Instructors' tab with the form for adding a new instructor. The form contains the following fields and controls:

- Legal Name:** An empty text input field.
- SSN:** A text input field with the placeholder text 'Enter SSN'.
- Degree:** A dropdown menu with the selected option 'Select Highest Degree'.
- Type:** A dropdown menu with the selected option 'Select Type'.
- Credential:** A dropdown menu with the selected option 'Select Credential'.
- Certified teacher
- Save/Cancel:** A blue '+ Save' button and a red 'Cancel' button, both highlighted with orange boxes.

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

Jim Ledbetter [Edit] [Remove]

SSN:	000000000
Degree:	Received an M.A. or an M.S.
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents [Edit]

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Legal Name: Jim Ledbetter

SSN: 000000000

Degree: Received an M.A. or an M.S.

Type: Lead

Credential: M.A. or M.S. in an approved field with required minimum hours and experience

Certified teacher

[Save] [Cancel]

Document Type:

- Background Screening
- Affidavit of Good Moral Character
- Credential
- Additional Documentation

Choose Files: [Browse...] Choose documents by clicking Browse button

Document Issued Date: Enter or Select Date

Document Expiration Date: Enter or Select Date

[Upload]

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
-----------	---------------	-----------	------------	-------------	------

#### Step 4 – VPK Calendars

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

[+ Add New Calendar]

Show removed calendars

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

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

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

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

Calendar ID:

Calendar Name:

Program Type:

Calendar Start Date:  Calendar End Date:

Please select a program (Summer or School-Year) type to enable date select.

Day	Start Time	End Time
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Total Calculated Hours: 0.00  
 The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.  
 Total VPK Instructional Days: 0

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

Calendar Start Date:  Calendar End Date:

Day	Start Time	End Time
<input checked="" type="checkbox"/> Monday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Tuesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Wednesday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Thursday	08:00 AM	11:00 AM
<input checked="" type="checkbox"/> Friday	08:00 AM	11:00 AM
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Total Calculated Hours: 585.00  
 The Total Calculated Hours are greater than the hours allotted for the VPK Program Type selected. Please correct.  
 Total VPK Instructional Days: 195

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

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

Calendar Start Date: 06/21/2017      Calendar End Date: 09/19/2018

Instructional Days:

Day	Start Time	End Time
Monday	08:00 AM	11:00 AM
Tuesday	08:00 AM	11:00 AM
Wednesday	08:00 AM	11:00 AM
Thursday	08:00 AM	11:00 AM
Friday	08:00 AM	11:00 AM
Saturday		
Sunday		

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						

Total Calculated Hours: 585.00

The Total Calculated Hours are greater than the hours allotted for the VPK Program Type selected. Please correct.

Total VPK Instructional Days: 195

[Save](#) [Cancel](#)

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

Modify VPK Instructional Day ✕

---

**Event Type:** Select Event Type  
Non-Instructional Day  
Instructional Day Exception

**Description:**

---

Cancel
Update
Remove

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

When the Total Calculated Hours match the hours for the VPK program type, the user will click the **Save** button.

Jim's House of Smarties 2017 - 2018 (incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Classes Review Certify and Submit

Calendar ID: A

Calendar Name: Enter Calendar Name

Program Type: Select Program Type

Calendar Start Date: Enter Start Date Calendar End Date: Enter End Date

Start date and end date should be in a valid range for the Program Type selected.

Instructional Days:

Day	Start Time	End Time
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31	

Valid instructional day entries should be made

Total Calculated Hours: 0.00

The Total Calculated Hours are less than the hours allowed for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 0

+ Save Cancel

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

## Step 5 – VPK Class(es)

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

Jim's House of Smarties 2017 - 2018 (Incomplete) ▼

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**Add New Class**

Show removed classes

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

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

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

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

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

Class ID: ⓘ CF17

Class Name: ⓘ Enter Class Name

Class Calendar: ⓘ A - 1

Main Curriculum: ⓘ BABY DOLL CIRCLE TIME

Class Start Date: ⓘ 01/01/2018

Class End Date: ⓘ 06/29/2018

Instructors:

Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience )

Instruction Start Date: 01/01/2018

Not Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience )

**Save** Cancel

## Step 6 – Review

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

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | VPK Class(es) | Review | **Certify and Submit**

Review - Last's main screen has all your information

Attendance Policy **Edit**

Attendance Policy File Name	Uploaded On	Size
TEST DOCUMENT.docx	01/02/2018	15 KB

VPK Director **Edit**

Director Name	Telephone Number	Email	Credential Type	Credential Certificate Number	Credential Issue Date	Credential Expiration Date	Supporting Documents
Not Jim Leubner (Removed)	555555555	director.kam1047@mail.com	VPK Director Credential	22222222	12/10/2017	12/01/2018	1 Files uploaded
Jim Leubner	555555555	leubner.karen110@gmail.com	VPK Director Credential	11111111	12/10/2017	12/02/2018	2 Files uploaded

VPK Instructors **Edit**

Instructor Name	SSN	Degree	Type	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Not Jim Leubner	777777777	Received an M.A. or an M.S.	Lead	M.A. or M.S. in an approved field with required minimum hours and experience.	No		1 Files uploaded
Jim Leubner	9000001000	Received an M.A. or an M.S.	Lead	M.A. or M.S. in an approved field with required minimum hours and experience.	No		1 Files uploaded

VPK Calendars **Edit**

Calendar ID	Calendar Name	Program Type	Start Date	End Date	Instructional Days	Non-Instructional Days	Site Closure Days	Exceptional Instructional Days
A	I	School Year (340 hours)	01/01/2018	05/28/2018	MON 09:00 AM-11:00 AM TUE 09:00 AM-11:00 AM WED 09:00 AM-11:00 AM THU 09:00 AM-11:00 AM FRI 09:00 AM-11:00 AM Total Calculated Hours: 540.00 Total VPK Instructional Days: 130			01/12/2018 09:00 AM-09:00 AM : no department 01/18/2018 09:00 AM-07:00 AM : public department 01/19/2018 8:00 am-9:00 AM : OCF
B (Removed)	Beta	School Year (340 hours)	01/10/2018	05/01/2018	MON 09:00 AM-12:00 PM TUE 09:00 AM-11:00 AM WED 09:00 AM-11:00 AM THU 09:00 AM-11:00 AM FRI 09:00 AM-11:00 AM Total Calculated Hours: 510.00 Total VPK Instructional Days: 98			

VPK Class(es) **Edit**

Class ID	Class Calendar Name	Main Curriculum	Class Start Date	Class End Date	Instructors
BF17 (Removed)	I	BABY DOLL CIRCLE TIME	01/02/2018	01/02/2018	Not Jim Leubner Start date: 01/01/2001
AF17	I	BABY DOLL CIRCLE TIME	01/01/2018	01/02/2018	Not Jim Leubner Start date: 01/01/2001

## Step 7 – Certify and Submit

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

### ● Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 436.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name \*

Day Time Phone Number \*

Electronic Signature \*

 Check this box to certify by electronic signature

Application Completion Date \*

Submit VPK Provider Application

👏 You Have Successfully Completed and Submitted your VPK Provider Application!

Congratulations, you have successfully submitted your VPK Provider application.

Your early learning coalition will process your application.

Please check your email for important information about your application.

From here you can:

[Return to dashboard](#)

[Log off](#)



## Updating a VPK-APP

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

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

Show 10 entries ▾

Contract ID ↓↑	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Start Date	End Date	Termination Date
45	VPK-APP	VPK 10, 11A, 11B	ELC of Palm Beach	Certified	06/27/2017	<b>Edit</b>	<b>Download</b>	07/01/2017	07/17/2018	

## VPK Director

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

Jim's House of Smarties 2017 - 2018 (incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**+ Add New Director**

Show removed directors

★ Not Jim Ledbetter **Edit** **Remove**

Supporting Document: **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx <b>Download</b>	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Telephone Number: 5555555555  
Email: ledbetter.kiwanis+7@gmail.com  
Credential Type: VPK Director Credential  
Credential Certificate Number: 22222222  
Credential Issue Date: 12/01/2017  
Credential Expiration Date: 12/01/2018

When the **Remove** button is clicked, the following message will display.

Remove Not Jim Ledbetter? ×

**!** You are about to remove this director and make him/her inactive. All information and documents (if any) will be retained. You may re-add this director at a later time if needed. To continue, enter the last day this individual served as VPK Director and click Remove, otherwise click Cancel.

Enter or Select Date

**Remove**

Cancel

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Director

Show removed directors

★ Not Jim Ledbetter (Removed) [Re-add](#)

Telephone Number:	5555555555
Email:	ledbetter.kiwanis+7@gmail.com
Credential Type:	VPK Director Credential
Credential Certificate Number:	22222222
Credential Issue Date:	12/01/2017
Credential Expiration Date:	12/01/2018

Supporting Documents:

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

## VPK Instructors

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors:

Not Jim Ledbetter [Edit](#) [Remove](#)

SSN:	777777777
Degree:	Received an M.A. or an M.S.
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Document: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

Jim Ledbetter [Edit](#) [Remove](#)

SSN:	000000000
Degree:	Received an M.A. or an M.S.
Type:	Lead
Credential:	M.A. or M.S. in an approved field with required minimum hours and experience
Certified Teacher?	No

Supporting Documents: [Edit](#)

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

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

### ✘ Remove Not Jim Ledbetter?

ⓘ You are about to remove this instructor and make him/her inactive. All information and documents (if any) will be retained. You may re-add this instructor at a later time if needed. To continue, click Remove, otherwise click Cancel.

Cancel [Remove](#)

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors

Not Jim Ledbetter (Removed) **Re-add**

SSN: 77777777  
 Degree: Received an M.A. or an M.S.  
 Type: Lead  
 Credential: M.A. or M.S. in an approved field with required minimum hours and experience  
 Certified Teacher?: No

Supporting Documents:

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

---

Jim Ledbetter **Edit** **Remove**

SSN: 000000000  
 Degree: Received an M.A. or an M.S.  
 Type: Lead  
 Credential: M.A. or M.S. in an approved field with required minimum hours and experience  
 Certified Teacher?: No

Supporting Documents: **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx <b>Download</b>	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

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

**Instructor is currently assigned** ✕

**!** This action cannot be performed because the instructor is currently assigned to a class. Please remove the instructor from all classes first.

Ok

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

Jim's House of Smarties 2017 - 2018 (Incomplete)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Add New Class

Show removed classes

AF17 **Edit** **Remove**

Class Name: Alpha  
 Class Calendar: 1  
 Main Curriculum: BABY DOLL CIRCLE TIME  
 Class Start Date: 01/01/2018  
 Class End Date: 06/29/2018

Instructors:

Name	Type

January 2018

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

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

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class Start Date:

Class End Date:

Instructors:

- Jim Ledbetter (Received an M.A. or an M.S. Lead, M.A. or M.S. in an approved field with required minimum hours and experience )
 

Instruction Start Date:
- Not Jim Ledbetter (Received an M.A. or an M.S. Lead, M.A. or M.S. in an approved field with required minimum hours and experience )
 

Last Taught Date:   Never began instruction of class

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

CF17  January 2018

Class Name: N/A  
 Class Calendar: 1  
 Main Curriculum: BABY DOLL CIRCLE TIME  
 Class Start Date: 01/01/2018  
 Class End Date: 06/29/2018

Instructors:

Name	Type
Jim Ledbetter	Lead
Not Jim Ledbetter (Removed)	Lead

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	3

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

**Remove Not Jim Ledbetter?**

**!** You are about to remove this instructor and make him/her inactive. All information and documents (if any) will be retained. You may re-add this instructor at a later time if needed. To continue, click **Remove**, otherwise click **Cancel**.

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

Jim's House of Smarties 2017 - 2018 (incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Instructor

Show removed class instructors

**Not Jim Ledbetter (Removed)** **Re-add**

SSN: 77777777

Degree: Received an M.A. or an M.S.

Type: Lead

Credential: M.A. or M.S. in an approved field with required minimum hours and experience

Certified Teacher?: No

**Supporting Documents:**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

**Jim Ledbetter** **Edit** **Remove**

SSN: 0000000000

Degree: Received an M.A. or an M.S.

Type: Lead

Credential: M.A. or M.S. in an approved field with required minimum hours and experience

Certified Teacher?: No

**Supporting Documents:** **Edit**

File Name	Document Type	Issued On	Expires On	Uploaded On	Size
TEST DOCUMENT.docx <b>Download</b>	Background Screening	12/01/2017	12/01/2018	01/02/2018	15 KB

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

VPK Instructors **Edit**

Instructor Name	SSN	Degree	Type	Credential	Is Certified?	Equivalent Credential	Supporting Documents
Jim Ledbetter	0000000000	Received an M.A. or an M.S.	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded
<b>Not Jim Ledbetter (Removed)</b>	77777777	Received an M.A. or an M.S.	Lead	M.A. or M.S. in an approved field with required minimum hours and experience	No		1 Files uploaded

VPK Class(es) **Edit**

Class ID	Section	Class Name	Start Date	End Date	Instructor
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	06/29/2018	Jim Ledbetter <small>Start Date: 06/29/2018 - End Date: 06/29/2018 - Last Flight Date: 06/29/2018</small> <small>Start Date: 06/29/2018 - End Date: 06/29/2018 - Last Flight Date: 02/22/2018</small>

## VPK Calendars

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

The screenshot displays the 'VPK Calendars' interface for 'Jim's House of Smarties' in 2017-2018. It features two calendar views for January 2018. The top view shows a calendar with classes assigned, including 'Le English - No. Openness' and 'Le English - LCP'. The bottom view shows a calendar with no classes assigned. Both views include a table of instructional days with start and end times. The interface also includes buttons for '+ Add New Calendar', '+ Edit', and '+ Remove'.

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

The dialog box is titled 'Remove?' and contains a warning message: 'You are about to remove this calendar and make it inactive. You may re-add this calendar at a later time if needed. Are you sure you want to remove this calendar?'. Below the message are two buttons: 'Cancel' and 'Remove'.

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

The dialog box is titled 'Calendar is currently assigned' and contains a warning message: 'This action cannot be performed because the calendar is currently assigned to a class. If the class has not started yet, you may remove the calendar from the class and try this action again.' Below the message is an 'Ok' button.

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

The screenshot displays the VPK Calendars interface for 'Jim's House of Smarties' in 2017-2018. It features a navigation bar with options like 'Attendance Policy', 'VPK Director', 'VPK Instructors', 'VPK Calendars', 'VPK Classes', 'Review', and 'Certify and Submit'. Below the navigation, there are two calendar views for January 2018. The top view shows a calendar with instructional days and non-instructional days. The bottom view shows a similar calendar with a 'Re-add' button highlighted. The 'Show removed calendars' checkbox is also visible.

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

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

The screenshot shows the 'Add New Calendar' form in the VPK Calendars interface. The form includes fields for 'Calendar ID', 'Calendar Name', 'Program Type', 'Calendar Start Date', and 'Calendar End Date'. The 'Calendar End Date' field is highlighted with a red box. Below the form, there is a table for 'Instructional Days' with columns for 'Day', 'Start Time', and 'End Time'. To the right of the table is a calendar grid for January 2018 with a note: 'Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.'

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

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Class ID: AF18

Class Name: Blah

Class Calendar: A -

Main Curriculum: BABY DOLL CIRCLE TIME

Class Start Date: 08/13/2018

Class End Date: 04/21/2019

Instructors:

M (Received a B.S. or a B.A. Lead, 40-hour introductory child care training course )

Instruction Start Date: 08/13/2018

Save Cancel

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Class ID: AF18

Class Name: Blah

Class Calendar: A -

Main Curriculum: BABY DOLL CIRCLE TIME

Class Start Date: 09/13/2018

Class End Date: 04/21/2019

Instructors:

M (Received a B.S. or a B.A. Lead, 40-hour introductory child care training course )

Last Taught Date: 02/28/2019  Never began instruction of class

You must select at least one Lead instructor or enter a new class end date.

Save Cancel



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

Jim's House of Smarties 2018 - 2019 (Certified) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Calendar

Show removed calendars

A  Edit  Remove

**Calendar Name:**

Program Type: School Year (40 hours)  
 Calendar Start Date: 08/13/2018  
 Calendar End Date: 04/21/2019

**Instructional Days:**

Day	Start Time	End Time
Monday	08:00 AM	11:00 AM
Tuesday	08:00 AM	11:00 AM
Wednesday	08:00 AM	11:00 AM
Thursday	08:00 AM	11:00 AM
Friday	08:00 AM	11:00 AM
Saturday		
Sunday		

**Non-Instructional, Site Closures and Exceptional Instructional Days:**

Sun	Mon
29	30
5	6

Total Calculated Hours: 540.00  
 Total VPK Instructional Days: 180

## VPK Class(es)

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

Jim's House of Smarties 2017 - 2018 (incomplete) ▾

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**Add New Class**

Show removed classes

**AF17** **Edit** **Remove**

Class Name: Alpha  
 Class Calendar: 1  
 Main Curriculum: BABY DOLL CIRCLE TIME  
 Class Start Date: 01/01/2018  
 Class End Date: 06/29/2018

Instructors:

Name	Type

January 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	3

**Save** **Cancel**

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

**CF17** **Edit**

Class Name: N/A  
 Class Calendar: 1  
 Main Curriculum: BABY DOLL CIRCLE TIME  
 Class Start Date: 01/01/2018  
 Class End Date: 06/29/2018

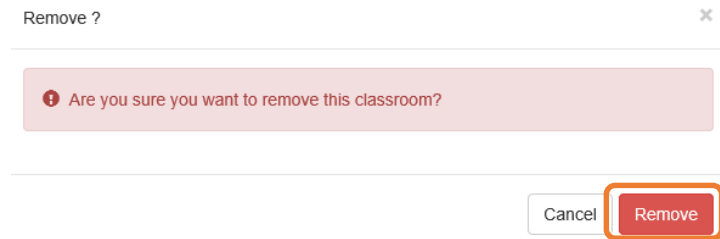
Instructors:

Name	Type
Jim Ledbetter	Lead
Not Jim Ledbetter (Removed)	Lead

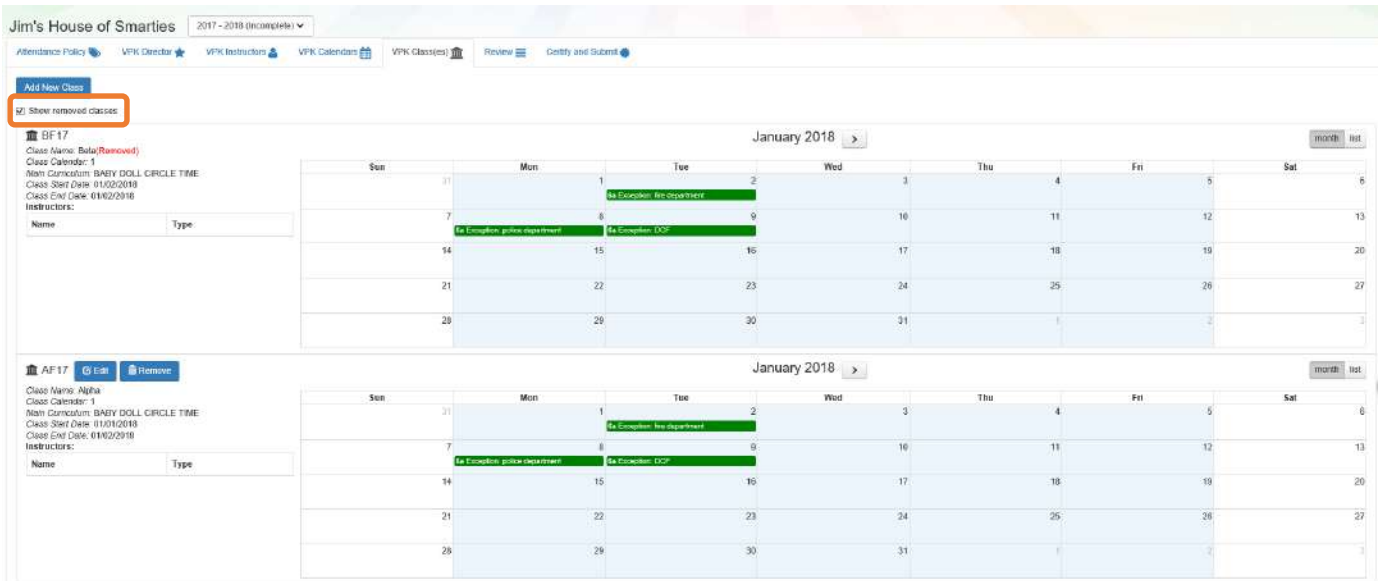
January 2018 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	3

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



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



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

Class ID:

Class Name:

Class Calendar:

Main Curriculum:

Class Start Date:

**Class End Date:**

Instructors:

Jim Ledbetter (Received an M.A. or an M.S., Lead, M.A. or M.S. in an approved field with required minimum hours and experience )

Instruction Start Date:

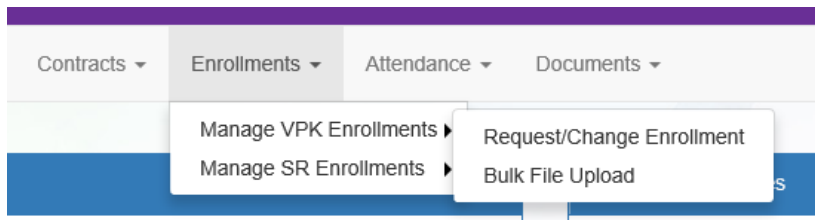
**Save**

The Review tab will now reflect the updated class information.

VPK Class(es) <span style="float: right;">✎</span>						
CF17	1	BABY DOLL CIRCLE TIME	01/01/2018	02/22/2018	Jim Ledbetter	Last Taught Date: 02/22/2018
					<b>Not Jim Ledbetter (Removed)</b>	Last Taught Date: 02/22/2018

## Enrollments - VPK

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



### Request/Change Enrollment

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

A screenshot of the 'Request/Change VPK Enrollment' form. The form has two tabs: 'Request/Change VPK Enrollment' (selected) and 'Bulk VPK Enrollment'. Below the tabs, there are three dropdown menus for 'VPK Program Year', 'VPK Session', and 'VPK Class', all of which are currently set to '--Select--'. To the right of these are fields for 'Class Start Date' and 'Class End Date'. Below these are fields for 'Max Class Size', 'VPK Children Count', and 'Non-VPK Children Count'. A 'Please Note' message is displayed below these fields. At the bottom, there are input fields for 'Certificate Number', 'Child First Name', 'Child Last Name', and 'Child DOB' (with a date format 'MM/DD/YYYY'). An 'Enroll to this Class' button is located to the right of the 'Child DOB' field. Below the form is a table with columns: 'Actions', 'Certificate Number', 'Child First Name', 'Child Last Name', 'Child DOB', 'Child Age', 'Student ID', 'Anticipated Start Date', 'Actual Start Date', 'Termination Effective Date', and 'Status'. A message below the table says 'Please choose valid program year, session and class from drop downs to see results'.

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

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

A screenshot of the 'Request/Change VPK Enrollment' form with values populated. The 'VPK Program Year' is '2018-2019', 'VPK Session' is 'School-year (540 hours)', and 'VPK Class' is 'AF18 - AM Redbirds'. The 'Class Start Date' is '08/20/2018' and 'Class End Date' is '05/17/2019'. The 'Max Class Size' is '11', 'VPK Children Count' is '8', and 'Non-VPK Children Count' is '3'. A message below these fields says 'Non-VPK Children Count updated successfully for this class.' and 'Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.' The 'Enroll to this Class' button is still present. The table below the form is empty, with a message 'No records found for this class'.

## Enrolling a VPK Child

Using the child's approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click **Enroll to this Class**. Note: The fields are not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2018-2019 | VPK Session: School-year (540 hours) | VPK Class: AP18 - All Redbirds | Class Start Date: 09/20/2018 | Class End Date: 05/17/2019

Max Class Size: 11 | VPK Children Count: 8 | Non-VPK Children Count: 3

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: vpk737-2018 | Child First Name: apple | Child Last Name: latham | Child DOB: 09/09/2013 | **Enroll to this Class**

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

STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM  
Child Certificate of Eligibility

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

1. VPK program year 2018-2019	2. Certificate number VPK737-2018	3. Certificate issue date 7/7/2018	4. Parent email address
5. Parent name	6. Primary contact number	7. Secondary contact number	
8. Child's full name Apple Latham	9. Child's date of birth 09/09/2013	10. County Clay	

The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment). Note: The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.

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

Request Enrollment

✓ Child Found. Please Confirm Details.

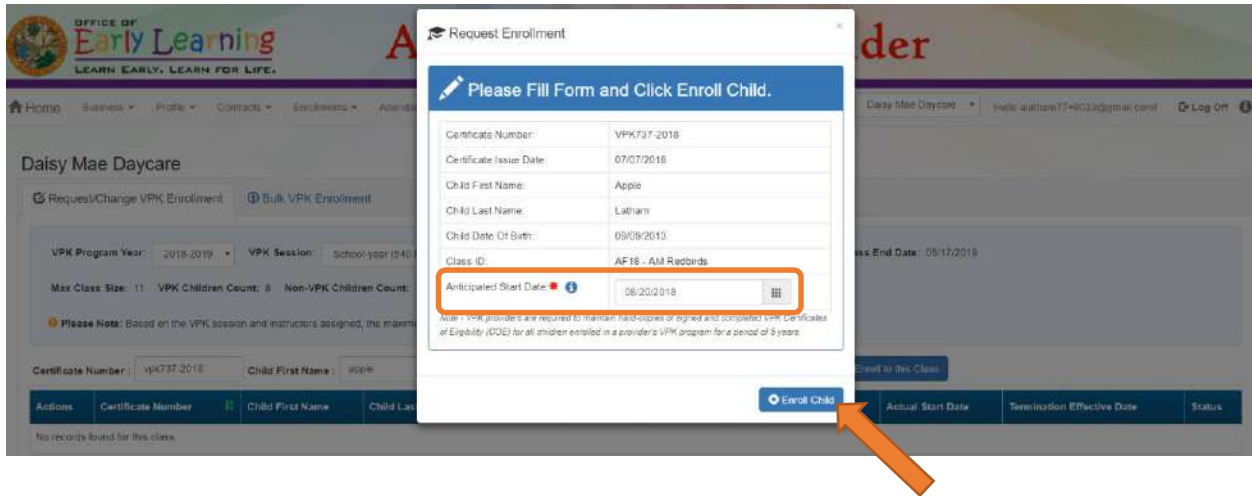
Certificate Number: VPK737-2018  
Certificate Issue Date: 07/07/2018  
Child First Name: Apple  
Child Last Name: Latham  
Child Date Of Birth: 09/09/2013

Note - VPK providers are required to maintain hard-copies of signed and completed VPK Certificates of Eligibility (COE) for all children enrolled in a provider's VPK program for a period of 3 years.

**Yes** | No

Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. Note: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).

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



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

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
<a href="#">Never Attended</a>	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 <a href="#">Change</a>			Enrollment Submitted

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

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
<a href="#">Never Attended</a>	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 <a href="#">Change</a>			Coalition Reviewing

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

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

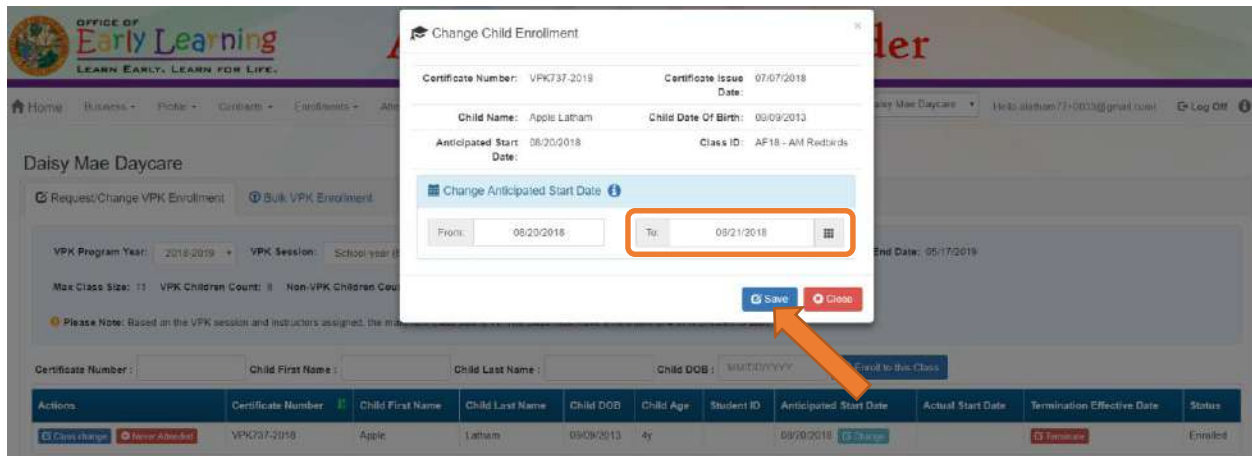
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
<a href="#">Class change</a> <a href="#">Never Attended</a>	VPK737-2018	Apple	Latham	08/09/2013	4y		08/20/2018 <a href="#">Change</a>		<a href="#">Terminate</a>	Enrolled

### Managing VPK Enrollment

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

#### Change Anticipated Start Date

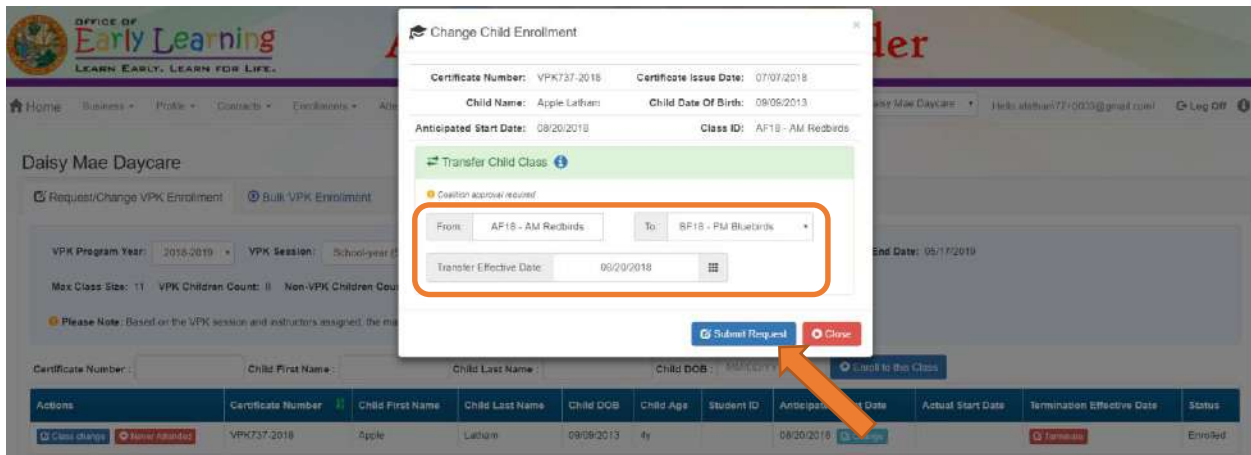
To change the child’s anticipated state date, click **Change** within the Anticipated State Date column. A window displays. The current start date populates in the *From* field; enter the new start date in the *To* field. This feature does not require coalition approval. Click **Save** to commit the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



#### Class Change

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

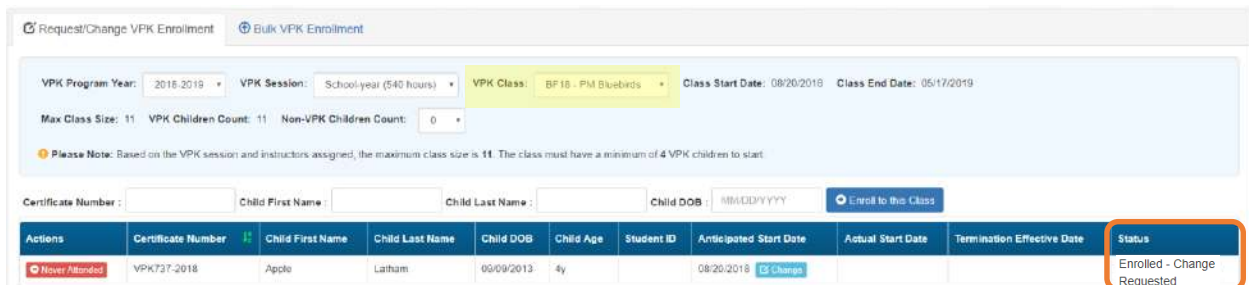




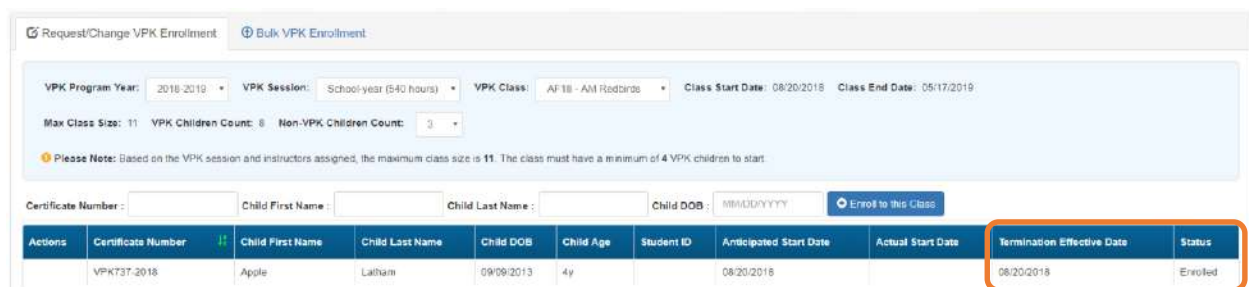
Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled.



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



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



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

Request/Change VPK Enrollment Bulk VPK Enrollment

VPK Program Year: 2018-2019 VPK Session: School-year (500 hours) VPK Class: BF18 - PM Bluebirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
Class change Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 Class change			Termination	Enrolled

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

*Class Change to a Full Class*

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

Class BF18 is not full.

Daisy Mae Daycare

Request/Change VPK Enrollment Bulk VPK Enrollment

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Forest Room Class Start Date: 08/13/2018 Class End Date: 05/03/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY Enroll to this Class

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
Class change	VPK752-2018	Blue Fairy	Latham	08/08/2013	5y
Class change	VPK754-2018	Cinderella	Latham	07/07/2013	5y
Class change	VPK758-2018	Cruella deVil	Latham	02/02/2013	5y
Class change	VPK823-2018	Snow White	Latham	01/01/2014	4y
Class change	VPK830-2018	Doc	Latham	09/09/2013	5y
Class change	VPK831-2018	Sleepy	Latham	10/12/2013	5y
	VPK832-2018	Happy	Latham	08/08/2013	5y
Class change	VPK838-2018	Sneezy	Latham	11/11/2013	5y

Class AF18 is full.

### Daisy Mae Daycare

[Request/Change VPK Enrollment](#)

[Bulk VPK Enrollment](#)

VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - Flower Room Class Start Date: 08/13/2018 Class End Date: 05/03/2019

Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0

**Please Note:** Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number:  Child First Name:  Child Last Name:  Child DOB:  [Enroll to this Class](#)

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
<a href="#">Class change</a>	VPK748-2018	Ariel	Latham	02/02/2014	4y
<a href="#">Class change</a>	VPK751-2018	Bambi	Latham	01/01/2014	4y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK753-2018	Pinocchio	Latham	12/12/2013	5y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK820-2018	Turtle	Latham	04/04/2014	4y
<a href="#">Class change</a>	VPK832-2018	Happy	Latham	08/08/2013	5y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK833-2018	Bashful	Latham	01/01/2014	5y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK834-2018	Grumpy	Latham	02/12/2014	4y
<a href="#">Class change</a>	VPK835-2018	Dopey	Latham	02/14/2014	4y
	VPK836-2018	Sneezy	Latham	11/11/2013	5y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK883-2018	Seahorse	Latham	01/01/2014	4y
<a href="#">Class change</a> <span style="color: red;">Never Attended</span>	VPK884-2018	Dolphin	Latham	01/01/2014	4y

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

### Change Child Enrollment

Certificate Number: VPK752-2018 Certificate Issue Date: 07/29/2018

Child Name: Blue Fairy Latham Child Date Of Birth: 08/08/2013

Anticipated Start Date: 12/10/2018 Class ID: BF18 - Forest Room

#### Transfer Child Class i

i Coalition approval required

From: BF18 - Forest Room

To:

Transfer Effective Date:

[Submit Request](#)

[Close](#)

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

### Change Child Enrollment x

---

<b>Certificate Number:</b> VPK752-2018	<b>Certificate Issue Date:</b> 07/29/2018
<b>Child Name:</b> Blue Fairy Latham	<b>Child Date Of Birth:</b> 08/08/2013
<b>Anticipated Start Date:</b> 12/10/2018	<b>Class ID:</b> BF18 - Forest Room

**Transfer Child Class** i

! Coalition approval required

From: BF18 - Forest Room	To: AF18 - Flower Room <span style="font-size: 0.8em;">▼</span>
Transfer Effective Date: 02/27/2019	<span style="font-size: 0.8em;">☰</span>

Swap spot with enrolled child from selected class.

Target class is full. Please choose a valid class or select the swap child feature.

Submit Request Close

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

### Change Child Enrollment x

Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
Anticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room

**Transfer Child Class** i

Coalition approval required

From:  To:

Transfer Effective Date:  ☰

Swap spot with enrolled child from selected class.

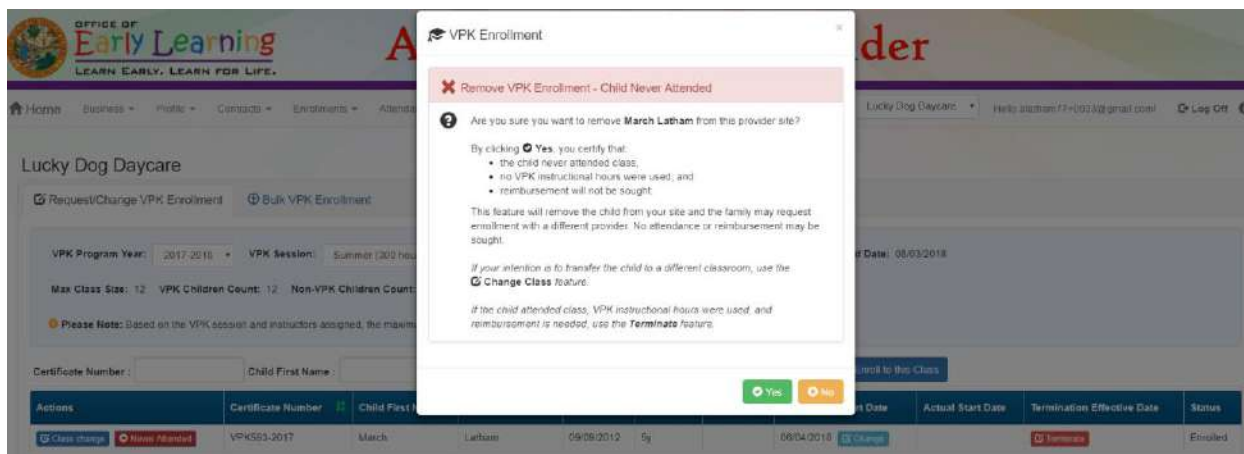
Swap spot with:

Target class is full. Please choose a valid class or select the swap child feature.

### Never Attended

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

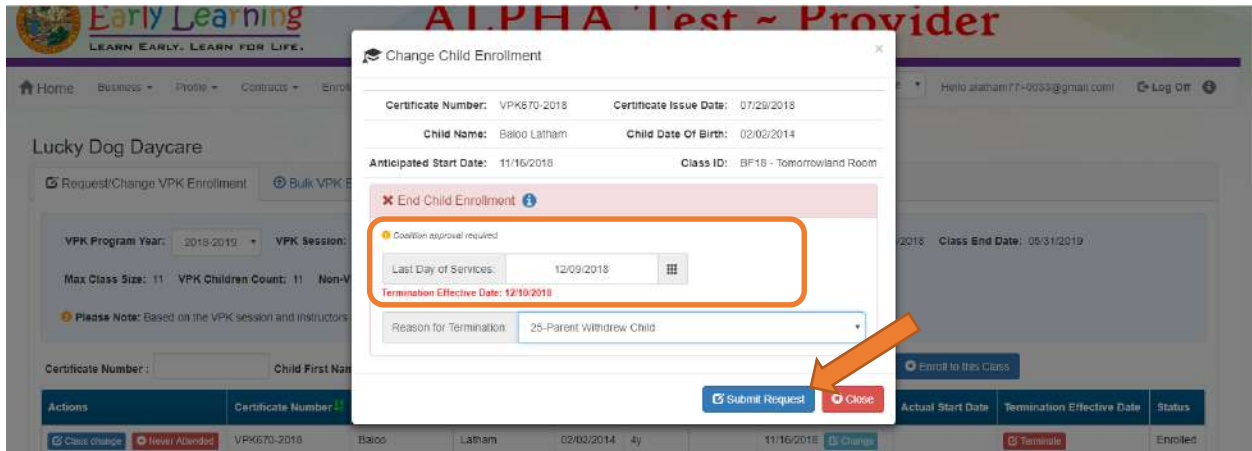
This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.



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

### Terminate

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



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

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	VPK670-2018	Baloo	Latham	02/02/2014	4y	05042018	11/16/2018		12/10/2018	Enrolled - Change Requested

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

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
	VPK670-2018	Baloo	Latham	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled

When rejected, the child remains enrolled in the class.

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Term/Instructor Effective Date	Status
Class change <span style="color:red">Never Allowed</span>	VPK593-2017	March	Latham	09/05/2012	5y		09/04/2018		<span style="color:red">Term/Inst</span>	Enrolled

## VPK Bulk Enrollment Process

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

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.										

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

Actions	Upload	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.										



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

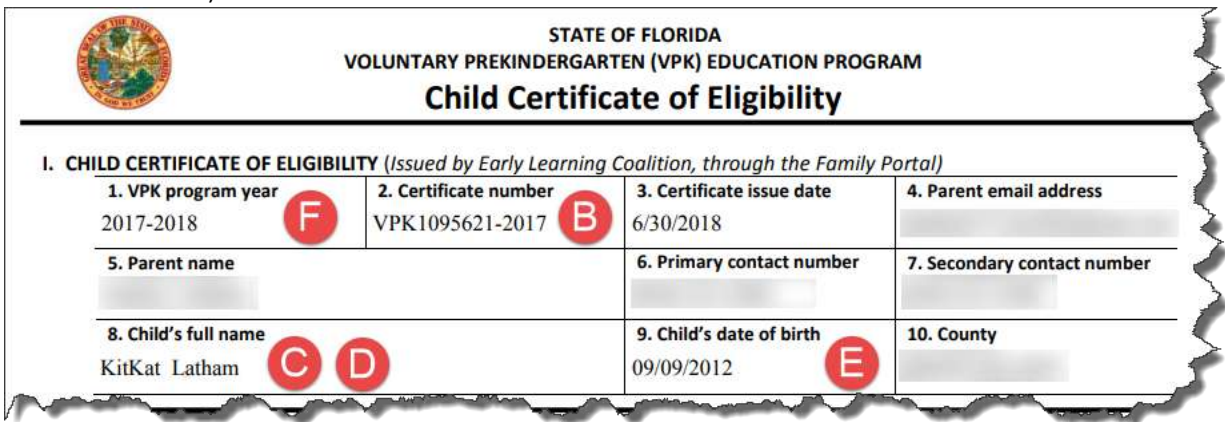
Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB (MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date (MM/DD/YYYY)	MSID (XX-XXXX)



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

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

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



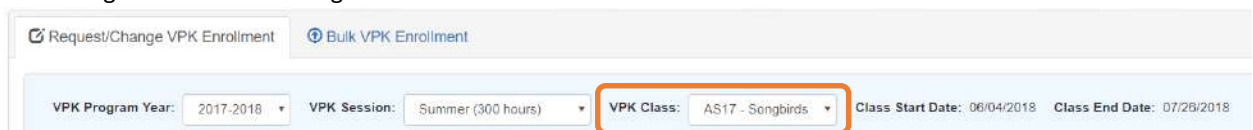
C. **Child First Name** = this is the child’s first name listed on their COE. The field is not case sensitive.

D. **Child Last Name** = this is the child’s last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.

E. **Child DOB (MM/DD/YYYY)** = this is the child’s date of birth listed on their COE. The field will accept M/D/YYYY as well.

F. **VPK Program Year** = this is the child’s approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be 2017. Generally, the 4-digit VPK program year matches the year included at the end of the child’s COE number.

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

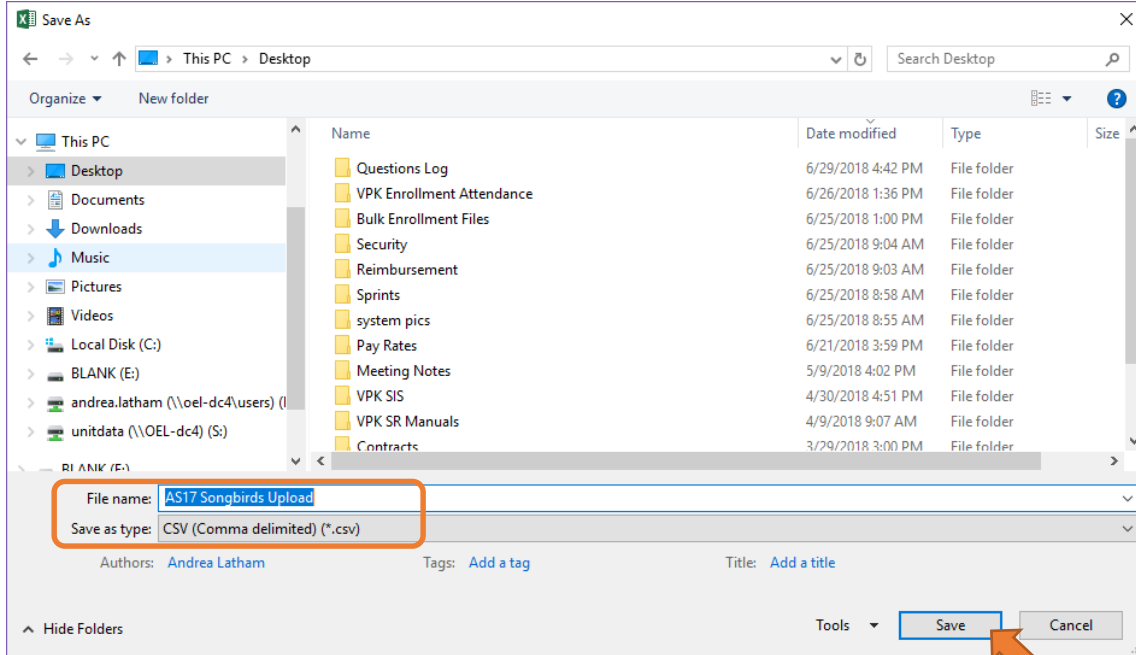


H. **Anticipated Start Date (MM/DD/YYYY)** = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. Note: An anticipated start date

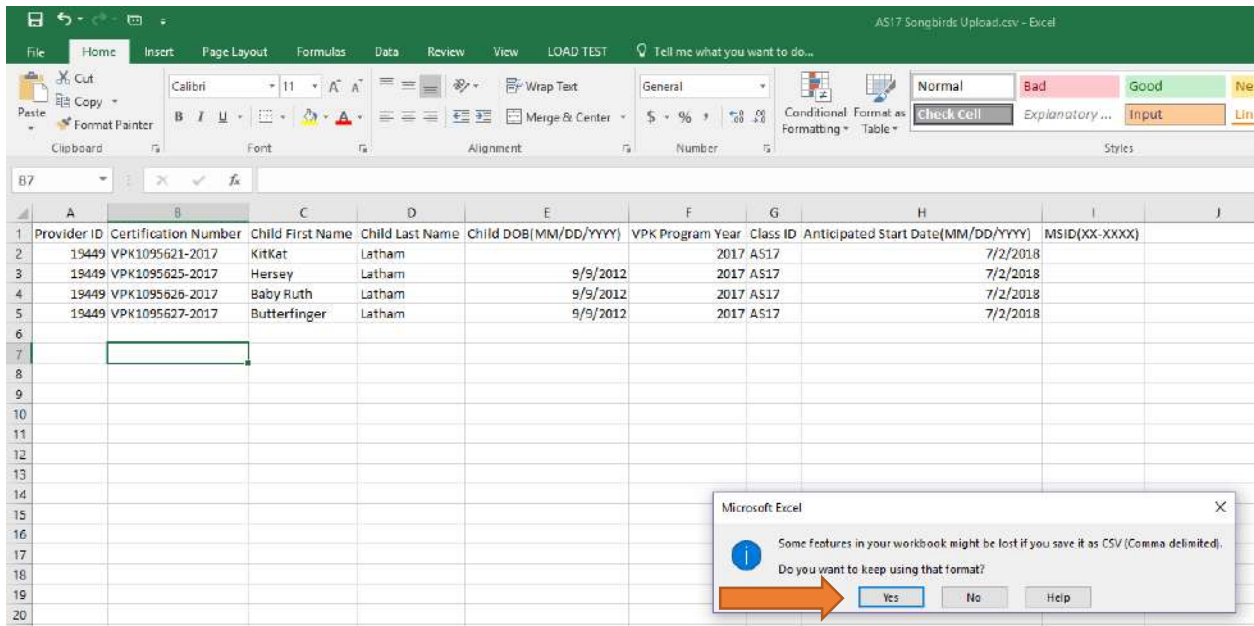
cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.

- I. **MSID (XX-XXXX)** = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

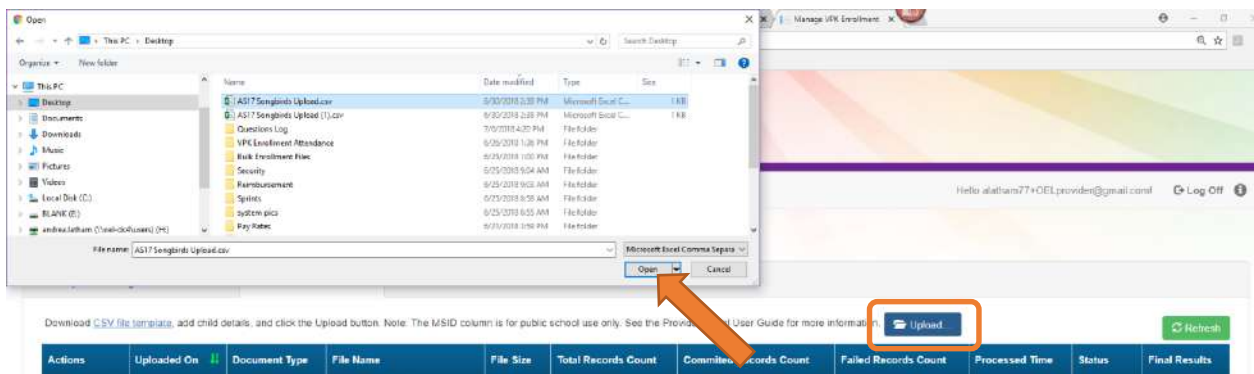
When the file is complete, name it and save it as a CSV file type. Note: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.



When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.



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



The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.



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



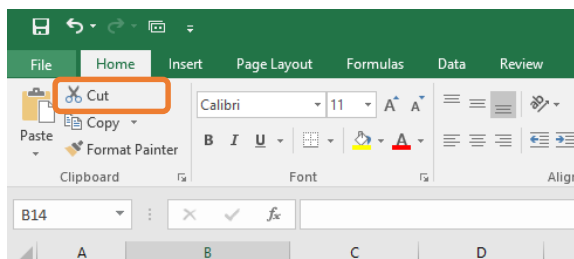
In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now “Enrollment Submitted” and the failed record was not included because of an invalid date of birth. The same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

Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MM/DD/YYYY)	MSID(XX-XXXX)	Error or Status
19449	VPK1095621-2017	KitKat	Latham		2017	AS17	7/2/2018		Invalid Date of Birth
19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted
19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17	7/2/2018		Enrollment Submitted

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

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Request Approved	VPK1095625-2017	Hersey	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted
Request Approved	VPK1095626-2017	Baby Ruth	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted
Request Approved	VPK1095627-2017	Butterfinger	Latham	09/09/2012	5y		07/02/2018			Enrollment Submitted

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

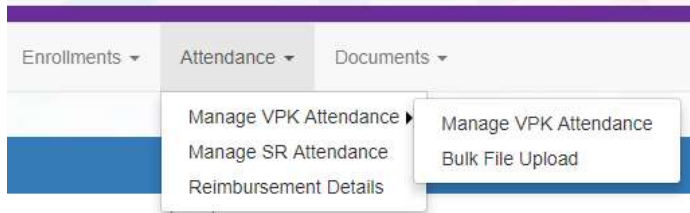


## Enrollments - SR

See *EFS Modernization Project User Guide* for more information.

## Attendance - VPK

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



### Submitting Attendance Online

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

**VPK Attendance Roster**

Program Type\*: VPK Voluntary PreKindergarten (VPK)

Service Period\*: 10/1/2016 to 10/31/2016 Due Date: 11/5/2018

Class ID\*: AF16 [Summary](#)

Class attendance has NOT been submitted to Coalition at this time.

Class	Start Date	End Date	Max Class Size	Curriculum	Edition
AF16-Purple Room	7/2/2016	5/31/2016	11	Scholastic Big Day for Pre-K English	1st edition/2010

Search:

1 to 11 of 11 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Church Latham	6/8/2013	5y	VPK	
2. Goodbar Latham	6/9/2013	5y	VPK	
3. Krackel Latham	6/9/2013	5y	VPK	
4. Mentas Latham	6/9/2013	5y	VPK	
5. Miky Way Latham	6/9/2013	5y	VPK	
6. Nestle Latham	1/1/2014	4y	VPK	
7. Payday Latham	6/9/2013	5y	VPK	
8. Fleese's Places Latham	6/9/2013	5y	VPK	
9. Snopes Latham	6/9/2013	5y	VPK	
10. Three Mustelless Latham	6/9/2013	5y	VPK	
11. Tyus Latham	6/9/2013	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
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			

Select a child to edit attendance

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

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

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

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. Krockel Latham	9/9/2013	5y	VPK	
4. Mentos Latham	9/9/2013	5y	VPK	
5. Milky Way Latham	9/9/2013	5y	VPK	
6. Reelle Latham	9/12/2014	4y	VPK	
7. Payton 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	

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
	X	X	X	X	*	*
	X	X	X	X	*	*
	X	X	A	X	*	*
	X	X	X	X	*	*
	X	X	X	X	*	*
	X	X	X			
	X	X	X			

**Child's Current Information**

Name: Crunch Latham  
 DOB: 9/9/2013    Age: 5  
 Status: Enrolled    BGrp: VPK  
 Cert: VPK1109729-2018  
 Class: AF18-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

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

To change a present day to absent, click on the “X.” The “X” for present will now appear as an “A” for absent. Note, absences entered by mistake can be changed back to present by clicking on the “A.”

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

Service Period: 10/1/2018 to 10/31/2018    Due Date: 11/5/2018

Class ID: AF18

Class: AF18-Purple Room    Max. Class Size: 11  
 Start Date: 7/2/2018    End Date: 5/31/2019  
 Curriculum: Scholastic Big Day for Pres-K English    Edition: 1st edition/2010

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
	X	X	X	X	*	*
	X	X	X	X	*	*
	X	X	A	X	*	*
	X	X	X	X	*	*
	X	X	X	X	*	*
	X	X	X			
	X	X	X			

**Submit Attendance**

The due date for this service period has passed. Late attendance records may be processed in the next reporting period.

Clicking Continue will move to Sign & Certify.

**Child's Current Information**

Name: Three Musketeers Latham  
 DOB: 9/9/2013    Age: 5  
 Status: Enrolled    BGrp: VPK  
 Cert: VPK1109732-2018  
 Class: AF18-Purple Room

**Monthly Attendance Summary**

Abseences

10/11/2018  
 10/15/2018

Days Present: 17  
 Days absent: 2

X Enrolled/Present

A Absent

N Non-Reimbursable/Non-Scheduled Days

H Paid Holiday Days

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

### Submitted Attendance

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

### Rejected Attendance

Coalition staff may reject submitted attendance. In this case, the individual that submitted the roster will receive an email notification. Instructions are provided to log in to the Provider Services Portal, review the roster, make



necessary changes to rejected records, and re-submit. The rejected child records are displayed at the top of the roster list in red and show "REJ" for rejected in the status column. Only records with "REJ" may be edited.

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

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

### Approved Attendance

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

VPK Attendance Router

Program Type: VPK Voluntary PreKindergarten (VPK)

Service Period: 8/1/2018 to 8/31/2018 Due Date: 9/6/2018

Class ID: AF1B

Class attendance was submitted to Coalition on 12/8/2018 by alatham771@ELprovider@gmail.com.

Class: AF1B-Purple Room Max Class Size: 11

Start Date: 7/2/2018 End Date: 5/31/2019

Curriculum: Scholastic Big Day for Pre-K-English Edition: 1st edition/2010

Search:

1 to 10 of 10 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Couch Latham	9/26/13.5y	VPK	✓APP	
2. Couder Latham	9/29/13.5y	VPK	✓APP	
3. Rachel Latham	9/29/13.5y	VPK	✓APP	
4. Mentos Latham	9/29/13.5y	VPK	✓APP	
5. Milly Way Latham	9/29/13.5y	VPK	✓APP	
6. Faraday Latham	9/29/13.5y	VPK	✓APP	
7. Heese's Pieces Latham	9/29/13.5y	VPK	✓APP	
8. Snobson Latham	9/29/13.5y	VPK	✓APP	
9. Three Mustelers Latham	9/29/13.5y	VPK	✓APP	
10. Tess Latham	9/29/13.5y	VPK	✓APP	
11.				

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

Attendance Calendar

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
						4
5	6	7	8	9	10	11

Select a child to edit attendance

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

Attendance Documents

Manage VPK Attendance

Manage SR Attendance

Reimbursement Details

### Uploading Bulk Attendance File

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

Attendance Documents

Manage VPK Attendance

Manage SR Attendance

Reimbursement Details

Manage VPK Attendance

Bulk File Upload

The Bulk VPK Attendance page displays.

Bulk VPK Attendance

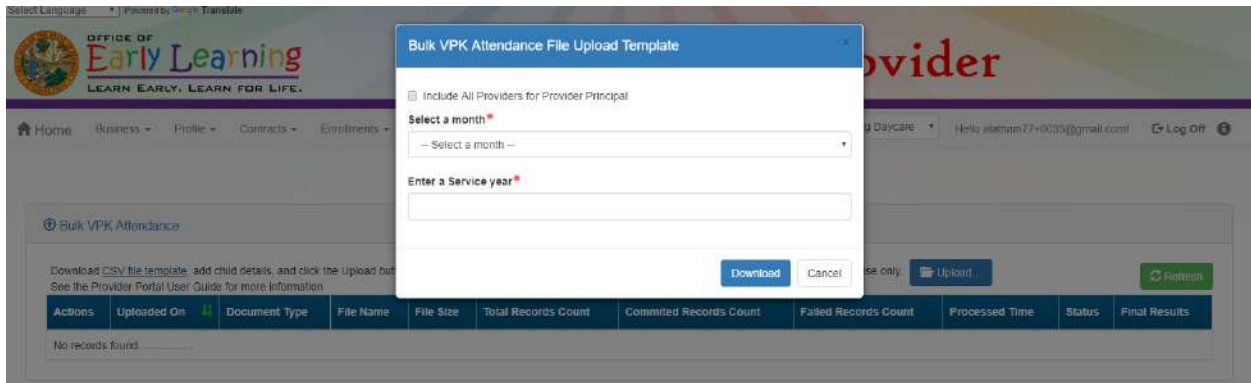
Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSISID column is for public school use only.

See the Provider Portal User Guide for more information.

Upload Refresh

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
No records found.										

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



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	ProviderID	MSID	ProviderName	COENumber	FLEID	ChildLastName	ChildFirstName	ChildDateOfBirth	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9
2	8433		Daisy Mae Daycare	VPK748-2018		Latham	Ariel	2/2/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
3	8433		Daisy Mae Daycare	VPK751-2018		Latham	Bambi	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
4	8433		Daisy Mae Daycare	VPK752-2018		Latham	Blue Fairy	8/8/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
5	8433		Daisy Mae Daycare	VPK753-2018		Latham	Pinocchio	12/12/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
6	8433		Daisy Mae Daycare	VPK747-2018		Latham	Aladin	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
7	8433		Daisy Mae Daycare	VPK757-2018		Latham	Chip	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
8	8433		Daisy Mae Daycare	VPK754-2018		Latham	Cinderella	7/7/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
9	8433		Daisy Mae Daycare	VPK756-2018		Latham	Cruella deVil	2/2/2013 0:00	8	2018	*	*	*	*	*	*	*	*	*
10	8433		Daisy Mae Daycare	VPK758-2018		Latham	Dale	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*
11	8433		Daisy Mae Daycare	VPK749-2018		Latham	Hercules	1/1/2014 0:00	8	2018	*	*	*	*	*	*	*	*	*

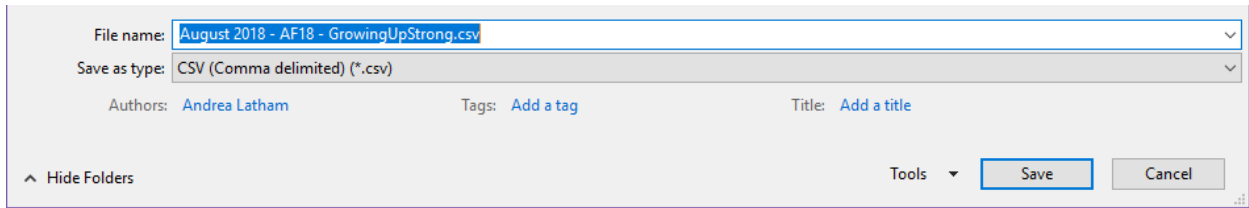
T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
*	*	*	X	X	X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	271	397
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	272	398
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	273	399
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1130	AF18	37	274	400
*	*	*			X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	279	450
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	277	448
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	275	446
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	276	447
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	278	449
*	*	*	X	X	X	X	*	*	*	X	X	X	X	*	*	X	X	X	X	X	X	1131	BF18	37	284	451

- Legend: present (X), site closed (\*), student not started (\_), student terminated (T).
- Day\_1 = first of attendance month, Day\_2 = second day of attendance month, Day\_3 = third day of attendance month, etc. In this example, Day\_1 = August 1, Day\_2 = August 2, and Day\_3 = August 3.
- Regardless of the month/year, columns for Day\_1 to Day\_31 are included in the file and are necessary for the upload; none should be removed.
- It is critical that only the content of "Day\_#" columns are changed (i.e. changing an X to an A). Attempting to add students or edit/remove system generated columns will cause errors. The file is a reflection of the enrollment information for the class when downloaded. If issues are identified, please contact the local early learning coalition for assistance.

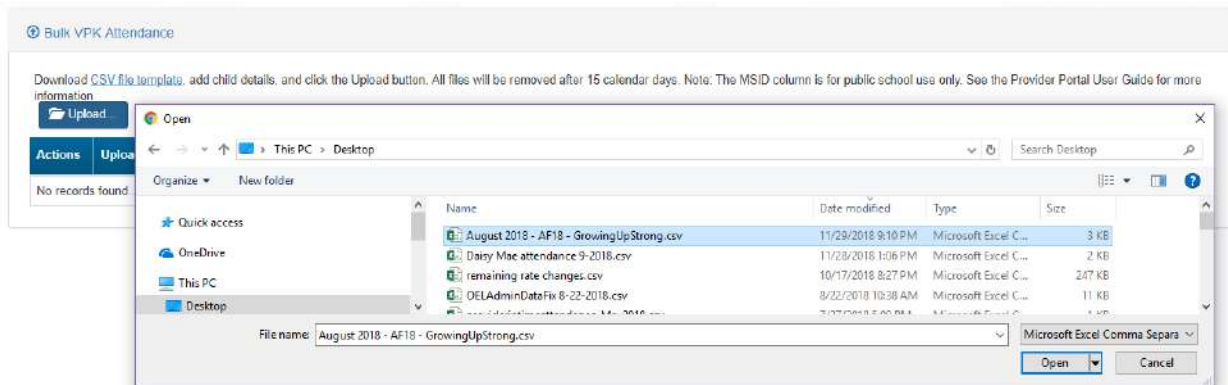
Scroll over to the days and record absences by changing a present day (X) to absent (A). Tip: (In Excel) Open the **View** menu, select column H, and click **Freeze Panes**. This will keep the student's name and demographic information in view while scrolling through days.

	F	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	ChildFirstName	AttendanceMonth	AttendanceYear	Day_1	Day_2	Day_3	Day_4	Day_5	Day_6	Day_7	Day_8	Day_9	Day_10	Day_11	Day_12	Day_13	Day_14	Day_15	Day_16	Day_17	Day_18	Day_19	Day_20
2	Crunch	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
3	Goodbar	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
4	Krackel	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
5	Mentos	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
6	Milky Way	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
7	Payday	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
8	Reese's Pieces	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
9	Snickers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
10	Three Musketeers	8	2018			*	*							*	*	X	X	X	X	X	*	*	X
11	Twix	8	2018			*	*							*	*	X	X	X	X	X	*	*	X

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



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



The uploaded file displays in the Bulk VPK Attendance log.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

Upload

No records found.

Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
	11/29/2018	VPK Roster	August 2018 - AF18 - GrowingUpStrong.csv	2 KB	null	null	null		Submitted	Not Available

Click the **Refresh** button to get final results.

Bulk VPK Attendance

Download [CSV file template](#), add child details, and click the Upload button. All files will be removed after 15 calendar days. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information.

Upload

Refresh

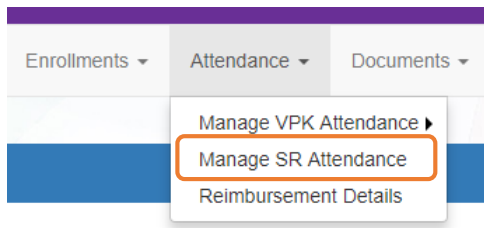
Actions	Uploaded On	Document Type	File Name	File Size	Total Records Count	Committed Records Count	Failed Records Count	Processed Time	Status	Final Results
<a href="#">Download</a>	12/09/2018	VPK Roster	November 2018 - GrowingUpStrong.csv	2 KB	11	11	0		Completed	Final Results

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

## Attendance - SR

Providers manage SR attendance online by navigating to the Attendance menu item and selecting **Manage SR Attendance**. Providers may submit their attendance through the web page. It is important to note that changes to enrollment, such as entering a termination date, cannot be performed in the attendance module but rather the Manage SR Enrollment area. Also, when issues appear on the attendance roster (such as incorrect enrollment

information, missing children, duplicate children, missing paid holidays, duplicate absences on the same day, etc.), the issues should be communicated to the coalition before submitting the attendance roster. Coalitions may assist in addressing the issues so that the attendance records have accurate information.



### Submitting Attendance Online

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

Program Type: SR School Readiness (SR) Due Date: 9/6/2018

Service Period: 8/1/2018 to 8/31/2018

Coalition: ELC of the Big Bend Regic

Attendance has NOT been submitted to ELC of the Big Bend Region.

Care Level: INF, TOD, 2YR, PR3, PR4  
Hours Of Operation: M-F 6:00am-6:30pm  
SR/Local Funding Students: 6  
Paid Holidays:

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	03/2018	1y	B08	
2. Fred Latham	03/2018	1y	B08	
3. Scooby-Doo Latham	07/2015	3y	CCEP	
4. Scrapy-Doo Latham	06/2017	1y	CCEP	
5. Shaggy Latham	11/11/2014	4y	B03	
6. Velma Latham	05/2016	2y	33-ALF	
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Attendance Calendar: August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31

Select a child from enrollees to edit attendance

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

Children that are “Enrolled” or “Pending Parent Acceptance” are included on the SR attendance roster. Children that are “Pending Parent Acceptance” are listed first and have an initial status of “PND”; children that are “Enrolled” do not have an initial status. When “PND” children are listed, a provider message will also appear. Clicking **OK** dismisses the message.

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

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

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	BG8	
2. Fred Latham	3/3/2018	1y	BG8	
3. Scooby-Doo Latham	7/7/2015	2y	CCEP	
4. Scripp-Doo Latham	9/8/2017	1y	CCEP	
5. Shaggy Latham	11/11/2014	4y	BG3	
6. Velma Latham	5/5/2016	2y	33-ALF	

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

- Days the site is closed are marked with an asterisk “\*.”
- Days the child is not scheduled to attend are marked with “NS.”
- Days the child is scheduled to attend are marked with an “X” for present along with his/her scheduled unit of care.
- Paid holidays where a child is also scheduled to attend are marked with an “H.”
- A legend is provided in the bottom right for more code descriptions.

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

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

- Select an absent reason from the dropdown.
- Include a message to the coalition regarding the absence in the Note area. *(optional for most reasons)*
- Attach a file for supporting documentation by clicking **Choose File**. *(optional)*
- Click **Save** when done and the pop-up message will close.
- The “X” for present will now appear as an “A” for absent.
- Note, consecutive absences must be entered per day (i.e. there isn’t a click and drag feature to select multiple days at once). However, it is not necessary to upload the same document per day when it applies to multiple days. Upload the document on one of the absences and reference it in the Note area for the other absences.
- Absences entered by mistake can be changed back to present by clicking on the “A.” A message will appear to confirm the change. Clicking **Yes** removes the saved absence information, deletes the document, and changes the “A” for absent to “X” for present.

While not required, it is recommended to click **Save** (below the calendar) before moving on to another child. When all child absences are marked for the month, click **Save** and then click the **Submit to Coalition** button. A

window may appear if the attendance is being submitted early or late, or if no absences have been recorded. To continue to the *Sign & Certify* page, click **Continue**.

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

## Submitted Attendance

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

**SR Attendance Roster**

Program Type\*: SR  
 Service Period\*: 8/1/2018 to 8/31/2018  
 Coalition\*: ELC of the Big Bend Regic

School Readiness (SR)  
 Due Date: 9/6/2018

Summary

✓ Roster was submitted to ELC of the Big Bend Region on 3/9/2019 by [alatham77@elcvolunteers@gmail.com](mailto:alatham77@elcvolunteers@gmail.com).

Care Level: INF, TOD, 2YR, PR3, PR4  
 Hours Of Operation: M-F 6:00am-6:30pm  
 SR/Local Funding Students: 6  
 Paid Holidays:

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Daphne Latham	3/3/2018	1y	B08	⊙ SUB
2. Fred Latham	3/3/2018	1y	B08	⊙ SUB
3. Stondy-Doe Latham	7/7/2015	3y	CCEP	⊙ SUB
4. Scrippy-Doe Latham	8/8/2017	1y	CCEP	⊙ SUB
5. Shaggy Latham	11/11/2014	4y	B33	⊙ SUB
6. Verna Latham	5/5/2016	2y	33-ALF	⊙ SUB

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

**Attendance Calendar**

August 2018

Select a child from enrollees to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3

## Rejected Attendance

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

**SR Attendance Roster**

Program Type\*: SR  
 Service Period\*: 8/1/2018 to 8/31/2018  
 Coalition\*: ELC of the Big Bend Regic

School Readiness (SR)  
 Due Date: 9/6/2018

Summary

⚠ This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.

Care Level: INF, TOD, 2YR, PR3, PR4  
 Hours Of Operation: M-F 6:00am-6:30pm  
 SR/Local Funding Students: 6  
 Paid Holidays:

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	B08	⊙ REJ
2. Daphne Latham	3/3/2018	1y	B08	✓ APP
3. Stondy-Doe Latham	7/7/2015	3y	CCEP	✓ APP
4. Scrippy-Doe Latham	8/8/2017	1y	CCEP	✓ APP
5. Shaggy Latham	11/11/2014	4y	B33	✓ APP
6. Verna Latham	5/5/2016	2y	33-ALF	✓ APP

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

**Attendance Calendar**

August 2018

Select a child from enrollees to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3

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



Attendance - Sign and Certify

Funder Type: SR      Service Period: 8/1/2018 to 8/31/2018      Due Date: 9/6/2018      Coalition: ELC of the Big Bend Region  
 Provider ID: 9504      Site: Florida ChildCare Center A      Site Address: 6753 BRADFORDVILLE RD TALLAHASSEE, FL 32309      County: Leon

Child Name	DOB	Age	Billing Group	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	A	X	H	N	
Fred Latham	3/3/2018	1y	B08	X	X	X	-	-	X	X	A	A	X	-	-	X	X	X	X	X	-	-	X	X	X	X	X	-	-	X	X	X	X	X	X	2	21	0	0

X: Enrolled/Present    A: Absent    N: Non-Reimbursable Days    NS: Non-Scheduled Days    H: Paid Holiday Days    T: Terminated/Enrollment Ended    - : Closed

By signing this form I certify that:

- I have examined this SR monthly attendance for payment reimbursement and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand sign in/out sheets must be maintained for monitoring purposes and may be uploaded to the Document Library.

Authorized Electronic Signature

Full Name:

Certify by electronic signature

Submission Date: 3/9/2019

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

### Approved Attendance

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

SR Attendance Roster

Program Type: SR      School Readiness (SR)      Due Date: 9/6/2018

Service Period: 8/1/2018 to 8/31/2018      Coalition: ELC of the Big Bend Regic

**This roster has rejected attendance from ELC of the Big Bend Region. Attendance was last submitted on 3/9/2019.**

Care Level: INF, TOD, 2YR, PR3, PR4  
 Hours Of Operation: M-F 6:00am-6:30pm  
 SR/Local Funding Students: 6  
 Paid Holidays

Search:

1 to 6 of 6 enrolled

Child Name	DOB	Age	Billing Group	Status
1. Fred Latham	3/3/2018	1y	B08	REJ
2. Daphne Latham	3/3/2018	1y	B08	APP
3. Scoby-Doo Latham	7/7/2015	3y	CCEP	APP
4. Scoby-Doo Latham	8/8/2017	1y	CCEP	APP
5. Shoney Latham	11/11/2014	4y	B03	APP
6. Velna Latham	5/5/2018	2y	33-ALF	APP

Attendance Calendar

August 2018

Select a child from enrollees to edit attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

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

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

Attendance ▾      Documents ▾

Manage VPK Attendance ▸

Manage SR Attendance

Reimbursement Details