



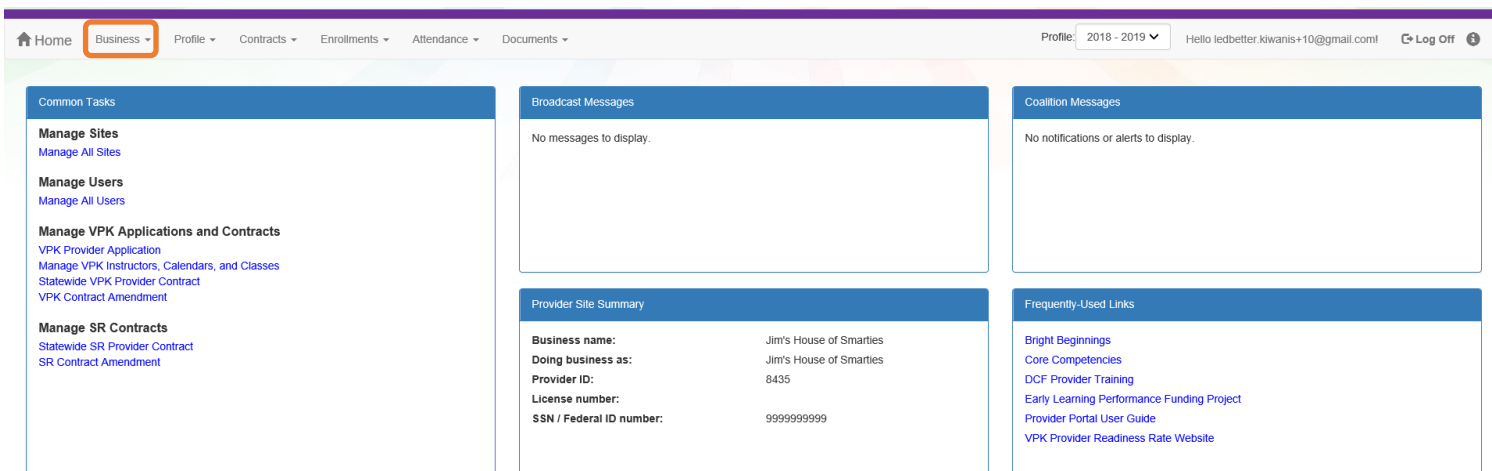
## Business

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.

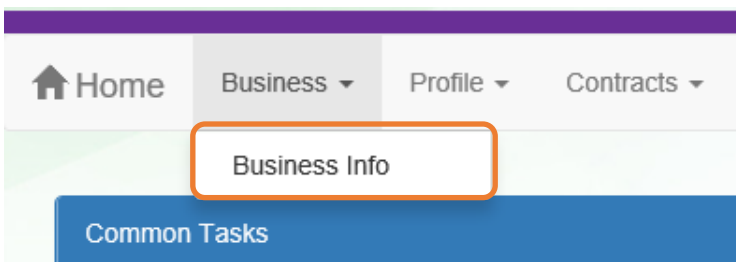


The screenshot shows the Provider Dashboard interface. The top navigation bar includes a Home icon, a dropdown menu for Business (highlighted with an orange box), and other options: Profile, Contracts, Enrollments, Attendance, and Documents. On the right side of the navigation bar, there is a 'Profile:' dropdown set to '2018 - 2019', a user greeting 'Hello ledbetter.kiwanis+10@gmail.com!', and a 'Log Off' button. The main content area is divided into several sections:

- Common Tasks:** Includes links for 'Manage Sites', 'Manage Users', 'Manage VPK Applications and Contracts' (with sub-links for VPK Provider Application, Manage VPK Instructors, Calendars, and Classes, Statewide VPK Provider Contract, and VPK Contract Amendment), and 'Manage SR Contracts' (with sub-links for Statewide SR Provider Contract and SR Contract Amendment).
- Broadcast Messages:** Displays 'No messages to display.'
- Coalition Messages:** Displays 'No notifications or alerts to display.'
- Provider Site Summary:** A table with the following data:

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:** Includes links for '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**.



This close-up screenshot shows the navigation bar with the 'Business' dropdown menu expanded. The 'Business Info' option is highlighted with an orange box. Other navigation options visible are 'Home', 'Profile', and 'Contracts'.

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

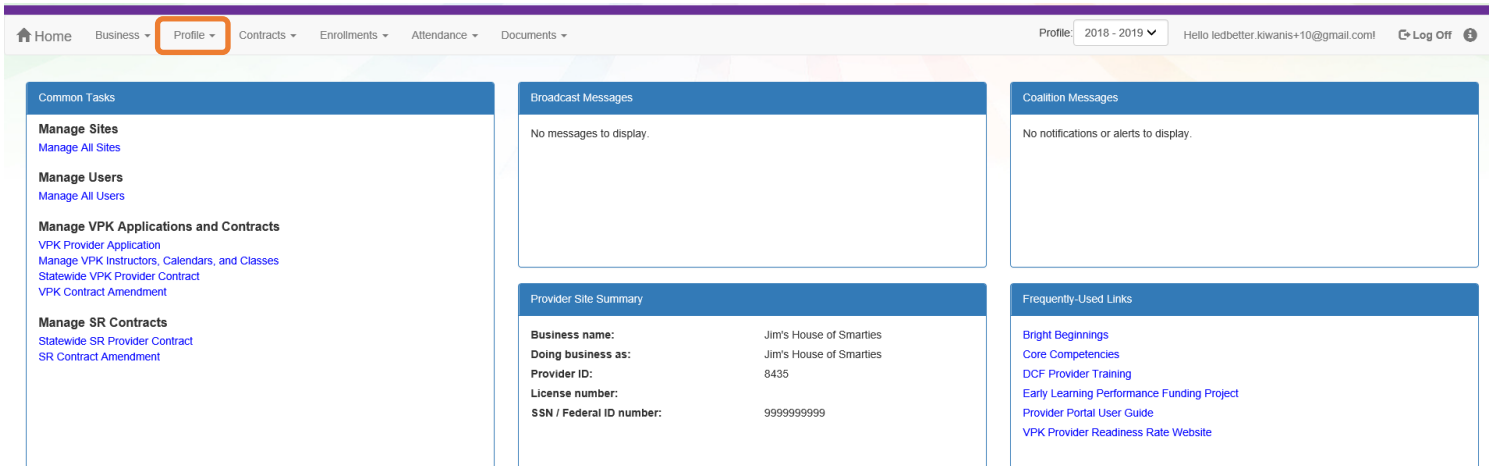
Save

## 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.

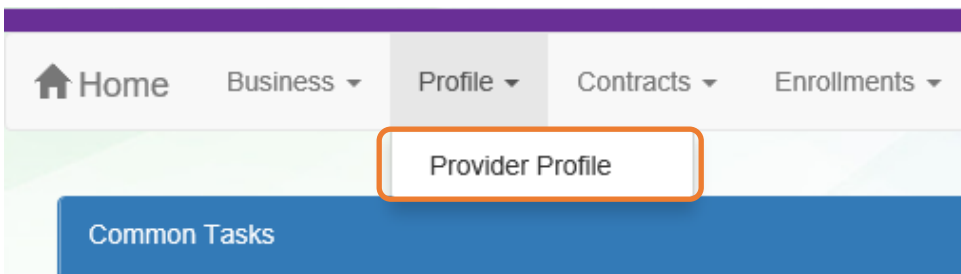
To complete the Provider Profile, click the **Profile** dropdown menu from the Provider Dashboard.



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:

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**.

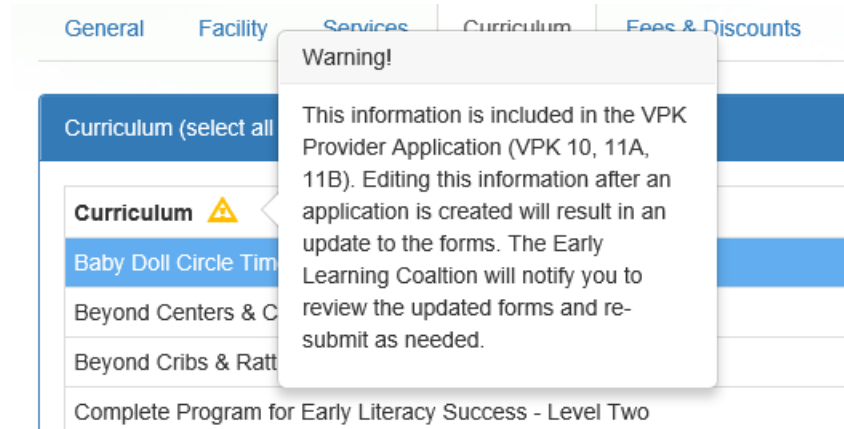


This close-up shows the Profile dropdown menu. The 'Profile' menu item is selected, and the 'Provider Profile' option is highlighted with an orange box. Below the menu, the 'Common Tasks' section is partially visible.

## 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](mailto: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) 973-9030  
<http://www.elcbigbend.org/>

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

## Step 1 – General

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

General

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 (DBA) 

Jim's House of Canes & Gators

2. Contact 

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

Fax Number Email Address <sup>\*</sup> oeidemonstration+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> oeidemonstration+pb@gmail.com

Director Telephone Number <sup>\*</sup> (585) 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> oeidemonstration+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  
[Dropdown]

Name [Text Field]      Email [Text Field]

Primary Telephone Number [Text Field]      Primary Telephone Extension [Text Field]

Primary Phone Type  
[Select Type]

Secondary Telephone Number [Text Field]      Secondary Telephone Extension [Text Field]

Secondary Phone Type  
[Select Type]

Fax [Text Field]

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 × Migrant Head Start × Playgroup ×

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

Music lessons × Dance × Swim lessons ×

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

English × Spanish × Haitian/Creole ×

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)\*

Morning Snack × Afternoon Snack ×

7. Do you provide transportation services?\*

Yes  No

8. Transportation (select all that apply)

Transportation to/from local school ×

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)

		Open	Close	Total Hours
24-hour Care				
Drop in Care				
Early/Extended Care				
Emergency/Temporary				
Evening				
Full Year				
Full-time				
Overnight				
Part time				
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> 24 hours	12:00 AM	11:59 PM	23.98
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> 24 hours	12:00 AM	11:45 PM	23.75
<input type="checkbox"/> Thursday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Friday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0
<input type="checkbox"/> Saturday	<input type="checkbox"/> 24 hours	12:00 AM	12:00 AM	0

## Step 7 – Staffing & Capacity


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

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


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

### Staffing and Capacity

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

Care Level	Teachers in Classroom	:	Children in Classroom	Group Size 
< 12 Months	<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	<input type="text" value="1"/>
40/45 HR INTRO CHILD CARE	<input type="text" value="0"/>
AA/AS NONCHILD RELATED	<input type="text" value="0"/>
AA/AS EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
DIRECTOR CREDENTIAL ADV	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 1	<input type="text" value="0"/>
DIRECTOR CREDENTIAL LEVEL 2	<input type="text" value="0"/>
BA/BS NONCHILD RELATED	<input type="text" value="0"/>
BA EARLY CHILDHOOD OR RELATED FIELD	<input type="text" value="0"/>
BEHAVIOR OBSERVATION	<input type="text" value="0"/>
DIRECTOR (NON VPK)	<input type="text" value="0"/>
GED/HIGH SCHOOL	<input type="text" value="0"/>
EARLY (EMERGENT) LITERACY	<input type="text" value="0"/>
FCCPC/ECPC/CCAC/CDAE	<input type="text" value="0"/>
MA DEGREE EARLY CHILDHOOD	<input type="text" value="0"/>
MA NONCHILD RELATED	<input type="text" value="0"/>
NATL EARLY CHILDHOOD CERT	<input type="text" value="0"/>
SCHOOL-AGE CREDENTIAL	<input type="text" value="0"/>
VPK DIRECTOR CREDENTIAL	<input type="text" value="0"/>
OTHER- LIST	<input type="text" value="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	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="12"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="6"/>	<input type="text" value="12"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="11"/>	<input type="text" value="22"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="15"/>	<input type="text" value="30"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text" value="20"/>	<input type="text" value="40"/>
60 < 72 Months	<input type="text" value="1"/>	:	<input type="text" value="25"/>	<input type="text" value="40"/>
In School	<input type="text" value="1"/>	:	<input type="text" value=""/>	<input type="text" value="50"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text" value="0"/>	<input type="text" value="0"/>
VPK Class	<input type="text" value="1"/>	:	<input type="text" value="11"/>	<input type="text" value="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	<input type="text" value="1"/>	:	<input type="text" value="3"/>	<input type="text" value="6"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text" value="5"/>	<input type="text" value="10"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text" value="10"/>	<input type="text" value="10"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text" value="12"/>	<input type="text" value="12"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text" value="20"/>	<input type="text" value="20"/>
60 < 72 Months	<input type="text" value="1"/>	:	<input type="text" value=""/>	<input type="text" value=""/>
In School	<input type="text" value="1"/>	:	<input type="text" value=""/>	<input type="text" value=""/>
Special Needs	<input type="text" value="1"/>	:	<input type="text" value=""/>	<input type="text" value=""/>
VPK Class	<input type="text" value="1"/>	:	<input type="text" value=""/>	<input type="text" value=""/>

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	<input type="text" value="1"/>	:	<input type="text" value="4"/>	<input type="text" value="4"/>
12 < 24 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
24 < 36 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
36 < 48 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
48 < 60 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
60 < 72 Months	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
In School	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>
Special Needs	<input type="text" value="0"/>	:	<input type="text"/>	<input type="text"/>
VPK Class	<input type="text" value="1"/>	:	<input type="text"/>	<input type="text"/>

### 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	<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="3"/>	<input type="text" value="3"/>
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: 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 <span>?</span>
< 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 <span>?</span>
< 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

**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 3	Preschool 4	Preschool 5	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
VPK Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
VPK 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 3	Preschool 4	Preschool 5	School Age	Special Needs
SR Full Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR Part Time Daily Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
SR School Age - Both Before & After School Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

## Step 9 – Closures Calendar

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

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

Closures Calendar

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

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 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: 6/26/2017

Submit

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

You Have Successfully Completed and Submitted your Provider Profile!

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

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

Return to home page

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

Hello Jim Ledbetter,

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

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

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