

SCHOOL READINESS 13TH STAFF TRAINING DAY PROVIDER INSTRUCTIONS AND DOCUMENTATION REQUIREMENTS

PURPOSE

Rule 6M-4.500, F.A.C., allows contracted School Readiness (SR) providers to voluntarily designate one reimbursable Staff Training Day during the contract year. This Staff Training Day functions as the provider's 13th paid holiday closure.

The Early Learning Coalition of Hillsborough County (ELCHC) is required to collect and maintain documentation demonstrating compliance with all Staff Training Day requirements before reimbursement can be approved.

REIMBURSEMENT

When all requirements are met, the provider will be reimbursed at its typical School Readiness reimbursement rate per child enrollment in accordance with each child's authorized schedule for the approved Staff Training Day.

STAFF TRAINING DAY REQUIREMENTS

To qualify for reimbursement, all of the following requirements must be met:

1. Training must be completed within one Staff Training Day.
2. Training must occur on the Staff Training Day selected by the provider in its School Readiness Contract.
3. Training must be conducted for at least 50% of the provider's approved daily operating schedule.

Examples:

- A provider approved for an 8-hour day must provide at least 4 hours of training.
 - A provider approved for a 10-hour day must provide at least 5 hours of training.
 - Providers approved for more than 10 hours per day are held to a minimum 5-hour training day.
4. Providers with multiple School Readiness schedules must provide training for at least 50% of the greatest approved daily schedule.
 5. Attendance must include at least 75% of School Readiness child care personnel.
 6. Training must be meaningful, support the learning environment, and support the work of School Readiness child care personnel.

APPROVED TRAINING TOPICS

Training content must align with at least one of the following:

- Florida Early Learning and Developmental Standards
- Florida Standards and Key Competencies listed in Form OEL-SR 735
- Department of Children and Families (DCF) Training

REQUIRED DOCUMENTATION

Providers must complete and maintain the following documentation:

1. STAFF TRAINING DAY AGENDA

The agenda must include:

- Site name
- Training title
- Training date
- Training topics
- Training timeframes for each topic
- Training objectives or descriptions

2. STAFF TRAINING DAY ATTENDANCE SIGN-IN SHEET

The sign-in sheet must include:

- Training date
- Center name
- Training title
- Printed names of attendees
- Employee signatures
- Time in and time out
- Attendance reflecting at least 75% of School Readiness child care personnel

DOCUMENT SUBMISSION REQUIREMENTS

Within 24–48 hours after completion of the Staff Training Day, providers must:

Step 1:

Upload all required documentation to the DEL Portal Document Library under the “Miscellaneous” folder.

Required uploads include:

- Completed Training Agenda
- Completed Attendance Sign-In Sheet
- Any supporting training materials, certificates, handouts, or presentation materials (if applicable)

Step 2:

Notify your assigned Contract Specialist via email that all Staff Training Day documentation has been uploaded.

The email notification should include:

- Provider name
- Provider ID
- Training date
- Confirmation that all required documentation has been uploaded to the DEL Portal

REVIEW AND REIMBURSEMENT PROCESS

Upon receipt of the provider’s email notification, ELCHC staff will review the submitted documentation to verify compliance with Staff Training Day requirements.

Complete and timely submission of all required documentation helps ensure reimbursement is processed as quickly as possible.

Important Reminders

- Participation in the Staff Training Day option is voluntary.
- Providers may select one reimbursable Staff Training Day per contract year.
- The Staff Training Day must be conducted on the date identified and approved in your School Readiness (SR) Contract.
- Training documentation must be complete, accurate, and clearly reflect the training provided. Please label all documents before uploading.
- All required documentation must be uploaded to the DEL Portal Document Library under the **“Miscellaneous”** folder within **24–48 hours** after the Staff Training Day has been completed.
- Once all required documentation has been uploaded, providers must notify their assigned Contract Specialist by email.
- To be eligible for reimbursement, the approved Staff Training Day must be completed on the date listed in the School Readiness (SR) Contract, and all required documentation must be accurately completed, submitted within the required timeframe, and approved.
- The Early Learning Coalition of Hillsborough County (ELCHC) may request additional documentation to verify compliance with Staff Training Day requirements.
- Providers should maintain copies of all submitted documentation and supporting records for monitoring, auditing, and recordkeeping purposes.
- Staff Training Days that are not conducted in accordance with the approved SR Contract requirements may require additional follow-up to ensure contract compliance.

If you have questions regarding Staff Training Day requirements, please contact your assigned Contract Specialist.