



School Readiness 13th Staff Training Day Training Agenda Template

PURPOSE

Providers who elect to use their 13th paid holiday as a Staff Training Day may be reimbursed at their typical School Readiness reimbursement rate, provided all requirements are met and supporting documentation is submitted.

PROVIDER INFORMATION

Site Name: _____

Provider ID: _____

Training Title: _____

Training Date: _____

Training Location: _____

Training Facilitator(s): _____

IMPORTANT REQUIREMENTS

- Training must be completed within one staff training day
- Training must occur for at least 50% of the provider's approved daily schedule
- Providers offering care for more than 10 hours per day must provide at least 5 hours of training
- Providers with multiple approved School Readiness schedules must provide training for at least 50% of the greatest approved daily schedule
- Training must support the learning environment and the work of School Readiness child care personnel
- Training topics must align with one or more of the following:
 - Florida Early Learning and Developmental Standards
 - Florida Standards and Key Competencies (Form OEL-SR 735)
 - Department of Children and Families (DCF) Training

TRAINING AGENDA

Time	Training Topic	Description/Objectives
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINING ALIGNMENT

Check all that apply:

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

Provider Representative Signature: _____ Date: _____