

SR Provider Orientation 2026-2027

WELCOME!

**Please enter your name, your center name,
and your email address in the chat.**

THANK YOU!



Child Eligibility

Application

- Parents can apply online for fastest service.
- Recommend calling for assistance or making an appointment if in-person assistance is needed.
- Applications are processed in the order they are received, so visiting office will not get application processed sooner.

Eligibility

- Providers should only accept a child after verifying eligibility (child will show in provider's Portal account).

Waitlist Processing

- Waitlist for September-current has been released with many eligibility files to be reviewed.



Enrollments

- Providers should check Portal every 48 hours for approving new enrollments, as they disappear after 48 hours.
- Enrollments for non-school days are only approved when children are enrolled with another SR provider on school days.
- Check rate on birthday (if not school-age) to ensure accuracy.



Changes

- For children transferring to another provider, parents must provide ELC with a zero balance (of ELC parent fee only). All zero balance letters are verified with provider by ELC staff.
- Notice of Change- monthly spreadsheets are uploaded for each provider rather than individual letters. Please help remind parents of need to update eligibility, as payment cannot be made past expiration date.
- Terminate with correct last physical date of attendance (preferably before submitting)





DCF Violations

- ELC will track DCF violations for a period of two years from the date of the violation.
- When you receive a DCF TA email from your specialist please make sure you respond within 10 days of receiving the email.
- If you have a discrepancy with your DCF violations, please reach out to your DCF counselor.

“ s. 1002.88 (2)(b), F.S.”



Unusual Incidents

Providers must report unusual incident by the next business day. Written notification to ELC within three business days of unusual incident.



Examples of an unusual incident are the following:

- Multiple cases of illness
- Having to call 911
- Loss of Power/Water resulting in Closure
- Parent Incident
- Result in Injury Requiring Doctors Visit
- Accusations of Child Abuse and Neglect against provider or provider's staff
- When provider receives notice of litigation is named party or defendant
- Lockdown



ASQ Screening Tips



- All School Readiness Children who are birth to five must be screened in their provider portal within 45 days of enrollment into your program.
- When a screening is due the provider will receive an electronic notification in their provider portal with the child's information and due date for ASQ screenings.
- Once the ASQ screening is completed and made viewable by the ELC, providers **must share** the ASQ results with the parents even if they did not administer the ASQ themselves.
- Providers must have parents sign and date a verification form when the ASQ results are shared, and a copy must be placed in the child's file. **SR Contract** (Section 33. Deliverables: 3. Proof of Developmental Screenings)
- Do not remove any children from Brookes ASQ online. If a child no longer attends your center, please inform Sharyn Harris at once so we can archive the children accordingly.
- If ASQs are not completed by the due date, a Notice of Corrective Action will be issued the day after the due date.



Optional Child Assessments

If you would like to opt in to conduct Child Assessments using Teaching Strategies:



- By August 1st – 75% of staff listed in QPS must have passed the interrater reliability test
- Benchmark are: Fall is October 31st, Winter January 31st, Spring April 30th
- It is the providers responsibility to submit their monthly roster in QPS and notify the Coalition within 5 business days if they fall below 75% reliability.

For more information & assistance please contact Bronwyn Gogia at (239) 935-6167 or Bronwyn.Gogia@elcofswfl.org

CLASS Pre-K Second Edition

Beginning July 1st, we will transition to the Pre-K Second Edition. We will have trainings and crosswalks available.



<https://www.elcofswfl.org/provider-events-trainings>

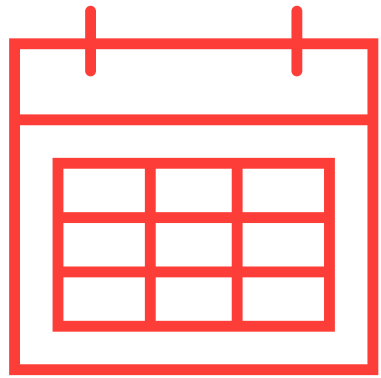


Reassessment



If reassessment is needed a provider is responsible for the assessment fee of \$150 per classroom being reassessed.

12 Paid Holiday Reminders



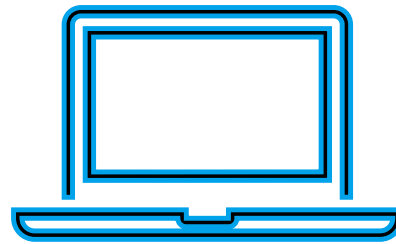
- All dates that are going to be used as paid holidays must be on the closure calendar of the center's profile
- Optional 13th Holiday- Must be used for Professional Development that is 60% of the business day
- 2026-2027 Professional Development Holiday

Training Opportunities

Online Training Opportunities

- Provider Town Hall Meetings
- Nurse Town Halls
- Virtual Training Opportunities covering a variety of topics such as ASQs, CLASS, Behavior Management, Trauma Informed Care, Marco Polo, Etc

<https://www.elcofswfl.org/provider-events-trainings>



Onsite Technical Assistance

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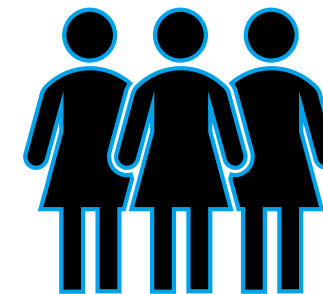
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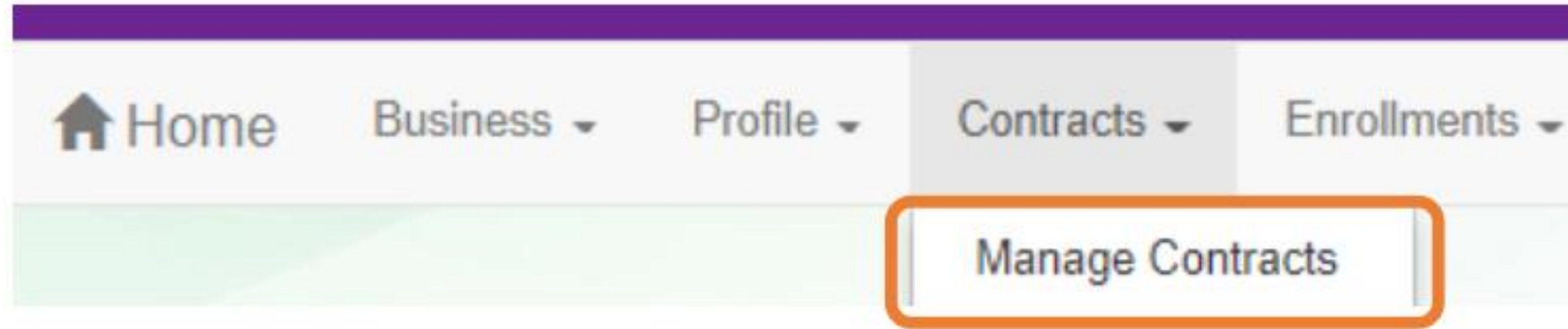
Beatrice St. Louis- Beatrice.StLouis@elcofswfl.org

Heather Leonard- Heather.Leonard@elcofswfl.org





How to Access the SR Contract



Then click on

Manage Contracts

Show 10 entries Clear All Filters

	Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date
	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
+	113629	SR	DEL-SR 20	ELC of [REDACTED]	Initiated	4/5/2023	Edit		7/1/2023



Completing SR Contract

School Readiness (SR) Contract Return for Edit Preview Contract

Provider(s):
1. [REDACTED] PRESCHOOL

II. PROVIDER ELIGIBILITY

II.8.a The Coalition participates in the Contracted Slots Program.

II.8.c The COALITION has determined the PROVIDER eligible to participate in the Contracted Slots Program.

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?

XI. NOTIFICATION

XI.83.b The representative for PROVIDER for the purposes of this Contract is [REDACTED] * who can be contacted at [REDACTED] or by email at [REDACTED]@gmail.com

SIGNATURE AUTHORITY

Select all signature authority candidates that apply:

[REDACTED]

Previous Step Next Step



Completing SR Contract

School Readiness (SR) Contract Return for Edit Preview Contract

Provider(s):
1. [redacted] Learning Center

II. PROVIDER ELIGIBILITY

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 ▾

XI. NOTIFICATION

XI.83.b The representative for PROVIDER for the purposes of this Contract is [redacted] * who can be contacted at [redacted] or by email at [redacted]@gmail.com

SIGNATURE AUTHORITY

Select all signature authority candidates that apply:

[redacted] Select ▾

- Select all
- Carolyn [redacted] ([redacted]@gmail.com)
- Angela [redacted] ([redacted]@gmail.com)
- Angela [redacted] ([redacted]@gmail.com)

Next Step >



Completing SR Contract

School Readiness (SR) Contract Return for Edit Preview Contract

Exhibit 1

Provider Name: _____

PROVIDER ELIGIBILITY

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. * Select ▾

NOTE: If the provider is exempt from program assessments and selects "Yes" to waive the exemption, the contract will be sent back to the coalition for review.

School Readiness (SR) Contract Return for Edit

PROVIDER ELIGIBILITY

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 ▾

Confirm

You have indicated that you wish to waive the Provider's exemption from program assessments. The contract must now be reviewed by the Coalition before you may continue. Clicking "Yes" will send the contract back to the Coalition. You will not be signing or agreeing to any terms by performing this action.

Do you wish to send the contract back to the Coalition for review?

Yes Cancel



Completing SR Contract

School Readiness (SR) Contract Return for Edit Preview Contract

Exhibit 1

Provider Name:

PROVIDER ELIGIBILITY

The COALITION has determined the PROVIDER is exempt from the program assessment requirement pursuant to Rule 6M-4.740, F.A.C.

Composite Program Assessment Score

PROVIDER RESPONSIBILITIES AND SCOPE OF WORK

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. If the PROVIDER selects to conduct child assessments, PROVIDER understands the requirements of the rule must be met to receive the child assessment differential.

*

PROVIDER agrees to conduct child assessments in accordance with Rule 6M-4.500(11), F.A.C. using the selected as the assessment tool.

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Confirm Child Assessment

You selected yes to indicate you wish to implement child assessments. If you have not uploaded the required certificates of reliability in the Quality Performance System (QPS) you must do so immediately in order to proceed with your SR contract.

By clicking "Yes" you certify that you have the reliability certification and will be required to upload.



Completing SR Contract

School Readiness (SR) Contract

Return for Edit

Preview Contract

Exhibit 5: Provider Reimbursement Rates

Provider Name:

If PROVIDER charges a registration fee please check one and provide the amount: \$

One time fee upon enrollment.

Annual fee. *

- Select
- Select
- Month
- Upon Enrollment
- Other

Other Describe

← Previous Step

Next Step →



Completing SR Contract

PAID HOLIDAYS FOR MULTIPLE SITES

LITTLE VILLAGE PRESCHOOL All sites use this holiday schedule?

Provider Name: _____

	Holiday	Date
1.	Independence Day	7/4/2023
2.	Labor Day	9/4/2023
3.	Thanksgiving Day	11/23/2023
4.	Day After Thanksgiving	11/24/2023
5.	Christmas Day	12/25/2023
6.	New Years Day	1/1/2024
7.	Martin Luther King Jr. Holiday	1/15/2024
8.	Presidents Day	2/19/2024
9.	Good Friday	3/29/2024
10.	Memorial Day	

11/10/2023
11/24/2023
12/25/2023
1/1/2024
1/15/2024
2/19/2024
3/29/2024
5/27/2024
6/19/2024

Close

← Previous Step Next Step →



Signing the SR Contract

Form DEL-SR 20



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

I. [Preview Contract](#)

XIV. EXECUTION OF CONTRACT

Signature of President/Vice President/Secretary/Officer/Owner/Principal/or
Other Authorized Representative

By Electronic Signature

Title

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Title

Print Name

Date

Print Name

Date





Signing the SR Contract

Form DEL-SR 20 Electronic Signature

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

Full Name: Jaycie Ventura

Title: * Director

Click "Yes" to confirm your electronic signature.

Yes Cancel



Signing the SR Contract



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

I. [Preview Contract](#)

XIV. EXECUTION OF CONTRACT

(Electronic Signature)

Signature of President/Vice President/Secretary/Officer/Owner/Principal/or
Other Authorized Representative

By Electronic Signature

Director

Title

Provider's Additional Signatory (If required by the Provider)

By Electronic Signature

Print Name

4/5/2023 5:05:30 PM

Date

Print Name



Signing the SR Contract

SR Contract Certification

In accordance with s. 1002.88(1)(p), 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 X.

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	<input type="text"/>
* Title	<input type="text"/>
* <input type="checkbox"/>	Certified by electronic signature
Contract sign date	<input type="text" value="4/5/2023"/>
<input type="submit" value="Submit"/>	



Signing the SR Contract

👍 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



Questions?