



## Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Citrus County Advisory Council

November 16, 2009

9:00 a.m.

Early Learning Coalition of the Nature Coast Office

1560 N Meadowcrest Blvd, Building C

Crystal River, FL

Teleconference Line

(800) 444-2801

Conference Code: 7125663

### AGENDA

I	Welcome and Introductions		Debbie Lattin
II	Approval of Agenda		Debbie Lattin
III	Review and Approval of Minutes— August 10, 2009	2	Debbie Lattin
IV	Program Manager's Report & Budget Update	4	Ingrid Ellis
V	Client Service Manager's Report	6	Ingrid Ellis
VI	Action Items		
	• <b>Action Item A:</b> FunShine Express Curriculum	8	Ingrid Ellis
	• <b>Action Item B:</b> VPK Provider Contract Compliance Report, FY 08-09	11	Ingrid Ellis
	• <b>Action Item C:</b> Revised Early Learning Program Operating Procedures	17	Ingrid Ellis
	• <b>Action Item D:</b> Provider Recruitment/Expansion – Brightman FCCH	26	Ingrid Ellis
VII	Provider Input		
VIII	New/Old Business		
IX	Public Input		

*Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker's card must be completed and submitted to the Council Chair. The Council Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.*

**Citrus County Advisory Council Minutes**  
**August 10, 2009**

**Members Present:**

JoAnne Boggus                      Carroll Cave                      Debbie Lattin                      Charlie Richer  
Ginger West

**Members Absent:**

DuWayne Sipper

**Staff Present:**

Ingrid Ellis                      Tom Scheffey                      Heather Odell                      Heather Young  
Silvia Sullivan

**Others Present:**

None

**I. Welcome and Introductions:**

Debbie Lattin called the meeting to order at 9:03 a.m. Introductions were made.

**II. Approval of Agenda:**

Debbie Lattin made two corrections to the agenda:

- Action Item # 2009-10-A was removed because it was already approved at the Board Meeting on August 5, 2009.
- Action Item # 2008-09-B was corrected to 2009-10-B.

*Dr. Carroll Cave motioned to approve the changes to the agenda. Ginger West seconded the motion. Motion carried unanimously.*

**III. Review and Approval of Minutes - June 08, 2009**

*Charlie Richer motioned to approve the minutes from June 8, 2009. Carroll Cave seconded the motion. Motion carried unanimously.*

**IV. Program Manager's Report & Budget Update**

Ingrid Ellis presented the Program Manager's Report.

- Ingrid stated that the Board decided to table for the next meeting Action Item #2008-09-60: Accreditation Mini Grant Program Revisions.
- The budget put forward in June 2009 by the Citrus Advisory Council has been approved by the Board.
- There was a lot of discussion about the Gold Seal Rates in the Board meeting. The State wants the Gold Seal rates to be included under Quality instead of under Direct Services. This places the Coalition in the position of being underspent in the Direct Services budget. The ELC received a waiver for this concern for FY 08-09, but the issue must be addressed correctly in FY 09-10. As a result, the spending of Gold Seal Rates will be reviewed on a quarterly basis, at a minimum, by the Administrative Committee.
- There was a reimbursement increase for providers between \$1.00 and \$1.13 per day to get to the market rate.
- Coalition-sponsored training events schedule was presented to the Advisory Council as well as training events offered by other training agencies.
- Regarding the Budget Update, Ingrid explained that at the time the packet was developed, the budget break out had not been approved by the Board yet so it doesn't show any spending.
- As a request from Debbie Lattin, Heather Young explained the theme of her training "Creating Environments that Support Literacy" which will take place on August 25, 2009. This training is for providers to learn how to set up their pre-school environments to include literacy activities.

*Jo Anne Boggus motioned to approve the Program Manager's Report and Budget Update. Ginger West seconded the motion. Motion carried unanimously.*

**V. Client Service Manager's Report:** (Tom Scheffey)

- Tom Scheffey explained the Coalition is enrolling children for the VPK program and he also detailed the enrollment process.
- The number of COEs issued but not confirmed for the VPK program as of July 28, 2009 was 379. The number of children who will be attending the VPK program will be known after the children start school on August 17, 2009. Final enrollment numbers will be presented in the next Advisory Council meeting.
- 21 children attended the Summer VPK program at Hernando Elementary School.
- The number of enrolled children in the School Readiness Program was about 900. When enrollments were opened in June 2009, the amount of children rose to 1,132.
- Starting July 17, open enrollment was closed. Children will be placed in a waitlist which is at zero as of today since the applicants need to meet all the requirements of eligibility for the program before they are entered in the system.
- About 35-40 child care referrals a week are being received and the children of these parents are entered into the program as a mandatory care group.
- Tom stated that parents have 10 days to notify the Coalition of loss of job and 30 days to obtain a new job. The State is looking for a stimulus package that will help parents who are receiving unemployment, to be eligible for child care.

*Charlie Richer motioned to approve the Client Service Manager's report. Ginger West seconded the motion. Motion carried unanimously.*

**VI. Action Items**

**Action Item # 2009-10-B: Life Essentials Curriculum**

This Action Item is to approve the Life Essentials Curriculum as part of the Coalition-approved list. The request was presented by the director of a center in Alachua County. The curriculum is comprehensive and research-based.

*Dr. Carroll Cave motioned to approve Action Item # 2009-09-B. JoAnne Boggus seconded the motion. Motion carried unanimously.*

**VII. Provider Input**

None provided

**VIII. New / Old Business**

- Heather Young will be the contact person this year for the Christmas Referrals.
- Ms. Ginger West explained the process they follow for Christmas Referrals.

**IX. Public Input**

None provided

*Ginger West motioned to adjourn the meeting. JoAnne Boggus seconded the motion. The meeting was adjourned at 9:50 AM.*

The next Citrus County Advisory Council meeting will be held on September 14, 2009 at 9:00 AM in the Crystal River Coalition office.

*\*If additional detail of meeting discussion is desired, tapes are available at the Coalition's main office.\**

## Program Manager's Report

### Board Update:

The board of directors met on October 7, 2009. During the meeting, the following action items that pertain to or impact the Citrus County Early Learning Programs were approved.

- Action Item #2009-10-17: Private Provider Representative – Dr. Karen Lord (Sumter County)
- Action Item #2009-10-18: Life Essentials Curriculum – a whole day curriculum
- Action Item #2009-10-19: School Readiness Agreement Contract Clause – pertaining to inappropriate conduct on the part of School Readiness providers
- Action Item # 2008-09-60: Accreditation Mini Grant Program Revisions – pertaining to prioritizing providers working on accreditation for the first time

### Community Meetings and Events:

Staff participated in the following community partnership meetings and activities:

- Shared Services Alliance
- Homeless Continuum of Care
- CHEST Interagency Meeting
- Citrus County Provider Meeting

### Training Update:

The chart below includes information about Coalition-sponsored training events.

Training Title	Date	Number of sign-ups	Number of attendees
Understanding the Provider Observation Tool	July 28, 2009	90	95
Utilizing the VPK Standards	August 6, 2009	27	23
Creating Environments that Support Literacy	August 25, 2009	34	34
Lesson Planning Using Themes	September 15, 2009	30	25
Beyond Differences & Diagnoses (Inclusion Training)	September 28 & 30, 2009	10	10
Recipe for Success (VPK training)	October 13, 2009	30	30
Literacy to Support Diversity & Inclusion	November 2 & 3, 2009	23	

The following training opportunities are offered by other training agencies. Information has been shared with School Readiness and VPK providers.

- **Kid Vision** – free professional development for VPK teachers (free CEUs and in-service hours) available at [www.kidvisionvpk.org](http://www.kidvisionvpk.org)
- **Childcare Education Institute** – free professional development for early childhood teachers (free CEUs and in-service hours) available for a limited time periods at [www.cceionline.com](http://www.cceionline.com)
- **Rasmussen College** (Ocala Campus) Early Childhood Education In-Service – free workshop
- **Child Care Aware Parent Network** – “For the Love of Literacy: Six Critical Pre-Reading Skills for Preschool Children” free evening webinar for parents and teachers

Two of the Citrus County Education Specialists will be attending Child Passenger Safety training to become certified technicians. This will allow them to assist parents with issues pertaining to car seat selection and installation, as well as distributing low cost car seats to needy families.

One Citrus County and two Sumter County Education Specialists will be attending a conference titled “Meeting the Needs of Young Children and Families”.

**Grant Participation Opportunity:**

The Early Learning Coalition of the Nature Coast was approached by the ELC of Pinellas County to partner with them in the P.I.E.C.E. (Program for Inclusive Early Care & Education) Inclusion Program. They were looking for a more rural Coalition to partner with, to allow them to evaluate the effectiveness of the program in rural early learning facilities. Through an application process, two Citrus County centers were chosen to participate in this opportunity – Today's Child and Tadpoles Early Learning Center. The centers will be offered intensive training on Positive Behavioral Support techniques, which will allow them to assist all children their programs with appropriate behavior choices. All employees at the two centers will be trained to implement consistent behavioral expectations of their children, which will help reduce challenging behaviors that hamper the children's ability to learn. All of the Education Specialists will attend the intensive training as well, so that they can mentor center staff in the new techniques. If the pilot project is successful this year, our Coalition may have the opportunity to receive our own grant for further implementation of the program next fiscal year.

**Surplus Computer Distribution:**

Early learning providers were offered the opportunity to request surplus computers from the Coalition. The Facilities Coordinator is in process of delivering and setting up computers at facilities throughout the five county region, prioritizing facilities that have no computers available to children. Approximately 17 computers will be distributed. Surplus computers came from CDS and community donations. Although they are older, they have sufficient operating systems for children's educational software.

**Bike Raffle:**

The Coalition is sponsoring a raffle for a two bicycles (boys and girls). Tickets will be sold by Coalition staff members and early learning providers. Proceeds will be utilized to further the goals of the ELC. Tickets will be available for sale through December 19<sup>th</sup>, with winners drawn on December 21<sup>st</sup>. The bikes will be available to the winners before Christmas.

**Christmas Assistance:**

The Coalition is partnering with the Family Resource Center to help supply Christmas presents for needy families identified by early learning providers. ELC staff have contacted the families to obtain information on the needs of the children, and the Family Resource Center solicits donations from the community to help provide presents for the children. ELC staff will be involved in the wrapping and distribution of presents. Additional volunteers are needed by the FAC. Contact Ginger West at (352) 344-1001 to adopt a child or to help with the wrapping of gifts.

## Budget Update

	Jul - Oct 09	Anticipated Expenditures	Budget	\$ Over Budget
<b>10-001 Citrus County</b>				
<b>10-001-01-1400 Assess Product</b>	-78.00	0.00	-1,500.00	-1,422.00
<b>10-001-02-1400 Inclusion</b>	0.00	0.00	-500.00	-500.00
<b>10-001-03-1400 Literacy</b>	-183.95	0.00	-750.00	-566.05
<b>10-001-05-1400 Mini Grants</b>	-2,327.00	-2,060.00	-20,000.00	-15,613.00
<b>10-001-06-1400 Prof Development</b>	-3,399.97	-2,588.00	-15,000.00	-9,012.03
<b>10-001-07-1400 Prov Recruitment</b>	0.00	0.00	-1,000.00	-1,000.00
<b>10-001-08-1400 Quality Resource</b>	0.00	0.00	-8,262.00	-8,262.00
<b>10-001-09-1400 Resource Room</b>	-201.36	0.00	-750.00	-548.64
<b>10-001-10-1400 TIPS</b>	-2,066.00	-630.00	-15,000.00	-12,304.00
<b>10-001-11-1400 Train/Conf.</b>	-29.57	0.00	-1,000.00	-970.43
<b>Total 10-001 Citrus County</b>	-8,285.85	-5,278.00	-63,762.00	-50,198.15

### Budget considerations by program/line item:

- Assessment Product costs occur during the 4<sup>th</sup> quarter of the year.
- There have been no applications to date for Inclusion Grant funds.
- Literacy expenses are on-going, as books are purchased for distribution to children at the Coalition office and in the community.
- Accreditation Mini Grant expenses for Part One have been calculated. Several providers will be eligible to request Part Two expenses to support environmental enhancements. Part Two grant applications are due at the beginning of March 2010.
- Professional Development Reimbursement requests are on-going.
- There has been one application for funds under the Provider Recruitment/Expansion Grant. See Action Item D.
- A plan will be developed to utilize Quality Resource funds later in the fiscal year.
- Resource Room expenses are on-going, and are primarily used to support the laminating machine.
- TIP Program stipends are in progress, and will be coming in more quickly as the year progresses.
- Training and conference costs are on-going, and will support the Coalition's training program.

## Client Service Manager's Report

### Voluntary Pre-Kindergarten Program (VPK):

The following table reflects VPK enrollment statistics.

#### FY 09-10 VPK Program

County	COEs confirmed (children enrolled)	COEs issued but not confirmed	Anticipated number of VPK students
Citrus	667	57	796

Note: Number of COEs was current as of November 2, 2009.

### School Readiness Program:

The following table reflects the number of children enrolled in the School Readiness program.

Infants	Ones	Twos	Threes	Fours	Fives	School- Age	Special Needs over age 12	Total Enrollment
27	88	121	139	117	94	310	2	898

Note: Numbers were current as of November 2, 2009.

### School Readiness Program Waitlist:

The following table reflects the number of children on the waitlist.

Infants	Ones	Twos	Threes	Fours	Fives	School- Age	Special Needs over age 12	Total Waitlist
3	3	4	1	1	1	3	0	16

Note: Numbers were current as of November 2, 2009.



Early Learning Coalition of the Nature Coast  
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ADVISORY COUNCIL ACTION ITEM

Action Item # 2009-10-A

Date: November 16, 2009 Subject: FunShine Express Curriculum

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**Proposed Board Action:**

Approve the FunShine Express Curriculum as a Coalition-approved whole day curriculum.

**Budget Consideration:**

None

**Background Information:**

The Coalition has an approved procedure for the approval of curricula, which is outlined in the Early Learning Program Operating Procedures. The Advisory Councils are responsible for reviewing and recommending curricula to the Board for approval.

**Points of Consideration:**

The Coalition recently received a request from a contracted School Readiness provider in Sumter County to add the FunShine Express curriculum to the list of Coalition-approved curricula. Currently, the center utilizes a Coalition-approved curriculum; however, the provider feels the FunShine Express curriculum would better meet the needs of the population of children she is currently serving. The director submitted a Curriculum Approval Request form to the Coalition. Coalition staff requested and received from the FunShine Express curriculum company a complete starter pack of materials. The curriculum is designed for two age groups: "Buttercups" is the name given to the infant and toddler component; "Fireflies" refers to the curriculum component for children ages 2 to 5. Both components are designed around a flexible weekly format. Every week includes activity ideas for language development, physical development, creative exploration, and cognitive development. Teacher instructions are detailed and easy to understand. Materials are sent on a quarterly basis including many of the necessary supplies for each activity resulting in minimal teacher preparation time.

**Effective Date:**

Upon Board approval

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**Supporting Documentation:** Request for Curriculum Approval Form and Curriculum Checklist

**Supporting Available Documentation:** Program overview, educational benchmarks, activity schedule 2009-2010, Developmental Achievements List showing correlation with FL education standards.

**Prepared by:** Sandra Woodard

**Phone:** (352) 793-5430

**Submitted by:** Citrus County Advisory Council – Debbie Lattin, Chair

**History of Action Item:**



## Early Learning Coalition of the Nature Coast

Serving Citrus - Dixie - Gilchrist - Levy - Sumter Counties

### Request for Curriculum Approval Form

School Readiness site: Ram in the Bush Site owner/director: Julia Stephens  
County: Sumter Phone: 352-793-1633  
Curriculum to be evaluated: Funshine Express Date form submitted: 10.20.09  
Age group curriculum is to be used for: Preschool

Do you intend to use this curriculum in conjunction with any other curricula? If so, which one/ones? yes,  
Preschool planning guide

Explain why you feel that this curriculum is a valuable teaching tool in preparing young children for school. The curriculum provides all educational fundamentals needed to prepare all children prior to enrolling into the public school.

Describe the research that this curriculum is based on. Curriculum is age appropriate, as well as promotes emotional, cognitive, social and physical development. Activities also promote self-esteem.

Describe the early literacy content included in this curriculum. Phonological awareness, listening skills and oral language development.

Describe the character development content included in this curriculum. The curriculum is designed to help the children ~~through~~ promote character development through social and emotional activities.

Describe how this curriculum is used to assist the parent, as the child's first teacher. The curriculum encourages parents to get involved in their child's education. The program provides a variety of parent involvement activities.

Describe how this curriculum fits with Florida's School Readiness Performance Standards? The funshine express covers all domains in performance standards.

What training is provided to your teachers, to assist them in properly utilizing this curriculum? All teachers will be properly ~~training~~ trained in being able to utilize the curriculum.

Note: Please attach additional sheets as necessary, to answer questions fully.

ELCNC-31

### Checklist for Curriculum Evaluation

Name of Curriculum: Funshine Express

Elements:	Yes/No/NA	Comments:
Utilizes developmentally appropriate practices	Yes	Children are offered a wide variety of hands-on opportunities to explore.
Research-based or based on research	Yes	The curriculum is based on current play-based research and educational theory.
Goals for children's development & learning	Yes	Each month the children are introduced to 3 alphabet letters, 1 color, 2 numbers, + 1 shape.
Parent/teacher connection	Yes	encourages a variety of parent involvement
Correlated student assessment	Yes	Developmental Achievements List - Lg. + fine motor, healthy habits, interest in learning, problem solving, phonics, literacy, print, pre-writing, alphabet, etc.
Progress monitoring & reporting	Yes	integrates a play-based, comprehensive system of observation to aid teachers in monitoring children's skill acquisition
Literacy component		Every day begins with group activities: welcoming children, circle time routine, songs + rhymes, etc.
• Oral language	✓	Each kit includes a book of the month.
• Print awareness	✓	Alphabet display pieces, book of the month
• Phonemic & phonological awareness	✓	Recognizes matching sounds in spoken language. Recognizes words that rhyme.
• Vocabulary	✓	book of the month, uses new words, <sup>uses language to communicate.</sup>
• Comprehension	✓	book of the month, follows oral directions
Character development component	Yes	Treats people, property, + themselves respectfully. Follows rules and participates in routines.
Materials needed to implement/cost	Yes	All materials are provided
Aligned with SRPS or can be correlated	Yes	Developmental Achievements Lists implemented with this curriculum correlates with Florida's Early Learning + VPK Education Standards.
Sensitive to cultural diversity	Yes	Spanish display words, songs related to differences among friends,
Inclusion of children with disabilities	Yes	Adaptation suggestions are offered throughout each monthly curriculum guide, including suggestions for simplifying activities or making them more challenging.
Training available for teachers	Yes	Each unit comes with a curriculum guide which provides easy to read program planning. Teachers also have access to 1-800 # for answers to questions
Overall ability to meet the educational needs of the whole child	Yes	This curriculum is well organized with a strong correlation to FL Education Standards. The easy to interpret presentation makes it teacher friendly.

Additional comments:

Each month parents receive a preprinted newsletter including a description of the theme for the month, learning goals designed around the theme, and activity suggestions for parents to complete in the home setting to extend the learning. This practice supports our Coalition's philosophy of the parent as the child's first teacher.

This curriculum is a good choice for less experienced early childhood instructors.



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ADVISORY COUNCIL ACTION ITEM

Action Item # 2009-10-B

**Date:** November 16, 2009      **Subject:** VPK Provider Contract Compliance Report, FY 08-09

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**Proposed Board Action:**

Adopt the VPK Provider Contract Compliance Report for FY 08-09, program year August 2008 – August 2009.

**Budget Consideration:**

None

**Background Information:**

In accordance with state and federal regulations as well as the Early Learning Program Operating Procedures (ELPOP) and the Early Learning Program Administrative Procedure the Coalition audits VPK providers to document compliance with the early learning contract and to ensure all program deliverables are met or exceeded.

**Points of Consideration:**

None

**Effective Date:**

Upon approval by all Advisory Councils

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**Supporting Documentation:** VPK Provider Contract Compliance Report, FY 08-09; VPK Provider Audit Tool

**Prepared by:** Ingrid Ellis

**Phone:** (352) 563-9939

**Submitted by:** Citrus County Advisory Council - Debbie Lattin, Chair

**History of Action Item:**



## Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

### VPK Provider Contract Compliance Report Citrus, Dixie, Gilchrist, Levy and Sumter Counties FY 2008 – 2009

#### **Section 1: Description of Contract:**

Voluntary Pre - kindergarten providers deliver the VPK program under operational requirements outlined by the Agency for Workforce Innovation and administered by the Early Learning Coalition of the Nature Coast. The 2008–2009 Statewide VPK Provider Agreement expired on August 31, 2009.

#### **Section 2: Purpose of Audit:**

The purpose of this audit is to verify provider compliance with Florida Statutes, state rule and the policies and procedures of the Coalition and the Agency for Workforce Innovation.

#### **Section 3: Audit Process Overview:**

School districts in the Coalition's service area monitor compliance of their public schools' school year and summer VPK programs. Copies of completed audits are submitted to the Executive Director of the Coalition and to the Contracts and Compliance Manager for review and processing.

Private provider audits were conducted in accordance with Coalition approved procedures. The process included a desk audit, conducted by District Managers, Ingrid Ellis (Citrus and Sumter Counties) and Tonya Hiers (Dixie, Gilchrist and Levy Counties) and a site audit. On-site audits were conducted by Susan Jaquith, Contracts and Compliance Manager (Citrus and Sumter Counties) and Tonya Hiers (Dixie, Gilchrist and Levy Counties) during the following periods:

- Citrus County - September 16, 2008 - October 23, 2008.
- Dixie, Gilchrist and Levy Counties – October 16, 2008 – January 14, 2009 (year round program) and July 22 , 2009 (summer program)
- Sumter County – November 12, 2008 – January 14, 2009.

The director of each site was notified of the site audit process in advance and provided with a copy of the Voluntary Pre-kindergarten Provider Audit Tool and Guidelines.

Site audits were conducted during VPK instructional time, utilizing the Coalition approved Voluntary Pre-kindergarten Audit Tool.

School District and private providers determined to be out of compliance with VPK requirements are subject to non-compliance procedures, outlined in ELPOP. Consequences for non-compliance include: a full payback for VPK on the date the non-compliance was cited, removal of the date from the classroom schedule and adjustment to the VPK-11 Class Registration Form, to include an additional day on the VPK schedule; in this way the program continues to meet the 540 (year round) or 300 (summer) instructional hour requirement. Staff conducts a follow-up site audit within 30 days to verify full compliance with program requirements.

VPK contract compliance reports are submitted to the Advisory Councils for final approval.

#### **Section 4 Audit Review**

A copy of the Voluntary Pre – kindergarten Provider Audit Tool is attached to this report. Requirements fall under 3 main headings:

- Section 1: Program Requirements – relates to documented evidence of child care license and accreditation, director credentials, background screening and provider's attendance policy.
- Section 2: Instructor Requirements – relates to on-site verification of documented personnel (VPK teachers and director), also lead instructor credentials and background screening.
- Section 3: relates to approved classroom schedule, student attendance verification, instructor/child ratio, classroom composition and curriculum.

#### **Observations:**

All private providers with VPK enrollment in the Nature Coast service area were reviewed: 23 in Citrus County, 14 in Dixie, Gilchrist and Levy Counties and 13 in Sumter County. 1 private VPK summer program was conducted by a Levy County provider; this program was also reviewed.

The following lists a brief description of the Contracts and Compliance Manager's observations and non-compliance/ corrective action resulting from the audit.

#### **Citrus County:**

##### **1 out of 23 private VPK providers were out of compliance with VPK program requirements:**

- 1 out of 23 private VPK providers was out of compliance with VPK program requirements. The provider adopted a new curriculum in the early stages of program delivery; the curriculum originally listed in their VPK agreement was no longer in use. (Providers are required to inform the Coalition of any changes to the original information submitted in their VPK Statewide Provider Agreement). When the area of non-compliance was identified, the provider submitted updated documentation to the Coalition; a follow up visit was conducted within 30 days and the provider was determined to be in compliance.

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- Citrus County School District staff audited VPK year round programs at 11 sites. Audit results indicate that all programs were in compliance.
  - Citrus County School District staff audited VPK summer programs at 1 site. Audit results indicate that the programs met all requirements.

#### **Dixie County, Gilchrist and Levy Counties:**

##### **2 out of 14 private VPK providers were out of compliance with VPK program requirements:**

- 1 out of the 2 providers did not maintain FY 08-09 "Student Attendance and Parental Choice Certificates" in accordance with Florida Statute and the VPK Statewide Provider Agreement. Technical assistance was provided by Coalition staff. A follow up visit, conducted within 30 days confirmed that the VPK "Student Attendance and Parental Choice Certificates" were signed by parents in accordance with requirements.
- 1 out of the 2 providers maintained a daily classroom schedule that did not include the required number of hours of instructional activities. The VPK Statewide Provider Agreement specifies that a school-year VPK program will be based on 540 *instructional hours*. Additionally, the provider did not maintain FY 08-09 "Student Attendance and Parental Choice Certificates" in accordance with requirements of Florida Statute and the VPK Statewide Provider Agreement. A revised class

schedule was submitted by the provider and approved by Coalition staff; a follow up visit, conducted within 30 days confirmed that the VPK "Student Attendance and Parental Choice Certificates" were appropriately signed by parents.

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- Dixie, Gilchrist and Levy County School District staff audited VPK year round programs at 8 sites: 2 in Dixie County, 2 in Gilchrist County and 4 in Levy County. Audit results indicate that all programs were in compliance.
- School district staff audited VPK summer programs at 1 site in Gilchrist County. Audit results indicate that the programs met all requirements.

#### **Sumter County:**

4 out of 13 private VPK providers were out of compliance with VPK program requirements.

- 1 out of the 4 providers did not maintain FY 08-09 "Student Attendance and Parental Choice Certificates" in accordance with the requirements of Florida Statute and the VPK Statewide Provider Agreement. Technical assistance was provided by Coalition staff. A follow up visit, conducted within 30 days confirmed that VPK "Student Attendance and Parental Choice Certificates" were appropriately signed by parents.
- 1 out of the 4 providers submitted Statewide Provider Agreement documentation prior to program delivery, which indicated that maximum VPK class size would be 1:10 (a ratio of 1 VPK teacher to 10 students). In the course of the inspection it was noted that VPK children were instructed in a blended class, with the addition of an assistant who was not listed and whose background screening and qualifications were not contained in the VPK Provider Agreement file. The provider also did not maintain FY 08-09 "Student Attendance and Parental Choice Certificates" in accordance with the requirements of Florida Statute and the VPK Statewide Provider Agreement. Technical assistance pertaining to both areas of concern was provided by Coalition staff. Corrected agreement documentation was submitted by the provider. A follow up visit, conducted within 30 days confirmed that "Student Attendance and Parental Choice Certificates" were appropriately signed by parents and the class was operating within the required teacher to student ratio.
- 1 out of the 4 providers had a lead VPK instructor in place on the day of the inspection who was not the lead teacher listed on file with the Coalition. Discussion with the director of the facility revealed that the teacher had been engaged in the lead position for a number of weeks. The Statewide Provider Agreement directs providers to notify the Coalition in writing immediately if there are any changes to the VPK-11 Class Registration Form. A VPK-11 document lists the approved staff, and their background screening and credentials are kept on file. Upon further investigation it was noted that the teacher cited in this non-compliance was missing a required credential for VPK instruction. The facility director reassigned the original VPK instructor to the VPK class immediately. A follow up visit, conducted within 30 days confirmed that teaching staff with documentation on file with the Coalition was present in the VPK classroom.
- 1 out of the 4 providers did not maintain FY 08-09 "Student Attendance and Parental Choice Certificates" in accordance with the requirements of Florida Statute and the VPK Statewide Provider Agreement. Technical assistance was provided by Coalition staff. A follow up visit was conducted and confirmed that the VPK "Student Attendance and Parental Choice Certificates" were signed appropriately by parents; however in the course of the second visit it was noted that the VPK lead instructor listed with the Coalition was not present; the assistant instructor was conducting the VPK class with 17 children present. The provider is required to maintain a ratio of 2:18 (a teacher and an assistant with up to 18 students) by rule. The provider was declared out of compliance; the auditor remained on site until the instructor/student ratio was adjusted. A

second follow up visit, conducted within 30 days confirmed that the VPK class was in ratio and the appropriate lead and assistant instructors present in the classroom.

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- Sumter County School District staff audited VPK year round programs at 4 sites. Audit results indicate that all programs were in compliance.
- No summer VPK programs were conducted in Sumter County.

### **Section 5: Audit Summary**

Audit results indicate **overall** that **86%** of private VPK providers in the Nature Coast service area were in full compliance with Florida Statutes, state rule and the policies and procedures of the Coalition and the Office of Early Learning at the time of their initial VPK Provider Audit.

Audit results indicate that **100%** of private VPK providers in the Nature Coast service area were in full compliance with VPK requirements when all follow up visits were completed.

Audit results indicate that year round VPK audits were conducted by school district staff at 23 sites throughout the Coalition's service area. No areas of non-compliance were identified.

Audit results indicate that summer VPK audits were conducted by school district staff at 2 sites throughout the Coalition's service area. No areas of non-compliance were identified.



# Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

## VPK Provider Audit Tool – Private Provider

Date of Desk Review: \_\_\_\_\_ Date of Site Review: \_\_\_\_\_

Name of VPK Program: \_\_\_\_\_ Name of VPK Director: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Class Identifier: \_\_\_\_\_ Certified Curriculum \_\_\_\_\_

Lead Instructor's Name: \_\_\_\_\_ Assistant Instructor's Name: \_\_\_\_\_

### Section 1: Program Requirements

Criteria	Compliance	Non-Compliance	Notes
Current child care license is on file with the Coalition, as applicable			
Proof of accreditation or applicable documentation is on file with the Coalition			
The Pre-Kindergarten Director background screening meets program requirements and is on file with the Coalition			
The pre-kindergarten director VPK director credential is on file with the Coalition			
The VPK provider's attendance policy has been adopted and meets program requirements			

### Section 2: Instructor Requirements

Criteria	Compliance	Non-Compliance	Notes
The VPK director on site is the same VPK director on file with the Coalition			
The lead and assistant instructors in the classroom are the same instructors on file with the Coalition, or the substitute instructor meets program requirements			
The lead instructor's credentials (including the emergent literacy training) meet program requirements and are on file with the Coalition			
The lead and assistant instructors' background screening meet program requirements and is on file with the Coalition			

### Section 3: Classroom Requirements

Criteria	Compliance	Non-Compliance	Notes
The classroom annual schedule includes 540 hours for school year programs and 300 hours for summer programs. The program hours to date are in accordance with the approved schedule on file with the Coalition.			
The daily classroom schedule includes the correct number of instructional hours based on the programs annual schedule			
The provider attendance verification documents meet program requirements			
The instructor to child ratio meets program requirements			
The classroom composition meets program requirements			
The classroom curriculum listed on file with the Coalition is the same curriculum utilized in the classroom			

\_\_\_\_\_  
Desk Auditor's Name (Print)

\_\_\_\_\_  
Auditor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Auditor's Name (Print)

\_\_\_\_\_  
Site Auditor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider's Name (Print)

\_\_\_\_\_  
Provider's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Name (Print)

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date Reviewed



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ACTION ITEM

Action Item # 2009-10-C

**Date:** November 16, 2009      **Subject:** Revised Early Learning Program Operating Procedures

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### Proposed Board Action:

Adopt the revised Early Learning Program Operating Procedures for the Early Learning Coalition of the Nature Coast.

### Budget Consideration:

None

### Background Information:

On November 1, 2006 the Board of Directors approved action item # 2006-07-56 revising the School Readiness Program Operating Procedures and the Voluntary Pre-Kindergarten Program Operating Procedures into the Early Learning Program Operating Procedures.

The Early Learning Policy & Operating Procedures (ELPOP) was developed to detail specific program requirements for the implementation of the School Readiness and Voluntary Pre-Kindergarten Programs.

Revisions were made based on programs that have been approved by the board, mandated by current legislation, and/or best practices that allow for appropriate implementation of Coalition programs.

### Points of Consideration:

The use of the ELPOP is critical to the overall function of the Coalition's programs. Coalition staff and early learning providers must have detailed guidelines that enable them to perform tasks outlined and approved by the Coalition board. Additionally, the ELPOP is referenced in the Coalition's Early Learning Plan approved by AWI/OEL, and must be submitted with any Plan revisions.

On January 9, 2008, revisions to the ELPOP were approved by the Board which outlined consequences for non-compliance with the School Readiness Provider Agreement. Additional revisions have become necessary to clarify some sections and modify others. Some reformatting will be required when the attached language is merged into the ELPOP as a whole. Language to be deleted is stricken, new language is noted in bold underline.

The following sections of the ELPOP have been revised:

**Chapter 3 School Readiness Requirements, Section 3.1 General Services (C)**

### Effective Date:

Upon board approval

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**Supporting Documentation:** Revised Early Learning Program Operating Procedures language

**Prepared by:** Ingrid Ellis

**Phone:** (352) 563-9939

**Submitted by:** Citrus County Advisory Council – Debbie Lattin, Chair

### History of Action Item:



## Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

### Early Learning Program Operating Procedures (ELPOP)

#### Chapter 3

#### School Readiness Requirements

#### 3.1 General Services (C)

1. School Readiness providers are required to maintain compliance with a variety of mandates, as outlined in the School Readiness Provider Agreement & Attachments. Consequences of non-compliance may range from being placed on at-risk status, probationary status, or contract termination. This document is designed to help providers to better understand the consequences of non-compliance in a variety of areas, as well as how to go about addressing non-compliance issues.

At-risk status indicates to a School Readiness provider that attention is needed in this area. The duration of the at-risk status may vary. There are no immediate consequences to being placed on at-risk status.

Probationary status indicates that a School Readiness provider is in a state of serious non-compliance. The duration of the probationary status may vary. The consequences of probationary status include:

- The School Readiness program is ineligible to participate in any Coalition grant opportunities, such as the Accreditation Mini Grant Program, the Inclusion Grant Program, the Provider Recruitment/Expansion Program, and the Quality Initiatives Mini Grant Program, as well as any other grant programs that may be implemented.
- The School Readiness program's owner is ineligible to participate in the Professional Development Reimbursement Program and the Teacher Incentive Payment (TIP) Program.

Immediate termination of a School Readiness Provider Agreement may occur if a condition or situation exists that poses imminent danger to children of injury or death. This condition or situation may be identified by the Coalition, the Department of Children & Families, and/or a law enforcement agency. Also, immediate termination will occur if the School Readiness provider fails to submit appropriate insurance and licensing documentation, as outlined in the School Readiness provider agreement and attachments.

If a non-compliance issue is noted, the appropriate staff member will complete an ELCNC-22 School Readiness Provider Non-Compliance Report and submit it to the Contracts and Compliance Department. The Contracts and Compliance Manager or designee will update the Coalition's tracking system and notify the provider of the at-risk or probationary status. Upon resolution of the non-compliance issue (if applicable), the staff member that submitted the original ELCNC-22 School Readiness Provider Non-Compliance Report will submit an additional ELCNC-22 School Readiness Provider Non-Compliance Report indicating an "issue resolved date", along with any appropriate documentation. The Contracts and Compliance Manager or designee will update the Coalition's tracking system and notify the provider of the lifting of the at-risk or probationary status.

#### a. Provider Meeting Attendance

School Readiness providers are required to attend or send a representative to provider meetings facilitated by the Coalition. Meetings are held every other month (six meetings per year) in each region served. The opportunity to phone in to a meeting is offered to the greatest extent possible. **Absences may be excused**

by the Program Managers, at their discretion. Requests for excused absences must be submitted in writing to the Program Manager.

The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Assistant Contracts and Compliance Manager or designee.

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
Two missed provider meetings within a fiscal year (unexcused).	Three missed provider meetings within a fiscal year (unexcused).	Four missed provider meetings within a fiscal year (unexcused).

Any School Readiness provider that was placed on probationary status for this non-compliance area will have that status lifted on July 1<sup>st</sup> of the next fiscal year.

**b. Submission of Attendance Rolls and Documentation**

School Readiness providers are required to submit their monthly attendance rolls no later than the second (2<sup>nd</sup>) working day of the month following the service month, by 5:00 pm. Sign in/out sheets must be submitted no later than the seventh (7<sup>th</sup>) working day of the month following the service month, by 5:00 pm. Rolls and sign in/out sheets must be submitted to the appropriate Coalition office for their county.

The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Finance Manager or designee.

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
At-risk status does not apply to this area of non-compliance.	<p>At the first instance of late submission of attendance rolls or sign in/out sheets, probationary status will be imposed for the remainder of the fiscal year.</p> <p>The second instance of late submission of attendance rolls within the same fiscal year results in continued probationary status and a 10% penalty fee assessed on the total monthly reimbursement amount.</p> <p><u>Late submission of sign in/out sheets will result in the revoking of the reimbursement payment.</u></p>	The third instance of late submission of attendance rolls within the same fiscal year results in termination of the School Readiness provider agreement.

The Executive Director may waive this policy on a case by case basis where unusual circumstances caused the late submission of attendance rolls. The provider must submit a written extension request or letter of appeal explaining the reason for late submission.

**c. School Readiness Provider Quarterly Report**

School Readiness providers are required to submit quarterly reports to the Coalition each quarter, according to deadlines established and outlined on the form itself.

**The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Assistant Contracts and Compliance Manager or designee.**

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
Late submission of the report results in at-risk status. If the provider submits the report within thirty (30) days of the notification of the at-risk status, the at-risk status will be lifted.	If the provider does not submit the quarterly report within thirty (30) days after notification of the at-risk status, probationary status is imposed. Probationary status will continue until the end of the fiscal year.	If a provider does not submit three (3) quarterly reports within a fiscal year, the provider agreement will be terminated.

**Late/non-submission of the Provider Quarterly Report by the due date implies non-reporting of parent fees. If the provider does not submit the Quarterly Report within thirty (30) days from the date of the at-risk status notification, the provider will be placed on probation. The provider will be required to implement a parent fee collection policy plan within ten (10) working days of the notification of probationary status.**

**d. Collection of Parent Fees**

School Readiness providers are required to collect a minimum of 85% of assessed parent fees from families participating in their programs. Parent fee collection is reported on the quarterly reports.

**The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Assistant Contracts and Compliance Manager or designee.**

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
The first instance of collection of less than 85% of assessed parent fees results in at-risk status. In addition, the provider is required to submit to the Coalition a plan for implementation of a parent fee collection policy within ten (10) working days. The plan must clearly state the date that parent	The second instance of collection of less than 85% of assessed parent fees results in probationary status. In addition, the provider is required to submit to the Coalition a plan for implementation of a parent fee collection policy within ten (10) working days. The plan must clearly state the date that	If the provider <b><u>fails to submit a corrective action plan while on probationary status or</u></b> fails to meet the requirements of a corrective action plan developed during the probationary status the School Readiness agreement will be immediately terminated.

<p>fees are due (daily, weekly, monthly), a notice of delinquent account sent to the parent the day after parent fees become late including a statement to parents that the provider is required to notify the Coalition if the fees become more than thirty (30) days past due. This is considered to be a corrective action plan.</p> <p>The Coalition will monitor the implementation of the plan within forty-five (45) days of submission, and if the system is working well, the at-risk status will be removed. <b><u>If the plan is not submitted or is not implemented satisfactorily, probationary status will be imposed.</u></b></p>	<p>parent fees are due (daily, weekly, monthly), a notice of delinquent account sent to the parent the day after parent fees become late including a statement to parents that the provider is required to notify the Coalition if the fees become more than thirty (30) days past due. This is considered to be a corrective action plan.</p> <p>The Coalition will monitor the implementation of the plan within forty-five (45) days of submission, and if the system is working well, the probationary status will be removed at the end of the fiscal year.</p>	
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**e. Unlimited Parental Access**

School Readiness providers are required to allow parents/caregivers unlimited access to their child during the hours of care. Providers submit a copy of their “open door policy” to the Coalition as an exhibit to the School Readiness provider agreement. Providers must keep on file any legal documentation showing that a particular parent or other person has restricted access to the child, to ensure child safety.

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
At-risk status does not apply to this area of non-compliance.	Probationary status does not apply to this area of non-compliance.	Upon documentation of denial of unlimited parental access, the School Readiness provider agreement will be terminated.

**f. Health and Safety Issues – Licensed Providers**

School Readiness providers are required to maintain early learning environments which are safe and healthy for the children in attendance. Compliance with applicable state law is monitored by the Department of Children and Families. Providers are required to report non-compliances noted by Department of Children and Families Licensing Counselors to the Coalition **immediately by telephone within one (1) hour of the inspection and in writing by the end of that business day.** It is preferable to fax the licensing inspection report to the local Coalition office, along with any corrective action plan developed by/with the Licensing Counselor. *Providers are required to report all non-compliances noted by Child Care Licensing, even if the issue was corrected immediately.* The provider must also submit to the Coalition a copy of the follow up inspection report to document that compliance has been achieved, within

three (3) working days of the re-inspection, if applicable. Providers are required to follow the timelines established by the Licensing Counselor for compliance.

**The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Program Manager or designee.**

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
<p><del>At-risk status does not apply to this area of non-compliance.</del>  <b><u>The first instance of non-reporting of non-compliance identified by DCF will result in at-risk status for the remainder of the fiscal year.</u></b></p> <p><b><u>If the re-inspection indicates that the non-compliance issue or issues have been resolved, the at-risk status will be lifted.</u></b></p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p><del>Failure to report any licensing inspection non-compliance issues will result in probationary status for the remainder of the fiscal year.</del>  <b><u>The second instance of non-reporting of non-compliance identified by DCF will result in probationary status for the remainder of the fiscal year.</u></b></p> <p><b><u>If the re-inspection indicates that the non-compliance issue or issues have been resolved, the probationary status will be lifted.</u></b></p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p><b><u>The third instance of non-reporting of non-compliance identified by DCF may result in termination, depending on the severity and duration of the non-compliances found.</u></b></p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>

**g. Health and Safety Issues – Non-licensed Providers**

School Readiness providers are required to maintain early learning environments which are safe and healthy for the children in attendance. Compliance is monitored by the Coalition utilizing the approved Health and Safety Checklist, which mirrors Department of Children and Families Child Care Licensing requirements as stated in Florida law. The Coalition will conduct at least two inspections each fiscal year of all non-licensed providers (faith-based exempt, registered homes, school-based sites, and any other type of facility which is not regulated by the Department of Children and Families). Providers are required to comply with 100% of the applicable items on the checklist.

**The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Program Manager or designee.**

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
<p>Failure to achieve 100% compliance will result in at-risk status. A corrective action plan will be developed, with timelines developed that are applicable to the area of non-compliance. A follow up inspection will be completed at the close of the corrective action period. If full compliance has been achieved, the at-risk status will be lifted.</p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p>If the follow up inspection shows continued non-compliance, probationary status will be imposed. The provider will remain on probation until the next regularly scheduled inspection. If compliance is achieved at that time, the probationary status will be lifted. If compliance is not achieved, another corrective action plan must be developed and implemented.</p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p>If a provider remains on probationary status for health and safety issues for two full inspection cycles, the Coalition will consider termination of the agreement for the health and well-being of children.</p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>

#### h. Provider Observations

School Readiness providers are required to offer quality early learning environments to meet the requirements of the School Readiness Program as set forth in Florida Statute, as well as the requirements of the School Readiness provider agreement. The Coalition's approved provider observation tool will be utilized to monitor compliance with these requirements. The observation will be completed at least twice per fiscal year. Scoring percentages are developed at the program and classroom levels, as well as developing a composite score. Scores are evaluated to determine the level of compliance achieved.

**The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Program Manager or designee.**

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
<p>If a provider achieves a composite score of 95.00% – 96.99%, the program is placed on at-risk status. A corrective action plan will be developed and implemented, and the areas of non-compliance re-evaluated after approximately thirty (30) days.</p> <p><b><u>When the corrective action items are re-evaluated, a new composite score will be</u></b></p>	<p>If a provider achieves a composite score of 85.00% - 94.99%, the program is placed on probationary status. A corrective action plan will be developed and implemented, and the areas of non-compliance re-evaluated after approximately thirty (30) days.</p> <p><b><u>When the corrective action items are re-evaluated, a new composite score will be</u></b></p>	<p>If a provider achieves a composite score below 85.00%, the School Readiness agreement may be terminated immediately.</p> <p><b><u>At the Coalition's discretion, the provider may be offered a thirty (30) day corrective action period with intensive technical assistance. At the end of the thirty (30) days, an additional full provider observation will be completed. A second</u></b></p>

<p><u>developed. If the score is 95.00% - 96.99%, the at-risk status will remain until the next provider observation is completed. If the score is 97.00% or above, the at-risk status will be lifted.</u></p> <p><del>If 100% of the non-compliance areas have been addressed, the at risk status will be lifted.</del></p> <p><del>If full compliance is not achieved, the provider will remain on at-risk status until the next provider observation. At that time, the provider's status would be adjusted in accordance with the requirements for the new score.</del></p>	<p><u>developed. If the score is 85.00% - 94.99%, the probationary status will remain until the next provider observation is completed. If the score is 95.00% - 96.99%, the status will be raised to at-risk. If the score is 97.00% or above, the probationary status will be lifted.</u></p> <p><u>If a provider is on probationary status for low scores on the provider observation for a period longer than one year, the Coalition will consider termination of the School Readiness provider agreement, depending on the potential negative impact on the well-being and safety of the children. A review will be conducted by the appropriate Advisory Council, which will make a recommendation to the Board, as needed.</u></p> <p><del>If 100% of the non-compliance areas have been addressed, the probationary status will be lifted.</del></p> <p><del>If full compliance is not achieved, the provider will remain on probationary status until the next provider observation. At that time, the provider's status would be adjusted in accordance with the requirements for the new score.</del></p>	<p><u>composite score will be developed. If the score is below 85.00%, the School Readiness provider agreement will be terminated immediately. If the score is 85.00% - 94.00%, the provider will be placed on probationary status. If the score is 95.00% - 96.99%, the provider will be placed on at-risk status. If the score is 97.00% or above, the provider will be considered to be performing appropriately.</u></p>
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### **Multiple At Risk Issues**

~~If a School Readiness provider is identified with two unresolved non-compliance issues and has been placed on at-risk status for two separate infractions, the provider will be moved to probationary status. Consequences will apply, based on the requirements for the areas of non-compliance noted.~~

#### i. Multiple Probationary Issues

If a School Readiness provider is identified with more than two unresolved non-compliance issues and has been placed on probationary status for two separate infractions, the provider will move to termination status. The Program Manager will make a written recommendation to the Executive Director regarding the implementation of termination procedures based on the severity of the probationary issues and their potential impact on children, providing documentation as appropriate. The Executive Director will determine whether or not there is good cause to terminate the School Readiness agreement. The Executive Director may waive this policy on a case by case basis where the non-compliances were caused by unusual circumstances. If termination occurs, the provider may submit a letter of appeal explaining the reason for the probationary issues and outlining the provider's plan to resolve the issues. The Executive Director will review the letter of appeal and will determine whether or not to make any recommendation to the Advisory Councils and/or the Board regarding the provider's eligibility for a School Readiness agreement. If the Executive Director determines that termination is in order, the provider may refer to the procedures below pertaining to the reinstatement of the School Readiness agreement if desired.

Example: Probation + Probation = Possible termination of School Readiness agreement

#### j. Reinstatement of a School Readiness Agreement

In the event a School Readiness provider is interested in reinstating their School Readiness ~~provider~~ agreement after it was terminated by the Coalition the following action must be taken. If the School Readiness provider agreement was terminated due to a violation of and/or non-compliance with the school readiness ~~provider~~ agreement and the violations and/or non-compliance issues are corrected and documented appropriately, Coalition shall submit a recommendation to the local Advisory Council for reinstatement. The Coalition will not consider reinstatement earlier than three (3) months after the original termination. The recommendation will be considered if the provider is in full compliance with local licensing agency and Coalition-approved policy and procedures. If the recommendation for reinstatement by the Advisory Council is approved by the Coalition Board, the School Readiness ~~provider~~ agreement will be reinstated and the School Readiness provider will be placed on probation. Probationary periods will range from three (3) to twelve (12) months based upon Coalition Board recommendation. School Readiness provider agreements terminated due to fraud are not eligible for reinstatement. The classifications of the probationary periods are as follows:

Three (3) months: Violation was a result of non-compliance with the School Readiness ~~provider~~ agreement requirements not related to Health and Safety issues (i.e. not attending required School Readiness provider meetings, not submitting the ELCNC-28 School Readiness Provider Quarterly Report or similar area of non-compliance)

Six (6) months: Violation was a result of non-compliance with a Health and Safety issue as documented by the Department of Children and Families Licensing Inspection or the Coalition Health and Safety Assessment, non-compliance with the Provider Observation Tool.

Twelve (12) months: Violation was a result of non-compliance in multiple areas documented on the Health and Safety Assessment and/or the Department of Children and Families Licensing Inspection, Provider Observation Tool and the School Readiness ~~provider~~ agreement requirements.



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ADVISORY COUNCIL ACTION ITEM

Action Item # 2009-10-D

**Date:** November 16, 2009      **Subject:** Provider Recruitment/Expansion – Brightman FCCH

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### **Proposed Board Action:**

Approve provider recruitment application received from Brightman Family Child Care Home, Citrus Springs, in an amount not to exceed \$600.00.

### **Budget Consideration:**

The budget allocated for Provider Recruitment/Expansion is currently \$1,000.00.

### **Background Information:**

Recognizing population growths for children birth to five in each county serviced by the Coalition, it is important to support initiatives to recruit new early care providers to increase the number of quality early care programs offered to children. In addition, it is critical to offer sufficient slots to parents with children in critical care groups, such as infants and toddlers.

### **Points of Consideration:**

In accordance with the Early Learning Program Operating Procedures (ELPOP), all providers have the opportunity to contract with the Coalition to provide quality, safe environments that promote social, emotional, and academic success. This program provides opportunities for parents to choose from a variety of settings for early child care.

Brightman FCCH is a registered home located in Citrus Springs, providing care primarily to infants through preschool age children. She began her School Readiness agreement in August 2009. She offers child care in a home setting, and is a new business in the area. She is preparing to become licensed, and is working to meet DCF requirements. She has requested funds to purchase curriculum books for planning purposes, multicultural books, puppets, and food, soft seating for the reading corner, and a variety of art/sensory items. Program guidelines stipulate that currently contracted providers may only request funds to expand their capacity, but it is also important to support facilities that provide care to critical age groups and locations. There is no other facility in the Citrus Springs/Dunnellon area that provides infant care. Due to the timing of the Advisory Council meetings, it was not possible to get her request in for consideration prior to the effective date of her contract.

### **Effective Date:**

Upon Council approval

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**Supporting Available Documentation:** Provider Recruitment/Expansion application

**Prepared by:** Ingrid Ellis      **Phone:** (352) 563-9939  
**Submitted by:** Citrus County Advisory Council – Debbie Lattin, Chair

### **History of Action Item:**