



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

School Readiness Provider Quarterly Report

Provider: _____ Submitted by: _____
 County: _____ Phone number: _____
 Reporting Period: _____ Date submitted: _____

In accordance with the ELPOP School Readiness Providers must submit this report on a quarterly basis in accordance with the following schedule:

Quarterly Report due dates	
First Quarter	On or before the 20 th calendar day, in October
Second Quarter	On or before the 20 th calendar day, in January
Third Quarter	On or before the 20 th calendar day, in April
Fourth Quarter	On or before the 20 th calendar day, in July
Supplemental	On or before August 10 th

Providers who fail to submit the reports or fail to submit the reports in a timely manner are subject to the following sanctions:

If the provider fails to submit one School Readiness Provider Quarterly Report in a timely manner the School Readiness Agreement will be placed in an at-risk status, indicating that a probation status may be approaching. On the second occurrence of a late submission of the School Readiness Provider Quarterly Report the School Readiness Agreement will be placed on probation for the remaining months of the fiscal year. When an agreement is in a probation status the provider is not eligible to participate in any of the Coalition's quality initiatives that are designed to support the provider. (This restriction does not include initiatives designed to support teachers, such as the Teacher Incentive Payment and the Professional Development Programs.) On the third occurrence of a late submission of the School Readiness Provider Quarterly Report the School Readiness Agreement will be terminated.

It is important to note that any two At-Risks statuses will result in the School Readiness Agreement being placed in a Probation Status, similarly any two Probation statuses will result in the termination of the School Readiness Agreement.

SECTION ONE: PARENT FEE COLLECTION

The Parent Fee Collection Data for each quarter must be reported in accordance with the following schedule:

Months to include in each quarter	
First Quarter	July and August
Second Quarter	September, October and November
Third Quarter	December, January and February
Fourth Quarter	March, April and May
Supplemental	June

Month/Year:

Parent Fees Assessed	Parent Fees Collected	Percentage of Fees Collected

Month/Year:

Parent Fees Assessed	Parent Fees Collected	Percentage of Fees Collected

PLEASE CONTINUE ON NEXT PAGE

