

Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Early Learning Program Operating Procedure (ELPOP)

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Introduction and Purpose

This operating procedure was adopted by the Early Learning Coalition of the Nature Coast Board of Directors on June 6, 2007.

The purpose of the operating procedure is to establish policy and set minimum standards for the early learning programs (specifically the school readiness program and voluntary pre-kindergarten program) managed by the Coalition. The procedure addresses all program services and functions implemented by Coalition staff and staff of the Coalition's service provider.

The operating procedure will be amended based on Board approved action items that affect any area within the operating procedure. Such actions may be recommended by one or more of the Board's Advisory Councils or the executive director of the Coalition. In addition, the Advisory Councils and/or the executive director of the Coalition shall present recommended amendments to the Board of Directors based on, but not limited to, the following:

- Changes in current legislation, rule and/or state plans
- New legislation, rule and/or state plans

All amendments shall be provided (in writing) to the appropriate staff members of the Coalition (to be determined by the executive director of the Coalition, or his/her designee) and the CEO of the Coalition's service provider.

In the event that the policies and procedures addressed in this operating procedure are silent on an issue the executive director of the Coalition, in coordination with the Chair of the Coalition shall exercise their right to temporarily issue a policy. Temporary polices must be submitted to the Board of Directors for approval at the next regularly scheduled Board meeting.

Since the adoption of the operating procedure the following amendments have been approved by the Board of Directors.

Amendment #	Amendment Date	Amended Section(s)	Action Item #	Causing Event (i.e. new legislation, Board action etc.)
1	08/01/07	3.1 K- Deleted 3.2 C1 3.2 G1 3.7 D1b(A)(3)(c) 3.3	2007-08-12	Board Action
2	1/9/08	2.2 (B)(3) 2.7 (B) 3.1 (A) 3.1 (H)(1)(i, j, l) 3.1 (H)(4) 3.1 (H)(4)(f) 3.1 (l) 3.2 (G) 3.2 (H)(2) 3.3(A)(17,18,19,22,24) 3.3 (E)(1-8) 3.2 (B)(4) 3.7 (C)(1)(m) 3.7 (D)(1)(B)(1)(a) 3.7 (E)(3)(h, i, j) 3.14 (A)(9)(a)(C) 3.14 (A)(9)(b) 3.15 (B)(2)	2007-08-43	Board Action

Amendment #	Amendment Date	Amended Section(s)	Action Item #	Causing Event (i.e. new legislation, Board action etc.)
8	1/7/09	3.14 (A)(3)(c, d) 3.18 (H)(1) 3.2 (A)(10) 3.2(A)(10)(b, c, d) 3.2 (A)(11) 3.2 (A)(12) 3.2 (B)(8)(c) 4.2 (H) 4.2 (H)(2) 4.2 (H)(3) 4.2 (H)(4) 4.2 (H)(10) 4.7 (B)(1)(a) 4.7 (B)(3) 4.7 (B)(10) 4.8 (A)(1-4) 4.8 (B)(1) 4.9 (A) 4.9 (B) 4.10 (B)(15)	2008-09-36	Board Action AWI/OEL program guidance Compliance with 60BB
9	3/4/09	1.1 (AA) 1.1 (SSS)(3) 1.2 (A)(48,49,69-72) 2.1 (A) 2.7 (B) 3.1 (G)(3) 3.1 (I)1(a) 3.1 (I)2(a-c) 3.2 (B)(8)(c) 3.2 (B)(10-12) 3.3 (D)(8, 9, 10, 11) 3.7 (D)(1)(b)((D))(i)((G)) 3.7 (D)(3)(i)((B)) 3.8 (B) 3.14 (A)(3)(c, d) 3.14 (A)(5) 3.18 (H)(1) 3.18 (H)(7)(f)((E)) 3.18 (H)(9) 4.2 (H)(2, 3, 4, 10) 4.2 (J)(9)(b) 4.4 (G)(1)(c) 4.4 (G)(9)(c) 4.7 (B)(1)(a) 4.7 (B)(3, 10) 4.8 (A)(1-4) 4.8 (B)(1) 4.9 (A)(1-7) 4.9 (B)(1-6) 4.10 (A)(5)(d-f) 4.10 (B)(9)(c)((A))	2008-09-42	Board Action

Amendment #	Amendment Date	Amended Section(s)	Action Item #	Causing Event (i.e. new legislation, Board action etc.)
		4.10 (B)(10, 15)		
10	5/5/09	Chapter 1 Chapter 2 Chapter 3 Chapter 4	2008-09-43 2008-09-47	Board Action
11	8/5/09	Chapter 1 Chapter 2 Chapter 3 Chapter 4		New legislation Board Action
12	9/18/09	Chapter 4		New Rule
13	12/2/09	Chapter 2	2009-10-27	Board Action