



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #11

Date: January 23, 2008

Subject: Early Learning Program Operating Procedures (ELPOP) Updates

On January 9, 2008 the Coalition Board held their regularly scheduled monthly meeting. The following amendments to the ELPPOP (pertaining to early learning providers) were approved:

Staff Development: All school readiness providers MUST offer a staff development program, requiring all staff members to complete annual in-service training hours, in accordance with the following:

- Teachers with a CDA/CDAE/FCCPC credential or higher are required to complete a minimum of 12 in-service hours per year.
- Teachers with no credential are required to complete a minimum of 20 in-service hours per year.

School readiness providers may utilize on-site in-service training programs to meet these requirements, if approved by the Coalition. For on-site trainings to be approved, please follow the process outlined in the ELPPOP page 24, available on the Coalition's website: www.elc-naturecoast.org. Compliance with this requirement will be monitored by the Coalition, and the reporting of staff development activity may be incorporated into the provider quarterly report which is submitted to CDS.

Health & Safety Assessment: All school readiness providers MUST maintain a healthy and safe environment and comply with the ELCNC-34 Health and Safety Assessment Tools or child care licensing requirements (as applicable). If a licensed school readiness provider is found to be in non-compliance by the licensing counselor, the provider is required to notify the Coalition immediately, in writing. The provider must provide the Coalition with a copy of the licensing inspection report and any corrective action plan developed by the licensing counselor. The provider must also submit a copy of the follow up inspection to the Coalition to document compliance has been achieved, within 3 days of the inspection by the licensing counselor.

Providers Non-Compliance: All school readiness providers must remain in compliance with school readiness requirements, as outlined in the school readiness provider agreement and the ELPPOP. Additional detail to the policies regarding at-risk and probationary status of providers that may become non-compliant was adopted. Procedures for the removal of at-risk or probationary status are also detailed.

Further information on at-risk and probationary status of school readiness providers refer to Section 3.1 (I) of the ELPPOP.

To review the Coalition's Early Learning Program Operating Procedures (ELPOP) and attachments, please visit the Coalition's website at www.elc-naturecoast.org.

If you do not have access to the internet, please contact Glenna McManigell at (877) 336-5437 extension 222 for a copy of the ELPPOP.