



Board Action Item

Early Learning Coalition of Southwest Florida, Inc. July 26, 2006

Subject: Approval of the Following Policy Amendments:

ELCSWF-SR0008A-05 School Readiness Provider Agreement and Compliance Monitoring

Proposed Recommendation: Recommendation for approval of the amendments to the above identified previously approved policy.

Background Information:

Policy was previously approved in April 2005. Changes were made to bring the school readiness monitoring into compliance with the Health and Safety standards, as well as aligning the process with the current VPK monitoring policy approved on March 22, 2006. The primary change occurred to the format of the School Readiness Provider Agreement which mirrors the VPK contract in format and style and is now required prior to the payment of services. The program and reimbursement requirements were otherwise the same as those implemented in 2004, although language has been updated to comply with other policies.

Action Taken: Barbara Saunders assigned Nancy Starr, Director of Policy, to convene a workgroups of CCSWFL eligibility and VPK partners to develop these policies. Meetings are held on a regular basis to address these areas.

All additions and deletions have been approved by the workgroups and overseeing committees.

Coalition Meeting: May 24, 2006

Supporting Documentation: Policies revisions

Submitted By: Barbara Saunders, Executive Director
ELC Executive Board

Approved
Date:

Motion:
Second:



Early Learning Coalition of Southwest Florida

The Early Learning Coalition of Southwest Florida will work in collaboration with our communities to develop successful learners and to support those in school for continued success.

<u>SUBJECT:</u> School Readiness Provider Agreements and Compliance Monitoring		
<u>Policy #:</u> ELCSWF-SR008A-05	<u>Category:</u> SR - Program Quality and Standards	<u>Reference #:</u> OEL-SR-420
<u>Approval:</u>	<u>Effective Date:</u> Pending 7-26-06	<u>Replaces (policy # and date):</u> ELCSWF-EL-0008-05 Approved 4-25-2005

- I. **PURPOSE:** The purpose of this policy is to establish specific expectations for monitoring all child care providers serving School Readiness (SR) children, in Lee, Collier, Hendry and Glades counties.
- II. **REVIEW HISTORY:** This policy supports the FY 2003-04 approval action of each School Readiness Coalition Board in the four county area, the April 25, 2005 ELC-SWF board action and supersedes any former monitoring practices.
- III. **CONTACT:** Barbara Saunders, Executive Director.
- IV. **PERSONS AFFECTED:** All ELC-SWF and contracted staff serving school readiness clients and providers, Early Learning Providers serving School Readiness children, including licensed, license-exempt and family child care providers.
- V. **POLICY:** This policy sets minimum standards for monitoring of all School Readiness Providers serving SR children, and the outcomes for failure to comply with those standards.
- VI. **RATIONALE:** State law requires School Readiness providers meet specific standards and responsibilities. Providers sign the Provider Agreement for School Readiness Services with the Early Learning Coalition of Southwest Florida and agree to meet those standards and responsibilities.
- VII. **CROSS REFERENCES:** Cite: 45CFR98, Chapters 402.301 – 402.319 and Chapter 411 "The School Readiness Act" of the Florida Statutes; Rule 60BB-8.100-300, 65C-22 and 65C-20 Florida Administrative Code, the "Provider Agreement for School Readiness Program", and all policies issued by the Agency for Workforce Innovations on the SR program.

VIII. **DEFINITIONS:**

“Coalition” refers to the Early Learning Coalition of Southwest Florida, Inc. (ELC-SWF) which is responsible for Collier, Hendry, Glades and Lee counties.

“Contractor” refers to Child Care of Southwest Florida, Inc. (CCSWFL), the agency contracted by the Early Learning Coalition of Southwest Florida, to carry out the daily responsibilities for families and providers served by the Early Learning Coalition.

“Moratorium” means a suspension of activity. (Webster’s Dictionary)

“Provider” means the individual or facility responsible for the provision of School Readiness services.

"Substantial compliance" means that level of adherence which is sufficient to safeguard the health, safety, and well-being of all children under care. Substantial compliance is greater than minimal adherence but not to the level of absolute adherence. Where a violation or variation is identified as the type which impacts, or can be reasonably expected within 90 days to impact, the health, safety, or well-being of a child, there is no substantial compliance. (cite 402.305 (15), F.S.)

“SR” refers to School Readiness Program pursuant to Chapter 411.01, Florida Statutes.

IX. **PROCEDURE:**

GENERAL

1. All child care providers deemed eligible to serve School Readiness (SR) children, will receive the “Provider Agreement for School Readiness Services”. Prior to the provision of services for each fiscal year, the approved provider must sign the agreement and submit either the original copy, or first and last page, to the Coalition’s office. The Coalition Executive Director will sign the agreement and provide a fully signed copy of the agreement to the provider, along with a “Certified School Readiness Provider” certificate. Copies of these documents are also provided to Child Care of Southwest Florida.
2. The Early Learning Coalition of Southwest Florida supports all licensed and license-exempt, public and private centers; and family child care homes and informal providers in the provision of quality services. To that end, the Early Learning Coalition of Southwest Florida, in partnership with Child care of Southwest Florida, will provide training and technical assistance, as well as program resources, for all Early Learning Providers serving School Readiness children.
3. Resource & Referral Staff, and other designated staff, will provide information to families regarding centers and family child care homes who are offering School Readiness services. School Readiness (SR) providers will be identified on the website of the Florida Department of Children and Families.
4. School Readiness providers must demonstrate their ability to meet and maintain requirements outlined in the provider agreement. The Contractor will visit all the SR facilities and homes to provide technical assistance as needed to help providers meet

the terms of the agreement. The Contractor will use the provider's self assessment tool to determine technical assistance needs.

5. Child care providers who provide school readiness services are subject to the requirements of Chapter 411, Florida Statutes which includes, but is not limited to:

- a. Section 411.01 (5) C 2 of the Florida Statutes which states:

"At a minimum the program must contain the following elements:

- Developmentally appropriate curriculum
- Character development program to develop basic values
- An age-appropriate assessment of each child's development (Ages & Stages questionnaire.)
- A pre-test administered to children when they enter a program and a post test administered to the children when they leave the program (i.e. Creative curriculum assessments for 4 and 5 year old children.)
- An appropriate staff-to-child ratio
- A healthful and safe environment
- A resource and referral network to assist parents in making an informed choice."

- b. Compliance with background screening requirements for all required staff pursuant to Chapter 435, F.S. (65C-22 and 65C-20 FAC)

- c. Compliance with the terms of the Provider Agreement for School Readiness Services.

- d. Compliance with Health and Safety Standards adopted by the Early Learning Coalition of Southwest Florida.

- e. Compliance with any future rules and regulations issued by the State of Florida, Agency for Workforce Innovations, or the Coalition.

6. This policy automatically incorporates any future legislative or legal changes as applicable.

7. Child Care of Southwest Florida and the Early Learning Coalition of Southwest Florida are responsible for documenting all training, technical assistance, monitoring visits, contacts, attempted contacts and annual evaluations. All documentation will be kept in the provider's file.

COMPLIANCE MONITORING

8. Monitoring is for purposes of validating the provider's compliance with the law, rules and regulations of the program, as well as the terms of the provider agreement.
9. Child Care of Southwest Florida and Coalition staff will conduct monitoring visits utilizing the Monitoring Record form and where appropriate, the Health and Safety Compliance Monitoring form. These monitoring tools are identified as attachments in this policy.

10. Each SR provider must be monitored during the time of operation and when children are present
11. Monitoring visits must be unannounced. The provider must permit entry to staff authorized by the Early Learning Coalition of Southwest Florida to verify the provider's compliance with the requirements. School Readiness providers who refuse efforts by the Coalition or their designee to monitor their programs, may be excluded from further participation and will be provided a right of appeal as described in policy # ELCSWF-00015-06 "Appeals and Hearings".
12. Monitoring visits must be documented on the SR monitoring forms and discussed with the SR provider, director or designee at the conclusion of the visit. Each form must be signed by all parties and copies given to the SR provider at the time of monitoring. All copies must be maintained in the provider file.

PROGRAM MONITORING

13. Each SR provider will be monitored a minimum of once a fiscal year for programmatic compliance. The program requirements are consistent with Chapter 411.01 of the Florida Statutes and are the responsibility of the Coalition.
14. Monitoring staff will either offer, or arrange for, any technical assistance requested or deemed necessary to improve compliance.

HEALTH AND SAFETY MONITORING

15. The Coalition is committed to working in partnership with other state agencies responsible for the provision of health and safety monitoring and does not wish to duplicate those efforts for licensed child care providers.
16. To insure the health and safety standards of licensed SR providers are being met, the Contractor will communicate with the Florida Department of Children and Families through review of the most recent inspections posted on www.myflorida.com/childcare, agency correspondence administrative actions, and personal contact as necessary. Copies of these documents will be maintained in the provider file.
17. Health and Safety compliance monitoring for school readiness programs legally exempt from licensure (religious exempt, public and private schools, registered family child care, informal providers) will be conducted by the Contractor a minimum of once a fiscal year.
18. During the Health and Safety monitoring, the Contractor will:
 - a. Review copies of environmental health inspection conducted during the fiscal year, if applicable.
 - b. Review nursing inspections conducted by the local health department during the fiscal year, if applicable.
 - c. Review the most recent fire inspection, if applicable.
 - d. Conduct an inspection utilizing the Health and Safety Monitoring report.
 - e. If there is an absence of immunization record checks, the Contractor shall conduct records checks on the School Readiness children in attendance. The number of records reviewed will be consistent with the policy and procedures used for fiscal monitoring.

19. School Readiness Programs directly operated by the contractor (CCSWFL) will be monitored by the Coalition.
20. CCSWFL/Coalition will evaluate each SR provider the last quarter of each fiscal year to assess the overall compliance of each provider in the SR program. The SR Annual Compliance Checklist, identified as an attachment to this policy, will guide staff to ensure that all elements of the providers' compliance are considered in making a recommendation for their continued participation for the next fiscal year.

FISCAL MONITORING

21. School Readiness fiscal monitoring will be conducted consistent with Policy # ELCSWF-SR0012A-05.

COMPLAINTS

22. Complaints concerning possible licensing violations of licensed programs must be referred immediately to the governing licensing unit (DCF) for investigation.
23. Complaints concerning alleged school readiness violations must be investigated within 72 hours of receipt. An on-site visit is preferred; however, in some minor circumstances a phone contact may be sufficient depending on the nature and extent of the allegation. However, in all cases the matter must be addressed within the specified time frame. Findings must be documented and appropriate action taken as addressed in this policy. (For purposes of clarity, observations of non-compliance reported by DCF licensing staff, are not to be taken as a "complaint" but rather are considered valid and corrective action should be taken as appropriate.)

NOTICE OF NON-COMPLIANCE

24. CCSWFL and ELCSWF Monitoring staff are responsible for immediately reporting knowledge or reasonable suspicion of abuse, neglect or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline to the statewide toll-free telephone number (1-800-96Abuse.)
25. CCSWFL or ELCSWF monitoring staff who suspect or find that a licensed provider is not in compliance with state child care licensing standards, must report their concerns to the governing child care licensing office. Any suspected or observed deficiency of non-licensed programs which pose a potential problem to the health and safety of the children in care must be immediately reported to the responsible agency, such as health department, school district, overseeing accrediting agency, etc. for follow-up.
26. The priority of the CCSWFL is to identify the provider's compliance with the requirements of the school readiness program responsibilities found in Section 411.01 (5) (c), Florida Statutes. Primary responsibilities include:
 - i. Developmentally appropriate curriculum
 - ii. Character development program to develop basic values
 - iii. An age-appropriate assessment of each child's development (Ages & Stages questionnaire.)

- iv. A pre-test administered to children when they enter a program and a post test administered to the children when they leave the program (i.e. Creative curriculum assessments for 4 and 5 year old children.)
 - v. An appropriate staff-to-child ratio
 - vi. A healthful and safe environment
27. If one or more of the areas above are in violation, the provider will be verbally advised at the time of observation and given a written "**Notice of Non-Compliance**", identified as an attachment to this policy. The "Notice of Non-compliance" will identify the areas of non-compliance, the statute, rule or regulation violated information on how to remedy the non-compliance and a reasonable time period for correction.
28. A reasonable time frame will be established for correction, with input from the provider; however the expected date of final compliance shall not exceed 21 business days. The date of expected correction is based on "business days" and should begin with the day after the monitoring visit. The actual expected date of correction must be written on the corrective action statement.
29. The Notice of Non-Compliance must be signed by the person issuing the notice monitoring and the SR provider. In the event the SR provider refuses to sign, CCSWFL will document the provider's refusal directly on the form and leave a copy with them. A copy of the Notice of Non-Compliance will be provided to the Coalition Executive Director within 24 hours of the on-site visit.
30. CCSWFL staff shall re-inspect each private SR pre-kindergarten provider that has been issued a notice of non-compliance. The re-inspection shall take place no fewer than 21 business days and no more than 30 business days from the date the provider received the notice of non-compliance.
31. If the re-inspection verifies that the provider has satisfactorily met compliance, then monitoring staff will document the compliance. A copy of the re-inspection report will be sent to the Coalition Executive Director within 24 hours of the on-site visit.

WARNING OF NON-COMPLIANCE

32. If upon re-inspection, the monitoring staff establishes the provider has failed to comply with the corrective action, a "Warning of Non-Compliance" will be issued.
33. The "Warning of Non-Compliance", included as an attachment to this policy, serves as official notice by the Coalition that the provider has ten (10) business days from receipt to comply. This document will identify the area of non-compliance, and will notify the provider of the potential ramifications if compliance is not achieved by the end of the 10 business days. The notice will also identify the factors which will be taken into consideration by the Coalition Executive Director when determining whether the provider will be placed on probationary status or terminated from the SR program as a provider.
34. The executive director will be provided a copy of the re-inspection report within 24 hours of the re-inspection, and the monitor will provide sufficient information regarding the factors identified in the paragraph below (paragraph 26) to ensure the Coalition Executive Director has full knowledge of the SR provider's overall performance.

FAILURE TO COMPLY WITH REQUIRED CORRECTIVE ACTION

35. The Coalition Executive Director will, within three (3) business days of notification, review the matter and consider the following factors in determining whether to place the provider on a probationary status or terminate the provider contract:

- The number of unrelated and distinct offenses (areas of noncompliance)
- The financial impact to a parent, coalition, or the state
- Any previous violations by the provider
- The length of time since the last violation
- The length of time the provider has been providing early learning or SR services.
- Prior discipline imposed on the provider
- The effect of the penalty on the provider's livelihood
- The willfulness of the provider pertaining to any violation
- Corrective action or improvements undertaken by the provider to correct the violation
- Technical assistance the provider has received
- Any other mitigating or aggravating circumstances

36. If the Coalition Executive Director determines that the factors support terminating the provider's contract, the procedure addressed in paragraph B below will be followed. If the Coalition Executive Director determines that the factors support placing the provider on probationary status, the following must occur:

A. Probationary Status

1. A written notification must be sent within two (2) business days from the Coalition Executive Director to the provider with the following information:
 - The reasons the provider is placed on probationary status
 - Areas of non-compliance and required corrective action
 - The provider's right to technical assistance
 - Duration of the probationary period which will be (30) thirty calendar days from date of provider's receipt
 - Effective date
 - Terms of the probation including, but not limited to:
 - A moratorium on any new enrollments during the probationary period
 - The Coalition's right to extend the probationary period one time by 30 days
 - The Coalition's right to terminate the Statewide Provider Agreement if the provider fails to meet the requirements.

2. Designated CCSWFL and Coalition staff, including Resource & Referral, Eligibility, Education and SR program staff, will be notified of the providers change to probationary status.
3. CCSWFL/Coalition staff will conduct at least one on-site visit during the probation period to provide technical assistance, observe and report to the coalition the status of the provider's actions implementing necessary corrective measures. A second on-site visit will be conducted if the probationary time is extended.
4. CCSWFL/Coalition staff shall monitor the provider within three (3) business days at the end of the probation period to determine if the corrective action was completed.
5. The provider's failure to comply with corrective action by the end of the probationary period will result in automatic termination.

B. Termination of SR Services

1. Involuntary Closure

If after consideration of the factors in paragraph 35, the Coalition Executive Director determines that termination of the provider from the SR program is the most appropriate action, the Coalition Executive Director shall send written notification to the provider which will include:

- The reason for termination
- The effective date
- The SR providers right of appeal as described in policy #ELCSWF-EL0015-06 "Appeals and Hearings".

2. Voluntary Termination of School Readiness Services

At any time the Provider and Coalition may mutually agree to terminate the contract. The provider must give written advance notice of the termination at least thirty (30) calendar days in advance so that alternative arrangements for uninterrupted services may be made for students enrolled with the provider in the SR program. The Coalition must respond in writing acknowledging the pending contract termination and date of final day of service.

3. Notice to Parents

CCSWFL/Coalition staff will notify the parents in writing of the SR children in the provider's care, of the termination of the provider agreement, whether voluntary or involuntarily. Parents will be provided an opportunity to make a choice to continue their child in care of another provider. In some circumstances, the parent may choose to remain with the existing provider, however the parent must be advised that their child is no longer enrolled in the SR program and funding will stop.

MISREPRESENTATION OR FRAUDULENT ACTIVITY

37. If at any time, staff of CCSWFL or the Coalition staff have reason to suspect that a SR provider has provided false, misleading, inaccurate information, failed to disclose pertinent information or have been engaged in fraudulent activity, staff must follow the procedures outlined in Policy # ELCSWF-EL0014-06, "Administrative Sanctions: Overpayments, Misrepresentations, Fraudulent Activity and Provider Non-Compliance".

DISPUTE RESOLUTION

38. Any SR provider who is placed on probation or terminated for non-compliance will have a right to grieve the action in accordance with Policy #ELCSWF-EL0015-06 "Appeals and Hearings".

- X. **EXHIBITS:** School Readiness Provider Agreement
SR Monitoring Record Birth to 5
SR Monitoring Record School Age
SR Monitoring Record Family Child Care
Health and Safety SR Compliance Monitoring – Centers & SA Programs
Health and Safety SR Compliance Monitoring – Family Child care Home
SR Notice of Non-Compliance
SR 10 Day Warning of Non-Compliance
SR Readiness Annual Compliance Checklist



EARLY LEARNING COALITION 2006-07

PROVIDER AGREEMENT FOR SCHOOL READINESS SERVICES

I. Parties

1.) This agreement is made and entered into this _____ day of _____, 2006 by and between the Early Learning Coalition of Southwest Florida Inc. with its principal office located at 12651 McGregor Blvd., Suite 4-402, Fort Myers, Florida (hereinafter referred to as the "Coalition") and _____, (child care provider) with principal offices located at _____. (hereinafter known as "Provider").

II. General:

2.) The Florida Legislature designated the Agency for Workforce Innovation (AWI) as the Lead Agency for Child Care Development Funds provided through 45 CFR98 which includes funds for School Readiness and Resource and Referral Programs. The legislature also created the formation of Early Learning Coalitions to administer the School Readiness funds to serve their local communities. The COALITION is the authorized entity for the administration of School Readiness services in Collier, Glades, Hendry and Lee Counties.

3.) The COALITION has prescribed the use of this agreement for approving providers for the provision of school readiness services in Collier, Hendry, Glades and Lee counties. The COALITION has designated Child Care of Southwest Florida Inc. (CCSWFL) as the agency to implement the program requirements.

4.) The COALITION and the PROVIDER understand that there may be a need to revise the terms and conditions of this agreement in the event of any legislative or funding changes.

5.) The PROVIDER must complete and sign a new agreement each year to remain eligible to deliver the school readiness program.

6.) The PROVIDER agrees to tell the truth on all information. PROVIDER acknowledges that providing information in order to obtain benefits, payments or reimbursement to which they are not entitled, or to increase the benefits, payments or reimbursements, is guilty of unlawful behavior. If you knowingly provide false information, omit requested information, sign inaccurate attendance documents or fail to promptly report changes which would directly affect your eligibility as a school readiness provider, then you can be required to pay back unauthorized subsidy payments, denied further participation in the program and/or referred to the Florida Department of Law Enforcement, Public Assistance Fraud Division for further investigation.

III. Provider Eligibility:

7.) The PROVIDER certifies that they are either a licensed or registered child care provider pursuant to Chapter 402.301-319 Florida Statutes; religious exempt faith based provider pursuant to ss 402.316 F.S.; or public or private school provider pursuant to ss 402.305, Florida Statutes.

8.) The PROVIDER agrees that all child care personnel and teachers are of good moral character and in compliance with Level 2 background screening requirements pursuant to Chapter 435.04 F.S.. At a minimum, each child care personnel file must contain the following:

- o Affidavit of Good Moral Character (required annually)
- o Proof of FDLE clearance (every 5 years)
- o Proof of FBI clearance
- o Proof of Local Law Check Clearance

9.) The COALITION has reviewed the provider's information and determined that the provider is eligible to deliver the School Readiness Program.

IV. Provider Responsibility to Parents:

10.) Parental Access/Working Telephone: – The PROVIDER agrees that federal and state laws mandate that a parent has the right of unlimited access to their child during regular business hours and any time their child is in care. PROVIDER agrees to have a working telephone available to make or receive telephone calls when children are in care.

11.) Parent's Right to get a copy of records: The PROVIDER agrees that parents have the right to see their child's records and, upon request, will be given copies of their child's records.

12.) Parental Notification: The PROVIDER understands that CCSWFL or ELC-SWF may exercise its right to notify families if PROVIDER has not maintained the standards set forth by the Early Learning Coalition of Southwest Florida, or been the subject of administrative sanctions by the Department of Children and Families or the accrediting agency responsible for my accreditation standing.

13.) Parental Choice: The PROVIDER understands and agrees that the parent has a choice of child care providers. In the event the parent chooses to move to a different child care provider, it is within their prerogative to do so. If the client has failed to make the required parent co-payments to the PROVIDER, then the PROVIDER is obligated to report this promptly to the eligibility office.

14.) Service Need: The PROVIDER has a responsibility to observe the child and family daily to determine if services may be needed. The PROVIDER is required under Chapter 39, FS to report any concerns of possible abuse or neglect of children. In addition, the PROVIDER must use the daily opportunity to assess if the family is in need of economic, medical, financial, social, psychological, developmental, vocational, therapeutic, health, transportation or other related services. PROVIDERS agree to assist families in locating services which may help them or their children.

V. Student Eligibility, Enrollment and Attendance

15.) Enrollment Policy: PROVIDER agrees not to enroll any child with the expectation of receiving reimbursement without prior written authorization by a representative of Child Care of Southwest Florida, the agency authorized by the COALITION to administer school readiness funding. PROVIDER understands that if child care services are provided without proper authorization, those services will not be eligible for reimbursement.

16.) Child Eligibility Status: PROVIDER agrees that payments will only be paid for children eligible for services. The ending date of eligibility is identified at the top right hand corner of the Child Care Certificate. PROVIDER understands that no payments will be made after that date unless the child's continued eligibility has been established by CCSWFL

17.) Attendance Records: The PROVIDER agrees to maintain daily sign in/sign out sheets and submit accurate attendance reports monthly of all children who attend my facility and accurately identify absences. PROVIDER agrees to submit reimbursement report in accordance with CCSWFL instructions and understands the CCSWFL will pay up to 3 absences per child per calendar month. PROVIDER understands that providing false information regarding a child's attendance will result in repayment requirements. Each attendance sheet must be signed, in blue or black ink, at the "authorized signature" section in the bottom right hand corner.

18.) Attendance Audits: The PROVIDER agrees to record each child's attendance record daily and keep an attendance record on file at facility. PROVIDER understands that the COALITION or designee CCSWFL may audit attendance records at any time. Records that fail to substantiate the reimbursement claim files at CCSWFL will automatically result a disallowed subsidy payment. Disallowed payments may be deducted from any forthcoming reimbursement payment

19.) Unexcused Absences: The PROVIDER agrees to promptly notify Child Care of Southwest Florida of **excessive** unexcused absences of any child school readiness child enrolled.

20.) Rilya Wilson Act -

- Each child who is subject to this law must participate in licensed early education or childcare services at least 5 days a week, unless exempted by the court. It is recommended that at-risk children referred for school readiness services are in care at least 6 hours per day.

- The Children’s Network of Southwest Florida or the Department of Children and Families must notify the operator of a licensed childcare program whenever a child who is subject to this law is enrolled in the program. Children who are subject to this law cannot be withdrawn from the program without the prior written approval of the responsible agency.
- If a child who is subject to the law is absent from the program on a day when he or she is expected to be present, the person with whom the child resides must report the absence to the program by the end of the business day. If the parent or caregiver fails to report the absence in a timely manner, the absence is considered unexcused.
- The PROVIDER agrees to notify the responsible caseworker or agency identified on the childcare referral form, of the absence of any child who is under their supervision. It must be reported as an excused or unexcused absence by the close of business the day following the child’s absence.

VI. Compensation and Funding:

21.) Reimbursement Rate: PROVIDER agrees the amount of child care reimbursement to be paid for each child is limited and may differ for individual children. The maximum actual amount of reimbursement to be paid for a specific child will be based on the provider rate schedule for each fiscal year, beginning July 1 until June 30 of following year, as approved by the Early Learning Coalition of Southwest Florida (ELC-SWF).

22.) Rate Restrictions: PROVIDER agrees to provide Child Care of Southwest Florida (CCSWFL) with information concerning the normal child care rates charged to parents by the provider. PROVIDER agrees not to charge either CCSWFL or the parent receiving school readiness, a higher rate than charged to other parents. PROVIDER understands they may charge the parent a differential rate if the normal rate charged private families is higher than the reimbursement rate paid by CCSWFL.

23.) Reporting Changes: PROVIDER agrees to promptly report all changes such as location or ownership, etc. to CCSWFL prior to the change. PROVIDER understands that failure to give proper notification could result in a delay of reimbursement. PROVIDER understands reimbursement is not transferable and non-assignable.

24.) Holidays and Closings: PROVIDER agrees to identify up to twelve (12) scheduled holidays in which child care will not be provided. The Coalition agrees to provide compensation on those days for qualified children.

25.) Fee Collection: PROVIDER understands they are responsible for collecting and reporting any fee from the parent that is designated by CCSWFL to be paid by the parent. This designated fee is automatically deducted from the monthly reimbursement payment. PROVIDER agrees to give the parent or responsible adult a receipt, including the dates of services covered, for fees as they are paid. PROVIDER understands that if a parent does not pay his/her parent fee, PROVIDER must notify CCSWFL within 30 days and PROVIDER has the option to request services be immediately terminated. If a parent leaves PROVIDER’S program owing a fee, and the parent and PROVIDER mutually agrees to a payment schedule, PROVIDER will apprise CCSWFL of the parent’s compliance with this arrangement.

26.) Reimbursement Payments: PROVIDER agrees to submit all required attendance documents to CCSWFL no later than the third (3rd) business day of each month. A drop box and fax machine are available for this purpose as well as regular US mail. PROVIDER understands that payment for services will be received the end of each month. Any attendance sheet rosters submitted after the 3rd business day will be processed the next reimbursement month.

27.) Reimbursement Report: PROVIDER agrees all attendance documentation submitted for reimbursement will be accurate and supported by the parent’s signature on the sign in sheets.

28.) Reconciling Reimbursement Payments: The PROVIDER agrees to review the reimbursement summary provided by the CCSWFL fiscal staff each month with the reimbursement check. PROVIDER agrees to report any discrepancy or underpayment within 30 days from the date the reimbursement was deposited or mailed. Any underpayments reported after 30 days will not be honored.

29.) Access to Records: The PROVIDER agrees to keep and maintain all records and forms on site, including enrollment and attendance records for subsidy children, and reimbursement summaries and other fiscal records for a period of no less than one (1) year.

30.) Suspension of Payment: The PROVIDER understands that if an action is taken against PROVIDER'S license or accreditation, such as denial, revocation or suspension; or DCF issues a notice to cease operations; or ELC-SWF/CCWSFL determines the provider is out of compliance with the requirements set forth in this agreement, ELC-SWF or CCSWFL may suspend School Readiness Funds to PROVIDER'S program even if PROVIDER appeals the action. Upon resolution, a decision will be made by COALITION regarding continued participation in the Early Learning program.

31.) Reimbursement Requirements: The PROVIDER agrees to follow all payment procedures adopted by the COALITION and/or mandated by the Agency for Workforce Innovation. The PROVIDER agrees to return any funds received as a result of error or overpayment to the COALITION.

VII. Program Requirements

32.) The PROVIDER agrees to meet all requirements of the School Readiness program which are set forth in 45CFR98 (Code of Federal Regulations), Chapter 402.25 and Chapter 411.01 of the Florida Statutes, and Rule 60BB-4 of the Florida Administrative Code.

33.) The PROVIDER understands that they may organize their classrooms and activities as they deem appropriate.

34.) For Programs Serving Children Birth to Five Years, the PROVIDER agrees to meet the following standards consistent with the requirements and goals of the school readiness program.

Curriculum and Learning Environment

- PROVIDER'S program has clear, written goals for the children which are consistent with the Florida School Readiness Performance Standards for children Birth to Three and Three to Five.
- PROVIDER'S program is inclusive of children with special needs and supports the development and individual needs of all children. PROVIDER will document daily planning with written activities for each day.
- PROVIDER uses a curriculum which is research-based, developmentally appropriate, includes a character development component and reflects the Florida School Readiness Performance Standards for children Birth to Three and Three to Five.
- PROVIDER posts daily schedule for preschool children that includes, at the minimum, the following:
 - One hour of uninterrupted child-initiated choice time between 9:00 am and Noon to include the following learning areas: Blocks, Dramatic Play, Art, Music, Discovery, Table Toys, Library, Writing and Sensory Motor (sand and water)
 - Small group, teacher-directed activities that address essential concepts (colors, shapes, self help skills, etc.)
 - Literacy activities and reading to children a total minimum of 30 minutes per day
 - Music activities each day
 - Outside activities for a minimum of 30 minutes twice a day, depending on length of day and weather permitting, as age appropriate
- PROVIDER posts daily schedule for infants, toddlers, and young two's children that includes, at the minimum, the following:
 - Infants are fed and diapered according to their needs and not a class schedule.
 - Infants and toddlers are free to move around the indoor play area.
 - Infants are not kept in cribs when awake.
 - Infants are not kept in high chairs, playpens or bucket seat tables for long periods of time.

- Infants are given floor time with staff who encourage gross motor activities on daily basis.
- Infants and toddlers have access to materials that support their fine motor development.
- Flexible schedule and planned activities provide a balance of active and quiet time, indoors and out, and experiences that include: sensory, language and motor development.
- Varieties of musical activities are offered including classical music exposure.
- Sensory/process oriented “art” activities available for toddlers and two’s.
- Children are read to individually or in very small groups, for short periods of time each day.

35.) **For Programs Serving School Age**, the PROVIDER agrees to meet the following standards consistent with the requirements and goals of the school readiness program.

Program Structure/ Activities

- PROVIDER prepares a daily schedule that is flexible, with children transitioning smoothly from one activity to another at their own pace or as a group.
- PROVIDER utilizes a wide variety of indoor and outdoor activities for children and youth to choose from that provide social, recreational, and educational opportunities.
- PROVIDER utilizes a developmentally appropriate curriculum with activities that reflect the mission of the program.
- PROVIDER includes a sufficient amount of materials that are accessible and in good working order for the number of children in the program.

Indoor/Outdoor Environment

- PROVIDER ensures indoor and outdoor space is sufficient to meet the needs of children and youth in the program.
- PROVIDER maintains equipment and materials that allow children and youth to be independent and creative and to explore their interests.

VIII. Professional Development

36.) **FAMILY CHILD CARE PROVIDERS** who serve children ages birth to five years or older, whether licensed or registered, agree to be in compliance with the educational and other requirements of Section 402.313, F.S. and Rule 65C-20, F.A.C. Professional Requirements are as follows:

- 30-clock-hour Family Child Care Home training
- 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development
- 10-clock-hours of in-service training (annually)
- First Aid and Infant & Child Cardiopulmonary Resuscitation (CPR) training

37.) **CHILD CARE CENTER PROVIDERS**, whether licensed, religiously exempt facilities, public or private schools, caring for children from birth to 5 years of age; agree to be in compliance with the following professional development requirements:

- 40-hour Child Care Training
- 10-hour in-service training (each year)
- 5-hour Literacy Training
- One CDA-Certified Teacher per 20 Children (National or Florida State CDA; or Christian Equivalency)
- Director has the Directors Credential

38.) **CHILD CARE CENTER PROVIDERS**, whether licensed, religiously exempt facilities, public or private schools, caring for school-age children from 5 years of age and older, agree to be in compliance with the following professional development requirements:

- o 40-hour Child Care Training
- o 10-hour in-service training (each year)
- o Director has the Directors Credential

IX. Assessments and Screening of Children Birth To Five

39.) The PROVIDER agrees to utilize Ages and Stages screening tool (questionnaire), on all children ages 0 to 5, on a scheduled basis. Training and information on the use of the tool is provided by Child Care of Southwest Florida, Inc.

40.) The PROVIDER agrees to utilize the Coalition-approved Creative Curriculum.Net assessment tool for 4 and 5 year olds, which is aligned with the Florida School Readiness Performance Standards 3-5. Training and information on the use of the tool is provided by Child Care of Southwest Florida, Inc.

41.) The PROVIDER agrees to utilize the Coalition-approved Creative Curriculum.Net assessment tool for children 0-3 years of age, when they become available through the COALITION. (TBA)

42.) The PROVIDER agrees to share the ASQ screening and assessment results with the child's parents. PROVIDER agrees to submit all results to CCSWFL in a timely fashion. Provider will retain copies of the screening and/or assessment results for a minimum of one year.

X. Family Involvement and Cultural Continuity

43.) The PROVIDER agrees that teachers and child care staff will work closely with families in partnership to ensure high quality care and education for children.

44.) The PROVIDER agrees to help parents feel supported and welcomed as observers and contributors to the program by encouraging family members to visit the program and become involved through volunteering.

45.) The PROVIDER agrees to provide programs that respect the cultural heritage and beliefs of children and their families.

46.) The PROVIDER agrees to provide new and prospective families with a parent handbook or informational materials that include, at a minimum, an attendance policy and a discipline policy. The PROVIDER agrees to have an "open door" policy for families

47.) The PROVIDER will utilize newsletters, notes, or bulletin boards to share program information and to communicate information about the children's well-being.

48.) The PROVIDER agrees to help build links to families and the community through resources, outreach, and community involvement.

XI. Healthful and Safe Environment

49.) The PROVIDER agrees to serve meals and/or snacks which are nutritious, including infant formula if applicable; and parents are given nutrition information for preparing meals, snacks, and infant formula.

50.) The PROVIDER agrees to participate in the provision of vision and hearing screening for children ages 2-5 years of age, which is offered through the Early Learning Coalition of Southwest Florida. Vision and hearing screenings will be offered to children ages 0-2 years as requested by the provider or the parent.

51.) The PROVIDER agrees to ensure that immunizations and physicals are current and up to date for all children in their care. The PROVIDER agrees to protect and enhance the health of all children and youth.

- 52.) The PROVIDER agrees to have and follow a written medication policy.
- 53.) The PROVIDER agrees to utilize the Health Services offered by the COALITION for staff/parent training for special medical needs.
- 54.) The PROVIDER agrees to have at least one staff member certified in CPR and First Aid on site at all times.
- 55.) The PROVIDER agrees to develop and implement on a daily basis a Safety Checklist to protect children from potential indoor and outdoor hazards.
- 56.) The PROVIDER will provide healthy foods and ensure drinking water is readily available at all times.
- 57.) The PROVIDER requires frequent hand washing of staff and children, especially after using the toilet and immediately prior to meals and snacks.
- 58.) IF the PROVIDER is:
- A state licensed child care center, the PROVIDER agrees to comply with all requirements of 65C-22, F.A.C. and Chapter 402.302-319 Florida Statutes.
 - Religiously exempt from licensure under ss. 402.316, F.S., or is a public or non-public school under ss. 402.3025, F.S., the PROVIDER agrees to comply with the health and safety standards set forth in ss. 402.302-319 F.S. and 65C-22, F.A.C, with the exception of 65C-22.001 (1) and (2) (a), FAC which require licensure.
 - A large, licensed, or registered family child care home or informal provider, the PROVIDER agrees to comply with the health and safety standards of Chapter 402.302-319 Florida Statutes and Rule 65C-20, FAC. Registered Family Child Care homes unable to meet licensure due to the fence requirement, will be assessed for safety and provided technical assistance through the Coalition.

(Copies of these requirements may be found on the following website: Myflorida.com/childcare. In addition, School Readiness providers will be provided copies upon request.)

XII. Social and Emotional Development

- 59.) The PROVIDER agrees to provide a positive discipline policy that promotes responsibility and self control of children. The PROVIDER agrees to ensure staff utilizes positive discipline methods that promote responsibility and self-control of children and do not hurt, humiliate or frighten children.
- 60.) The PROVIDER agrees to strive to provide low teacher-to-child ratios to meet the individual needs of all children.
- 61.) The PROVIDER agrees to engage with all children and youth in positive and respectful ways, through listening, acceptance, and appreciation.
- 62.) The PROVIDER agrees to respond appropriately to the individual needs of children and youth, recognizing their special interests, feelings, abilities, and cultures. The PROVIDER agrees to encourage children and youth to take initiative, make choices, and be responsible.
- 63.) The PROVIDER agrees to interact with children and youth, varying approaches to help children and youth learn to think for themselves, share problem-solving skills, making friends and use language skills through frequent conversation.
- 64.) PROVIDER agrees to use positive techniques to guide the behavior of children and youth by setting appropriate limits and encouraging children and youth to resolve their own conflicts. The PROVIDER agrees to promote warm and responsive staff interaction.

65.) PROVIDER agrees to provide opportunities for children and youth, staff, and families to interact with each other in positive ways. PROVIDER agrees to work well with children and youth, and family through cooperative, respectful, and positive relationships.

XIII. Community Partnerships

66.) The PROVIDER agrees to utilize and link with public and private partners in early care and education resources in the community to enhance quality.

67.) The PROVIDER agrees to participate in the provision of vision, hearing, social and emotional development, and health issues through linkages with community partner agencies.

XIV. Administration

68.) The PROVIDER agrees to maintain accurate attendance records and sign in sheets for a minimum of one year. The PROVIDER agrees to submit reimbursement requests promptly that are supported by monthly attendance sheets.

69.) The PROVIDER agrees to maintain daily sign-in and sign-out sheets which reflect the child's time of arrival and departure and a responsible individual's signature for each child in a family.

70.) The PROVIDER agrees that records are maintained for audit purposes.

71.) The PROVIDER agrees to complete an annual ELC-SWF/CCSWFL program self-assessment.

XV. Compliance Verification

72.) The PROVIDER agrees to permit the COALITION or its designee, Child Care of Southwest Florida, or the Agency for Workforce Innovation to enter the PROVIDER'S facility during hours of operation to verify the PROVIDER'S compliance with this agreement and school readiness program set forth in federal and state laws identified in this document, as well as the rules and regulations set forth by the Agency for Workforce Innovation, the Early Learning Coalition of Southwest Florida and this agreement. This paragraph does not authorize the Coalition to enforce licensing requirements under section 402.302 – 402.319 FS or impose any requirements beyond this Agreement.

73.) The PROVIDER agrees to allow the COALITION or its designee, Child Care of Southwest Florida, or the Agency for Workforce Innovation, to inspect and copy the records maintained by the provider concerning the school readiness program.

74.) If the PROVIDER fails to comply with all terms or conditions of this Agreement or with all the requirements of the School Readiness legislation as set forth in Federal Code, Florida Statutes, state rules and procedures of the COALITION and the Agency of Workforce Innovation, the COALITION shall notify the PROVIDER in writing and give the PROVIDER a period of at least 10 business days to comply. If the PROVIDER does not comply within the period given, the COALITION may terminate this Agreement.

XVI. Nondiscrimination

75.) The PROVIDER understands they may not discriminate against a parent or child, including the refusal to admit a child for enrollment, based solely on the grounds of race, color, national origin, disability or religion.

XVIII. Termination:

76.) The PROVIDER and the COALITION may agree to terminate this agreement by mutual consent. Notice of termination must be given, and alternative arrangements for uninterrupted services shall be made for School Readiness Children, at least 30 calendar days before the termination date.



CHILD CARE CENTER MONITORING RECORD FOR BIRTH TO 5 YEARS

Program Name		
Address		
Phone		Date
Director		Monitor:
Number of:		Program type and licensing information
Infant Rooms Toddler Rooms	Two Year Old Room Preschool Rooms	
1. GOALS		
Florida School Readiness Performance Standards	YES	NO
Goals consistent with the Florida School Readiness Performance Standards	YES	NO
Written learning and developmental goals for the children	YES	NO
COMMENTS:		
2. CURRICULUM		
Name of your curriculum?		
Documentation of the research on curriculum	YES	NO
COMMENTS:		
3. CHARACTER DEVELOPMENT		
Written character development program	YES	NO
COMMENTS:		

INFANTS (0-12 months)

4. ACTIVITY PLANS

Children Staff

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

Language and Literacy (pictures, books and conversation.)

Music and song

Gross Motor Activities

Floor time with teacher and toys/materials

Napping as needed

Sensory Experiences

Diapering as needed

Outside time

Feeding on demand

Greeting routines at arrival/departure

Reading to children individually or in small groups

COMMENTS:

INFANTS (0-12 months)

4. ACTIVITY PLANS

Children Staff

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

Language and Literacy (pictures, books and conversation.)

Music and song

Gross Motor Activities

Floor time with teacher and toys/materials

Napping as needed

Sensory Experiences

Diapering as needed

Outside time

Feeding on demand

Greeting routines at arrival/departure

Reading to children individually or in small groups

COMMENTS:

TODDLERS

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

Language and Literacy (pictures, books and conversation.)

Music, song and movement

Sensory experiences

Greeting routines at arrival/departure

Lunch, Nap

Sensory/process oriented art activities

Reading to children individually or in small groups

Motor Experiences

Exploratory time

Imitating/pretend time

Outside time

COMMENTS:

TWO

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

Language and Literacy (pictures, books and conversation.)

Music, song and movement

Sensory experiences

Greeting routines at arrival/departure

Lunch, Nap

Sensory/process oriented art activities

Reading to children individually or in small groups

Motor Experiences

Exploratory time

Imitating/pretend time

Outside time

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

One hour of free choice with the following options available between 9am and noon:

Blocks

Library

Writing

Art Materials

Dramatic Play

Music

Manipulative/Table Toys

Lunch, Nap

Discovery

Sensory/Motor Area (sand, water, rice, etc.)

Time for teacher-directed activities is appropriate for the age and interest of the children

A 10-15 minute reading/literacy time scheduled three times during the day

Movement and music time scheduled

Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

One hour of free choice with the following options available between 9am and noon:

Blocks

Library

Writing

Art Materials

Dramatic Play

Music

Manipulative/Table Toys

Lunch, Nap

Discovery

Sensory/Motor Area (sand, water, rice, etc.)

Time for teacher-directed activities is appropriate for the age and interest of the children

A 10-15 minute reading/literacy time scheduled three times during the day

Movement and music time scheduled

Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

6. HEARING AND VISION SCREENING

Hearing and Vision Screening Scheduled

YES**NO****COMMENTS:****7. SCREENING AND ASSESSMENT**

AGES AND STAGES up to date

YES**NO**

CREATIVE CURRICULUM up to date

YES**NO****COMMENTS:****8. FAMILY INVOLVEMENT**

A written family involvement plan

YES**NO**

An open door policy for families

YES**NO**

A program specific parent handbook

YES**NO**The monthly *Little Resource Family Page* and nutrition information available to all families**YES****NO**

Schedule annually at least one of the following:

YES**NO**

Parent Workshops

Parent Conferences

Parent Meetings

Make parents aware of the screening and assessment process and offer opportunities to discuss results

YES**NO**

Reflect the beliefs and heritage of the children and families

YES**NO****COMMENTS:**

9. HEALTH AND SAFETY -

FOR DISCUSSION PURPOSES ONLY with Licensed Providers*.

*Exempt facilities have separate health and safety checklist.

Food is nutritious and age-appropriate

Allergies and special diet list

Indoor/Outdoor safety checklist

Recent Licensing Visits

Training Needs

Professional Development

COMMENTS:

10. SOCIAL AND EMOTIONAL

A written positive guidance (discipline) policy

YES

NO

OBSERVATION: (WARM AND RESPONSIVE INTERACTIONS DURING THE WHOLE DAY)

11. COMMUNITY PARTNERSHIP

A current list of community resources

YES

NO

COMMENTS:

12. ADMINISTRATION

Sign in/out sheets are accurate

YES

NO

A staff handbook or written policies and procedures

YES

NO

Document of staff meetings w/ agenda and attendance

YES

NO

Annual evaluations of all staff

YES

NO

Adult signs individually for each child in the family

YES

NO

COMMENTS:

13 Wish List:

Director's Signature _____

Monitor's Signature _____

Date _____



Monitoring Record For School Age Programs

Program Name			
Address		County	
Phone		Date	
Director		Monitor:	
# of children attending	# of staff	LICENSED	UNLICENSED
1. Social and Emotional Development			
<i>Guiding Principles: Provide ways to meet the needs of children, staff and families.</i>			
Program provides choices for children that meet their individual needs, recognizing their special interests, feelings, abilities, and cultures.		YES	NO
Program encourages children to choose what they do, how they do it and with whom.		YES	NO
Staff interact with children and youth, varying approaches to help children and youth learn to think for themselves, share problem solving skills, and use language skills through frequent conversation.		YES	NO
Observations:			

2 Program Structure and Activities

Guiding Principle: Emphasize developmentally appropriate social, recreational, and educational practices.

Program has a mission statement **YES** **NO**

Program provides developmentally appropriate activities that reflect the mission of the program. **YES** **NO**

Activity plans are current, visibly posted, and are a reflection of the activities that will occur throughout the day. Staff follow the children's lead, taking advantage of those "teachable moments". **YES** **NO**

Program provides a daily schedule that reflects the mission of the program. **YES** **NO**

The schedule is posted and followed, allowing for flexibility **YES** **NO**

Program makes smooth transitions, from one activity to another, for groups or individuals **YES** **NO**

Program provides a sufficient number of materials assessable and in good repair **YES** **NO**

Comments:

3. Indoor/Outdoor Environment

Guiding Principle: Provide developmentally appropriate indoor and outdoor environments.

Program provides sufficient indoor space that meets the needs of the children and youth in the program. **YES** **NO**

Program has sufficient outdoor space that meets the needs of the children and youth in the program. **YES** **NO**

Program provides a sufficient amount of age appropriate indoor materials to support individual, group and/or play areas. **YES** **NO**

Program provides a sufficient amount of age appropriate outdoor equipment to support individual, group and/or play areas. **YES** **NO**

Comments:

4. Health, Safety and Nutrition

For Discussion only

Guiding Principle: Provide a developmentally appropriate environment that protects and enhances safety, health, and nutrition for children.

Nutrition - meals and snacks

Indoor and outdoor safety hazards.

Professional Development

Training Needs

Comments:

5. Staff

Guiding Principal: Provide qualified staff focused on the needs of children, staff and families.

A staff handbook is available to all staff members and a parent handbook that is reviewed during new staff orientations.

YES NO

There is documentation of monthly staff meetings with an agenda and documented staff attendance.

YES NO

Staff receive and annual written evaluation that is signed and dated.

YES NO

The program provides opportunities for input from staff, children and families to plan activities consistent with the program philosophy.

YES NO

The program provides adequate supervision and ratios do not exceed 1 adult to 25 children.

YES NO

Comments:

6. Family Involvement*Guiding Principal: Provide opportunities for family involvement and public/private partnerships..*

Program has a written family involvement plan.	YES	NO
Program provides families with a copy of the parent handbook.	YES	NO
Program encourages parents to become involved through volunteering, visiting, and observing the program.	YES	NO
Program information is available to parents through a newsletter, notes, or bulletin boards to communicate information to parents.	YES	NO
There is a current list of community resources to help families in need.	YES	NO

Comments:**7. Administration***Guiding Principal: Provide Children and families benefit from a well-administrated program.*

Program maintains daily sign-in/sign out sheets that are accurate, indicating a child has been dropped off and/or picked up by a parent, guardian or designee.	YES	NO
Authorized adult signs individually for each child in the family.	YES	NO

Comments:**8. Wish List**_____
Director's Signature_____
Monitor's Signature_____
Date_____
Date



FAMILY CHILD CARE MONITORING RECORD

Program Name		
Address		
Phone	Date	
Director	Monitor	
FAMILY CHILDCARE		
1. GOALS		
Florida School Readiness Performance Standards	YES	NO
Goals consistent with the Florida School Readiness Performance Standards	YES	NO
Written learning and developmental goals for the children	YES	NO
COMMENTS:		
2. CURRICULUM		
Name of your curriculum?		
Documentation of the research on curriculum	YES	NO
COMMENTS:		
3. CHARACTER DEVELOPMENT		
Written character development program	YES	NO
COMMENTS:		

INFANTS/TODDLER/TWO

4. ACTIVITY PLANS

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
INDIVIDUALIZED	YES	NO

Language and Literacy (pictures, books and conversation.)	Gross Motor Activities
Music and song	Exploratory Time
Floor time with teacher and toys/materials	Diapering as needed
Sensory Experiences	Feeding on demand
Outside time	Napping as needed
Greeting routines at arrival/departure	
Reading to children individually or in small groups	
Sensory/process oriented art activities	

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

POSTED	YES	NO
--------	------------	-----------

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	------------	-----------

One hour of free choice with the following options available between 9am and noon:

<u>Blocks</u>	<u>Library</u>	<u>Writing</u>
<u>Art Materials</u>	<u>Dramatic Play</u>	<u>Music</u>
<u>Manipulative/Table Toys</u>	<u>Lunch, Nap</u>	
<u>Discovery</u>	<u>Sensory/Motor Area (sand, water, rice, etc.)</u>	

Time for teacher-directed activities is appropriate for the age and interest of the children
 A 10-15 minute reading/literacy time scheduled three times during the day
 Movement and music time scheduled
 Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

6. Hearing and vision screening scheduled	YES	NO
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7.SCREENING AND ASSESSMENT		
AGES AND STAGES up to date	YES	NO
CREATIVE CURRICULUM up to date	YES	NO
COMMENTS:		

8. FAMILY INVOLVEMENT		
A written family involvement plan	YES	NO
An open door policy for families	YES	NO
A program specific parent policy book	YES	NO
The monthly <u>Little Resource Family Page</u> and nutrition information available to all families	YES	NO
Schedule Parent Conferences annually	YES	NO
Make parents aware of the screening and assessment process and offer opportunities to discuss results	YES	NO
Reflect the beliefs and heritage of the children and families	YES	NO

COMMENTS:		

9. HEALTH AND SAFETY -

*For discussion with Licensed FCCH**

**Registered family child care homes have separate health and safety checklist*

Food is nutritious and age-appropriate

Allergies and special diets list

Recent Licensing visit

Professional Development Needs

Training needs/ideas

COMMENTS:

10. SOCIAL AND EMOTIONAL

A written positive guidance (discipline) policy

YES

NO

OBSERVATION: (WARM AND RESPONSIVE INTERACTIONS DURING THE WHOLE DAY)

11. COMMUNITY PARTNERSHIP

A current list of community resources

YES

NO

COMMENTS:

12. ADMINISTRATION

Sign in/out sheets are accurate

YES

NO

Adult signs individually for each child in the family

YES

NO

13. WISH LIST

COMMENTS:

Operator's Signature _____

Monitor's Signature _____

Date _____

Personnel Records [65C-22.006 (5)]			
Accident/Incident Records [65C-22.006 (6)]			

Monitor: _____

Date: _____

Facility Director: _____

Date: _____

Health and Safety School Readiness Compliance Monitoring Child Care Centers and School Age Programs

Facility Name: _____

- Religious Exempt
 Private School
 Public School



(Note: Underlined requirements apply **only** to child care centers birth to 5 programs.)

GENERAL REQUIREMENTS	Yes	No	NA	Comments
1. Within designated capacity 402.305(6)				
2. Minimum Age/In Charge 65C-22.001(3) & 402.305(2)(c)				
3. Ratio Sufficient 65C-22.001(4)(a)(b) & 402.305(4)				
4. Supervision Direct/Naptime 65C-22.001(5)(a)(b)(d)1,2 & 3				
5. Driver's License/Physical 65C-22.001(6)(a)				
6. Vehicle Inspected/Insured 65C-22.001(6)(b)(c) & 316.615				
7. Seat Belts/Child Restraints 65C-22.001(6)(d)(e)				
8. Transportation Log Maintained 65C-22.001(6)(f)				
<u>9. Planned Activities Posted and Followed 65C-22.001(7)(a)</u>				
10. Child Discipline/Compliance 65C-22.001(8)(a)(b)				
11. Discipline Policy Available/Review 65C-22.001(8)(c)				
PHYSICAL ENVIRONMENT (65C-22.002)				
12. Clean/Good Repair 65C-22.002(1)(a)				
13. No Toxic/Hazardous Materials/Animals 65C-22.002(1)(b)(c)(e)(g)				
14. Supplies Labeled/Stored 65C-22.002(1)(d)				
15. Sufficient Lighting 65C-22.002(2)(a)				
16. Temperature and Ventilation 65C-22.002(2)(b)(c)				
17. Indoor Space/Square Footage 65C-22.002(3)(a)-(d) & 402.305(6)				
18. Outdoor Area/Square Footage 65C-22.002(4)(a)(b) & 402.305(6)				
19. Outdoor Play Area 65C-22.002(4)(c)(g)				
20. Fencing 65C-22.002(4)(d)(e)				
<u>21. Individual Bedding 65C-22.002(5)(a)(b)(g)</u>				
<u>22. Bedding/Linens Safe/Sanitary 65C-22.002(5)(c)(d)</u>				
<u>23. 18" Around Nap Space 65C-22.002(5)(e)</u>				
<u>24. Crib Requirements 65C-22.002(5)(f)</u>				

Health and Safety School Readiness Compliance Monitoring Child Care Centers and School Age Programs

Facility _____

Health Requirements (con't)	Yes	No	NA	Comments
25. Exit Area Clear 65C-22.002(5)(e)				
26. Toilets/Basins # Required/Accessible/Maintained 65C-22.002(6)(a)-(c)				
27. Plumbing/Potty Chairs Operating/Sanitized 65C-22.002(6)(b)(g)				
28. Bath Facilities Available/Supervised 65C-22.002(6)(d)(e)				
29. Bathroom Supplies/Equipment Available 65C-22.002(6)(f)				
30. Operable Phone 65C-22.002(7)(b)				
31. Monthly Fire Drill 65C-22.002(7)(c)				
32. Window Screens 65C-22.002(8)(a)				
33. Proper Handwashing 65C-22.002(8)(a)(b)				
34. Drinking Water Available 65C-22.002(8)(a)				
35. Sanitary Diapering Area/Location 65C-22.002(8)(b)				
36. Proper Disposal of Soiled Diapers 65C-22.002(8)(b)				
37. Indoor Equipment/Sufficient, Safe, Suitable, Sanitary 65C-22.002(9)(a)				
38. Outdoor Equipment/Suitable, Safe, Maintained 65C-22.002(9)(b)				
TRAINING (65C-22.003)				
39. Training Requirements 65C-22.003(2)(a)-(e) & 402.305(2)				
40. 10-Hour In-Service 65C-22.003(6)(a)-(c)				
41. Sufficient Credentialed Staff 65C-22.003(7)(a)(c)(d)(e) & 65C-22.003(8)				
HEALTH REQUIREMENTS (65C-22.004)				
42. Communicable Disease Control 65C-22.004(1)(a)-(d)				
43. First Aid Staff/Supplies 65C-22.004(2)(a)-(c)				
44. CPR Staff 65C-22.004(2)(a)(b)				
45. Emergency Telephone Numbers 65C-22.004(2)(d)1				
46. Accident/Incident Documented 65C-22.004(2)(d)2-4				
47. Medicine Labeled/Stored/Authorized 65C-22.004(3)(a)-(c)				
FOOD AND NUTRITION (65C-22.005)	Yes	No	NA	Comments
48. Meals/Snacks Quality/Quantity 65C-22.005(1)(a)(b)(c) & 65C-22.006(6)(h)				
49. Menu/Substitutions Posted/Dated/Accessible 65C-22.005(1)(d)				

Health and Safety School Readiness Compliance Monitoring Child Care Centers and School Age Programs

Facility _____

—

FOOD AND NUTRITION (con't)	Yes	No	NA	Comments
50. Individual/Supervised Feeding 65C-22.005(3)(a)(b)				
51. Bottles Sanitary and Labeled 65C-22.005(3)(b)(c)				
52. Sufficient Seating 65C-22.005(3)(d)				
53. Single Service Items 65C-22.005(3)(e)				
RECORD KEEPING (65C-22.006)				
54. Records Available 65C-22.006(1)(a)(b)				
55. Children's Health/Immunization Records 65C-22.006(2)(a)-(c)				
56. Enrollment Information on File/Current 65C-22.006(4)(a)-(c)				
57. Field Trip Posted/Permission 65C-22.001(7)(b)				
58. Personnel Records 65C-22.006(5)(a)-(c)(e)(f),(6)(e) & 402.3055(1)(b)				
59. Screening Documents 65C-22.006(5)(d) & 435.04				
60. Daily Attendance/Maintained 65C-22.006(6)(a)				
61. Emergency Plan/Posted 65C-22.006(6)(c)				
62. OTHER				
63. OTHER				

Inspected by: _____

Received by: _____

Date: _____

Time: _____ to _____

Health and Safety School Readiness Compliance Monitoring Family Child Care Homes



Family Child Care Home: _____

Registered
 Informal

PERSONNEL	Yes	No	NA	Comments
1. Operator/Occupant 65C-20.009(1)(a)				
2. Substitute Written Plan/Minimum Age 65C-20.009(1)(b)				
3. All household members screened* 402.313(3)				
STAFF TRAINING				
4. Staff Training 65C-20.009(2) & (3)				
SUPERVISION BY STAFF				
5. Indoors and Outdoors Supervision Provided 65C-20.009(4) Compliance				
GENERAL REQUIREMENTS				
6. Animals Properly Immunized 65C-20.010(1)(a)				
7. No Toxic/Hazardous Materials/Hazards 65C-20.010(1)(b)				
8. Smoking on Premise 65C-20.010(1)(c)				
9. Firearms/Weapons 65C-20.010(1)(d) Not Applicable				
10. Play Areas Clean and Free of Litter 65C-20.010(1)(e)				
11. Outdoor Space Fenced, If Applicable 65C-20.010(1)(f)				
12. Swimming Pools 65C-20.010(1)(g)				
13. Appropriate, Safe and Sanitary Bedding 65C-20.010(1)(h)-(l)				
14. Drinking Water Available 65C-20.010(1)(m)				
15. Vermin/Pest Control 65C-20.010(1)(n)				
16. Home, Furnishings, Toys, Equipment are Sanitary, Free of Hazards and in Good Repair 65C-20.010(1)(o)				
17. Smoke Detector, Fire Extinguisher, Telephone, Adequate Ventilation, Lighting, Temperature 65C-20.010(1)(o)				
18. Nutritious Meals and Snacks Provided 65C-20.010(1)(p)				

Health and Safety School Readiness Compliance Monitoring Family Child Care Homes

HYGIENE AND SANITATION	Yes	No	NA	Comments
19. Handwashing 65C-20.010(2)(a)				
20. Soiled Items are Properly Handled 65C-20.010(2)(b)				
21. Potty Chairs Cleaned and Sanitized After Each Use, If Applicable 65C-20.010(2)(c)				
22. Individual Towels and Wash Cloths Provided 65C-20.010(2)(d)				
23. Diapering Area Clean and Sanitized After Each Use, If Applicable 65C-20.010(2)(e)				
FIRST AID KIT AND EMERGENCY PROCEDURES				
24. First Aid Kit Complete 65C-20.010(3)(a)				
25. Emergency Telephone Numbers Posted 65C-20.010(3)(b)1				
26. Accidents, Incidents, Health Related Symptoms Documented and Shared With Parents				
II. HEALTH REQUIREMENTS (65C-20.010)				
27. Fire Drills Conducted and Recorded Monthly 65C-20.010(3)(b)4				
28. Communicable Disease Control 65C-20.010(4)(a)-(d)				
29. Prescription and Non-Prescription Medication in the Original Container 65C-20.010(5)(a)-(c)				
30. Documentation of Dispensed Medication Maintained as Required 65C-20.010(5)(a)(d)(e)				
III. HEALTH RECORDS (65C-20.011)				
31. Current Immunization Records Maintained 65C-20.011 (1)				
32. Current Physicals Maintained 65C-20.011(2)				
33. Current Enrollment Information Maintained 65C-20.011(4)				
IV. ENFORCEMENT (65C-20.012)				
34. Access to the Premises Allowed 65C-20.012(3)				
V. CAPACITY/RATIO				
35. Within Licensed Capacity 402.302(7)				

Inspected by: _____

Received by: _____

Date: _____ Time: _____ to _____



School Readiness Warning of Non-Compliance

Name of Monitor: _____ Telephone: _____

Name of Facility: _____ Date of Monitoring: _____

The areas of non-compliance, pursuant to Section 411.01 (5) (c) F.S., cited below are a result of a SR validation monitoring visit. Correction dates are identified for each area of non-compliance. If the provider does not comply within the designated corrective period assigned, the Coalition has the authority to terminate the Provider Agreement.

The following area(s) of non-compliance must be corrected by: *, which is **10 business days**.

- | | |
|---|--|
| <input type="checkbox"/> Developmentally Appropriate Curriculum | <input type="checkbox"/> Daily Attendance documentation |
| <input type="checkbox"/> Character Development program | <input type="checkbox"/> Appropriate staff/child ratio |
| <input type="checkbox"/> Healthful and safe environment | <input type="checkbox"/> Adult/household member requires screening |
| <input type="checkbox"/> Access to parents | <input type="checkbox"/> Access to Coalition staff or designee |

The following area(s) of non-compliance must be corrected by: *, which is **30 business days**

- Ages and Stages Assessment**
- Pre-Test/Post Test**

These deadlines may only be continued upon written request and substantial documented proof that efforts to comply have been made. Under no circumstances will the date extend beyond 6 months from the date the non-compliance was cited.

{*Note: In the event the same violation(s) were cited by a state regulatory agency (i.e. DCF, health dept, etc.) their assigned corrective action date takes precedence if prior to above assigned date.}

PROVIDER RESPONSE – CORRECTIVE ACTION

Please complete, sign, date and submit to the CCSWFL/Coalition monitoring staff within 10 business days:

Areas of non-compliance have been corrected. (Please explain how corrected: _____)

The following actions will be taken to correct the areas of non-compliance (include time frames):

Name of Director: _____ Telephone: _____

Signature _____ Date: _____



SCHOOL READINESS TEN (10) DAY WARNING OF NON-COMPLIANCE

Name of Facility: _____ Date of Follow-up Visit: _____

Name of Owner/Director: _____ Telephone: _____

This serves as a formal notice from the Early Learning Coalition of Southwest Florida that you are out of compliance in one or more of the areas identified below required per Section 411.01 (5) (c) F.S. A corrective period was offered at a previous monitoring visit; however compliance has not been achieved.

You are hereby advised that you have ten (10) business days from the day you receive this notice, to make the necessary corrections and bring your SR program into full compliance with all rules and regulations. You will be monitored again at the conclusion of this time period.

Please be aware that in the event you do not comply with all requirement(s) at the conclusion of the (ten) 10 business days, the Coalition Executive Director has the authority to place your program on probationary status OR terminate your contract for SR services. The decision will be based on, but not limited to, the following factors: history of overall compliance, efforts you've made to comply with these areas of non-compliance, the technical assistance provided, length of time since the last violation, impact on all parties and any other mitigating or aggravating circumstances. The Coalition Executive Director will send you written notification of a decision within 3 business days of determining that you remain out of compliance with the SR requirements. This written notification will include the reasons for the decision and your right of appeal.

Area(s) of Non-compliance	Final Date for Correction
<input type="checkbox"/> Developmentally Appropriate Curriculum.	_____
<input type="checkbox"/> Character Development program	_____
<input type="checkbox"/> Ages and Stages	_____
<input type="checkbox"/> Daily Attendance	_____
<input type="checkbox"/> A pre-test and post test administered	_____
<input type="checkbox"/> Appropriate staff to child ratio	_____
<input type="checkbox"/> Healthful and safe environment	_____
<input type="checkbox"/> Parent Access to child/program	_____
<input type="checkbox"/> Coalition staff or designees have access	_____
<input type="checkbox"/> Background Screening	_____
<input type="checkbox"/> Other: _____	_____
<input type="checkbox"/> Other: _____	_____

The following actions should be taken to correct the areas of non-compliance:

Signature of Director: _____ Date: _____

Signature of Monitor: _____ Date: _____



SCHOOL READINESS ANNUAL COMPLIANCE CHECKLIST
(To be completed the last qtr of each fiscal year)



Facility Name: _____ County: _____

Address _____

City _____ Zip _____ Phone # _____

A. File Contains documentation of:

1. _____ Verification of Legal eligibility as SR provider
3. _____ Discipline policy
4. _____ Attendance Policy
5. _____ Daily Schedule
6. _____ Signed Provider Agreement and Certificate
7. _____ DCF Inspections (most recent two inspections)
8. _____ School Readiness Program Monitoring Tool

B. Other Documentation (if applicable)

9. _____ Health and Safety Inspection
11. _____ SR 10 Day Warning of Non-Compliance
12. _____ Technical Assistance
13. _____ Complaints
14. _____ Corrective actions, correspondence, administrative sanctions etc. (if applicable)

B. Please provide explanations, as appropriate, for any of the following questions:

1. Has SR Provider maintained compliance with all standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, has SR provider corrected areas of non-compliance timely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has SR provider cooperated with the terms of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has SR provider cooperated with the rules and policies issued by the AWI and ELC-SWF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has SR provider been free of discrimination complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has SR provider complied with fiscal expectations including return of any overpayments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Should provider be considered for provision of SR services next fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Monitor: _____

Telephone: _____

Signature _____

Date: _____