



**Early Learning
Coalition** Marion
County

September Provider Meeting Agenda

9/17/2026 * 9:00 AM & 6:30 PM

ELCMC Office, 2300 SW 17th Rd, Ocala, FL 34471

Celebration Announcements - Give4Marion

Guest Speaker- Hunger Fight – Mike Foreman

ELC Updates – Elizabeth Deola

- Federal Reserve Small Business Survey

VPK/SR Program Assessment (CLASS) – Melissa Maysonet

- Observation Schedules
- Preparing Staff for CLASS

VPK Updates- Janet Honor

- Progress Monitoring-PM1 Start & End Dates
- Student Password Report (student password is VPK)
- New Worlds Reading
- 3RD Annual Truckin It To Preschool

School Readiness Updates – Mary Brewster & Cheyenne Fort

- SR Child's Payment Certificate- Janet Honor
- Unreported Changes
- QPS Rosters
- Provider Pay Rate Form

Compliance Corner – Annie Boyd

- Daily Sign In & Sign Out

Inclusion- Ciana McFarlane

- ASQ Screenings

Professional Development – Leigh Anne Belcher

- Professional Development Schedule
- Staff Training Day Video/Review

NEXT MEETING: October 15, 2026, 9:00 AM and 6:30 PM @ ELCMC Office

Notes:

[illegible]



**Early Learning
Coalition** OF Marion
County



SEPTEMBER 8 - 20, 2026

**Help equip every
young child and
family for success.**

Learning Playgroups

Parenting Classes

Free Children's Books

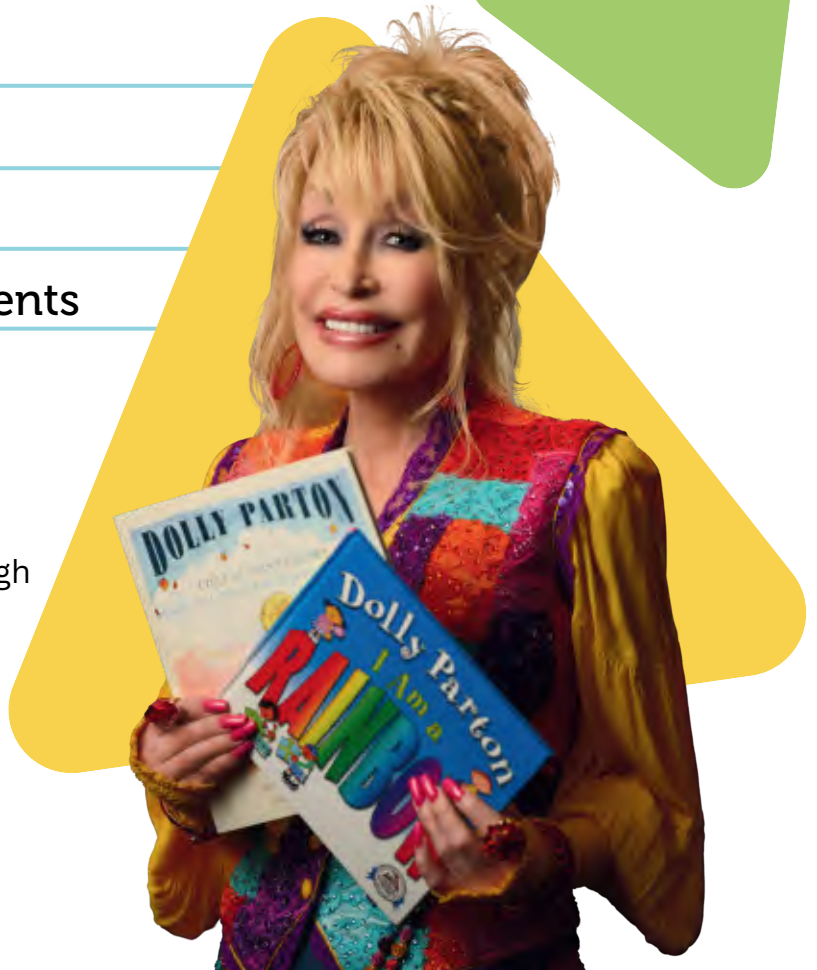
Facility Repairs & Improvements



Support our mission
by donating now through
September 20, 2026



www.ELC-Marion.org



Guest Speaker: Hunger Fight – Mike Foreman

Notes:

[illegible]

Hunger Fight's Nutritious Meals

Hunger Fight offers five different nutritionally balanced meals designed to provide essential nutrients and familiar, comforting flavors. These meals support a wide range of individuals in the community, including children, families, seniors, and those affected by natural disasters.

Each meal is packaged to serve four people and includes preparation and serving instructions in multiple languages. The meals are also designed to be versatile. They can be customized with additions such as vegetables, seasonings, chicken, fish, or other meat to accommodate different dietary needs and cultural preferences.



HUNGER FIGHT SERVES VARIOUS COMMUNITIES
ACROSS MULTIPLE COUNTIES AND STATES
ANNUALLY, INCLUDING:

New Mexico	Mississippi	Louisiana	Texas
New Jersey	Indiana	Virginia	Colorado
North Carolina	Kentucky	Utah	Arizona
Florida	Georgia		

(Florida, Georgia, and Utah weekly)

Our Meals



Cheezy Mac

Elbow noodles, cheese powder, and soy powder blended with vitamins.



Red Roni

Elbow noodles, tomato powder, and soy powder blended with vitamins.



Oatmeal Brown Sugar

Whole-grain rolled oats and brown sugar.



Cheezy Rice

Long grain rice, cheese powder, and soy powder blended with vitamins.



Beans N Rice

Long grain rice, soy flour blend with vitamins, pinto beans, and dried vegetables.





Feed the Backpacks

Nourishing Futures, One Backpack at a Time

Why Does Hunger Fight Exist?

- Hunger Fight started because in Northeast Florida alone, more than 152,000 Title I elementary students, many from low-income families, struggle with the emotional burden of not always having three meals a day.
- Hunger Fight expanded because in Utah, 1 in 6 children faces hunger, and a total of 415,000 residents experience uncertainty about where their next meal will come from..

Hunger Stats

- Approximately 10.5% of households in the U.S. experienced food insecurity at some point during the year, meaning they lacked reliable access to a sufficient quantity of affordable, nutritious food.
- Around 17 million children in the U.S. live in food-insecure households, translating to about 1 in every 6 children.

Feed the Backpacks

Hunger Fight's Feed the Backpacks program addresses this crisis, providing weekend nutrition to children enrolled in the Federal Free and Reduced Meal Plan. The program offers nutritionally balanced, tasty meals, supporting children's well-being and readiness to learn.



Our Mission

To provide donors, advocates, and volunteers the vehicle necessary to end hunger and illiteracy through the provision of nutritious meals to children, seniors, and families in need and age-appropriate books to preschoolers by engaging communities and mobilizing partners.

Hunger Fight Serves

- Over 15,000 students weekly
 - 120,000 meals weekly

Our Vision

All children and families will have access to food, books, and the tools necessary to achieve success in future endeavors.

Make a Difference

Together, we can build a future where every child has the opportunity to read, learn, and thrive. Join the movement and be a part of the change!

Expanding Access through 'Feed the Need to Read'



Access to age-appropriate books is a significant challenge for many children, especially those in underserved communities, who often face limited availability at home or in their neighborhoods. With your support, Hunger Fight's 'Feed the Need to Read' program aims to break down these barriers by providing essential reading materials.

Together, we can expand the reach of this program to ensure that even more children in need across our communities have access to the resources they need to foster a love for reading and succeed academically.





Feed the Need to Read

Empowering Futures Through Literacy

Early Development Impact

90% of a child's critical brain development occurs by age 5, yet many lack early access to quality education, impacting their future success.

Literacy Challenges

- Many children, particularly in underserved communities, face limited access to age-appropriate books at home or in their communities.
- Some kids lack engagement with literacy activities, impacting their interest in reading and learning.
- Children may face challenges in receiving adequate literacy support at home, affecting their overall literacy development.

Hunger Fight Serves

This program serves children across Florida, Utah and South Georgia.

Feed the Need to Read

Children with high-quality education by age five are 70% more likely to graduate from high school. To tackle this, Hunger Fight's **'Feed the Need to Read'** program collaborates with daycares, providing age-appropriate books to nurture emergent literacy skills.



ELC Updates

Notes:

This image shows a full page of white paper with horizontal black lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Federal Reserve Small Business Credit Survey – Understanding Florida’s Landscape of Child Care Small Business – Presented 9/17/2026

The Small Business Credit Survey is a national survey designed to provide policymakers, service providers, and other stakeholders with timely information about the experiences and financial conditions of small businesses.

Why Your Participation Matters

We need your voice.

ELC of Marion is partnering with the Association of Early Learning Coalition (AELC) to encourage Marion County child care providers to participate in the Federal Reserve Banks’ Small Business Credit Survey.

Child care providers are not only providing an essential service to children and families—you are also small business owners and employers, and we need data that reflects the realities of running a child care business.

Why should you participate?

This survey gives you an opportunity to help tell the story of what it is really like to operate a child care business in Marion County.

Your participation can help us better understand:

- The financial challenges facing child care businesses
- Access to credit and financing
- Workforce and operating challenges
- Business growth and sustainability
- The opportunities and barriers providers are experiencing
- What child care businesses need to remain strong and continue serving families

Why does this matter to you?

The information collected can help strengthen the case for resources, funding, grants, and policies that support child care businesses.



We often talk about the importance of child care, but we need reliable local data to show why child care businesses matter to our community and what they need to be successful.

This information can also help us have stronger conversations with local businesses, community leaders, policymakers, funders, and other organizations that have an interest in the health of our local economy.

Help us bring the data home to Marion County

Our goal is to have at least 50 Marion County child care providers complete the survey. If we reach that goal, ELC of Marion can receive a customized local report showing the financial and business experiences of child care providers in our area.

That means your participation can help us develop a clearer picture of what is happening right here in Marion County.

The ask is simple

Please take the time to complete the survey and encourage other child care providers you know to participate. There is no cost to participate, and your voice is an important part of making sure child care is represented accurately as both an essential service and a critical small-business sector.

The stronger our participation, the stronger our data—and the stronger our story.

We need child care businesses to have the capacity to care for our children. Your participation helps us demonstrate why those businesses matter and what they need to remain sustainable.

Please complete the survey and help us reach our goal of 50 providers in Marion County.

How is this different than the Cost of Care Survey?

The Federal Reserve Small Business Credit Survey is not a survey asking what you charge families for child care or trying to determine child care rates.

Instead, it looks at the financial health and business experience of the provider.

It asks questions that help us understand things such as:



Early Learning Coalition of Marion County

- What does it take financially to operate a child care business?
 - Are providers able to access credit or financing when they need it?
 - What financial challenges are providers experiencing?
-
- Are businesses growing, maintaining capacity, or struggling to remain sustainable?
 - What are the biggest obstacles to operating and expanding the business?
 - What resources or financial support would help the business succeed?

Why is that important?

And unlike many businesses, child care providers have limits on how many children they can serve because of staff-to-child ratios, space, licensing requirements, and the availability of qualified staff.

The message to providers

"This survey gives you an opportunity to tell the financial story from the provider's perspective. We know what families pay for child care, but we don't always have good local data showing what it actually takes to operate a child care business. That's the information we are trying to capture."

"Your participation isn't about evaluating your business or determining whether your rates are too high or too low. It's about helping us understand the business conditions providers are facing so we can have better conversations about what child care businesses need to remain sustainable and continue serving families here in Marion County."

Notes:



CLASS Updates

Observation Schedules

As we prepare for upcoming CLASS observations, we appreciate your help in making the scheduling process as smooth as possible!

When we send the **two-week observation window**, please communicate any **blackout dates or program closures**. This helps us schedule observations appropriately and avoid arriving when the program or classroom is closed or unavailable.

We also ask that providers provide **accurate and up-to-date classroom schedules**. Having the most current schedule helps our Quality Assessment team understand the classroom's daily routine and plan observations appropriately.

Please remember: If there are any changes to the **classroom schedule, staffing, or program operations** that could affect an observation, please let the Quality Assessment team know as soon as possible.

Your communication and partnership help make the CLASS observation process smoother for everyone!

Preparing Staff for CLASS

A common question we receive is: “**How should teachers prepare for a CLASS observation?**”

Our recommendation is simple: **Teachers do not need to change what they normally do just because an observation is scheduled.**

Instead, programs should focus on supporting **high-quality interactions every day**. When positive and intentional interactions are part of the classroom's everyday practice, teachers are naturally prepared for CLASS observations.

Teachers can support high-quality interactions by:

- Being emotionally and physically present with children.
- Listening and responding to children's ideas and needs.



- Encouraging children to communicate and share their thoughts.
- Asking questions that promote thinking and learning.
- Expanding on children's responses and ideas.
- Providing meaningful feedback that supports children's learning.
- Creating positive, respectful, and supportive interactions.
- Supporting children throughout routines and transitions.

Remember: CLASS is about the quality of interactions children experience **every day**, not about changing classroom practices just for an observation.

VPK Updates

Notes:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Provider Updates

SR Payment Certificate Reminder to Providers:

- ❖ Please to pay close attention to the information listed on each child's payment certificate.
- ❖ If a parent is authorized for **Vacations, Holidays, and Summers (V/H/S) only**, the Coalition **cannot make any schedule changes without authorization from the parent**.
- **Example:**
 - A child is enrolled for V/H/S only, and the parent later decides they would like to use **Before and After Care**. The Coalition cannot make this schedule change without authorization from the parents.

General Progress Monitoring Discussion- VPK Progress Monitoring Reminders-PM1-

- ❖ Emails with all PM dates are being sent out to all VPK providers. As a best practice please save your PM dates for each window on a calendar.
- ❖ Providers having issues logging into Renaissance to complete the assessments please do not wait until the week before or 2 days before your window ends to notified the Coalition of these issues.
- ❖ Providers are required to test late enrollments.

Educator Academy/ Renaissance.

- ❖ Reminder: Teachers will receive new Renaissance user names each program year. It takes 48 hours (excluding weekends) for enrollments submitted in the portal to roster in the Renaissance testing site.
- ❖ Until a minimum of 4 enrollments are submitted, the site and users assigned to it will not appear in Renaissance.

Prepared by:
Janet Honor, M.A.Ed.
Provider Relations Manager
Early Learning Coalition of Marion County

-
- ❖ The required annual VPK FAST test administrator training is available on, Educator Academy. Every Test administrator must complete this training and upload the required agreements onto the Document Management Library.

Terminated Enrollments

- ❖ Providers please do not administer testing on terminated enrollments or place that enrollment in a Non-Participation Status. Please notify the Coalition of all terminated enrollments.

Renaissance Help Desk

- ❖ Providers having issues with logging into to Renaissance please contact **Renaissance Place Help Desk and Technical Assistance Team** can be contacted at 1-800-338-4204 or by completing this [form for a Renaissance representative](#) or by email at FAST_Star@renaissance.com

New Worlds Reading

- ❖ VPK students scoring below the 40th percentile on the Star Assessment on any Progress Monitoring test will qualify to receive free books on a monthly basis. Providers, please encourage parents to apply and encourage them to review the application before submitting common mistakes are parents using nicknames or the wrong birthday on the application.

Truckin It To Preschool

- ❖ Our third annual Truckin It To Preschool event will take place on January 30th at the Mary Sue Rich Community Center. This event will support VPK providers with their recruitment efforts for children and families, your participation in creating an informative booth showcasing your Child Care program would be appreciated.
- ❖ Please let us know if you would like to participate in this event please email quality@elc-marion.org

Prepared by:
Janet Honor, M.A.Ed.
Provider Relations Manager
Early Learning Coalition of Marion County

**new
worlds
reading**

UF Lastinger Center for Learning
UNIVERSITY of FLORIDA

 **SCHOLASTIC**

Reading shapes who we are.

Help your kids read on grade level
with Florida's FREE at-home book
delivery program.

- VPK - 5th grade students can apply to receive FREE books and reading activities every month from this state-created program.*
- Students can choose books that match their interests.
- Books and activities are available in English, Spanish, Haitian Creole, and braille.

*Visit newworldsreading.com to see eligibility requirements.

**Families can
apply today:**

newworldsreading.com/enroll



Play Reading Bingo

Instructions: Every time you read a book and complete an activity on your bingo card, cross off a square. Try to cross off all the squares by the end of the school year!

Read a nonfiction book	Read a fiction book	Learn a new word from a book	Read outside	Read with a silly voice
Read a book with someone else	Read in your pajamas	Learn a new fact from a book	Draw a picture of your favorite book character	Read to a pet or stuffed animal
Read on the weekend	Re-read a book	new worlds reading	Read before breakfast	Read a book you checked out from the library
Draw a new cover for a book	Read on a rainy day	Make up a new ending for a book	Read a book with an animal in it	Read out loud
Read under the table	Read in your bed	Read 3 days in a row	Tell someone about a book you read	Read a book in a new genre

Happy reading! For more activity ideas, visit newworldsreading.com.
Share your board with us on social media! #NewWorldsReading



new
worlds
reading

UF | Lastinger Center for Learning
UNIVERSITY of FLORIDA

SCHOLASTIC

Lekti fòme ki moun nou ye.

Ede pitit nou yo, oswa timoun nou respons-
ab yo, rive gen ladrès nan lekti nan nivo klas
yo, grasa pwogram livrezon liv GRATIS
adomisil ki se yon pwogram Eta Florid la.

- Elèv ki nan klas matènèl pou rive nan 5yèm ane
ka aplike pou yo resevwa liv GRATIS ansanm ak
aktivite, chak mwa, nan kad pwogram sa a ke
Eta a kreye*.
- Elèv yo ka chwazi liv ki koresponn ak sa ki
enterese yo.
- Liv yo ak aktivite yo disponib nan lang Anglè,
Panyòl, Kreyòl Ayisyen ak Bray.

*Vizite newworldsreading.com pou nou ka konsilte
kondisyon elijibilite yo.

Fanmi yo ka
aplike jodi a:

newworldsreading.com/enroll



Jwe Bingo Lekti

Enstriksyon: Chak fwa ou li yon liv epi w fè yon aktivite sou kat bingo w la, pase kwa sou yon kazyè. Eseye pase kwa sou tout kazyè yo disi fen ane lekòl la!

Li yon liv ki pa fiksyon	Li yon liv fiksyon	Aprann yon nouvo mo nan yon liv	Li deyò	Li avèk yon vwa komik
Li yon liv avèk yon lòt moun	Li pandan pijama w sou ou	Aprann yon nouvo fè reyèl nan yon liv	Desine imaj yon pèsonaj prefere w nan liv la	Li pou yon bèt domestik oswa yon nounous
Li pandan fenndsemèn nan	Li yon liv yon lòt fwa ankò	new worlds reading	Li avan w pran manje maten	Li yon liv ou prete nan bibliyotèk la
Desine yon nouvo paj kouvèti pou yon liv	Li pandan l ap fè lapli	Kreye yon nouvo konklizyon pou yon liv	Li yon liv ki gen yon zannimo ladan l	Li awotwa
Li anba tab la	Li pandan w sou kabann ou	Li pandan 3 jou afilè	Pale yon moun de yon liv ou li	Li yon liv ki fè pati yon lòt kategori

Bon lekti! Pou jwenn plis ide sou aktivite a, vizite newworldsreading.com. Pataje tablo jwèt ou avèk nou sou rezo sosyal yo! #NewWorldsReading



La lectura forma quienes somos.

Los alumnos entre kínder y quinto grado de Florida pueden ser elegibles para un programa GRATUITO de lectura en casa.

- Los niños que reúnen los requisitos* pueden recibir libros y recursos de alfabetización gratuitos que les ayudarán a leer al nivel de su grado.
- Reciba por correo un libro nuevo con recursos de alfabetización todos los meses del año escolar.
- Hay libros en inglés, español, criollo haitiano y braille.

* ¿No sabe si su hijo/a ya lee al nivel de su grado? Contacte al maestro/a de su hijo/a para asesorarse y/o visite newworldsreading.com para consultar los requisitos de elegibilidad.

**Las familias
ya pueden
registrarse:**

newworldsreading.com/enroll



Juega al bingo de lectura

Instrucciones: Cada vez que leas un libro y completes una actividad en tu cartón de bingo, tacha una casilla. Intenta tachar todas las casillas para el fin del año escolar.

Lee un libro de literatura no ficticia	Lee un libro de ficción	Aprende una palabra nueva de un libro	Lee al aire libre	Lee con voz chistosa
Lee un libro con otra persona	Lee en pijama	Aprende un dato nuevo de un libro	Dibuja a tu personaje favorito de un libro	Léele a una mascota o a un muñeco de peluche
Lee el fin de semana	Vuelve a leer un libro	new worlds reading	Lee antes del desayuno	Lee un libro que sacaste de la biblioteca
Dibuja una portada nueva para un libro	Lee en un día lluvioso	Crea un final nuevo para un libro	Lee un libro con un personaje animal	Lee en voz alta
Lee debajo de la mesa	Lee en la cama	Lee tres días seguidos	Cuéntale a alguien sobre un libro que leíste	Lee un libro de un género nuevo

¡Que disfrutes la lectura!

Para encontrar más ideas de actividades, visita newworldsreading.com.

¡Comparte tu cartón en nuestras redes! #NewWorldsReading



Notes:

[illegible]

School Readiness Provider Updates

Mary Brewster

- **Unreported Changes (Orientation Packets)**

- SR Provider Orientation Packet page 10 ; VPK Provider Orientation Packet page 5.
- The insurance company/policy number has changed; the effective/expiration dates are different.
- The attendance should not be submitted with an unreported closure.
 - ♣ All reported closures on the closure calendar will appear with an 'H' or an asterisk, '*' on the portal attendance. Providers must not claim an absence for the same day for every student; that is an unreported closure day.
- Changes to report to the coalition 10 calendar days in advance **in writing** (Quality@elc-marion.org) include:
 - ♣ Facility tab
 - ♣ Services tab
 - ♣ Curriculum
 - ♣ Fees & Discounts
 - ♣ Hours of Operation
 - ♣ Closure Calendar
 - ♣ Private Pay Rates

- **QPS ROSTERS**

- The QPS Rosters must be submitted monthly. QPS Roster Rule 6M-4.740
- When a QPS Roster has NOT been submitted, the roster has not been updated with teacher changes (SR only)
- Provider's responsible for reporting to the coalition any problems with the QPS system by emailing Quality@elc-marion.org by or before the 20th of each month.

Prepared by:

Mary Brewster, Provider Relations-Client Services Counselor

Cheyenne Fort, Provider Relations-Client Services Counselor

Provider Documents.

Liability Insurance

❖ Insurance.

Workers Comp Insurance

a. General liability insurance. In accordance with s. 1002.88(1)(m), F.S., PROVIDER agrees to maintain general liability insurance and provide the Coalition with written evidence of general liability insurance coverage, including coverage for transportation of children if School Readiness program children are transported by the PROVIDER.

Auto Insurance

❖ PROVIDER must obtain and retain an insurance policy that provides a minimum of

DCF License/Exemption Letter

\$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage. PROVIDER must add the Coalition as a named certificate holder and as an additional insured. PROVIDER must provide COALITION with a minimum of ten

It is important to know that a provider payment can be withheld or will be non-reimbursable for gaps or lapse in coverage.

(10) calendar days' advance written notice of cancellation of or changes to coverage. The general liability insurance required by this paragraph must remain in full force and effect for the entire period of this Contract.

Failure to provide/renew liability insurance

❖ Workers' Compensation and Reemployment Assistance. In accordance with s. 1002.88(1)

(o), F.S., PROVIDER agrees to obtain and maintain any required workers' compensation insurance under Chapter 440, F.S., and any required reemployment assistance or unemployment compensation coverage under Chapter 443, F.S.

Gap in insurance coverage

Failure to notify ELCMC of change in insurance company/policy

Attendance/SISO Sheets



Attendance Documentation. PROVIDER agrees to document daily attendance and submit monthly attendance reports for payment. PROVIDER agrees to submit all required attendance records to COALITION on or before the third (3rd) business day of each month. If the due date falls on a holiday, PROVIDER agrees to submit all required attendance records to COALITION on the preceding business day. Records submitted late will be processed and paid in the next open payment cycle.



Sign-In/Sign-Out Process. PROVIDER agrees to maintain daily attendance documentation, including a documented "sign-in/sign-out" process in accordance with Rule 6M-4.500(1)(c), F.A.C. which accurately documents attendance and absences.

PROVIDER agrees to retain the attendance documentation in accordance with COALITION's records retention requirement established in accordance with s. 1002.84(10), F.S.



GPS Rosters Submitted monthly

Program Assessment/CLASS/QPS

PROVIDER must have a program assessment score that meets the contract minimum threshold or be implementing a current Quality Improvement Plan prior to contracting in accordance with Rules 6M-4.740 and 6M-4.741, F.A.C

Program assessments will be provided by the coalition annually. The minimum contracting threshold is 4.00.

Providers who score below the contract minimum threshold are not eligible to contract unless the provider is considered essential to meet local childcare capacity needs.

Providers must electronically report in the DEL-defined system a director, teachers, number of classrooms, and care levels assigned to those classrooms as outlined in Form OELSR 740, Program Assessment Requirements Handbook. Non-exempt providers or exempt providers that have opted in to participate in program assessment requirements, must submit an updated monthly roster in the DEL-defined system.

Providers that fail to comply with this rule will not have a program assessment conducted and will not be eligible for a contract to provide School Readiness services.

Providers may reach out to our Professional Development Department for technical assistance related to CLASS education and materials upon availability.

QPS
Quality Performance System



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



Log Out

Menu ▾

HOME

ABOUT

SUPPORT

MENU

Welcome Mary Brewster

User Profile

Applications

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:

Coalition Portal

QPS

Submit Monthly Roster

Click the button below to submit your staff roster for the monthly requirement. All providers receiving composite scores are required to update their rosters at least monthly in the Quality Performance System.

[SUBMIT ROSTER](#)

Roster Submission History

This table contains a history of rosters that were submitted to fulfill the monthly roster submission requirement. Click the row to expand and see which teachers were submitted for that month.

CHILD ASSESSMENT RELIABILITY		IMPROVEMENT PLAN	STANDARD
Month/Year ↓	Roster Submitted Date	Roster Status	
08/26	2026-08-11	Complete	
07/26		Not Submitted	
06/26		Not Submitted	
05/26	2026-05-31	Complete	
04/26	2026-04-06	Complete	

School Readiness Provider Updates

Cheyenne Fort

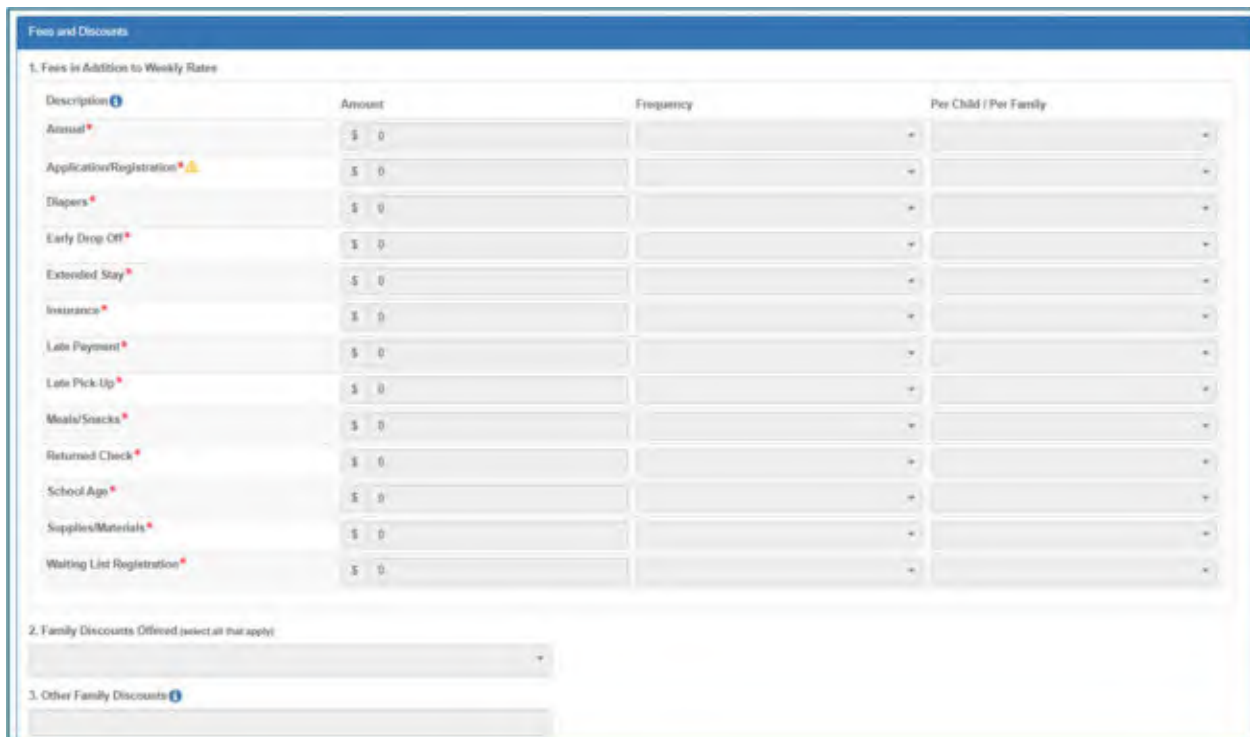
CHANGES TO YOUR FEES & DISCOUNTS TAB:

Prior to making any changes to the Fees & Discounts tab, you **must** 1st notify the Quality department using the email: Quality@elc-marion.org

After notifying Quality, you will then update the Fees & Discounts tab portal screen on your Provider Profile.

Once you have made your changes, you will update or create a new electronic physical document that reflects the information directly as displayed on the Fees & Discounts tab portal screen, which you will upload to the Documents tab found on your Provider Profile. **We recommend using the Provider Fee Chart we send out as it was created to match the portal tab screen.*

NOTE: The effective date on your Provider Fee Chart must be dated the 1st of the following month after you make the change. For example: If I make a change to my fees on September 20th, I will set an effective date of 10/01/2026.



Description	Amount	Frequency	Per Child / Per Family
Annual	\$ 0		
Application/Registration	\$ 0		
Diapers	\$ 0		
Early Drop Off	\$ 0		
Extended Stay	\$ 0		
Insurance	\$ 0		
Late Payment	\$ 0		
Late Pick-Up	\$ 0		
Meals/Snacks	\$ 0		
Returned Check	\$ 0		
School Age	\$ 0		
Supplies/Materials	\$ 0		
Waiting List Registration	\$ 0		

2. Family Discounts Offered (select all that apply)

3. Other Family Discounts

Prepared by:

Mary Brewster, Provider Relations-Client Services Counselor

Cheyenne Fort, Provider Relations-Client Services Counselor

School Readiness Provider Updates

CHANGES TO YOUR PRIVATE PAY RATES TAB:

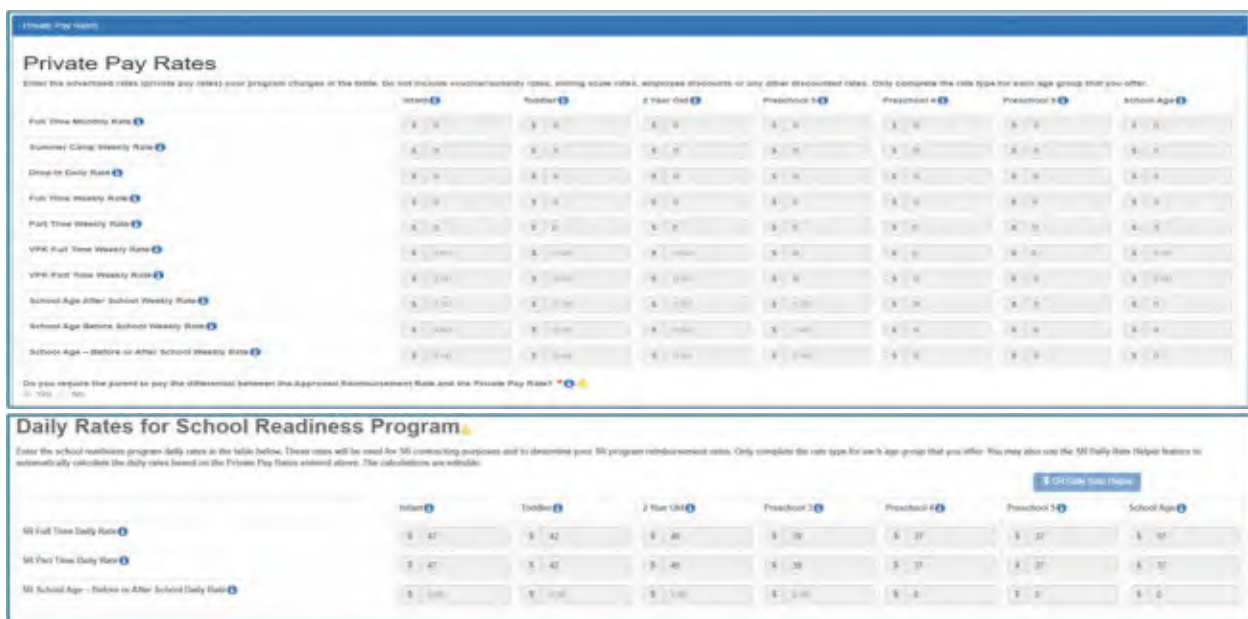
Prior to making any changes to the Private Pay Rates tab, you **must** 1st notify the Quality department using the email: Quality@elc-marion.org

After notifying Quality, you will then update the Private Pay Rates tab portal screen on your Provider Profile.

Daily Rates for School Readiness: Updating the Private Pay Rates section on the portal tab screen can affect the below Daily Rates for School Readiness Program section. As such, please ensure that the rates are calculated correctly after making your changes to the above section.

Once you have made your changes, you will update or create a new electronic physical document that reflects the information directly as displayed on the Private Pay Rates tab portal screen, which you will upload to the Documents tab found on your Provider Profile. **We recommend using the Provider Private Pay Rate Sheet we send out as it was created to match the portal tab screen.*

NOTE: The effective date on your Provider Pay Rate Sheet must be dated the 1st of the following month after you make the change. For example: If I make a change to my fees on September 20th, I will set an effective date of 10/01/2026.



Private Pay Rates

Enter the advertised rates (private pay rates) your program charges in the table. Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates. Only complete the rate type for each age group that you offer.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age
Full Time Monthly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Summer Camp Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Drop-In Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
VME Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
VME Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
School Age - before or after School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Do you require the parent to pay the difference between the Approved Maximum Rate and the Private Pay Rate? ☐ Yes ☒ No

Daily Rates for School Readiness Program

Enter the school readiness program daily rates in the table below. These rates will be used for SR contracting purposes and to determine your SR program reimbursement rates. Only complete the rate type for each age group that you offer. You may also use the SR Daily Rate Helper feature to automatically calculate the daily rates based on the Private Pay Rates entered above. The calculations are visible.

	Infant	Toddler	2 Year Old	Preschool 3	Preschool 4	Preschool 5	School Age
SR Full Time Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SR Part Time Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SR School Age - before or after School Daily Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Prepared by:

Mary Brewster, Provider Relations-Client Services Counselor
 Cheyenne Fort, Provider Relations-Client Services Counselor

School Readiness Provider Updates

CHANGES TO YOUR DOCUMENTS TAB:

When changing the information to either your Fees & Discounts tab or Private Pay Rates tab, you will upload an updated document that reflects the changes to your Documents tab found directly on your Provider Profile under the subheading: **Private Child Care Pay Rates**. **We recommend using the Chart and Sheet we send out as it was created to match the portal tab screens.*

We only request an updated document for the tab you update.

- If you only update your Fees & Discounts tab, then we will only need a Provider Fee Chart uploaded with the new *Fees* and new effective date.
 - Updates to the **Application & Registration Fee** also need an update on your Private Pay Rates Sheet.
- If you only update your Private Pay Rates tab, then we will only need a Provider Pay Rate Sheet uploaded with the new Rates and new effective date.

School Readiness Provider Private Pay Rate Sheet

Program Year: _____ Effective Date: _____

PROVIDER NAME: (Must match DCF License Facility Name and/or Licensee's Last Name)

PROVIDER PHYSICAL ADDRESS: (Must match DCF License Facility Address)

Days & Hours of Operation: (Must match DCF License)

Days: _____ Hours: _____

Contact Person & Phone Number:

Contact Person: _____ Phone: _____

CARE TYPE	INFANT	TODDLER	2 Year Old	Preschool 3	Preschool 4	Preschool 5	SCHOOL AGE
Summer Camp							
Drop-In/Short Stay							
Full Day							
Part Day							
Part Day (max 4 hrs)							
Part Day (max 6 hrs)							
Part Day (max 8 hrs)							
Part Day (max 10 hrs)							
Part Day (max 12 hrs)							
Part Day (max 14 hrs)							
Part Day (max 16 hrs)							
Part Day (max 18 hrs)							
Part Day (max 20 hrs)							
Part Day (max 22 hrs)							
Part Day (max 24 hrs)							
Part Day (max 26 hrs)							
Part Day (max 28 hrs)							
Part Day (max 30 hrs)							
Part Day (max 32 hrs)							
Part Day (max 34 hrs)							
Part Day (max 36 hrs)							
Part Day (max 38 hrs)							
Part Day (max 40 hrs)							
Part Day (max 42 hrs)							
Part Day (max 44 hrs)							
Part Day (max 46 hrs)							
Part Day (max 48 hrs)							
Part Day (max 50 hrs)							
Part Day (max 52 hrs)							
Part Day (max 54 hrs)							
Part Day (max 56 hrs)							
Part Day (max 58 hrs)							
Part Day (max 60 hrs)							
Part Day (max 62 hrs)							
Part Day (max 64 hrs)							
Part Day (max 66 hrs)							
Part Day (max 68 hrs)							
Part Day (max 70 hrs)							
Part Day (max 72 hrs)							
Part Day (max 74 hrs)							
Part Day (max 76 hrs)							
Part Day (max 78 hrs)							
Part Day (max 80 hrs)							
Part Day (max 82 hrs)							
Part Day (max 84 hrs)							
Part Day (max 86 hrs)							
Part Day (max 88 hrs)							
Part Day (max 90 hrs)							
Part Day (max 92 hrs)							
Part Day (max 94 hrs)							
Part Day (max 96 hrs)							
Part Day (max 98 hrs)							
Part Day (max 100 hrs)							

Is the parent required to pay a differential between the approved Reimbursement Rate and the Provider's Private Pay Rate? ☐ Yes ☐ No

Application/Registration Fee Charged: \$ _____ Per ☐ Child or ☐ Family

Fee Frequency: ☐ Annually ☐ One time ☐ Other: _____

Provider Fee Chart

Site Name (Must match DCF License): _____

Effective Date: _____

Fee Description	Amount	Frequency (Annual, As Needed, Daily, Every month, Bi-monthly)	Per Child (C) or Family (F)
Annual	\$		
Application/Registration	\$		
Diapers	\$		
Early Drop Off	\$		
Extended Stay	\$		
Insurance	\$		
Late Payment	\$		
Late Pick-Up	\$		
Meals/Snacks	\$		
Returned Check	\$		
School Age	\$		
Supplies/Materials	\$		
Waiting List Registration	\$		
Family Discounts Offered:			
Sibling Discount	\$		
Negotiated Rate	\$		
Other (optional)	\$		
	\$		
	\$		
	\$		

Prepared by:

Mary Brewster, Provider Relations-Client Services Counselor

Cheyenne Fort, Provider Relations-Client Services Counselor

Notes:

SISO Sheets

Best Practices and Tips for Providers



Key Point: Remember the SISO Sheet should match the Attendance Sheet.

1



Record the actual date and times.

Use the current month, day, and year. Record each child's actual time in and actual time out when care happens. Do not pre-date, post-date, or pre-fill future times.

Reference: Rule 6M-4.500(1)(c)2.-4., F.A.C.

2



Include complete child and provider information.

List the facility/provider name and each child's first and last name on the SISO sheet.

Reference: Rule 6M-4.500(1)(c)1.-2., F.A.C.

3



Obtain the authorized daily sign-in/sign-out action.

For paper records, obtain the parent or authorized person's signature. Approved electronic systems may use an electronic signature, card swipe, PIN, or similar daily action. A provider designee may sign only when allowed for qualifying transported children.

Reference: Rule 6M-4.500(1)(c)5., (e), F.A.C.; SR Provider Contract.

4



Keep the sheet accurate and easy to review.

Check daily for blank spaces, missing information, and entries that do not match attendance. Make corrections the same day. Ensure the information reflects what really took place.

Reference: Rule 6M-4.500, F.A.C.; SR Provider Contract.

5



Tip before closing your day.

Make sure the year, month, facility/provider name, each child's first and last name, actual time in and time out, and the required signature or action are all present. If a mistake is made on paper, cross through the error once, write the correction clearly, and have the person who made the error initial it.

Reference: Rule 6M-4.500(1)(c), F.A.C.; Child Care Facility Handbook Sec. 7.5; SR Provider Handbook.



Thank you for all you do!

Inclusion

Notes:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



ASQ SCREENING REMINDERS

Weekly Provider Reminders

- ASQ reminders are sent to providers each week. Providers should review pending screenings in the Incomplete Queue and follow up promptly when action is needed.

ASQ Completion Timeline

- **Days 1–20:** Parents have the first 20 days to complete the ASQ screening.
- **Additional 45 days:** If the parent does not complete the screening, the provider has 45 additional days to complete it.
- **Additional 10 days:** If the screening remains incomplete after the provider period, a Non-Compliance Notice is issued. The provider then has 10 additional days to complete the screening.

Support for Children with Developmental Concerns

Support is available for children who show developmental concerns on the ASQ. We can help coordinate referrals for further assessment and connect families with services that address each child's individual needs.

- Speech and language development support
- Occupational therapy to support physical, sensory, and self-help skill development
- Behavior therapy and other appropriate developmental supports
- The Incredible Years® (IY) Preschool Parenting Program is available to provide parental skills and strategies to improve challenging behaviors.

When Providers Should Reach Out

Please contact us if children at your center have developmental concerns, delays, or other identified needs—even if they are not enrolled in School Readiness.

Parent Consent and Referral Resources

When a referral is recommended, please encourage parents to provide consent. With parent consent, families may be connected to resources such as:

- FDLRS — Florida Diagnostic and Learning Resources System
- Early Steps
- Help Me Grow



**Early Learning
Coalition** OF Marion
County



Notes:



ELCMC 2nd Quarter Training Schedule



OCTOBER 2026



The Power of Connection: Keys to Creating Positive Moments in Everyday Interactions

— Trainer: Leigh Anne Belcher

**Date & Time:**

Thursday, 10/1/2026, 6:45 pm–8:45 pm

**Location:**

ELCMC: 2300 SW 17th Rd. Ocala, FL 34471

**Class Description:**

Join us Thursday October 1st, here at the Coalition as we look at ways we connect to ourselves, coworkers, families and children. We will explore how connection influences behavior and unlock all forms of communication. The power of connection helps us not only discover but understand what children are trying to tell us.

**Registration Directions:**

Register through the website: <http://www.elc-marion.org/professional-development/>

**Cost:**

Free

**CEUs:**

2 In-Service hours



CPR/First Aid

— Instructor: Nelson Green

**Date & Time:**

Saturday, 10/17/2026, 9:00 AM–1:30 PM

**Location:**

ELCMC: 2300 SW 17th Rd. Ocala, FL 34471

**Class Description:**

Furtherance Safety Associates CPR & First Aid/AED is a course that teaches students critical skills needed to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives. This course provides a 2-year certificate approved for use in childcare facilities. Registration starts at 8:45 am and class starts promptly at 9:00 a.m. No refunds for any cancellations. Credit available with notice—see confirmation details.

**Registration Directions:**

Register through the website: <http://www.elc-marion.org/professional-development/>

**Cost:**

\$20.00

CEUs:

.4 CEUs

Thank you for investing in early learning!



ELCMC 2nd Quater Training Schedule



“Let’s Take it Outside” Trainer: Ana Gonzalez

Date & Time: Saturday, 11/21/2026, 9:30 am-2:00 pm, with break for lunch
Location: Fantastic Kids Child Care Center, 1606 NE 22nd Ave, Ocala, FL 34470
Class Description: This instructor-led training is designed for administrators, directors, and teachers of 3, 4, and 5-year-old children. Participants will learn how nature-based learning and outdoor play support child development and the Florida Early Learning and Development Standards (FELDs). The training provides practical strategies for using natural materials, creating engaging outdoor learning environments, and turning everyday outdoor activities into meaningful learning opportunities while actively supporting and supervising children during play.

Registration Directions: Register via DCF with Reference #11842 (LITO1) and Reference #11843 (LITO2). Must register for both.

Link: <https://childcaretraining.myflfamilies.com/student/site/adminsignin>
Cost: Free
CEUs: 4 In-Service hours



“The Language of CLASS” Trainer: Ana Gonzalez

Date & Time: Tuesday, 12/08/2026, 6:45 pm-8:45 pm
Location: Virtual-Trainer: Ana Gonzalez VPK Regional Facilitator for DEL
Class Description: Gain introductory/general knowledge of the Pre-K 2nd edition CLASS® tool. Examine teacher-child interactions through the Pre-K 2nd edition CLASS® lens.

Registration Directions: <https://unf.zoom.us/j/9256812345>

Cost: Free
CEUs: 2 In-Service hours



“The Language of CLASS Instructional Support”

Date & Time: Tuesday, 12/15/2026, 6:45 pm-8:45 pm
Location: Virtual- Trainer: Ana Gonzalez VPK Regional Facilitator for DEL
Class Description: This section provides knowledge of resources and helpful strategies that align with the Florida Early Learning and Development Standards (FELDs), encourages teacher-child interactions and helps educators identify ways to improve their instructional practices.

Registration Directions: <https://unf.zoom.us/j/9256812345>

Cost: Free



We look forward to learning and growing together in 2026.

School Readiness Staff Training Day Requirements

Purpose: This document explains the requirements Providers must meet to qualify for reimbursement for School Readiness Staff Training Day. The staff training day must be approved by the coalition **prior** to the training occurring and align with child performance standards in accordance with Rule 6M-4.700, F.A.C., the Florida Standards and Key Competencies described in Rule 6M-4.735, F.A.C., Form DEL-SR 735, or Department of Children and Families (DCF) child care training.

PRIOR TO STAFF TRAINING DAY

- ☐ **Select training topics** that are meaningful, support the learning environment and the work of SR child care personnel, and align with **at least one** of the following **three options**:
 - Florida Early Learning and Developmental Standards.
<https://flbt5.floridaeearlylearning.com/index.html>
 - Any of the Florida Standards and Key Competencies listed in Early Learning Professional Development Standards and Career Pathways Handbook [Microsoft Word - Form DEL SR 735](#)
 - Department of Children and Families training [DCF Training | Florida DCF](#)
- ☐ **Create a detailed agenda** that includes the site name, training date, each training topic, and the timeframe for each topic, and references showing how each topic aligns with the approved from one or more of the three training options.
- ☐ **Email the detailed agenda** to Training@elc-marion.org at least **two weeks prior** to the scheduled training day for coalition approval.
- ☐ After ELCMC reviews your Detailed Agenda, you will receive an email confirming approval or identifying any changes needed to meet Training Day requirements.
- ☐ **Create a sign-in/sign-out sheet.** Attendance must include at least 75% of SR child care personnel.
- ☐ **Calculate required attendance:** Current staff _____ × 75% = _____ staff members who must attend, as listed in QPS. Make sure your Staff Roster is current in QPS for verification.

STAFF TRAINING DAY REQUIREMENTS

- ☐ Training is delivered on **one staff training day** to qualify for reimbursement.
- ☐ Training must occur for at least 50% of the provider's approved daily schedule.
- ☐ Providers that offer care for **more than 10 hours** per day complete a **5-hour training day**.
- ☐ Providers that offer a combination of SR care must provide training for **50%** of the provider's greatest approved daily schedule.
- ☐ Training is scheduled during the provider's typical business hours.

AFTER STAFF TRAINING DAY REQUIREMENTS

- ☐ Within 3 business days after SR Training Day, email Training@elc-marion.org with the subject line **School Readiness Provider Training Day confirmation**. Include in your email your training day occurred on the scheduled day as listed in your SR Paid Holidays. Include your Site Name. Confirm your Detailed Agenda and Sign In sheet(s) have been fully uploaded to the Document Library.

To Upload required documents in the EFS MOD Provider Profile:

- ☐ In the upper-right corner, select *Documents*. Select *View or Update*, then scroll to the folder titled: **SR Provider Training Back Up Documents**.
- ☐ Upload all supporting documents to that folder, including:
 - ☐ Detailed agenda showing the training topics and timeframes for each topic.
 - ☐ Sign-in/sign-out sheet showing attendance of at least **75% of SR child care personnel**.
- ☐ Upload training certificates, such as DCF training certificates, if applicable.
- ☐ Confirm that the detailed agenda and sign-in/sign-out sheets have been fully uploaded in the **EFS MOD Provider Profile Documents** folder titled **SR Provider Training Back Up Documents**.
- ☐ Confirm that the file size allows all documents to be uploaded successfully. Large files may not upload.

Providers who do not meet the requirements may forfeit reimbursement for Training Day.

RESCHEDULING CHECKLIST

- ☐ Rescheduling is allowed one time per fiscal year. ELCMC understands that emergencies may occur. As a best practice, providers may reschedule a School Readiness Staff Training Day one time during the fiscal year. The request must be received by ELCMC **on or before** the originally scheduled training day.

If rescheduling is needed, complete these steps:

1. Email Quality@elc-marion.org with the subject line: **Reschedule SR Training Day**.
2. ELCMC staff will initiate a SR Contract Amendment.
3. Log in to the Provider Portal and open the SR Contract Amendment.
4. Go to Exhibit 6 and remove the previously scheduled Staff Training Day.
5. Enter the new Staff Training Day and review the information for accuracy.
6. Save the changes to Exhibit 6 before continuing.
7. Electronically sign and submit the amendment.
8. ELCMC staff will review and certify the amendment.
9. Follow the Training Day Instructions process to receive reimbursement.

Important: If the provider does not complete the rescheduled training day, the provider will forfeit the opportunity to receive reimbursement until the next fiscal year.

Please note: Providers **outside of Marion County** email ALL documentation directly to Training@elc-marion.org.

Please send questions to Training@elc-marion.org with subject line: Staff Training Day.