



**Early Learning
Coalition**
Sarasota County

School Readiness Annual Provider Orientation



**Early Learning
Coalition**
Sarasota County

**Orientation must be completed by
June 12, 2026 in order to finalize your
School Readiness contract.**

**Click here to confirm that
you have completed this
orientation.**

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Part One: Introduction

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About School Readiness

School Readiness (SR) is a statewide program for families with children from birth through age 12. It helps make child care and afterschool programs more accessible and affordable so parents can finish high school, enroll in college, secure a job, or move forward in their careers.

Who is Eligible?

School Readiness eligibility is based on:

- ✿ Parent(s) who are working or participating in an educational or job training program (such as college or trade school) for at least 20 hours per week **OR** are disabled as verified by a licensed physician.
- ✿ Household gross income at or below 55% of the State Median Income (SMI) for your family size
- ✿ Ability to contribute a copayment, based on income and family size
- ✿ Other families may qualify if they have unique circumstances, special needs or are considered at-risk through referrals from local community agencies. We look at each situation individually

In some cases, families with a gross household income up to 70% SMI may be eligible if local funding is available.

Families must complete an initial School Readiness application through the Family Portal and may be placed on a waitlist; once funding becomes available, they must complete the intake and eligibility process before care can begin.

For more information about the application process and FAQs, encourage families to visit elcsarasota.org



Program Integrity

- ✿ Ensures the appropriate use of federal and state funding, including:
 - 🌿 Serving eligible families
 - 🌿 Contracting with eligible providers
 - 🌿 Minimizing waste, fraud and abuse
- ✿ Encompasses **both** intentional and unintentional errors



How to Assure Program Integrity

Fiscal Management

Have processes for sound fiscal management

Fraud Detection & Prevention

Identify and address fraud

Improper Payment Reduction

Reduce these types of payments

Eligibility Verification

Document and verify eligible children, providers, services and payments

Monitoring & Oversight

Local – Early learning coalitions monitor providers
State – The Division of Early Learning monitors coalitions
Federal – The Department of Health and Human Services monitors the Division of Early Learning

Purpose of the SR Contract

- Agreement between the provider and its local Early Learning Coalition (ELC)
- Ensures eligibility to participate in the School Readiness (SR) and SR Plus Programs
- Valid for one fiscal year
- Covers the delivery of SR services to eligible children

[Click here to view the 2026-27 contract](#)



Provider Responsibilities

- 🍃 Deliver high-quality early learning services that support child development
- 🍃 Partner with families, Early Learning Coalitions and the Division of Early Learning to support child growth and development
- 🍃 Maintain program integrity and compliance with SR Program requirements outlined in the contract



Governing Laws & Rules

45 Code of Federal Regulations Parts 98 and 99

Chapter 1002, Florida Statutes, Part VI

Chapters 6M-4 and 6M-9, Florida Administrative Code

SR Eligible Providers

Private Providers

- Licensed child care facility
- Licensed family child care home
- Licensed large family child care home
- License-exempt nonpublic school
- License-exempt faith-based child care provider
- Accredited child development program operated on a U.S. Dept. of Defense certified military installation
- Informal

Public School Providers

- Public schools (including charter schools)



Additional Eligibility Requirements

- Cannot have a public assistance fraud conviction within the last 5 years
- Cannot be on the USDA National Disqualified List
- Comply with any outstanding corrective action from a previous contract
- Complete a pre-contractual and an annual health and safety inspection
- Provide an [E-Verify affidavit](#)
- Have a program assessment score of at least a 4.0 (on a 7-point scale) or QIP, if applicable

Special Needs Rate (SNR)

The Special Needs Rate (SNR) provides up to 20% additional funding above the infant rate for approved children. Funding is determined by the individualized accommodations and supports your program puts in place for the child.

Who Is Eligible?

Your program may qualify for additional funding to support children with special needs if you serve a School Readiness (SR) child who:

- Has an Individualized Family Support Plan (IFSP)
- Has an Individualized Education Plan (IEP)
- Has a medical diagnosis (ex: autism, ADHD, developmental delay), or
- Receives therapy (ex: speech, occupational, physical, or behavioral therapy)

What Can the Funding Be Used For?

- Lower classroom ratios
- Sensory materials and visual learning supports
- Adaptive or specialized equipment
- Professional development, training, or staff certifications
- Other accommodations that promote the child's development and inclusion

Think You May Qualify?
Click Here to Submit a Special Needs Request!

*Caregiver Consent Required

Part Two: Portal & Contract

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Provider Portal Single Sign-On (SSO)

The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.

The Division of Early Learning (DEL) has upgraded the Early Learning Family and Provider Portals with enhanced security features.

All users will be redirected to the FLDOE's new Single Sign-On (SSO)/Multifactor Authorization (MFA) system. Emails were sent out to all Families and Providers with active accounts on how to access your account using the new SSO/MFA system. Please check your email account for an email from FLDOE SSO.

***Please use Google Chrome and Microsoft Edge. They are the recommended internet browsers.**

The [Provider Portal User Guide](#) is your go-to resource for step-by-step instructions on completing profiles, contracts, enrollments, and attendance.



Provider Profile: Due Annually *Opens Jan 1st!

- 1 Log on to your Provider Portal Account.
- 2 Choose year 2026 on the top right hand side.
- 3 Click each tab and review the information. Make any necessary updates and verify accuracy of information.
- 4 Submit your profile for coalition review.
- 5 Periodically check for correspondence and the coalition's approval.

Be sure to update your profile throughout the year whenever changes occur!

Setting Up Your Profile

You will need the following documents to set up your profile.

Required

- ✿ DCF License or Exemption Letter
- ✿ E-Verify
- ✿ W-9
- ✿ Child Care Worksheet
- ✿ General Liability Insurance - Must be valid for the entirety of your SR Contract. Any gap in coverage will not be allowed, and no payments will be made during a gap as you would not be eligible to offer care during that time.

If Applicable

- 🌿 Gold Seal/Accreditation
- 🌿 Worker's Compensation Insurance
- 🌿 Auto Insurance
- 🌿 Sunbiz

Be sure to upload your updated/renewal documents on or before the expiration date!



Contract Changes

Changes Requiring New Contracts

Please notify the ELC of Sarasota before making any of the following changes:

- ✿ Relocating/moving
- ✿ Changing ownership
- ✿ Changing your provider type (ex: Licensed to Exempt or FCCH to Large FCCH)
- ✿ Receiving a new DCF license number
- ✿ Changing your tax identification number

Click [here](#) to view the required timeline for notifying the Coalition of program changes.

These changes may result in a potential lapse in contracting/funding

Not Transferrable. This contract is not transferrable or assignable to another entity.

A change in ownership requires execution of a new contract. In the event of a change of ownership, sale, sale of assets, conveyance of ownership or other transfer of ownership interest, the **PROVIDER** shall notify the **COALITION** no later than 30 calendar days prior to the transfer of ownership.

Contract Submission

Form OEL-SR 20 Electronic Signature

You are about to electronically sign the Form OEL-SR 20.

Title of Signator: *

Click "Yes" to confirm your electronic signature.

Yes Cancel

- Sign by typing your "Title" **NOT** your name.
- Only an authorized officer/director can sign the contract.
- If someone other than the authorized officer/director is signing the contract, a signature authorization is required.

Part Three: Responsibilities

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Child Enrollment

- ✿ Enroll **only** authorized children
- ✿ Serve children at approved location(s) on the payment certificate
- ✿ No reimbursement for unauthorized care

Child Screenings & Assessments

Required: Ages & Stages Questionnaire

- ✿ Upon enrollment, the parent has 20 days to enter an ASQ into the portal, otherwise it is the responsibility of the provider to enter the ASQ within 45 days of enrollment.
- ✿ ASQs are to be completed annually at redetermination. You will see them populate in your developmental screening queue on the provider portal 45 days prior to the due date.
- ✿ **Check your queue often.** Your queue of upcoming ASQs is always listed under the "Developmental Screening."
- ✿ "Queue" is under the "Common Tasks" box on the homepage of your portal.
- ✿ You will receive updates via email of your due date. If your ASQ is not completed by the due date, you are out of compliance and could receive corrective action and risk contract termination.

Optional: Child Assessment

- ✿ Administer assessments during the three required assessment periods for all eligible children (birth–5) enrolled at least 60 days.
- ✿ Maintain 75% teacher reliability, notify the coalition within 5 business days if below, and return to 75% within 60 days.
- ✿ This is an optional child assessment program to earn an additional School Readiness 5% differential for the 2026-2027 program year.
- ✿ This is separate from (and in addition to) required ASQ screenings for all SR providers.

For more information, contact Leah Binkley at lbinkley@elcsarasota.org.

CLASS Program Assessment

✿ A program assessment (CLASS) is required for each SR provider when:

- 🌿 Your SR enrollment is 20% or higher of your license capacity (enrollment threshold)

OR

- 🌿 If your DCF inspection report includes any Class I or four of the same Class II violations in a 2-year period.

✿ The provider must receive a minimum program assessment composite score of 4.00 to participate in the SR program.

✿ Request another observation at your own expense if you score below 4.00

✿ If your new score is still below 4.00....:

- 🌿 You might be placed on a quality improvement plan (QIP) if you meet all requirements OR

- 🌿 Your current contract will be terminated, and your eligibility may be revoked

✿ Effective July 1, 2025, 5.00-7.00 composite score; the provider shall receive a Quality Performance Incentive (QPI) differential

- 🌿 5.00 to 5.99 shall receive a seven (7) percent QPI differential

- 🌿 6.00 to 7.00 shall receive a ten (10) percent QPI differential

Instruction

- Must utilize a DEL-approved curriculum
- Must have a curriculum for all ages you intend to serve
- ELC Sarasota will monitor for implementation of the curriculum
- Current & dated lesson plans must be posted
- Provides developmentally appropriate activities
- Supports [Florida Early Learning and Developmental Standards](#)
- Implements a character development program
- School-age only sites don't need a specified curriculum

[Click Here for the DEL Approved SR Curriculum List](#)



Health & Safety

- ✿ Maintain staff-to-child ratios and maximum group size
 - 🌿 Click [here](#) to view Sarasota's staff to child ratios
- ✿ Complete all required training timely
- ✿ Adhere to active credential requirements
- ✿ Conduct Level 2 background screenings for child care personnel
- ✿ Ensure a safe, smoke-free environment
- ✿ Allow health and safety inspections
- ✿ Comply with SR health and safety standards

**Want more information?
Click here for a full Health & Safety FAQ!**



Prohibited Child Discipline

- No physical punishment
- No humiliating or frightening discipline
- No withholding of food, rest or toileting
- No denial of active play as a consequence of misbehavior

SR Training Requirements

All SR personnel who directly supervise children must complete the mandated health and safety trainings:

Health and Nutrition in the School Readiness Program



Safety Practices in the School Readiness Program

- These free courses are offered online in the DCF - Florida Early Childhood Professional Development Registry. SR child care personnel must take these courses even if they have completed preservice training, and can use the two courses towards the annual in-service training requirement.
- New hires and current preservice trainees must complete all required preservice training within 90 days of initial employment with any SR provider.
 - They cannot be left alone in a classroom until training is complete.
- All current SR child care personnel must complete the two new health and safety courses if they haven't already done so.

Click [here](#) to visit the DCF Website & register for courses.

Part Four: Documentation & Reporting

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Recordkeeping & Confidentiality

- 🌿 Maintain SR child records for a minimum of 5 full calendar years
- 🌿 Protect child/family data
- 🌿 Provide access to records upon request to the:
 - 🌸 Department of Children and Families or local child care licensing agency
 - 🌸 Division of Early Learning
 - 🌸 United States Department of Health and Human Services, Department of Education and Comptroller General

General Liability Insurance

- Submit ACORD page only to the ELC
- The provider must obtain and retain an insurance policy that provides a minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage.
- Must include center name and address
- Coalition must be listed as certificate holder **AND** additional insured

ACORD CERTIFICATE OF LIABILITY INSURANCE					DATE (MM/DD/YY) 06/04/13	
PRODUCER D C INSURANCE SERVICES, Inc. 16601 Ventura Boulevard, Ste. 500 Encino CA 91436 (800) 624.0912			THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED ABC Child Care Center 1234 Happy Lane Sarasota, FL 34232			INSURERS AFFORDING COVERAGE INSURER A: TOPA INSURANCE COMPANY INSURER B: NATIONAL UNION FIRE INSURANCE CO. INSURER C: INSURER D: INSURER E:			
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXP DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> _Childcare Professional Liability Coverage Included <input checked="" type="checkbox"/> _Child Abuse Coverage - GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	DCH-2699000	06/01/13	06/01/14	EACH OCCURRENCE	\$100,000
					FIRE DAMAGE (any 1 fire)	\$ N/A
					MED EXP (any 1 person)	\$ N/A
					PERSONAL & ADV INJURY	\$ Included
					GENERAL AGGREGATE	\$300,000
					PRODUCTS - COMPROP AGG	\$ Included
	AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea Accident)	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> Non-Owned Auto Liab. <input type="checkbox"/> Excess Transportation -				BODILY INJURY (per person)	\$
					BODILY INJURY (per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/>				OTHER THAN AUTO ONLY	EA ACC \$ AGG \$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				AGGREGATE	\$
						\$
						\$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				<input type="checkbox"/> WC Statutory Limits <input type="checkbox"/> Other	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE - EA EMPLOYEE	\$
					E.L. DISEASE - POLICY LIMIT	\$
B	OTHER; Accidental Medical - Primary)	DCR-N06562425-2699000	06/01/13	06/01/14	\$20,000 Expense Benefit Max.Amt. Each Enrolled Child	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS: EARLY LEARNING COALITION OF SARASOTA COUNTY is included as an Additional Insured, but only as respects to any covered claim that might arise from the Named Insured's operations as an IN-HOME CHILDCARE at the location as shown above.						
CERTIFICATE HOLDER [X] ADDITIONAL INSURED: INSURER LETTER: _A_ EARLY LEARNING COALITION OF SARASOTA COUNTY 1750 17 th STREET. BLDG L SARASOTA, FL 34234 Fax: EMAILED Attn:				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 		

Parent Certificate/Voucher

ELC of Sarasota County
Non-transferable Child Care Certificate
School Readiness Program

Certificate Number: 71528973
HouseholdID: 1087938

* This certificate is not valid for care arranged after: 2/25/2025

PARENT INFORMATION

Name: [Redacted]
Home Address: [Redacted]

ENROLLED CHILD INFORMATION

Name: [Redacted]

PROVIDER INFORMATION

Provider: [Redacted]

ENROLLMENT INFORMATION

Eligibility Start Date: 5/12/2024
Rilya Wilson Reporting Requirement: No
Assigned ELC Counselor: N/A

Eligibility Redetermination Due Date: 2/25/2025
Referring Agency Phone: N/A
Referring Agency Email: N/A

Provider Daily Reimbursement Rates: Full-Time: \$37.00 Part-Time: \$25.10 Special Needs Rate: \$0.00
Parent Daily Co-Pay**: Full-Time: \$0.50 Part-Time: \$0.25

Enrollment Start: 1/20/2025 Enrollment End: 2/25/2025
Billing Group: B08 Eligibility: ECON
Care Level: PR3 School Calendar Name: School Holiday Unit of Care:

Enrollment Schedule Note:
** Parent co-payment is what the parent is responsible for.

Unit of Care / Day of Care:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Unit of Care	FT	FT	FT	FT	FT		

I certify by use of this certificate that I am exercising my choice of provider for my child. Other placement options in licensed, license-exempt, and registered facilities and homes have been explained to me. DEL, the early learning coalition, and its contracted subrecipient, if applicable, are indemnified from all possible liability for payments to the provider that I select and from liability for the quality of care my child receives. I understand that I have access to my children and may visit the provider's setting at any time during care hours.

Signature of Parent: [Redacted]
Signature of Provider: [Redacted]
Signature of Early Learning Coalition: [Redacted]

By Electronic Signature

- Be aware of the start and end dates!
- Notice the Parent Co-Pay
- Note Schedule of Care, Including Full Time (FT) or Part Time (PT)
 - FT: 6+ Hours
 - PT: Less than 6 Hours
- If a parent copayment/fee is listed on the voucher, you are required to collect the amount listed regularly and maintain proof that the fee has been collected
 - Ex: receipt or invoice
- Do **NOT** let parents get behind on copayments/fees

Child Care Worksheet: Fee Explanation for Parents

The parent must have, in writing, what the provider is charging.

Early Learning Coalition
Sarasota County

Florida
School Readiness

Child Care Worksheet

Payment is due to the Provider: Daily Weekly Monthly Annually

Provider's Public Rate: \$ _____

Approved SR Reimbursement Rate (Includes parent fee): \$ _____

=

Differential fee: \$ _____

*Subtract the reimbursement rate from the public rate to get the differential fee. A differential fee is the difference between what the provider charges the public and the School Readiness rate paid to providers. A provider may ask the parent to pay the difference.)

Parent Fee or Co-Pay Amount \$ _____

Differential Fee \$ _____

=

*The differential fee is added to the parent fee if charged by the provider Total: \$ _____

- Cannot charge SR families more than private-pay families
- Collect the required family copayment from parents
- Document copayment collection with receipts
- Notify parents of outstanding SR copayment balances and establish repayment plans if needed

[Click here for a FAQ to help parents better understand copayments.](#)

Reporting

Event	Coalition Notification Required
Change in ownership	30 calendar days prior
Change in contact or program information (e.g., ages served, rate changes, operational hours, etc.)	Within 14 calendar days
Child transfer to another location (multiple locations)	Prior to changing location
Change in insurance	10 calendar days prior
Changes to information on SR application	Within 14 calendar days
Temporary emergency closure	Initial: 1st closure day Resumption: within 2 business days
Permanent closure	30 calendar days prior
Dismissal of SR children	Within 14 calendar days
Request for second program assessment	Within 30 calendar days
Unusual incidents	No later than COB the next day; Written report within 3 business days
Placed on the USDA disqualified list	Within 5 calendar days
Convicted of public assistance fraud	Within 5 calendar days
Child absences	By the 5th absence day At-risk children/Rilya Wilson Act: immediately with any unexcused absence
Reimbursement discrepancy, overpayment or underpayment	Within 60 calendar days



Coalition Responsibilities & Monitoring

The ELC of Sarasota will:

- ✿ Provide training and technical assistance
- ✿ **Not** require more than what is in the contract
- ✿ Monitor for compliance
- ✿ Access sites and records during business hours

Monitoring Requirements: Tier 2 Compliance

The ELC will conduct on-site monitoring using the **Statewide SR Provider Contract Monitoring Tool** adopted by the Department of Education.

This standardized tool ensures a consistent and comprehensive approach to evaluating provider compliance with contractual and programmatic requirements.

The monitoring process includes the following:

- An onsite visit to review compliance with the state required SR Provider Monitoring Tool
- A desk review of your sign-in/sign-out documentation for a selected month's payment request.

Monitoring can occur without the director present.

[Click here to view a sample monitoring checklist.](#)





Noncompliance and Corrective Action Notice

The ELC of Sarasota will:

- 1 Identify the specific requirement(s) the provider failed to meet
- 2 Describe in detail the required corrective action
- 3 Set a deadline for completion
- 4 Inform the provider of its right to request a review

Corrective Action & Probation

The ELC of Sarasota will impose contractual sanctions as mandated by the most current Division of Early Learning Health and Safety handbook.

	Class I Citation	Class II Citation	Class III Citation
Technical Assistance	Mandatory probation. Technical Assistance will be offered in the form of a CAP and a SR Program Assessment may be scheduled.	1 violation	1 or 2 violations
Corrective Action Plan (CAP)	Will be applied to all employees. Plan consists of Professional Development. Failure to comply may result in contract termination.	2 of the same violation 3 of the same violation 4+ different Class II violations within the same contract year	3 or 4 of the same violation 6+ different Class III
Mandatory 6-Month Probation	1 or 2 Class I Violation	3 of the same violation Failure to comply with CAP 4+ different Class II violations	6+ of the same violation Failure to comply with CAP
Consideration of Contract Termination:	Subsequent violations for the same Class I	Subsequent violations of the same Class II 5+ different Class II violations Failure to comply with probation	Subsequent violations of the same Class III Failure to comply with probation



Appeal Process

Providers participating in the SR and/or VPK programs may request a review of decision made by the Early Learning coalition by following the Due Process Procedures outlined in the Statewide SR and VPK Contract, Exhibit 7, Due Process Procedures.

- If a provider disagrees with an action taken by the ELC under the Statewide SR and/or VPK Contract (i.e. termination of SR/VPK contract), the provider may submit a written request for a review hearing to contracts@elcsarasota.org. The request must have the following information:
 - Provider name and contact information
 - Attorney name and contact information, if applicable
 - The specific action by the ELC provider disputes
 - The specific reason why the provider disputes the action
- The ELC must public notice the review hearing
- The provider will have an opportunity to address the action and present information to the Review Hearing Committee.
- The Review Hearing Committee consists of at least three (3) but no more than five (5) members. One of the members of the Committee must be one of the provider representatives on the board.

For more details, refer to the Statewide SR and VPK Contract, Exhibit 7, Due Process Procedures. Providers may also contact contracts@elcsarasota.org for more information about the appeals process.

Reporting an Unusual Incident

An unusual incident is any significant event affecting the health, safety, or welfare of children in Provider's care.

Examples include, but are not limited to:

- Allegations, complaints, or investigations involving suspected abuse, neglect, or inappropriate conduct by provider or staff.
- Any child injury requiring professional medical treatment at the site, emergency services, hospitalization, or written notification from a parent that outside medical treatment was sought.
- Serious accidents, emergencies, or incidents that place children at risk.
- Program closure or disruption of services due to facility damage, loss of power or utilities, illness outbreaks, or other emergency conditions.
- Notice of litigation, claims, or legal action in which provider is a named party related to the operation of the VPK program.

Providers must notify the Coalition of any unusual incident by the close of the next business day and submit a written report within three (3) business days of the incident. Licensed providers may satisfy this requirement by submitting a copy of the incident report provided to DCF to Lorrie Young, lyoung@elcsarasota.org.



Attendance & Absences

- ✿ Providers **must** maintain daily sign-in/sign-out records (paper or electronic), including provider name, child's first & last name, date, time in/out, and parent signature.
- ✿ Attendance for SR and VPK must be submitted by the 3rd business day of each month.
- ✿ Notify the ELC after 1 unexcused absence for at-risk child.
- ✿ Children may have up to 3 absences per month without a written note. An additional 10 days may be excused in the event of extraordinary circumstances.
- ✿ No payments will be made for absences exceeding 3 days without documentation, or 13 days with approved documentation.
- ✿ Absence documentation and attendance records must match!
- ✿ Provider should contact the ELC prior to disenrolling any SR child

Examples of extraordinary circumstances include but are not limited to the following:

- ✿ Hospitalization of the child or parent with appropriate documentation (i.e., doctor's note, hospital admission)
- ✿ Illness requiring home-stay as documented (i.e., doctor's note, parent statement)
- ✿ Death in the immediate family with appropriate documentation (i.e., obituary, death certificate, parent statement)
- ✿ Court ordered visitation with appropriate documentation (i.e., court order)
- ✿ Unforeseen documented military deployment or exercise of the parent(s) (i.e., military orders of deployment, reserve duty)
- ✿ Doctor appointments or other health related appointments (i.e., therapy, routine)

Providers are required to report absences to the ELC for all School Readiness children enrolled at their center or school using [this form](#). Absence reporting begins after five (5) consecutive absences for any child receiving SR services.

Reimbursement

- Based on approved reimbursement rates
- Includes eligible differential payments
 - Contracted slots
 - Special needs
 - Quality programs
 - ✿ Gold Seal
 - ✿ Quality Performance Incentive
 - ✿ Child Assessment
- May be paid for temporary closures caused by a declared state of emergency
- Provider contract shows the rates and differentials



Rilya Wilson Act

If a child enrolled in SR has unreported or prolonged absences, providers are required to notify the ELC

Providers must submit the report when:

- A SR child has been absent for **five (5) consecutive days** with no communication from the parent or guardian.
- A SR child has ten **(10) unexplained absences** during a calendar month.
- A child considered **"at-risk" or under protective supervision (BG1/Rilya Wilson)** has an **unexcused absence or seven (7) consecutive unexcused absences.**

In these cases, the law and state policy require providers to report the absence so that the child's enrollment status can be reviewed and appropriate follow-up steps taken.

[Click here for more information and to submit a report.](#)





Paid Holidays & Staff Training Day

Providers are allowed to select up to 13 paid holidays, per program year, with one of the days being used for staff training.

- ✿ Holidays are prorated each year based on the number of months left in the program year at the time the contract is certified.
- ✿ A contract amendment is required for all holiday changes, which includes updating the Closures Calendar in the provider profile on the DEL Provider Portal.

Staff Training Day:

- ✿ No child care services may be provided on the training day. Training must occur during the program's regular licensed hours.
- ✿ Training must cover at least 50% of the provider's approved daily schedule. Providers operating more than 10 hours per day must complete a minimum 5-hour training day. Providers with multiple SR schedules must base the 50% requirement on their longest approved daily schedule.
- ✿ Training must be meaningful, support SR child care personnel, and align with at least one Coalition-approved topic, including [Florida Early Learning and Developmental Standards and Professional Competencies \(FELDS\)](#), the provider's curriculum, CLASS®, or any of the Florida Standards and Key Competencies listed in [Form OEL-SR 735](#).
- ✿ Providers must keep a detailed agenda and a sign-in sheet showing attendance by at least 75% of SR child care personnel.
- ✿ The training day will be treated as a "holiday" closure, and providers will be reimbursed at their standard rate based on each child's authorized schedule for that day.

Emergency Temporary Closure

Provider agrees all requests for compensation for temporary closures beyond provider's control will be handled in accordance with Rule 6M-4.501, F.A.C.

Provide notice to the Coalition of temporary emergency closings of the SR Program within (2) calendar days.

Contact Tess Scarcella-Fidelman at tscarcella@elcsarasota.org for appropriate calendar updates (if applicable).

Contract Termination

> ELC Termination

The ELC may terminate a contract and revoke eligibility to provide School Readiness services for up to five years for the following reasons:

- > Cause (DCF Class 1)
- > Emergency (poses an immediate and serious danger to the health, safety, and welfare of children)
- > Health & Safety Violations (followed by violations issued by DCF)
- > Program Assessment (refuses to participate in program assessment or QIP, if required)
- > Fraud (public assistance)
- > USDA (United States Dept of Agriculture National Disqualified List)

> Provider Termination:

A provider may terminate their SR Contract with a 30-day written notice, which must be submitted to contracts@elcsarasota.org.



Permanent Closure: Provider Documents Due

Documents must be maintained for five years and submitted to ELC upon permanent closure.

The following items must be dropped off or mailed to our 17th Street location:

- Sign-in/out sheets
- Enrollment and attendance certification
- Documentation to support excused absence
- Proof of parent co-payments
- Any materials or equipment that was provided by the ELC

Provider must transfer all SR records required to be maintained under paragraph 42 to the ELC Sarasota no later than the close of business on the day provider ceases to offer the SR Program. Failure to remit all SR Program records required to be maintained will result in the ELC Sarasota withholding final payment until the requirements of this paragraph are met.

Final SR payment will not be made until documents are received.

Part Five: Resources

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Provider Resources



Warm Line

When challenges show up in the classroom, you don't have to figure it out alone. Our Warm Line gives educators direct access to specialized guidance on real, everyday situations, so you can respond with confidence and clarity.

941-954-4830 x 231 | warmline@elcsarasota.org

[Warm Line Form](#)

Training Calendar

Professional growth should be easy to access and easy to plan. The ELC Training Calendar makes it easy to plan your learning journey. Each listing clearly outlines time commitments, format, and credit eligibility so you can choose what best fits your goals and schedule.

[View Training Calendar](#)



Directors Connection

Each month, the ELC hosts a gathering that unites leaders from across Sarasota County's early education community. These sessions foster collaboration, peer to peer support, and professional growth through ELC updates, training news, and guest speakers who share strategies to strengthen classroom quality and family engagement. View our training calendar for upcoming dates!

Educator Support Hub

The Educator Support Hub brings together the most requested tools and information for early childhood professionals in Sarasota County. Here, you can explore professional development opportunities, access child screening and early intervention resources, view past newsletters, and find helpful forms and tools to support your program.

[View Educator Support Hub](#)



ELC Newsletter

Stay connected with the latest updates on contract compliance, professional development opportunities, local resources, and more by joining our newsletter!

[Click Here to Sign Up for the Director's Newsletter](#)

[Click Here to Sign Up for the Teacher's Newsletter](#)

Missed a newsletter? No worries – you can find past editions anytime on our website [here](#).

We're Here to Help.

Tess Scarcella-Fidelman

Provider Support Specialist

- Contracts
- Provider Profiles
- Resource & Referral

tscarcella@elcsarasota.org | 941-954-4830 x 110

Quanisha Minor

Finance Operations Specialist

- Attendance
- Reimbursement

qminor@elcsarasota.org | 941-954-4830 x 114

Jessica Becerril

Family Services & Support Manager

- Family Questions
- Parent Co-Pays
- School Readiness Eligibility

jbecerril@elcsarasota.org | 941-954-4830 x 108

Lorrie Young

Director of Program Quality & Early Learning Innovation

- Licensing
- Provider Resources
- Professional Development

lyoung@elcsarasota.org | 941-954-4830 x 226

Leah Binkley

Early Intervention & Behavior Specialist

- Warm Line
- ASQ / Child Assessments
- Early Intervention

lbinkley@elcsarasota.org | 941-954-4830 x 102

Family Services Office & Administration

Lobby Hours: Mon-Fri: 8:00 AM – 4:30 PM
1750 17th Street, Building L
Sarasota, FL 34234

info@elcsarasota.org | 941-954-4830 x 101



**Early Learning
Coalition**
Sarasota County

**Orientation must be completed by
June 12, 2026 in order to finalize your
School Readiness contract.**

**Click here to confirm that
you have completed this
orientation.**