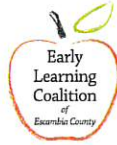


Board Meeting May 14, 2026

Meeting Package

- | | | |
|-----|---|--------|
| 1. | Agenda | |
| 2. | CRI FY 2024-2025 Single Audit Report | Att |
| 3. | New Board Members, Noel, Colon & Patton | 1-43 |
| 4. | ELCEC Use of Restricted Funds Policy & Procedures | 44-49 |
| 5. | Revised Developmental Screening Policy | 50-54 |
| 6. | Revised SR Program Assessment Policy | 55-62 |
| 7. | Revised Eligibility Manual | Att |
| 8. | Revised Eligibility Priority Template | 63-64 |
| 9. | Revised Fee Waiver Policy & Procedure | 65-67 |
| 10. | Revised Anti-Fraud Policy | 68-77 |
| 11. | Financial Update | 78-79 |
| 12. | Enrollment/Wait List Status Report | 80-84 |
| 13. | Contracting Summary | 85-86 |
| 14. | Provider Review Hearing – My Little Blessings | 87-90 |
| 15. | Provider Review Hearing – Little Hands & Feet | 91-94 |
| 16. | TORSCH Single Source Procurement | 95-96 |
| 17. | Community Outreach Vehicle Insurance | 97-102 |
| 18. | Property & General Liability Insurance | Att |



Early Learning Coalition of Escambia County
Board Meeting Agenda
May 14, 2026, at 10:00 a.m.

	Pages
I. Welcome and Introductions	
a. Notification of this meeting of the Board of Directors was posted to the Coalition Public Calendar Board and sent to the Pensacola News Journal for publication on April 28, 2026	
II. Public Comments	
III. Chair Opening Comments	
a. Approval of Consent Agenda: Meeting Agenda, Minutes of March 9, 2026, Financial Reports for January and February 2026 (BA)	CA1 – CA21
IV. Carr, Riggs & Ingram Single Audit Report	
a. Presentation of FY 2024-2025 Single Audit Report	
IV. Executive Committee Report	
a. New Board Members - Ruthie Noel, Ashley Colon & Deirdre Patton (BA)	1-43
b. Private Provider Representative – Ashley Colon (BA)	
c. Faith Based Provider Representative – Deirdre Patton (BA)	
d. ELCEC Use of Restricted Funds Policy & Procedures (BA)	44-49
e. Revised Developmental Screening Policy (BA)	50-54
f. Revised SR Program Assessment Policy (BA)	55-62
g. Revised Eligibility Manual (BA)	Att
h. Revised Eligibility Priority Template (BA)	63-64
i. Revised Fee Waiver Policy (BA)	65-67
j. Revised Anti-Fraud Plan (BA)	68-77
VI. Executive Director’s Report	
a. Coalition Status Reports:	
1. Financial Update (D)	Mona Jackson 78-79
2. SR/VPK Enrollment/Wait List Status Report (D)	Nina Daniels 80-84
3. Contracting Summary Report (D)	Dawn Engel 85-86
VII. Old Business	
a. Impact 100 Grant/Van - Update (D)	Melissa Jennings
VIII. New Business	

Key: **(BA)** = Board Approval **(D)** = Discussion **(I)** = Information **Att** = Attached file

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child’s potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.



- a. Employment Law Retainer - Update **(BA)**
- b. Retention of Legal Counsel **(BA)**
- c. Provider Termination – My Little Blessings **(D)** **87-90**
- d. Provider Review Hearing – Little Hands and Feet **(D)** **91-94**
- e. Nonparticipating Board Members **(D)**
- f. TORSCH Single Source Procurement **(I)** **95-96**
- g. Tandem Staffing Services **(I)**
- h. Community Outreach Vehicle Insurance **(I)** **97-102**
- i. Property and General Liability Insurance **(I)** **Att**

IX. Audits and Reviews in Progress

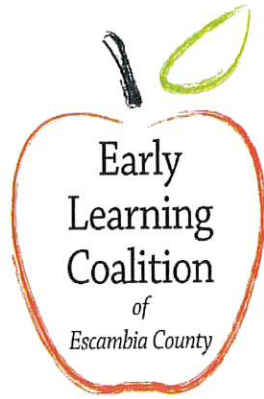
- a. 2024-2025 Financial Fiscal Monitoring Report #2 **(D)**

X. Adjourn

Next Meeting: Thursday, August 13, 2026, at 10:00 a.m. at the Early Learning Coalition offices, 1720 W. Fairfield Dr., Suite 100/400, Pensacola, FL 32501

Key: (BA) = Board Approval (D) = Discussion (I) = Information Att = Attached file

The mission of the Early Learning Coalition of Escambia County is to identify and meet the needs of children and families to lay the foundation for lifetime success by: maximizing each child's potential, preparing children to enter school ready to learn, and helping families achieve economic self-sufficiency.



Attachment

CRI

Single Audit

April 15, 2026

Ruthie Noel

4305 Montaigne Dr. Pensacola, FL 32504

850-699-6500

To: The Executive Director and Board of Directors of the Escambia County Early Learning Coalition

3300 N. Pace Blvd. Pensacola, FL 32505

Dear Mr. Henderson and Members of the Early Learning Coalition of Escambia County Board of Directors,

I am writing to express my interest in serving on the Board of Directors for the Early Learning Coalition of Escambia County. My professional and academic background is rooted in developmental psychology and early childhood education, including hands-on experience as a classroom educator, leadership of ReadyKids! and the ReadingPals program, and long-standing collaboration with the Early Learning Coalition of Escambia County to advance kindergarten readiness. I have also led and facilitated community-wide early learning efforts through the Kindergarten Readiness Collective Action Network, the Escambia Children's Trust, and state-level partnerships with the Children's Movement of Florida.

Through these experiences, and in my current role as Vice President of Programs for Pensacola Habitat for Humanity, I have developed a strong appreciation for effective governance, cross-sector collaboration, and strategic oversight in support of children and families. I would be honored to contribute my experience, perspective, and commitment to early learning as a member of the Early Learning Coalition of Escambia County Board of Directors.

Warm regards,

A handwritten signature in black ink that reads "R. Noel". The signature is written in a cursive, flowing style.

Ruthie Noel

Vice President of Programs

Pensacola Habitat for Humanity

RUTHIE NOEL

4305 Montaigne Dr. Pensacola, FL 32504 | (850) 699-6500 | ruthie.christie@gmail.com

OBJECTIVE

Mission-driven executive with a proven record of leading nonprofit strategy, cross-sector collaboration, and community impact initiatives across Northwest Florida.

QUALIFICATIONS

- Led nonprofit strategy and operations as Executive Director, overseeing board engagement, fiscal restructuring, and grant acquisition.
- Applied education and workforce data to guide community-wide continuous improvement initiatives.
- Built cross-sector relationships through community engagement and volunteerism.
- Exceptional interpersonal skills and ability to cultivate relationships across diverse groups.
- Dynamic public speaker with a mission-driven approach to leadership and advocacy.

EDUCATION

Master of Arts, Industrial-Organizational Psychology
University of West Florida | Pensacola, FL | 2016

Bachelor of Arts, Psychology
University of West Florida | Pensacola, FL | 2014

CERTIFICATIONS

Certificate: Human Resource Management
University of West Florida | Pensacola, FL | 2014

Certificates: Leadership, Legal Compliance, and Strategy and Evaluation
Pensacola State College Center for Nonprofit Excellence | Pensacola, FL | 2025

PROFESSIONAL EXPERIENCE

Pensacola Habitat for Humanity

Vice President of Programs 2026 - Present

- Provide strategic leadership and operational oversight for all programmatic functions, aligning initiatives with organizational mission, strategic priorities, and community needs.
- Lead and develop program directors and managers to drive innovation, accountability, and high-performance outcomes.
- Oversee program budgets, grant compliance, and regulatory reporting, ensuring fiscal integrity and timely submissions.

- Evaluate program effectiveness and design new initiatives to expand measurable community impact.
- Build and sustain partnerships with local government, community organizations, and regional stakeholders; serve as a public representative of the organization.

Pensacola State College

Executive Director, Corporate Training and Continuing Education 2025 – 2026

- Led growth and strategic direction for Corporate & Workforce Training, Continuing Education, and the Center for Nonprofit Training.
- Cultivated partnerships with employers, donors, trainers, and community organizations to expand program reach and revenue.
- Collaborated across academic and administrative teams to strengthen brand visibility and align offerings with workforce needs.
- Planned and executed complex, multi-stakeholder initiatives supporting regional workforce development.

Achieve Escambia

Executive Director | 2023–2025

- Secured funding through strategic grant writing, funder relationships, and cross-sector partnerships.
- Led financial operations, compliance, and board governance for a collective-impact nonprofit.
- Facilitated cradle-to-career collaboration among businesses, nonprofits, military partners, and education systems.

ReadyKids!

Executive Director | 2021–2023

- Directed early-learning and school-readiness initiatives serving low-income VPK students and their families.
- Managed operations, funding, and community partnerships to improve kindergarten readiness outcomes.

Pensacola Young Professionals

Executive Director | 2019–2021

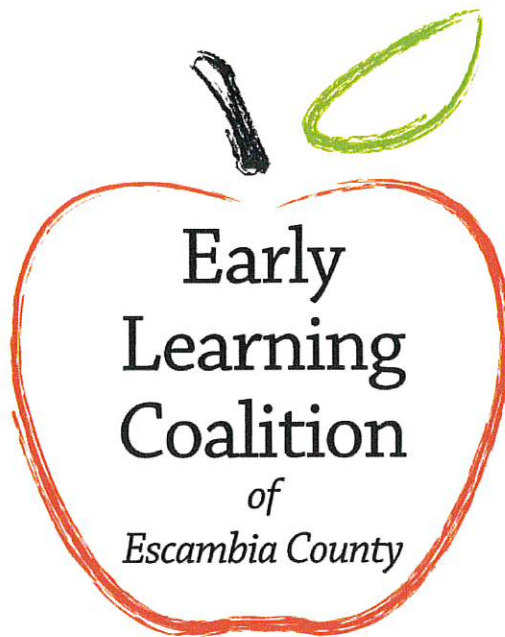
- Led a membership-based nonprofit focused on civic engagement, leadership development, and community impact.
- Expanded programming, partnerships, and volunteer engagement to strengthen regional talent retention.

COMMUNITY INVOLVEMENT

- Pensacola Young Professionals Member, 2015 – Present
- CivicCon Center for Civic Engagement Founding Member, 2020 – Present
- Greater Pensacola Chamber of Commerce Leadership Pensacola Class of 2022
- Florida's Great Northwest Leadership Northwest Florida Class III, President 2024 – 2025
- Greater Pensacola Chamber of Commerce Leadership Pensacola Curriculum Committee Co-Chair, 2025 – 2026
- Greater Pensacola Chamber of Commerce Board of Directors 2025 – 2026

AWARDS & RECOGNITION

- Pensacola Young Professionals Four Core Award, 2018
- In-Weekly Rising Star, 2022
- Junior League of Pensacola Woman in Education, 2024



BOARD OF DIRECTORS MEMBERSHIP QUESTIONNAIRE

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

The Early Learning Coalition of Escambia County will use the information provided solely in connection with its review of your application for membership. Please note that Florida's public records law requires that all information received in connection with state business be made available to anyone upon request, unless there is a specific statutory exemption.

www.elcescambia.org

Section 1 – General Information

Applicant's Name: <small>(include name commonly used, please print)</small>	Ruthie Noel
Email Address	rnoel@pensacolahabitat.org
Mobile Telephone Number	850-699-6500
Current Employer:	Pensacola Habitat for Humanity
Current Occupation:	
Florida County of Residence	Escambia
Is this the first time you have applied to this Board?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Sex:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
*Race:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Native-American/Alaskan Native <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African-American
Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors

* This information will be used to provide demographic statistics on board membership.

Section 2 – Education and Background

The questionnaire MUST BE COMPLETED IN FULL. Answer “none” or “not applicable” where appropriate.

Business Address:	300 W. Leonard St. Pensacola FL
Residence Address:	4305 Montaigne Dr. Pensacola FL 32514
Specify the preferred mailing address:	<input type="checkbox"/> Business <input checked="" type="checkbox"/> Residence
Since what year have you been a continuous resident of Florida?	2012

Education

High School:	NWFL State College Collegiate High School	Year Graduated:	2007
--------------	---	-----------------	------

List all postsecondary educational institutions attended:

NAME & LOCATION	DATES ATTENDED	CERTIFICATES/DEGREES RECEIVED
University of West Florida	2012 - 2014	Bachelor of Arts
University of West Florida	2014 - 2016	Master of Arts

Military Service

Are you or have you ever been a member of the armed forces of the United States?

Yes No If "Yes" list:

- Dates of service: _____
- Branch or component: _____
- Date & type of discharge: _____

Background

Have you or members of your immediate family (spouse, child, parents(s), siblings(s), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment?

Yes No If "Yes", explain:

NAME OF BUSINESS	FAMILY MEMBER'S RELATIONSHIP TO YOU	FAMILY MEMBER'S RELATIONSHIP TO BUSINESS	BUSINESS' RELATIONSHIP TO AGENCY

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.)

Yes No If "Yes", please provide details:

DATE	PLACE	NATURE	DISPOSITION

Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees?

Yes No If "Yes", give details:

DATE	NATURE	DISPOSITION

Section 3 – Experience

State your experiences and interests or elements of your personal history that qualify you for this position.

In college, I was a student of developmental psychology and early childhood education. I worked as an early childhood classroom educator in for-profit child care centers and private academy which was internationally Montessori certified. I led the work of ReadyKids! including the ReadingPals program and successfully partnered with the Escambia County ELC on various projects, events, and initiatives to increase kindergarten readiness in our community. I participated in the Kindergarten Readiness Collective Action Network for many years and facilitated the KCAN work as the Executive Director of Achieve Escambia for two years. I served as the Communications Co-Chair for the Escambia Children's Trust referendum campaign and have worked closely with ECT since its establishment. I have collaborated at the state level with the Children's Movement of Florida to facilitate early learning-focused roundtables in our community and to help steer the creation of a state-wide network of communities prioritizing early learning.

List specially any degree(s), professional certification(s), or designations(s) related to the subject matter of this position:

BA in Psychology (emphasis on Developmental and Cog Neuro), MA in Psychology (Industrial-Organizational)
Racial Equity Institute Trained Professional (2020/2021)
Many hours of DCF training
Trauma Intervention Training

List any awards or recognitions relating to the subject matter of this position:

Junior League of Pensacola Woman in Education award 2024

Identify all association memberships and association offices held by you that relate to this position:

Not applicable at this time. I've had a change in industry from early learning to affordable housing in my current role as VP of Programs at Pensacola Habitat for Humanity.

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Have you ever been elected or appointed to any public office in this state?

Yes No

If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

OFFICE TITLE	DATE OF ELECTION OR APPOINTMENT	TERM OF OFFICE	LEVEL OF GOVERNMENT

If your service was on an appointed board(s), committee(s), or council(s):

- How frequently were meetings scheduled: _____
- If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s).

MEETINGS ATTENDED	MEETINGS MISSED	REASON FOR ABSENCE

Section 4 – Early Care and Education Partner Information

Are you a private child care partner or employee who receives funding from the Coalition in which you are applying for membership?

Yes No

If yes, are you:

For Profit Not for Profit Faith Based Other

Please list all services/programs for which you receive funding:

If you are a Voluntary Prekindergarten (VPK) partner or employee and you or your center receive funding for VPK: Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year?

Yes No Not Applicable

If yes, provide your latest Kindergarten Readiness Rate:

If you are a VPK or School Readiness partner, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 60BB-8.305(3), F.A.C?

Yes No Not Applicable

If you are a School Readiness partner, did you submit accurate and timely monthly attendance rosters for the School Readiness program?

Yes No Not Applicable

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Are you accredited by a recognized agency?

Yes No Not Applicable

If yes, please list accrediting body:

ACCREDITING BODY	DATE OF ACCERDITATION

If you are a VPK partner, have you ever been determined to be a Provider on Probation (POP) by the Florida Department of Education (FDOE)?

Yes No Not Applicable

A partner is not eligible for board membership if during the last 24 months, the partner:

- Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;
- Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student's child's attendance; or
- Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student's child's attendance; or
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's child's attendance; or
- Failed to comply with the terms of the Coalition's School Readiness Provider Agreement.
- Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider's license status, as recorded in the department's Child Care Information System, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed."
- A partner which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.55(3)b., F.S., is not eligible if the provider's accreditation status has expired or been rescinded.

Section 5 – References

List three persons who have known you well within the past five (5) years. Include a current, complete address, email address and telephone number. Exclude your relatives.

NAME	MAILING ADDRESS	ZIP CODE	PHONE NUMBER	EMAIL ADDRESS
Lindsey Cannon	1000 College Blvd. Bldg. 26 Pensacola, FL	32504	850-303-9842	lcannon@escambia childrenstrust.org
Doug Brown	2501 W. Wright St. Pensacola	32505	850-898-5081	d.brown@ capc-pensacola.org
MaryAnn Bickerstaff	3932 N. 10th Ave Pensacola	32503	850-554-8673	mbickerstaff@arc- gateway.org

Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

NAME	MAILING ADDRESS	OFFICE(S) HELD & TERM	DATE(S) OF MEMBERSHIP
Pensacola Young Professionals	321 N. DeVilliers St. #208 Pensacola 32502	Member	2015 - Present
Pensacola Chamber	218 W. Garden St.	LeaP Curriclum	2025 - Present
Equity Project Alliance	113 Baybridge Dr. Gulf Breeze 32561	Data Walk Committee	2023 - Present

Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed?

Yes No If "Yes", explain:

If required by law or administrative rule, will you file financial disclosure statements?

Yes No

CERTIFICATION

I Ruth Noel (print name), have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.

Ruth Noel

Signature

4/15/2026

Date

Applicant must attach a resume or biography.



Early Learning Coalition of Escambia County Board Member Application

Must be a Florida Resident to Apply

Please type or print clearly
Personal Information

Noel	Ruth	Sentell Christie
Last Name	First Name	Middle
Pensacola Habitat for Humanity		Vice President of Programs
Employer/Affiliation	Title	
4305 Montaigne Dr.		
Street Address		
Pensacola/FL/32504		
City/State/Zip Code		noel@pensacolahabitat.org
850-699-6500		
Phone	Mobile	Email

Are you a parent: Y N If yes, age(s) of Child(ren) 3.5

Is your employer a private, for-profit enterprise, a community based non-profit organization
 Other (please specify): _____

Community/Civic Involvement

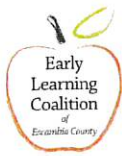
Please list up to five community, civic, professional, business, and other organizations of which you are or have been a member.

Organization Name	Dates of Membership	Position(s) Held
Pensacola Young Professionals	2015 - 2025	Board member, Executive Director
Equity Project Alliance	2024 - Current	Data Walk Committee member, past Board member
Pensacola Women's Alliance	2022 - 2024	Nominating Committee Chair
_____	_____	_____
_____	_____	_____

Statement of Interest

Reasons for applying/additional comments: _____

My academic training and professional experience are deeply rooted in early childhood education and kindergarten readiness. I have led and partnered on local and state early learning initiatives. I am committed to contributing governance in support of strong outcomes for children and families.



Early Learning Coalition of Escambia County Board Member Application

Must be a Florida Resident to Apply

Federal and State law requires this Coalition to reflect representation of the local community by race, gender, ethnicity, and other characteristics.

Race (check one): White Black Asian or Pacific Islander
 American Indian or Alaskan Native

Sex: Male Female Are you age 55 or older? Yes No

Are you a veteran? Yes No Do you have any disabling conditions? Yes No

If you need accommodation, please specify: _____

Commitment and Operational Statements

Time Commitment: Serving on the Early Learning Coalition of Escambia County will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about many aspects of early childhood development and school readiness.

Employment: The school readiness legislation states that nominated members must be from the private sector, and neither they nor their families may earn an income from the early education or child care industry.

Conflict of Interest: Conflict of interest may occur when an item is presented for a vote that will directly affect you, your employer, or another organization you are involved with. Conflict of interest rules generally require you to disclose the conflict and abstain from discussion or voting on the matter.

Government in the Sunshine: The Early Learning Coalition of Escambia County is a legislatively mandated group and will operate following the guidelines of "Government in the Sunshine".

My signature below confirms my understanding of these requirements and my agreement for application for membership to the Early Learning Coalition of Escambia County.

Ruth Noel

4/16/2026

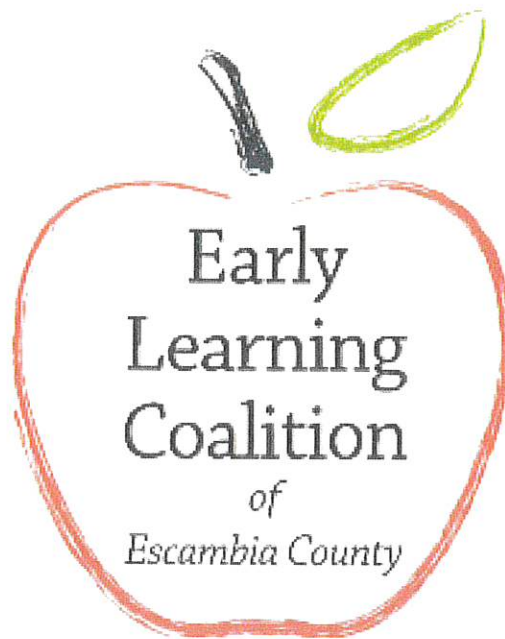
Applicant Signature

Date

SUBMISSION OF NOMINATION FORM & CONTACT FOR ADDITIONAL INFORMATION

The **deadline** for submission of this membership application is: **There are no current deadlines.**
Application forms may be submitted by mail to:

Bruce Watson, Executive Director
Early Learning Coalition of Escambia County
3300 N. Pace Blvd, Suite 210, Pensacola, FL 32505
Or by email: bwatson@elcescambia.org



BOARD OF DIRECTORS MEMBERSHIP QUESTIONNAIRE

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

The Early Learning Coalition of Escambia County will use the information provided solely in connection with its review of your application for membership. Please note that Florida's public records law requires that all information received in connection with state business be made available to anyone upon request, unless there is a specific statutory exemption.

Section 1 – General Information

Applicant's Name: (Include name commonly used, please print)	Ashley Colon
Email Address	littleinspirationsLA@gmail.com
Mobile Telephone Number	(850)377-4371
Current Employer:	Little Inspirations Learning Academy
Current Occupation:	Owner/Director
Florida County of Residence	Escambia
Is this the first time you have applied to this Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Sex:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
*Race:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Native-American/Alaskan Native <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African-American
Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors

* This information will be used to provide demographic statistics on board membership.

Section 2 – Education and Background

The questionnaire MUST BE COMPLETED IN FULL. Answer “none” or “not applicable” where appropriate.

Business Address:	9318 Pensacola Blvd., Pensacola, FL, 32534
Residence Address:	3831 Bayou Blvd., Pensacola, FL, 32503
Specify the preferred mailing address:	<input checked="" type="checkbox"/> Business <input type="checkbox"/> Residence
Since what year have you been a continuous resident of Florida?	2008

Education

High School:	Pace High School	Year Graduated:	2012
--------------	------------------	-----------------	------

List all postsecondary educational institutions attended:

NAME & LOCATION	DATES ATTENDED	CERTIFICATES/DEGREES RECEIVED
NICCM/ University of Alaska	03/10/2020	National CDA and Directors Credential

Military Service

Are you or have you ever been a member of the armed forces of the United States?

Yes No If "Yes" list:

- Dates of service: N/A
- Branch or component: N/A
- Date & type of discharge: N/A

Background

Have you or members of your immediate family (spouse, child, parents(s), siblings(s), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment?

Yes No If "Yes", explain:

NAME OF BUSINESS	FAMILY MEMBER'S RELATIONSHIP TO YOU	FAMILY MEMBER'S RELATIONSHIP TO BUSINESS	BUSINESS' RELATIONSHIP TO AGENCY
N/A			

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.)

Yes No If "Yes", please provide details:

DATE	PLACE	NATURE	DISPOSITION

Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees?

Yes No If "Yes", give details:

DATE	NATURE	DISPOSITION

Section 3 – Experience

State your experiences and interests or elements of your personal history that qualify you for this position.

I have over 10 years of experience in the childcare and early education field, with a strong passion for fostering a love of learning in the children within our community. My experience spans all levels of care, including working as a nanny, in classrooms serving ages 2 months to 12 years, and in leadership roles as an assistant director, director, and now owner.

Having served in each of these roles provides me with a well-rounded and practical perspective when evaluating decisions that impact private childcare centers. I understand firsthand how policies and changes affect daily operations, staff, families, and overall program quality, and I am committed to ensuring those impacts are thoughtfully considered.

List specially any degree(s), professional certification(s), or designations(s) related to the subject matter of this position:

National CDA

National Directors Credential

VPK Directors Credential

Infant/Toddler CLASS

PRE-K CLASS

List any awards or recognitions relating to the subject matter of this position: N/A

Identify all association memberships and association offices held by you that relate to this position: N/A

Have you ever been elected or appointed to any public office in this state?

Yes No

If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

OFFICE TITLE	DATE OF ELECTION OR APPOINTMENT	TERM OF OFFICE	LEVEL OF GOVERNMENT
n/a			

If your service was on an appointed board(s), committee(s), or council(s):

• How frequently were meetings scheduled: N/A

• If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s).

MEETINGS ATTENDED	MEETINGS MISSED	REASON FOR ABSENCE
n/a		

Section 4 – Early Care and Education Partner Information

Are you a private child care partner or employee who receives funding from the Coalition in which you are applying for membership?

Yes No

If yes, are you:

For Profit Not for Profit Faith Based Other

Please list all services/programs for which you receive funding: VPK and SR

If you are a Voluntary Prekindergarten (VPK) partner or employee and you or your center receive funding for VPK: Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year?

Yes No Not Applicable

If yes, provide your latest Kindergarten Readiness Rate: 51, Above Expectations

If you are a VPK or School Readiness partner, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 60BB-8.305(3), F.A.C? Yes No Not Applicable

If you are a School Readiness partner, did you submit accurate and timely monthly attendance rosters for the School Readiness program?

Yes No Not Applicable

Are you accredited by a recognized agency?

Yes No Not Applicable

If yes, please list accrediting body:

ACCREDITING BODY	DATE OF ACCREDITATION
N/A	

If you are a VPK partner, have you ever been determined to be a Provider on Probation (POP) by the Florida Department of Education (FDOE)?

Yes No Not Applicable

A partner is not eligible for board membership if during the last 24 months, the partner:

- Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;
 - Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student's child's attendance; or
 - Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or
 - Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student's child's attendance; or
 - Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's child's attendance; or
 - Failed to comply with the terms of the Coalition's School Readiness Provider Agreement.
- Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider's license status, as recorded in the department's Child Care Information System, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed." • A partner which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.55(3)b., F.S., is not eligible if the provider's accreditation status has expired or been rescinded.

Section 5 – References

List three persons who have known you well within the past five (5) years. Include a current, complete address, email address and telephone number. Exclude your relatives.

NAME	MAILING ADDRESS	ZIP CODE	PHONE NUMBER	EMAIL ADDRESS
Christy Abbott	1411 Colwyn Dr., Cantonment, FL	32533	(850) 860-3132	
Tammy Abrams	357 Connie Way, Cantonment, FL	32534	(850) 382-1145	Twillzail@gmail.com
Chris Early	2534 Eclipse Ln, Pensacola, FL	32514	(850) 248-9354	christopherearly77@gmail.com

Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

NAME	MAILING ADDRESS	OFFICE(S) HELD & TERM	DATE(S) OF MEMBERSHIP
NAEYC	N/A	NONE	2022-CURRENT
FLAEOC	N/A	NONE	2025-CURRENT


Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed?

Yes No If "Yes", explain:

If required by law or administrative rule, will you file financial disclosure statements? Yes No

CERTIFICATION

I, Ashley Colon (print name), have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.



Signature

3/26/24

Date

Applicant must attach a resume or biography.

Ashley Trevino

Pensacola, FL | (850)377-4371 | a.w.capps94@gmail.com

PROFESSIONAL SUMMARY

Childcare center director with 13+ years of experience in early childhood education and over 6 years in leadership and business operations. Proven ability to manage licensed childcare facilities, oversee staff, maintain regulatory compliance, and sustain enrollment. Experienced in daily financial awareness, staffing ratios, and operational efficiency. Strong background in building parent relationships and maintaining high-quality care environments.

PROFESSIONAL EXPERIENCE

Director | Little Inspirations Learning Academy | Pensacola, FL | 2023–Present

- Oversee full operations of a licensed childcare center serving infants through VPK
- Manage hiring, training, scheduling, and performance of staff
- Maintain compliance with all state childcare licensing regulations
- Monitor enrollment, tuition tracking, and retention strategies
- Oversee daily financial awareness including staffing costs and supply management
- Coordinate inspections, audits, and regulatory requirements

Director | Malena's Mini School | Pensacola, FL | 2020–2023

- Managed daily operations including staffing, scheduling, and compliance
- Maintained licensing standards and safety regulations
- Supported enrollment growth and parent communication
- Oversaw curriculum and staff development

Lead Teacher (3-Year-Old Classroom) | Malena's Mini School | 2018–2020

- Implemented lesson plans and managed classroom development
- Maintained communication with parents and tracked milestones
- Ensured safety and sanitation compliance

Nanny & Personal Assistant | Private Families | 2013–2018

- Provided full-time childcare for multiple families

- Managed schedules, developmental activities, and household support

EDUCATION & CREDENTIALS

- National CDA (Child Development Associate Credential)
- Director Credential
- VPK Director Credential
- Infant & Pre-K CLASS Certification

CERTIFICATIONS

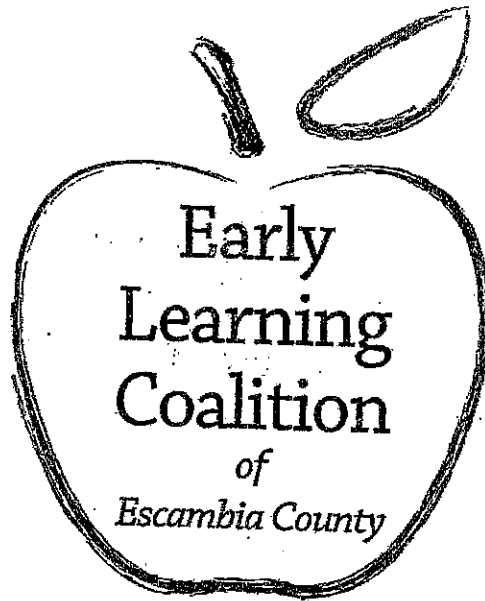
- CPR & First Aid Certified (10+ years)
- DCF 45 Hours Childcare Training Completed
- Level 2 Background Screening Cleared

CORE COMPETENCIES

- Business Operations & Staff Management
- Licensing & Regulatory Compliance
- Enrollment & Retention
- Parent Communication
- Health & Safety Standards

BUSINESS QUALIFICATIONS

- 3+ years operating a licensed childcare business
- 6+ years in leadership and management roles
- Extensive experience with compliance, staffing, and operations
- Demonstrated ability to sustain and manage a regulated childcare facility



BOARD OF DIRECTORS MEMBERSHIP QUESTIONNAIRE

EARLY LEARNING COALITION OF ESCAMBIA COUNTY

The Early Learning Coalition of Escambia County will use the information provided solely in connection with its review of your application for membership. Please note that Florida's public records law requires that all information received in connection with state business be made available to anyone upon request, unless there is a specific statutory exemption.

www.elcescambia.org

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Section 1 – General Information

Applicant's Name: (Include name commonly used, please print)	Deirdre Patton
Email Address	psd@glrockbc.org
Mobile Telephone Number	850-375-0033
Current Employer:	Greater Little Rock Preschool
Current Occupation:	Preschool Director
Florida County of Residence	Escambia
Is this the first time you have applied to this Board?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Sex:	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
*Race:	<input type="checkbox"/> White <input type="checkbox"/> Native-American/Alaskan Native <input type="checkbox"/> Hispanic-American <input type="checkbox"/> Asian/Pacific Islander <input checked="" type="checkbox"/> African-American
Do you now, or have you, within the last three years, been a member of any club or organization that, to your knowledge, in practice or policy, restricts membership or restricted membership during the time that you belonged on the basis of race, religion, national origin, or gender?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, detail the name and nature of the club(s) or organization(s), relevant policies and practices, and state whether you intend to continue as a member if you appointed to the Board of Directors

* This information will be used to provide demographic statistics on board membership.

Section 2 – Education and Background

The questionnaire MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate.

Business Address:	901 N. A Street Pensacola, FI 32501
Residence Address:	8734 Figland Ave Pensacola, FI 32534
Specify the preferred mailing address:	<input type="checkbox"/> Business <input checked="" type="checkbox"/> Residence
Since what year have you been a continuous resident of Florida?	1969

Education

High School:	Pine Forest High School	Year Graduated:	June 1987
--------------	-------------------------	-----------------	-----------

List all postsecondary educational institutions attended:

NAME & LOCATION	DATES ATTENDED	CERTIFICATES/DEGREES RECEIVED
Pensacola State College 1000 College Blvd	2008-2009	AS- Early Education
Pensacola State College 1000 College Blvd	2020-2022	BAS- Business Man.

Military Service

Are you or have you ever been a member of the armed forces of the United States?

Yes No If "Yes" list:

- Dates of service: _____
- Branch or component: _____
- Date & type of discharge: _____

Background

Have you or members of your immediate family (spouse, child, parents(s), siblings(s), or businesses of which members of your immediate family have been owners, officers, or employees, held any contractual or other direct dealings during the last four (4) years with any state or local governmental agency in Florida, including the office or agency to which you have been appointed or are seeking appointment?

Yes No If "Yes", explain:

NAME OF BUSINESS	FAMILY MEMBER'S RELATIONSHIP TO YOU	FAMILY MEMBER'S RELATIONSHIP TO BUSINESS	BUSINESS' RELATIONSHIP TO AGENCY
N/A			

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid.)

Yes No If "Yes", please provide details:

DATE	PLACE	NATURE	DISPOSITION
May 1999	Escambia County	failure to disclose for public aid over \$200.	ADJ W/H by Judge
		Type text here	(I am willing to provide additional information upon request)

Has probable cause ever been found that you were in violation of Part III, Chapter 112, F.S., the Code of Ethics for Public Officers and Employees?

Yes No If "Yes", give details:

DATE	NATURE	DISPOSITION
N/A		

Section 3 – Experience

State your experiences and interests or elements of your personal history that qualify you for this position.

I have spent over 23 years working in early education, including the past 13 years as Director of Greater Little Rock Preschool. Throughout my career, I have overseen daily operations, staff development, DCF & ELC compliance, and program quality, while building strong relations with families and the community.

My experience has given me a clear understanding of the challenges providers face, including staffing, funding, while trying to maintain high-quality care. I have consistently worked to improve program standards and support both the children and educators.

I am very passionate about representing the provider perspective and contributing to decisions that strengthen all early learning programs. I want to make sure providers have a voice at the table.

List specially any degree(s), professional certification(s), or designations(s) related to the subject matter of this position:

Florida Child Care and Education Program Director Credential- VPK endorsed exp. 03/23/2029

Staff Management & Leadership Training

VPK Certified Instructor

List any awards or recognitions relating to the subject matter of this position:

N/A

Identify all association memberships and association offices held by you that relate to this position:

National Association for the Education of Young Children (NAEYC)

National Black Child Development Association (NBCDI)

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Have you ever been elected or appointed to any public office in this state?

Yes No

If "Yes", state the office title, date of election or appointment, term of office, and level of government (city, county, district, state, federal):

OFFICE TITLE	DATE OF ELECTION OR APPOINTMENT	TERM OF OFFICE	LEVEL OF GOVERNMENT
N/A			

If your service was on an appointed board(s), committee(s), or council(s):

- How frequently were meetings scheduled: _____
- If you missed any of the regularly scheduled meetings, state the number of meetings you attended, the number you missed, and the reasons(s) for your absence(s):

MEETINGS ATTENDED	MEETINGS MISSED	REASON FOR ABSENCE
N/A		

Section 4 – Early Care and Education Partner Information

Are you a private child care partner or employee who receives funding from the Coalition in which you are applying for membership?

Yes No

If yes, are you:

For Profit Not for Profit Faith Based Other

Please list all services/programs for which you receive funding:

School Readiness (SR)

Voluntary Pre-Kindergarten (VPK)

TeenAge Parent Program w/ the Escambia County School District (TAPP)

Type text here

If you are a Voluntary Prekindergarten (VPK) partner or employee and you or your center receive funding for VPK: Did the most recent kindergarten rate for each program type (school year and/or summer) exceed the minimum kindergarten readiness rate established pursuant to s. 1002.69, F.S., for that program year?

Yes No Not Applicable

If yes, provide your latest Kindergarten Readiness Rate:

51- Above Expectations

If you are a VPK or School Readiness partner, did you submit accurate and timely monthly attendance roster for the VPK program in accordance with subsection 60BB-8.305(3), F.A.C?

Yes No Not Applicable

If you are a School Readiness partner, did you submit accurate and timely monthly attendance rosters for the School Readiness program?

Yes No Not Applicable

Early Learning Coalition of Escambia County - Board Membership Questionnaire

Are you accredited by a recognized agency?

Yes No Not Applicable

If yes, please list accrediting body:

ACCREDITING BODY	DATE OF ACCERDITATION
N/A	

If you are a VPK partner, have you ever been determined to be a Provider on Probation (POP) by the Florida Department of Education (FDOE)?

Yes No Not Applicable

A partner is not eligible for board membership if during the last 24 months, the partner:

- Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters 10 or more calendar days after the required submission date;
- Submitted two or more consecutive, or a combined total of four or more, monthly attendance rosters containing inaccurate reporting of a student's child's attendance; or
- Failed to repay an overpayment by the required repayment date after the Coalition discovered the overpayment and requested repayment; or
- Submitted a monthly attendance roster resulting in an overpayment that exceeded 20 percent of the payment for a calendar month due to the provider's inaccurate reporting of a student's child's attendance; or
- Submitted a monthly attendance roster containing fraudulent reporting or other intentional misreporting of a student's child's attendance; or
- Failed to comply with the terms of the Coalition's School Readiness Provider Agreement.
- Licensed by the Department of Children and Family Services or a local licensing agency is not eligible to if the provider's license status, as recorded in the department's Child Care Information System, is "Revocation Action Pending," "Suspension Action Pending/Suspended," or "Closed."
- A partner which is not licensed by the Department of Children and Family Services or a local licensing agency but which is accredited as described in s.1002.55(3)b., F.S., is not eligible if the provider's accreditation status has expired or been rescinded.

Section 5 – References

List three persons who have known you well within the past five (5) years. Include a current, complete address, email address and telephone number. Exclude your relatives.

NAME	MAILING ADDRESS	ZIP CODE	PHONE NUMBER	EMAIL ADDRESS
Dr. Lonnie D. Wesley	1825 W. Gadsden St	32501	850-207-8904	pastor@glrockbc.org
Stephanie Richardson	1720 W. Fairfield Dr	32501	850-755-7177	SRichardson@ELC escambia.org
Sheila Green	1425 Kings Rd.	32533	850-377-4692	sheilabtq@att.net

Name any business, professional, occupational, civic, or fraternal organizations(s) of which you are now a member, or of which you have been a member during the past five (5) years, the organization address(es), and date(s) of your membership(s).

NAME	MAILING ADDRESS	OFFICE(S) HELD & TERM	DATE(S) OF MEMBERSHIP
N/A			

Do you know of any reason why you will not be able to attend fully to the duties of the office or position to which you have been or will be appointed?

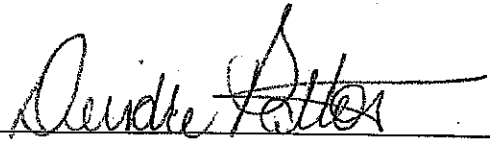
Yes No If "Yes", explain:

If required by law or administrative rule, will you file financial disclosure statements?

Yes No

CERTIFICATION

I Deirdre Patton (print name), have carefully and personally prepared or read the answers to the foregoing questions. The information contained in said answers is complete and true.



Signature

3-30-26

Date

Applicant must attach a resume or biography.

DEIRDRE PATTON

Pensacola, FL 32534

850-375-0033 - deirdrepattton69@gmail.com

PROFESSIONAL SUMMARY

Energetic Preschool Director with superior collaboration skills. Known for representing the perspective of teachers as well as parents in developing policies and curricula. offering 30 years in successful program development and management.

SKILLS

- Program assessment
- Personnel Training
- Facility Maintenance
- Policy creation
- Team Collaboration
- Regulatory Compliance

WORK HISTORY

10/2010 to Current

Director of Preschool

Greater Little Rock Preschool – 901 N. A Street

- Provided training and professional development for teachers.
- Supervised childcare workers and oversaw facility to meet state requirements for education and training.
- Attended approved training and continuing education courses to maintain certifications.
- Observed and assessed classroom activities to verify conformity with quality standards.
- Conducted staff evaluations and provided constructive feedback, fostering professional growth and development.

03/1995 to 05/2013

Assistant Director

Englewood Early Education Center – 1240 W. Scott Street

- Used industry expertise, customer service skills, and analytical nature to resolve customer concerns and promote loyalty.
- Conducted regular safety drills to ensure preparedness in case of emergency situations at school premises.
- Tracked key business metrics and made recommendations for initiative-taking adjustments to policies and procedures.
- Assisted in organizing and overseeing assignments to drive operational excellence.

EDUCATION

05/2022

Bachelor of Science: Business and Management

Pensacola State College - Pensacola, FL

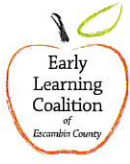
05/2008

Associate of Science: Early Childhood Education

Pensacola State College - Pensacola, FL

AFFILIATIONS

- National Association for the Education of Young Children (NAEYC)
- National Black Child Development Institute (NBCDI)



Office Policy and Procedures

Title: Use of Unrestricted Dollars

1.0 PURPOSE

The purpose of this policy is to establish clear governance guidance for the appropriate, responsible, and strategic use of unrestricted funds. This policy ensures that unrestricted dollars are used in a manner consistent with the organization’s mission, long-term sustainability, fiduciary duties, and approved strategic priorities.

2.0 DEFINITIONS

2.1 Unrestricted funds are financial resources that are not limited by donor-imposed stipulations or external legal restrictions and are available for use at the discretion of the Board of Directors and management, subject to this policy.

2.2 Unrestricted funds are intended to cover costs not allowed under our Federal, State and City awards. Unrestricted funds may be used for, but are not limited to, the following purposes:

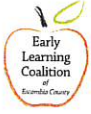
- a) Food for family and childcare provider events
- b) Gift cards or prizes for family and childcare provider events
- c) Facility expenses that are not covered under our grants
- d) Coalition staff events
- e) Operating expenses for fundraising activities
- f) Operating costs tied to cash shortfalls, example line of credit interest

3.0 PROCESS

All uses of unrestricted dollars must follow normal coalition purchasing procedures and have the approval of the Executive Director.

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
May 14, 2026	Initial Approval



Early Learning Coalition of Escambia County Office Policy and Procedures

Title: Developmental Screening Process Policy and Procedure ELCEC 4300.1**DE**

1.0 PURPOSE:

Per Florida Statute 1002.84(5), Early Learning Coalitions must establish an age-appropriate screening for children ages ~~birth~~ **6-weeks** to 60 months, of each child’s development and an appropriate referral process for children with identified delays. Such screening shall not be a requirement of entry into the school readiness program and shall be only given with parental consent.

2.0 SCOPE / IMPLEMENTATION:

The Division of Early Learning (DEL) in the Statewide School Readiness Provider Contract, Form DEL-SR 20, the Coalition can elect to have the Providers be “responsible for conducting developmental screenings for each child aged six weeks to 60 months in accordance with Rule 6M-4.720, F.A.C.” DEL encourages the parent/guardian to complete screening on their child, however, the parent/guardian has the option to defer the screening to their childcare provider. In the event the parent/guardian defers the screening, the Early Learning Coalition of Escambia County elects to have Providers conduct the development screenings and complete all reporting and documentation requirements associated with developmental screening process as delineated in this policy.

3.0 DECLINED CONSENT:

All parents/guardians shall be afforded the opportunity to Decline Consent for a developmental screening. For parent/guardians who decline consent for their child to be screened the parent/guardian must decline consent within their Family Portal in EFS MOD at the time of enrollment or redetermination. A parent/guardian’s screening decision remains in effect if a child changes School Readiness providers within the Coalition’s service delivery area.

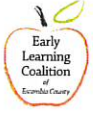
4.0 PROVIDER DEVELOPMENTAL SCREENING PROCESS PROCEDURES:

The following are local implementation procedures and reporting requirements in accordance with Rule 6M-4.720, F.A.C.

4.1 Screening Tool: The Coalition uses the Brookes Ages and Stages Questionnaire for its² developmental screenings.

4.1.2 Screening Start Date: The start date is the date of the child’s enrollment into the School Readiness (SR) Program for parents or the child’s first attendance at the School Readiness (SR) Program for providers after initial eligibility determination or after the annual redetermination date as described in Rule 6M-4.200, F.A.C. Notwithstanding the preceding, the provider’s screening start date begins after the parent’s timeframe to complete the screening has ended.

Formatted: Indent: Left: 1", No bullets or numbering
Formatted: Font: Bold



Early Learning Coalition of Escambia County Office Policy and Procedures

4.24.3 Screening Requirements: Parents are given the first opportunity to screen their child. Parents are provided up to twenty (20) calendar days from the screening start date to complete the screening on their child. The parent must select to complete the ASQ-3 and/or the ASQ SE-2 unless the parent declines consent. If the parent selects both screenings be completed, both must be completed to show complete in EFS MOD and for the provider to be in compliance. If the parent selects only the ASQ-3 for completion, the ASQ SE-2 will not be initiated in EFS MOD. If a screening is deferred by the parent/guardian, all Providers shall complete screenings that are required by the deadline of either forty-five (45) calendar days from enrollment-the start date for the Initial screening or forty-five (45) calendar days from annual redetermination for the subsequent screening. **Note:** The provider 45-day deadline begins after the parent's timeframe has ended if parents choose to complete the screening; starts on the first day of attendance at the School Readiness Program after enrollment or first day of attendance after the annual redetermination if the parent defers the screening to the provider.

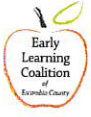
4.34.4 Screening Results Reporting Requirements: The results of all screenings shall be provided to the parent no later than 15 calendar days after the screening due date. Screenings without concerns shall be available to each parent upon completion of the development screening within the Family Portal. Screening results with concerns will be provided in writing to each child's parent by the Inclusion-Behavioral/Early Intervention Specialist upon completion of reviewing the screening.

4.44.5 Data Entry Requirement: The results of all screenings shall be entered in to into the Provider Portal no later than the screening due date.

4.54.6 Parent Notification: The results of all screenings shall be provided to the parent no later than 15 calendar days after the screening due date. Screenings without concerns shall be available to each parent upon completion of the development screening within the Family Portal. Screening results with concerns are placed in Coalition Reviewing status. The results will be provided in writing to each child's parent by the Inclusion-Behavioral/Early Intervention Specialist upon completion of reviewing the screening.

5.0 COALITION DEVELOPMENTAL SCREENING PROCESS PROCEDURES:

5.1 **New Provider Training:** For new Providers, the Coalition shall provide introductory training.



Early Learning Coalition of Escambia County Office Policy and Procedures

5.2 **Provider Notification:** Providers shall receive electronic notification of each child that must be screened via the Provider Portal. In the event the Provider Portal is non-operational, the Coalition shall provide written or electronic notification of each child that must be screened to providers no later than 15 calendar days after the screening start date. Notifications will be sent for all new enrollments and annual redeterminations via the Provider Portal.

5.3 **Post-Screening Procedures:** The ~~Inclusion and Behavior~~ Early Intervention Specialist shall review each screening in Coalition Reviewing status. These screenings indicate a child with concerns. Follow-up action should occur for any child whose score in a specific area is in the Monitoring and/or Below Cutoff zones. Follow-up action will be noted in the Screening Notes section and may include phone calls, emails, and/or observations. Children whose scores are above the Cutoff points do not require further assessment.

5.3.1 **Child Monitoring:** If a child scores in the Monitoring zone (the lightly shaded section of the bar graph), Providers may refer a child for further assessment, provide learning activities in that area of development, and/or monitor development in that area in the upcoming months. The Provider may also contact the Coalition ~~Inclusion and Behavior~~ Early Intervention Specialist for assistance.

5.3.2 **Child Referral Determination:** Total area scores that fall below the Cutoff indicate a need for further assessment (in the black section of the bar graph). The ~~Inclusion and Behavior~~ Early Intervention Specialist shall initiate intervention practices, no later than 30 calendar days after receipt of the screening results, for children who show concerns based on their screening results. Intervention practices must address the identified concerns. The ~~Inclusion~~ Early Intervention Specialist shall not initiate a referral without first consulting with the parent and receiving their approval.

5.3.3 **Parent Referral Notification:** The Coalition shall notify in writing, or require a child care provider to notify in writing, the parent of a child who receives a referral. The notification must include, at a minimum, areas identified through the screening which are of concern and local contact information for the appropriate referral agency. The Coalition must offer to contact the appropriate referral agency. Either the coalition or the child care provider must document the parent's choice of "yes" or "no" indicating the choice regarding receipt of additional help, the name of the parent, the date, and the child's name. The Coalition shall document intervention practices or referrals declined by a parent. The Coalition shall notify the provider if intervention practices are declined by the parent.



Early Learning Coalition of Escambia County Office Policy and Procedures

5.3.4. **Individualized Supports:** The Coalition shall initiate individualized supports, no later than 30 calendar days after screening, for children who show concerns based on their screening results. Individualized supports must include:

1. Concern identification: identify areas of concerns using additional screening or assessment.
2. Concern analysis: develop priorities, goals and an action plan to address identified concerns.
3. Intervention implementation: implement intervention practices where there are areas of concerns by providing coaching parent and teacher education.
4. Plan evaluation: follow-up to assess the intervention services provided.
5. Referrals to early intervention services or specialized care.

5.4 **Provider Developmental Screening Process Compliance Monitoring:**

5.4.1 The Coalition will run a report daily in EFS MOD to check for any overdue incomplete developmental screenings. Screenings are due no later than forty-five (45) calendar days of the enrollment actual screening start date. EFS MOD indicates in RED any screening past its due date.

5.4.2 If it is determined that the developmental screening process was not completed as required, PIU will document the incomplete screening on a tracking log for compliance.

5.4.3 A non-compliance notification will be sent to the provider via email detailing what steps in the developmental screening process they need to complete to be in compliance and to provide a Correct Action Plan (CAP) to prevent reoccurrence. Providers shall be given 30 days to either contact PIU to dispute the validity of each instance of screening noncompliance, or to complete the outstanding requirements of the screening process and provide their CAP as described in the noncompliance notification.

5.4.4 If the developmental screening process was not completed, or the CAP was not received, by the due date issued in the Developmental Screening Noncompliance letter, payment will be disallowed for all children listed in the Developmental Screening Noncompliance letter beginning on the date of the letter and continuing until such time as all corrective requirements are met.

6.0 EXCEPTION: Children meeting one of the following are exempt from the screening requirement:



Early Learning Coalition of Escambia County Office Policy and Procedures

6.1 A child who was screened in a program other than the SR Program within the preceding 12-month period and whose scores were shared with the early learning coalition by the due date established in subsection 4.3; or

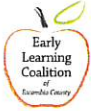
6.2 A child who is receiving services in accordance with an Individualized Family Support Plan (IFSP) or Individual Educational Plan (IEP), if the plan was developed or reviewed in the last 12 months by a school district, early intervention program, or other state agency that provides special education and related services, and shared with the early learning coalition by the due date established in subsection 4.3.

67.0 RECORDS RETENTION: Previous year's records will be retained for five years in accordance with the Coalition Records Retention Policy.

Formatted: Underline

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
June 8, 2017	Initial Approval
April 11, 2019	Change to comply with Rule 6M-4.720
December 9, 2021	Change to comply with Rule 6M-4.720
December 8, 2022	Edits to remove OEL references
<u>May 14, 2026</u>	<u>Change to comply with Rule 6M-4.720</u>



Early Learning Coalition of Escambia County Office Policy and Procedures

Title: Developmental Screening Process Policy and Procedure ELCEC 4300.1DE

1.0 PURPOSE:

Per Florida Statute 1002.84(5), Early Learning Coalitions must establish an age-appropriate screening for children ages ~~birth~~ 6-weeks to 60 months, of each child’s development and an appropriate referral process for children with identified delays. Such screening shall not be a requirement of entry into the school readiness program and shall be only given with parental consent.

2.0 SCOPE / IMPLEMENTATION:

The Division of Early Learning (DEL) in the Statewide School Readiness Provider Contract, Form DEL-SR 20, the Coalition can elect to have the Providers be “responsible for conducting developmental screenings for each child aged six weeks to 60 months in accordance with Rule 6M-4.720, F.A.C.” DEL encourages the parent/guardian to complete screening on their child, however, the parent/guardian has the option to defer the screening to their childcare provider. In the event the parent/guardian defers the screening, the Early Learning Coalition of Escambia County elects to have Providers conduct the development screenings and complete all reporting and documentation requirements associated with developmental screening process as delineated in this policy.

3.0 DECLINED CONSENT:

All parents/guardians shall be afforded the opportunity to Decline Consent for a developmental screening. For parent/guardians who decline consent for their child to be screened the parent/guardian must decline consent within their Family Portal in EFS MOD at the time of enrollment or redetermination. A parent/guardian’s screening decision remains in effect if a child changes School Readiness providers within the Coalition’s service delivery area.

4.0 PROVIDER DEVELOPMENTAL SCREENING PROCESS PROCEDURES:

The following are local implementation procedures and reporting requirements in accordance with Rule 6M-4.720, F.A.C.

4.1 Screening Tool: The Coalition uses the Brookes Ages and Stages Questionnaire for its developmental screenings.

4.1.2 Screening Start Date: The start date is the date of the child’s enrollment into the School Readiness (SR) Program for parents or the child’s first attendance at the School Readiness (SR) Program for providers after initial eligibility determination or after the annual redetermination date as described in Rule 6M-4.200, F.A.C. Notwithstanding the preceding, the provider’s screening start date begins after the parent’s timeframe to complete the screening has ended.

Formatted: Indent: Left: 1", No bullets or numbering
Formatted: Font: Bold



Early Learning Coalition of Escambia County Office Policy and Procedures

4.24.3 Screening Requirements: Parents are given the first opportunity to screen their child. Parents are provided up to twenty (20) calendar days from the screening start date to complete the screening on their child. The parent must select to complete the ASQ-3 and/or the ASQ SE-2 unless the parent declines consent. If the parent selects both screenings be completed, both must be completed to show complete in EFS MOD and for the provider to be in compliance. If the parent selects only the ASQ-3 for completion, the ASQ SE-2 will not be initiated in EFS MOD. If a screening is deferred by the parent/guardian, all Providers shall complete screenings that are required by the deadline of either forty-five (45) calendar days from enrollment-the start date for the Initial screening or forty-five (45) calendar days from annual redetermination for the subsequent screening. **Note:** The provider 45-day deadline begins after the parent's timeframe has ended if parents choose to complete the screening; starts on the first day of attendance at the School Readiness Program after enrollment or first day of attendance after the annual redetermination if the parent defers the screening to the provider.

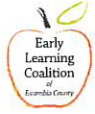
4.34.4 Screening Results Reporting Requirements: The results of all screenings shall be provided to the parent no later than 15 calendar days after the screening due date. Screenings without concerns shall be available to each parent upon completion of the development screening within the Family Portal. Screening results with concerns will be provided in writing to each child's parent by the Inclusion-Behavioral/Early Intervention Specialist upon completion of reviewing the screening.

4.44.5 Data Entry Requirement: The results of all screenings shall be entered ~~in to~~ into the Provider Portal no later than the screening due date.

4.54.6 Parent Notification: The results of all screenings shall be provided to the parent no later than 15 calendar days after the screening due date. Screenings without concerns shall be available to each parent upon completion of the development screening within the Family Portal. Screening results with concerns are placed in Coalition Reviewing status. The results will be provided in writing to each child's parent by the Inclusion-Behavioral/Early Intervention Specialist upon completion of reviewing the screening.

5.0 COALITION DEVELOPMENTAL SCREENING PROCESS PROCEDURES:

5.1 **New Provider Training:** For new Providers, the Coalition shall provide introductory training.



Early Learning Coalition of Escambia County Office Policy and Procedures

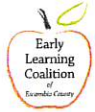
5.2 **Provider Notification:** Providers shall receive electronic notification of each child that must be screened via the Provider Portal. In the event the Provider Portal is non-operational, the Coalition shall provide written or electronic notification of each child that must be screened to providers no later than 15 calendar days after the screening start date. Notifications will be sent for all new enrollments and annual redeterminations via the Provider Portal.

5.3 **Post-Screening Procedures:** The ~~Inclusion and Behavior~~ Early Intervention Specialist shall review each screening in Coalition Reviewing status. These screenings indicate a child with concerns. Follow-up action should occur for any child whose score in a specific area is in the Monitoring and/or Below Cutoff zones. Follow-up action will be noted in the Screening Notes section and may include phone calls, emails, and/or observations. Children whose scores are above the Cutoff points do not require further assessment.

5.3.1 **Child Monitoring:** If a child scores in the Monitoring zone (the lightly shaded section of the bar graph), Providers may refer a child for further assessment, provide learning activities in that area of development, and/or monitor development in that area in the upcoming months. The Provider may also contact the Coalition ~~Inclusion and Behavior~~ Early Intervention Specialist for assistance.

5.3.2 **Child Referral Determination:** Total area scores that fall below the Cutoff indicate a need for further assessment (in the black section of the bar graph). The ~~Inclusion and Behavior~~ Early Intervention Specialist shall initiate intervention practices, no later than 30 calendar days after receipt of the screening results, for children who show concerns based on their screening results. Intervention practices must address the identified concerns. The ~~Inclusion~~ Early Intervention Specialist shall not initiate a referral without first consulting with the parent and receiving their approval.

5.3.3 **Parent Referral Notification:** The Coalition shall notify in writing, or require a child care provider to notify in writing, the parent of a child who receives a referral. The notification must include, at a minimum, areas identified through the screening which are of concern and local contact information for the appropriate referral agency. The Coalition must offer to contact the appropriate referral agency. Either the coalition or the child care provider must document the parent's choice of "yes" or "no" indicating the choice regarding receipt of additional help, the name of the parent, the date, and the child's name. The Coalition shall document intervention practices or referrals declined by a parent. The Coalition shall notify the provider if intervention practices are declined by the parent.



Early Learning Coalition of Escambia County Office Policy and Procedures

5.3.4. **Individualized Supports:** The Coalition shall initiate individualized supports, no later than 30 calendar days after screening, for children who show concerns based on their screening results. Individualized supports must include:

1. Concern identification: identify areas of concerns using additional screening or assessment.
2. Concern analysis: develop priorities, goals and an action plan to address identified concerns.
3. Intervention implementation: implement intervention practices where there are areas of concerns by providing coaching parent and teacher education.
4. Plan evaluation: follow-up to assess the intervention services provided.
5. Referrals to early intervention services or specialized care.

5.4 **Provider Developmental Screening Process Compliance Monitoring:**

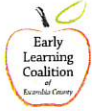
5.4.1 The Coalition will run a report daily in EFS MOD to check for any overdue incomplete developmental screenings. Screenings are due no later than forty-five (45) calendar days of the enrollment actual screening start date. EFS MOD indicates in RED any screening past its due date.

5.4.2 If it is determined that the developmental screening process was not completed as required, PIU will document the incomplete screening on a tracking log for compliance.

5.4.3 A non-compliance notification will be sent to the provider via email detailing what steps in the developmental screening process they need to complete to be in compliance and to provide a Correct Action Plan (CAP) to prevent reoccurrence. Providers shall be given 30 days to either contact PIU to dispute the validity of each instance of screening noncompliance, or to complete the outstanding requirements of the screening process and provide their CAP as described in the noncompliance notification.

5.4.4 If the developmental screening process was not completed, or the CAP was not received, by the due date issued in the Developmental Screening Noncompliance letter, payment will be disallowed for all children listed in the Developmental Screening Noncompliance letter beginning on the date of the letter and continuing until such time as all corrective requirements are met.

6.0 EXCEPTION: Children meeting one of the following are exempt from the screening requirement:



Early Learning Coalition of Escambia County Office Policy and Procedures

6.1 A child who was screened in a program other than the SR Program within the preceding 12-month period and whose scores were shared with the early learning coalition by the due date established in subsection 4.3; or

6.2 A child who is receiving services in accordance with an Individualized Family Support Plan (IFSP) or Individual Educational Plan (IEP), if the plan was developed or reviewed in the last 12 months by a school district, early intervention program, or other state agency that provides special education and related services, and shared with the early learning coalition by the due date established in subsection 4.3.

Formatted: Underline

67.0 RECORDS RETENTION: Previous year's records will be retained for five years in accordance with the Coalition Records Retention Policy.

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
June 8, 2017	Initial Approval
April 11, 2019	Change to comply with Rule 6M-4.720
December 9, 2021	Change to comply with Rule 6M-4.720
December 8, 2022	Edits to remove OEL references
<u>May 14, 2026</u>	<u>Change to comply with Rule 6M-4.720</u>



Early Learning Coalition of Escambia County Office Policy & Procedures

Title: **School Readiness Program Assessment Implementation Policy** ELCEC 4301.1CD

1.0 **PURPOSE**

Pursuant to Rule 6M-4.740 F.A.C.; a All School Readiness Providers serving children from birth to Kindergarten entry must have a program assessment conducted and meet the Contract Minimum Threshold to be eligible to participate in the School Readiness Program. The Coalition may waive ~~the contract minimum threshold~~ this requirement if the Coalition determines that a Provider is needed to meet local child care capacity, as outlined ~~essential to meet local child care capacity needs~~ as defined in the Coalition's School Readiness Plan.

2.0 **DEFINITIONS**

2.1 Definitions. The following definitions are applicable to implementation of Program Assessments of School Readiness Providers:

- a) "Care Levels" means the age group that makes up most (51% or more) of the children in a classroom. ~~refers to the age of the majority (51% or more) of enrolled children in a classroom. There are 3~~ three care levels ~~are used to meet the required~~ for observations ~~quota:~~ Infant (ages 0-18 months), Toddler (ages 19-35 months), and PreK (ages 36 months-kindergarten entry.)
- b) "Classroom" means a clearly defined space where child care or learning activities take place for the School Readiness program. The space must be set up with materials and equipment for planned learning and allow children to learn without outside distractions. ~~refers to any well-defined room in which care is provided or classes are held; a room arranged with materials and equipment and set up as a learning space with intent to implement a plan of activities for the School Readiness program. The classroom provides a space where learning can take place uninterrupted by outside distractions. If the room does not have floor to ceiling walls, it must be separated by stable barriers that meet the requirements~~ ~~are not present, the classroom walls must be defined by stable barriers, and must adhere to the requirements for such barriers as established in Forms OEL-SR-6202, OEL-SR-6204, and OEL-SR-6206 as incorporated by reference in Rule 6M-4.620, F.A.C. Any space that may enroll School Readiness children at any time is considered a classroom. However, a space where School Readiness children are present for less than two hours per day is not considered a classroom under this definition. Any classroom that is eligible to receive a School Readiness child enrollment at any time, is considered under this definition. Any classroom that serves children in the School Readiness program for less than two hours a day is not considered a "classroom" under this definition.~~
- c) "Composite Classroom" means is a School Readiness ~~provider~~ classroom randomly ~~selected~~ chosen through the DEL-defined system to meet the composite score calculation requirements. It ensures that at least of ~~50%~~ 50% of classrooms at each care level ~~is~~ is ~~served by the provider~~ are included.
- d) "Composite Program Assessment Score" is the average of all scores from the approved

ELCEC 4301.1CD ~~8DEC22~~ 14MAY26



Early Learning Coalition of Escambia County Office Policy & Procedures

- ~~assessment tool, excluding the negative climate score (if applicable). means an average of all DEL adopted program assessment tool dimension scores, omitting the negative climate score, if included in the tool.~~
- e) ~~“Contract Minimum Threshold” means~~ the minimum score ~~required by section 1002.82(2)(n), F.S.,~~ that a provider must achieve on a program assessment tool to be eligible to contract for the School Readiness Program.
 - f) ~~“Early learning coalition” or “coalition” is the organization responsible for managing School Readiness program services. This also includes any DEL contractors that support this work, means the entity charged with administering school readiness program services pursuant to sections 1002.83 and 1002.84, F.S. “Early learning coalition” or “coalition” includes applicable DEL contractors.~~
 - g) ~~“Negative Climate Score” means the~~ measures of the level of expressed negativity shown by teachers and/or children in a classroom.
 - h) ~~“Observer” means is a trained and certified reliable observer person who evaluates a classroom for a specific for the age group, of the classroom being observed, that meets the requirements of Form DEL-SR-740.~~
 - i) ~~“Personnel” means is~~ the director and all ~~regular~~ teachers entered into the DEL-defined system ~~on the Class Roster and includes all instructional staff assigned to classrooms as including~~ lead and assistant teachers. ~~Instructional staff This~~ does not include substitutes or others who fill in for an absent teacher or those who are temporarily in a classroom for a teacher break.
 - j) ~~“Program Assessment” means is~~ the measurement of the quality of ~~how well teachers interact with children teacher-child interactions,~~ including responsive caregiving, emotional and behavioral support, engaged support for learning, classroom organization, and instructional support for children.
 - k) ~~“Quality Improvement Plan” means a targeted is a 12-month plan with goals and strategies to improve program quality, to improve program quality using performance goals and strategies.~~
 - l) ~~“School Readiness Child care Slots” are the number of paid School Readiness children ages birth to kindergarten entry.~~

3.0 SCOPE AND IMPLEMENTATION

3.1 All School Readiness Providers serving children from birth to kindergarten entry must have a program assessment conducted ~~and meet the Contract Minimum Threshold to be eligible to~~ participate in the School Readiness Program. ~~School Readiness p~~Providers must receive a ~~minimum~~ composite ~~program assessment~~ score of 4.00 (rounding two decimals) ~~to participate in the School Readiness program,~~ unless otherwise exempted.

3.2 The Coalition, and current and prospective Providers, shall follow the guidelines and meet all the requirements of the Program Assessment Requirements Handbook, Form DEL-SR 740. All parties are directed to refer to the Handbook for any requirements not otherwise reiterated, or otherwise stated, in this policy.



Early Learning Coalition of Escambia County Office Policy & Procedures

3.3 Observer Requirements and Expectations for Observations shall be as stated in the Program Assessment Requirements Handbook.

3.4 Providers must electronically report in the DEL-defined system the number of classrooms as well as instructors and care levels assigned to those classrooms as outlined in the Program Assessment Requirements Handbook.

3.5 Providers must give consent in the DEL-defined system to Coalition staff or a third-party contractor to administer a program assessment for each selected classroom.

3.6 Providers that fail to complete Form DEL-SR 740 and/or does not give consent to administer the program assessment will not be eligible for a contract to provide School Readiness services.

4.0 EXEMPTIONS

4.1 Providers meeting one of the following shall be exempt from the annual program assessment requirement:

a) A Provider that has not received one Class I or more than three of the same Class II School Readiness health and safety violations as cited by the Department of Children and Families or local licensing agency, as applicable, in a two-year period and is a:

b) 1. A child care center with 20 percent or less of all filled-paid School Readiness child care slots out of the maximum capacity as defined in Forms OEL-SR-6202, OEL-SR-6204, and OEL-SR-6206 as incorporated by reference in Rule 6M-4.620, F.A.C.

Formatted: Indent: Left: 0.5", No bullets or numbering

e) 2. Family child care homes with two or fewer of filled-paid School Readiness child care slots out of maximum capacity as defined in Forms OEL-SR-6202, OEL-SR-6204, and OEL-SR-6206 as incorporated by reference in Rule 6M-4.620, F.A.C.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Normal, Indent: Left: 0.38", No bullets or numbering

d) Providers that offer only overnight School Readiness services.

e) Providers that offer school-age only child care: If a school-age-only provider starts serving children from birth to kindergarten but doesn't need a new contract, they don't have to do a program assessment until at least 20% of their enrollment is in the new age group. Once 20% or more is reached, a program assessment is required.

f) Providers with no enrollment that have been determined by the Coalition to be essential in meeting local child care capacity needs.

4.2 A provider loses its exemption from program assessment when its paid School Readiness slots meet or exceed the exemption threshold during the operating hours of 7:00 a.m. to 6:00 p.m. or if the provider is cited for disqualifying health and safety violations. The coalition monitors providers' slots and health and safety violations monthly. If a provider no longer meets the exemption requirements, the coalition will notify them within 30 calendar days. To continue participating in the School Readiness program, the provider must complete a program assessment within 30 calendar days of notification to continue contracting for School Readiness services. When a provider's filled School Readiness child care slots meet

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold



Early Learning Coalition of Escambia County Office Policy & Procedures

~~or exceed the exemption threshold in paragraph 4.1(b) or (c), during the operating hours from 7:00 a.m. to 6:00 p.m., per its Provider type, the Provider shall no longer be exempt under this section. A Coalition shall monitor filled School Readiness child care slots monthly and notify a Provider within 21 calendar days if the Provider's filled slots meet or exceed the exemption threshold in paragraph 4.1(b) or (c). A Provider must receive a program assessment within 30 calendar days of notification to continue contracting for School Readiness services.~~

4.3 The exemptions in paragraph 4.1 ~~(b) and (c)~~ also apply to new Providers who have not yet enrolled children. However, once these exemption thresholds are surpassed then the requirements of paragraph 4.2 apply, and the Provider will be assessed.

4.4 Providers that are determined to be no longer exempt per Rule 6M-4.740 will remain non-exempt and shall have a program assessment conducted annually.

5.0 FREQUENCY

5.1 All participating School Readiness Program providers ~~shall~~will receive an annual program assessment prior to executing a School Readiness Contract, unless the provider is determined exempt by the coalition.

5.2 ~~If a provider is considered "new" and needs to sign a new School Readiness Contract, they can request to keep their most recent program assessment score instead of doing a new assessment. To do this, the provider must show that:~~In the event of a change where the provider is considered a new provider and must execute a new School Readiness Contract per Rule 6M-4.610(4), F.A.C., prior to executing a new contract, the provider may request to retain the most recent composite program assessment score without having to conduct a new assessment if the provider can provide documentation to the coalition showing it has retained 80% of personnel listed in the DEL-defined system, and there is no change in capacity or classrooms from when the previous assessment was conducted for the remainder of the contract term. Examples of acceptable documentation include current payroll time sheets and evidence in CARES of monitored personnel during the pre-contractual health and safety inspection, classroom rosters, or attendance documentation. The coalition shall determine if the provider meets the requirements of this paragraph.

5.3 ~~Providers that achieve a composite program assessment score of 5.00 or higher (rounded by two decimals) shall have the option for a program assessment conducted biennially. The provider shall not receive one Class I or more than three of the same Class II School Readiness health and safety violations as cited by the Department of Children and Families or local licensing agency, as applicable, during the biennial period and must retain 80% of personnel listed in the DEL-defined system for the remainder of contract term to continue to have assessments conducted biennially. Biennial providers who receive a Class I or more than three of the same Class II School Readiness health and safety violations or drop below their 80% original personnel shall have their Quality Performance status reset to "Annual" Program Assessments and be observed at the end of their year at least 60 calendar days prior~~

ELCEC 4301.1 CD 8DEC2214MAY26

4



Early Learning Coalition of Escambia County Office Policy & Procedures

~~to a contract renewal. Beginning with the 2023-24 School Readiness contract year, providers with a program assessment conducted biennially, shall no longer be exempt from annual program assessment requirements. Providers that have had multiple program assessments conducted shall use the most recent program assessment data for contracting purposes~~

5.54 Program assessments conducted during participation in other quality initiatives that meet requirements as defined in ~~Form DEL-SR-740, the~~ Program Assessment Requirements Handbook, may be used for meeting Contract ~~Minimum Threshold~~ requirements provided the assessment was conducted for the purpose of overall teacher/child interaction, is the most recent composite program assessment score is used, and the assessment was conducted within the fiscal year applicable for contracting and reduces duplication of effort.

6.0 ANNUAL PROGRAM ASSESSMENT PROCESS AND PROCEDURE

6.1 At least 60 calendar days prior to a contract execution or renewal, a provider must notify the Coalition of their desire to provide School Readiness services in the upcoming year.

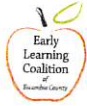
6.2 Upon the Coalition's request all Providers will register their current classrooms, their care levels, directors (both instructional and administrative) and instructors into the DEL-defined system.

6.3 Assigned Coalition staff will review and verify the Provider information in the DEL-defined system and provide technical assistance, if necessary. Verification includes, but is not limited to:

- i. Provider Name
- ii. Provider Address
- iii. Provider DEL ID Number
- iv. Primary Contact Information
- v. Provider's Early Learning Coalition
- vi. Capacity (as defined by Rule 6M-4.620, F.A.C.)
- vii. Number of children enrolled ages birth to Kindergarten entry
- viii. Number of SR children enrolled ages birth to Kindergarten entry

6.4 Verification is finalized upon entry into the Slot/Capacity spreadsheet to calculate exemption status. If exempt, an email notification is sent to the Provider.

6.5 Upon verification and approval of the Provider's information, assigned Coalition staff will notify the Provider via email of the observation two-week time frame, DEL-defined system classrooms/teachers selected for observation, and request feedback for scheduling the observation.



Early Learning Coalition of Escambia County Office Policy & Procedures

6.6 Providers are allowed to choose up to three days in the two-week time frame that are not available for observation.

6.7 The window for observation should be agreed upon by the observer, the Provider and the teacher and should consider classroom schedules.

6.8 Observations will only be accepted from Coalition staff, DEL approved vendors or a Coalition designee.

6.9 Upon completion of the program assessment observation, the observer will enter notes and scores into the DEL-defined system within ~~72 hours~~ 5 business days (excluding Federal holidays)

6.10 The Coalition will notify the Provider of their composite score within 14 business calendar days using the following medium associated with the score they received:

- a) If the composite score is 4.00 or above, Provider will be notified by email that they have met the Contract Minimum Threshold for contracting.
- b) If the composite score is below 3.99 and below, Provider will be notified officially by email, preceded by personal contact that they have failed to achieve the Minimum Contracting Threshold. The Provider will be given the option of requesting a second assessment. The Provider is given 5 business days to inform the Coalition in writing if they would like to request a second assessment. If the second assessment is not requested, the Coalition will take action to terminate the provider contract. They will also be advised that action will be taken to terminate their contract School Readiness within 30 days.
- c) ~~Providers that have program assessment results that fall below the Contract Minimum Threshold will be placed on a Quality Improvement Plan for twelve (12) months if the coalition has determined the provider essential to meeting local child care capacity needs, as defined in the coalition's School Readiness Plan, required by Rule 6M-9.115, F.A.C.~~

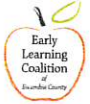
Commented [DE1]: Our Coalition does not offer QIP's as local capacity is not an issue.

6.11 Individual classroom scores and notes shall be provided to providers within 10 calendar days upon written request by provider.

7.0 SECOND ASSESSMENTS

7.1 Providers that have been determined ineligible to contract based on their Composite Program Assessment Score may request one additional assessment that meets the requirements in the Program Assessment Requirements Handbook to be conducted at the

ELCEC 4301.1 CD 8DEC22 14MAY26



Early Learning Coalition of Escambia County Office Policy & Procedures

Provider's expense by [an approved](#) DEL vendor, the Coalition or the Coalition's designee, if available. The results of the second assessment are final, and the Composite Program Assessment Score must meet the Minimum Contracting Threshold for the Provider to be eligible for a School Readiness contract. Should the provider select this option the Coalition shall provide coaching through the following processes:

- a) Provider & teachers shall view the 3 CLASS Coaching videos provided by the Coalition.
- b) Provider & teachers shall download and print the supplied PDF's to take notes while watching the coaching videos.
- c) Provider & teachers shall pass a quiz for each video with at least an 85.
- d) Once the Provider & teachers have passed the quizzes, the Operations Department will schedule informal observations.
- e) Operations will then base additional coaching and Teachstone supplied videos tailored to the CLASS Domains that have a low score.

7.2 Only previously assessed classrooms are eligible for reassessments. If the same teacher is still in the classroom, the classroom is reassessed and its new score replaces the old score in the composite program assessment. If a new teacher is hired after the last assessment, the classroom is reassessed and the new score replaces the old score. If a teacher moves from another classroom, all affected classrooms are reassessed, and the new scores replace the previous scores in the composite. A single classroom will be reassessed if the teacher previously assessed is still actively teaching in the classroom being reassessed. If the previously assessed teacher is not active in the classroom and the new assigned teacher is hired after the previous assessment was completed, the single classroom will be reassessed. If the previously assessed teacher is not active in the classroom and the new assigned teacher was moved from a different classroom, every classroom will be reassessed for the new scores to replace the previous assessment scores.

Formatted: Space After: 8 pt

7.3 Providers must coordinate the second assessment request through the Coalition and provide payment prior to the assessment being scheduled and conducted. When requesting a second assessment from the Coalition, the Provider shall submit their request in writing, either by letter or email, and the request shall include the following:

- a) The Providers preference for the assessment to be conducted by an approved DEL vendor, the Coalition or the Coalition's designee, if available.
- b) If the Provider's preference is for the Coalition to conduct the second assessment, the Provider shall indicate whether they prefer to have the same observer conduct the second assessment.
- c) Although the Provider is asked to state their preference for who will conduct the second assessment, the Coalition shall decide if the assessment will be conducted by Coalition staff, a DEL approved vendor or a Coalition designee.



Early Learning Coalition of Escambia County Office Policy & Procedures

- d) How many of the previously assessed classrooms the Provider wants to be reassessed. However, if the provider does not select all of the previously observed classrooms, then the second assessment will not be valid in terms of establishing eligibility for a School Readiness contract.
- e) Acknowledgement of the amount of payment and that payment must be received by the Coalition before the additional observations can be scheduled.

7.4 The cost for additional assessments to ~~paid for~~ paid by Providers ~~shall not exceed the cost for statewide contracted assessments. is \$415 per classroom reassessed. This payment must be received before the second assessment is conducted.~~

8.0 WAIVERS:

The ELC does not determine any provider be essential based on the community needs assessment, does not waive the contract minimum threshold for any provider, does not place any provider on a QIP, and does not have any additional local quality improvement strategies outside of the ones listed in the School Readiness contract

98.0 RECORDS RETENTION: Previous year's records will be retained for five years in accordance with the Coalition Records Retention Policy.

Document Revisions

<i>Revision Date</i>	<i>Change Description</i>
June 13, 2019	Initial Approval
December 9, 2021	Revised per Rule change
December 8, 2022	Revised per Rule change
<u>May 14, 2026</u>	<u>Revised per Rule change and in accordance with the Coalition School Readiness Plan</u>