**Provider Meeting Agenda**

March 10, 2021 @ 1:00 PM

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| **TOPIC** |  | **PRESENTER** |
| Welcome and Introduction (5) –   * Meeting is being recorded | 5 | Jancy |
| ELC Department Realignment   * Quality and Compliance split in March 2020 * Case loads were assigned to specialists * Extension #8803 * [Compliance@elcfv.org](mailto:Compliance@elcfv.org) | 5 | Melanie |
| ASQ Process (10)   * power point on new ASQ process | 10 | Micky  Kim -FS |
| Parent must electronically sign certificate in order for payment to be made to provider. | 5 | Kim - FS |
| Enrollment |  | Kim - FS |
| PPP Small Business Loans  Apply until March 31st  [Link on ELCFV website](https://elcfv.org/apply-for-ppp-before-march-10th-help-for-family-and-center-based-child-care-businesses-with-fewer-than-20-employees/) | 5 | Jancy |
| Summer VPK – see fact sheet | 5 | Nancy |
| DCF and/or Daytona State   * New process for fees – fees need to be sent to PO BOX in Tallahassee. * Check must be sent the same time as the packet – if check is received after packet, it will be considered late * Packets need to be faxed, e-mailed or mailed to local DCF staff (e-mailed packets must be scanned) * If one positive case in a program, must call the Health Department * Extension has been granted for testing at DSC (testing must be done in person) – still take the courses and complete the course; students will get acknowledgement of enrollment form via e-mail and they must present that form when go to DSC campus to take their test * DSC offers exams sessions on Saturdays (9 and 10) and Wednesday evenings * Only sign up for one exam session – provider is responsible for paying for exam sessions whether or not individual attends | 5 | Jennifer/Rutha; Nancy |
| Closing and Explanation of Breakout Rooms | 2 | Jancy |
| Questions in Breakout Rooms:   * ASQ – More Info (Micky) * Enrollment/Eligibility (Kim) * VPK info (Nancy) * Compliance/DCF Licensing (Melanie & Jennifer) |  | ELC Team |

Questions & Answers from Breakout Rooms:

1. ASQ
2. Enrollment/Eligibility
3. VPK info:

* **What are the dates for starting and ending summer session?**
* Summer VPK may begin as early as May 1 and must end before your local school district starts school in August.
* **Does the calendar depend on the length of the day?**
* Yes, in creating your summer VPK calendar please use the following formula: number of instructional days x hours per day = 300 hours. For example, if your calendar includes 50 instructional days and your instructional day is 6 hours long, 50 days x 6 hours per day = 300 hours.
* **Is there a deadline to become a summer VPK provider?**
* Summer VPK programs must start in time to include 300 hours of instruction before your local school district starts school in August.
* **How do I apply to open a Summer VPK Classroom?**
* If you are already an approved VPK provider simply go into the portal and access the VPK Application. You will be able to complete and submit a calendar and provide information about your instructor. If you are not yet a VPK provider, you will need to request a VPK contract.
* **What is the maximum class size for Summer VPK?**
* A Summer VPK classroom can have up to 12 students. There must be 4 VPK eligible students enrolled to begin the program

1. Compliance/Licensing:
   1. Health Department contact info: The Volusia number is 386-274-0695 and the Flagler number is 386-986-7749. They are required to report any positive case in a child or staff member.  DCF asks that they contact their counselor and let us know what the health department recommendation was. We track facilities that have to close completely by changing the status in CARES while they are closed. That doesn’t happen if just one room is closed. However, if any rooms are closed we do not send staff out during that period.