

Early Learning/Child Care Provider Child Success and CLASS Observer Bonus Instructions - PART A

This grant is only applicable to providers that are contracted with a local Early Learning Coalition for SR and/or VPK Services and your **CLASS score must be under 5 or have no score.**

Once you have completed your application for the Provider Eligibility and have been approved by the Coalition, you can begin your application for the Early Learning Bonuses. You can login to your Webauthor account by navigating to the URL below:

https://elcfv.webauthor.com/go/fx_arpa/default.cfm

When you log into Webauthor, your home screen should look like the one below. Click the button labeled "ARPA" to view your submitted/approved applications.

Early Learning Coalition of Flagler & Volusia

VALUES

- A - Assume Positive Intent
- B - Be Effective
- C - Choose Responsibility
- D - Deliver Excellent Customer Service
- E - Embrace Your Fun
- F - Find the Solution that Best Helps the Child

OUR MISSION

To enhance children's school readiness by providing opportunities for quality early learning, while strengthening family stability for a healthy community.

Our Diversity, Equity, and Inclusion Statement

Change starts from within; we are committed to valuing our diverse community with respect and sensitivity to age, race, gender, sexual orientation, national origin, religion, and ability.

We celebrate differences and welcome individuality. Through culturally sensitive and inclusive practices we are better able to work with families, providers, and children, as well as maintain a safe workplace for our team members.

Education is key, which is why we will continue to learn, grow, and implement equitable practices. We are all unique and for us to provide our best selves to our families, staff, and community, we are dedicated to maintaining an environment that embraces diversity, equity, and inclusion.

ARPA MY PROFILE

Once you see your applications, you will be able to apply for funding on any of the applications that are showing approved in green on the right side of the screen. This overview is to help you apply for the Early Learning/Child Care Provider Child Success and CLASS Observer Grant, which you can access by clicking the gray button labelled “Child Success and CLASS Observer.”

ARPA Home / ARPA / Dashboard

REQUESTS VIEW

AMERICAN RESCUE PLAN ACT (ARPA)

+ New Eligibility Request Help ARPA Overview About ARPA

1 PROVIDER INFORMATION

Approved View Request

+ Educator/Director Request + Child Success and CLASS Observer + Child Care Supply Building + Continuous Quality Improvement

Staff/Item	Amount	Status	Submitted	Approved	Paid
	\$0.00				

Next, you will enter the most recent CLASS score you received and select which grants you will be taking advantage of.

Child Success and CLASS Observer

 CLASS Score *

Indicate grant options

Grant Options *

- [Professional Development Bonus - Segment 1](#)
- [Professional Development Bonus - Segment 2](#)
- [Performance Bonus](#)
- [CLASS Observer Director Training Infant/Toddler](#)
- [CLASS Observer Director Training Infant](#)
- [CLASS Observer Director Training Toddler](#)
- [CLASS Observer Director Training Pre-K](#)

All options will automatically be checked. Ensure that you deselect any that you are not applying for.

In the following section, you will indicate how many directors and how many other employees you will have participating in the training. The form will automatically calculate the amount of estimated funds requested.

Professional Development – Segment 1 (PD-1)

Please enter the estimated number of employees participating in each grant selected.

Directors *

All Other Employees *

PD-1 Estimate \$

Professional Development – Segment 2 (PD-2)

Directors *

All Other Employees *

PD-2 Estimate \$

Performance

Directors *

All Other Employees *

Performance Estimate \$

CLASS Observer Grant

Directors Infant/Toddler *

Directors Infant *

Directors Toddler *

Directors PreK *

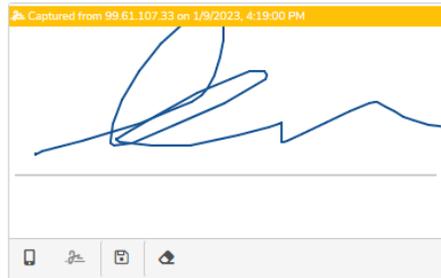
In the next section, you will answer the eligibility questions, sign the form, confirm the electronic signature, and click “Save & Submit Entry” at the bottom. The form will have the total amount requested on the application.

* Does your program meet the following eligibility criteria requirements?

Item	Yes	No
Are you contracted with a local early learning coalition for SR and/or VPK services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you under investigation or been convicted of child care fraud?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you on the Florida Child Care Food Program (CCFP) USDA Disqualified List?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have you had a contract with an early learning coalition terminated and eligibility revoked within the past five years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you submitted W-9 and direct deposit forms for payment?	<input type="checkbox"/>	<input type="checkbox"/>

I am submitting this application to qualify for and receive one or more of the above-listed ARP Act Child Success and CLASS® Observer Grant(s) and *I understand all monies received by me or my provider location will be given to staff as bonuses indicated in Section 3.* I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it will be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative *



Total Amount

\$ 8500

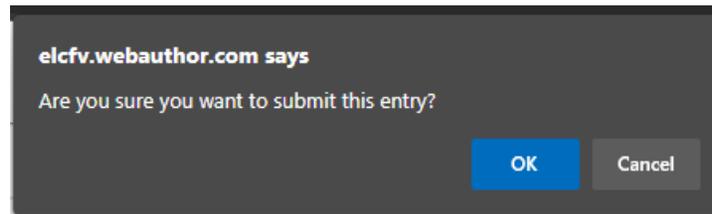
* I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

Yes

Save Entry Save & Submit Entry Cancel

NOTES

There will be a pop-up asking if you are sure you want to submit the application. Click "OK" and it will then finish the submission.



You will then be directed back to the detail view of your organization's submitted requests. Please allow up to 10 business days for Coalition review and approval of your submission before you continue to Part B of this funding request. You will receive an email notification when your submission has been approved. Part B instructions are detailed below.

You can get back to your Dashboard and continue submitting requests for your staff by clicking the top left button that looks like a newspaper cover.

A screenshot of a web application interface. At the top, there is a navigation bar with a newspaper icon (highlighted by a red arrow), a "REQUESTS" dropdown menu, a "MAP" button, and a "VIEW" dropdown menu. Below the navigation bar, the main content area displays the title "A TO Z INVESTMENTS ENTERPRISE, INC. : 11204 INACTIVE - C07VO0335". Underneath the title is a row of icons: a heart, a download arrow, an envelope, a calendar, a document icon labeled "Detail" (which is underlined), and a share icon. Below the icons is a table with the following data: "1009", "1/9/2023 9:37 PM", "C07VO0335", "11204", a green "Yes" button, and a green circle followed by "Approved". Below the table is a header row with the following columns: "ID", "Date Submitted", "License #", "Class Score", "Provider ID", "Signature Confirmation", and "ARPA Review". At the bottom, there are two summary boxes: a red box on the left with a graduation cap icon, "[1/10/23]", and the number "1" above the text "EDUCATOR APPLICATION"; and a blue box on the right with a person icon, "[1/9/23]", and the number "1" above the text "STAFF".

* If you would like further assistance, please complete our ARPA Help Form: [ARPA Help Form - Formstack](#).

Early Learning/Child Care Provider Child Success and CLASS Observer Bonus

Instructions - PART B

Once you have completed your application for the Provider Eligibility and have been approved by the Coalition, you can begin your application for the Early Learning Bonuses. You can login to your Webauthor account by navigating to the URL below:

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Education is key, which is why we will continue to learn, grow, and implement equitable practices. We are all unique and for us to provide our best selves to our families, staff, and community, we are dedicated to maintaining an environment that embraces diversity, equity, and inclusion.

ARPA **MY PROFILE**

Once you see your applications, you will be able to apply for funding on any of the applications that are showing approved in **green** on the right side of the screen. This overview is to help you apply for the Child Care Supply Building Grant, which you can access clicking the gray button labelled “Child Care Supply Building.”

A BEAUTIFUL DAY DAYCARE AND PRESCHOOL : 624 ACTIVE - C07V00410 Approved [View Request](#)

+ Educator/Director Request + Child Success and CLASS Observer + Child Care Supply Building + Continuous Quality Improvement

Staff/Item	Amount	Status	Submitted	Approved	Paid
Child Success and CLASS Observer (1000)	\$14,200.00	Approved	1/6/2023	1/9/2023	
+ testing Teacher (Educator: 7/1/2022)	\$2,900.00				View Educator/Director Request View Child Care Supply Building Request
<div style="width: 24%; background-color: #f0ad4e; height: 10px; margin-bottom: 2px;"></div> 24%	\$2,900.00				

Once opened, you will need to select your provider under the Child Success drop-down menu. Then you will select your staff and the grant options will adjust based off the staff being an instructor or director.

A BEAUTIFUL DAY DAYCARE AND PRESCHOOL : 624 ACTIVE - C07V00410
Child Care Supply Building

Request Details

Child Care Supply Building

Child Success *

Staff * [Add Staff](#)

Grant * *Please note: More than one bonus can be submitted on each application form.*

Professional Development Bonus - Segment 1

Professional Development Bonus - Segment 2

Performance Bonus

CLASS Observer Director Training Infant/Toddler

CLASS Observer Director Training Infant

CLASS Observer Director Training Toddler

CLASS Observer Director Training Pre-K

Total Requested \$

You will check the boxes for all applicable grant options and the total will auto populate in the Total Requested field.

In the following section, you will need to upload all required documentation that supports the specified grant. You will sign, verify, and click “Save Entry.” This will need to be done for each individual staff member that is applying and has completed the training for these bonuses.

Professional Development Bonus - Segment 2

Contracted SR and/or VPK providers at sites with a CLASS® composite score below a 5 on the most recent assessment or without a CLASS® composite score, may apply for a grant to reward early learning employees and ELDs for completing up to two 24-hour segments of DEL-approved trainings on adultchild interactions. The ELD must participate in the training along with staff, so the entire program benefits from the same preparation, work with a coach, and support of weekly goals. All Child Success Grants are available for providers completing the requirements from July 1, 2022, to June 30, 2023. All trainings must be completed by June 30, 2023, unless notified otherwise by DEL.

Approved Trainings
The following trainings may be taken in any combination to meet 24-hour requirement for Segments 1 and 2. Trainings taken in Segment 1 cannot be repeated in Segment 2.

1. A CLASS® Primer for Leaders – 2 hours online/0.2 CEUs
2. CLASS® Group Coaching Training1 (formerly MMCI)– 21 hours virtual or face to face/2.4 CEUs - Group Coaching is available in two age groups—Infant/Toddler and Pre-K.
3. Instructional Support Essentials Training for Teachers – 6 or 8-hr option.
4. Instructional Support Strategies Training for Coaches – 6.5 hours, virtual or face to face
5. Feedback Training for Coaches – 6.5 hours, virtual or face to face
6. CLASS® Master Coaching – 50 hours total
 - o Orientation 1 hour
 - o 2-day workshop - 8:30am to 5:00pm - 17 hours
 - o 8 modules in the 4 units - 8 x 4 hours - 32 hours minimum
7. CLASS® Observation Support: Settings Serving Children with Disabilities – virtual, 2 hrs/0.2 CEUs
8. CLASS® Observation Support: Settings with Dual Language Learners– virtual, 2 hrs/0.2 CEUs
9. Interactions at the Heart of Healing¹ : Trauma-Informed Professional Development Series virtual, 6 hrs/0.6 CEUs

¹ Classes are available in English or Spanish

Professional Development 2 Documentation * Upload required documentation to demonstrate completion of requirements stated above.

Professional Development 2 Confirmation * By selecting "yes" this confirms that the requirements have been met and documentation of requirements are attached.
 Yes

Performance Bonus

Early learning employees and ELDs who receive a professional development bonus through the child success grant are eligible for a performance bonus if the provider achieves a CLASS® composite score of 5 or higher or where the CLASS® composite score improves by 0.5 or more on its next scheduled, annual assessment per Rule 6M-4.740 (SR) or 6M-8.621 (VPK). Early learning employees will receive a \$500 bonus and ELDs will receive a \$600 bonus.

If a provider is due for its regularly scheduled annual assessment during the training and it achieves a CLASS® composite score of 5.0 or higher or increase its score by .05 or more, early learning employees and ELDS would be eligible for the performance bonus. In this instance, the Professional Development Bonus (completion bonus) and the Performance Bonus would be paid at the same time once the training is completed.

Subject to the availability of funding, coalitions may elect to pay the Performance Bonus for providers not due for an annual assessment during the ARP Act Supply Building funding availability period out of SR quality dollars.

Performance Bonus Documentation Upload required documentation to demonstrate completion of requirements stated above.

Performance Bonus Confirmation * By selecting "yes" this confirms that the requirements have been met.
 Yes

Make sure to check the “Yes” box to confirm that the information you uploaded is correct. In the Performance Bonus section, you will only need to check “yes.” No documentation is required to be uploaded.

Before clicking “Save Entry,” use the drop-down menu titled "After Saving, Go To" to “Add New [Child Care Supply Building]” this will allow you to continue adding additional staff members as necessary to this application for funding. When you have completed all staff applications, you do not have to change this drop-down.

I am submitting this application to qualify for and receive one or more of the above-listed ARP Act Supply Building grants and I *understand all monies received by me or my provider location will be given to staff as bonuses indicated in Section 3.* I attest to the fact that the information I have provided in this application is true and accurate and understand if my application is incomplete or incorrect it will be returned to me. I have read over this application to ensure completeness and correctness and have made a copy of this application for my own records.

Signature of Authorized Provider Representative *

Yes

After Saving, Go To: Request Detail Page

Save Entry Cancel



After Saving, Go To: Add New [Child Care Supply Building]

You will then sign, confirm signature, and click the “Save Entry” button at the bottom of the screen.

*If you would like further assistance, please fill out our ARPA Help Form: [ARPA Help Form - Formstack.](#)