



Early Learning Coalition of Southwest Florida

**10.15.2024 - Provider Town Hall Post  
Hurricane Milton**

# Provider Town Hall

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Post Hurricane Milton




**Early  
Learning  
Coalition**  
OF SOUTHWEST FLORIDA

**Welcome! We're glad you're here!**

**Agenda**

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# Coalition Town Hall Meeting

 October 15th, 2024 1:30pm EDT

This meeting is being held to discuss various topics related to Hurricane Milton.

**Reimbursement**

**VPK Calendar Closures**

**Class Assessments**

**Child Assessments**

**Professional Development**

**Adjourn**

## Reimbursement

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Closing September, October Attendance, & Temporary Closures

### **Closing September: Reimbursement this Week**

# October Attendance

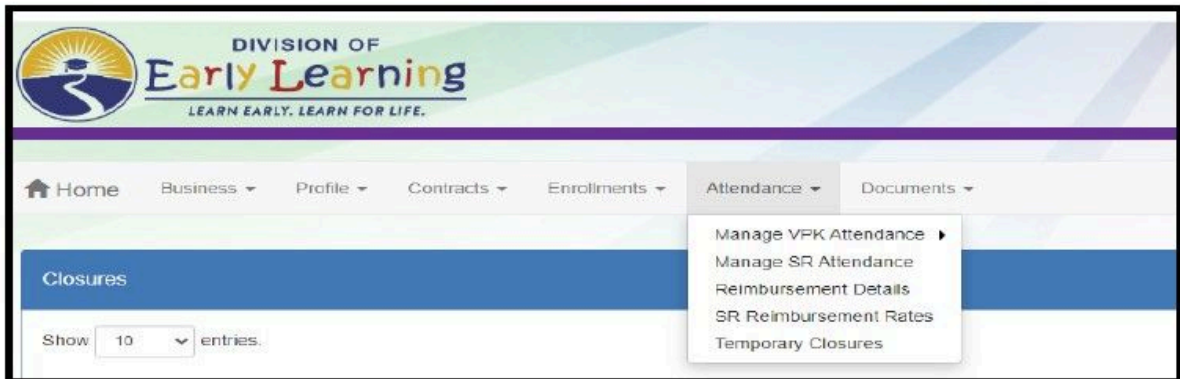
## Process for Temporary Closures:

### HOW TO REQUEST A TEMPORARY CLOSURE IN THE PORTAL

 [Emergency Closure - How to Request.pdf](#)

#### How To Request A Temporary Closure

Provider Portal > Attendance → Temporary Closures →



Select Add Temporary Closure →  
*Located on far right of screen*



## Report Temporary Closure

Closed Provider Site(s)

Select Providers \*

Closure Details

Closed From \*

Closed To \*

Closure Reasons (select all that apply) \*

- Exposure to COVID-19
- Scheduled deep-cleaning due to COVID-19
- Lack of child attendance
- Lack of staff availability
- Declared state of emergency other than COVID-19 (such as a hurricane)
- Other

Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Comments (limit 1000 characters)

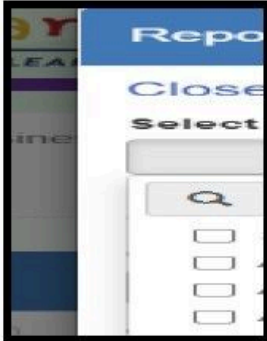
Save

Cancel

Submit to Coalition

**Search for your Provider Name by clicking on the carrot ^**

**A drop-down menu of provider names will appear. Select your name by checking the box to the left and your name will appear on the "Select Providers" row and click on this row to close the drop-down menu.**



**Enter the closure dates**

Closure Details

Closed From 	Closed To 
<input type="text" value="10/11/2024"/>	<input type="text" value="10/16/2024"/>

The next screen will show your provider's name and your programs. **DO NOT COMBINE SR AND VPK CLOSURES IF YOUR PROGRAMS WERE CLOSED ON DIFFERENT DAYS!**

The screenshot shows two side-by-side panels. The left panel is titled "VPK Classes (0 of 1)" and contains a single checkbox labeled "AF24 - A". The right panel is titled "SR Care Levels (0 of 7)" and contains a list of care levels, each with an unchecked checkbox: "INF - < 12 Months", "TOD - 12 < 24 Months", "2YR - 24 < 36 Months", "PR3 - 36 < 48 Months", "PR4 - 48 < 60 Months", "PR5 - 60 < 72 Months", and "SCH - In School".

**VPK - the following question will appear and before answering Stop and Review the Rules**

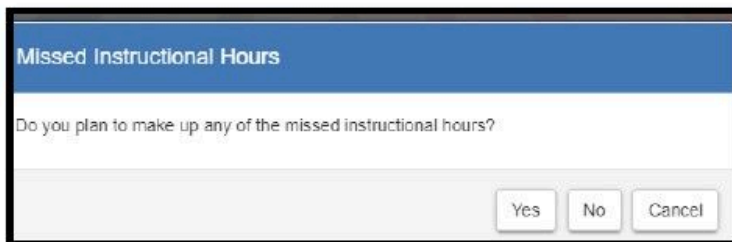
The screenshot shows a dialog box with a blue header titled "Missed Instructional Hours". Below the header, the text asks "Do you plan to make up any of the missed instructional hours?". At the bottom of the dialog box, there are three buttons: "Yes", "No", and "Cancel".

**CR = Closure Reimbursable** – Providers can have a total of five (5) VPK Instructional days for each class without having to change calendars and you are being paid for these days.

**CN = Closure Non-Reimbursable** – Closure days greater than five (5) requires calendar changes to make-up days number six (6) forward as you are not being paid for these days.

If you answer this question with “Yes” then your days will be coded “CN” and you must change your calendar and you have more than 5 closure days?

If you answer this questions with “No” then your closure days will be coded “CR” and you have 5 or less closure days.



Missed Instructional Hours

Do you plan to make up any of the missed instructional hours?

Yes No Cancel



## SR Care Levels

All ages of children currently enrolled will be listed and you must check each age.

**VERIFY THE DAYS ON THE CALENDAR ARE CORRECT**

**CR**=PAYMENT    **CN**=NO PAYMENT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
			CR	CR	CR	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Total Processed Closure Reimbursable (CR) Days in Program Year: 0

**CR** = Closure Reimbursable. **CN** = Closure Non-Reimbursable.

## Temporary Closure Facts

Do Not Submit your attendance until your closure has been approved.

When closures are approved, the attendance roster for SR will have red circles with a line after the child's care level and before the age and the attendance will have a CR or CN marked on the days instead of an X.

Care	Age
PR3	3y
PR3	3y
SCH	6y
PR3	3y

Thu	Fri
9/26	9/27
CR	CR
T	T
CR	CR
CR	CR

Both SR and VPK attendance must be at "Need Status" for closures to be approved. If an error was made on SR, then both SR and VPK must be rejected and vice versa.

Closures must be submitted. If you only save the closure, it becomes "Incomplete" in the Coalition Portal until it is "submitted".

## VPK Calendar Closures

Make-Up Day Requirements

### There are three (3) options for Hurricane Make-Up Days

- Option 1 - Make up all of the hours
- Option 2 - Use some or all of the five emergency closure days, assuming that all five days have not been used yet

- **Option 3 - Use a combination of Options 1 and 2**



**VPK-APP - Hurricanes.pdf**

### Option 1: Making up all the hours

A provider may choose to make up all of the hours that are missed due to a declared state of emergency.

**Steps:**

1. Mark the days that are being made up as non-instructional
2. Add the hours from the now non-instructional days back into the calendar on future dates (dates that have not yet occurred)
  - This is accomplished by either opening future dates to be instructional days or adding time to currently open days through Instructional Day Exceptions
3. Save the calendar and wait to visually confirm the save was successful.
4. Once all affected calendars are successfully saved, the VPK-APP can be submitted for review.

© Verified By grant.thompson@okstate.edu, On [Redacted]

October 2024

Day	Start Time	End Time	Total Hours
Monday	[Redacted]	[Redacted]	[Redacted]
Tuesday	[Redacted]	[Redacted]	[Redacted]
Wednesday	[Redacted]	[Redacted]	[Redacted]
Thursday	[Redacted]	[Redacted]	[Redacted]
Friday	[Redacted]	[Redacted]	[Redacted]
Saturday	[Redacted]	[Redacted]	[Redacted]
Sunday	[Redacted]	[Redacted]	[Redacted]

Total Calculated Hours: 540.00  
Total VPK Instructional Days: 1

## Option 2: Using Emergency Closure Days (up to 5 per VPK year per VPK class)

A provider may choose to use some or all of their five (5) Emergency Days, assuming one (1) or more Emergency Days are left

This option, when all closed days are covered, is done solely through the Temporary Closure Feature on the Provider Services Portal. The days that are closed remain as instructional on the VPK calendar as they are not being made up.

If the provider is closed for more than five (5) days total during the year due to a declared state of emergency or chooses to make up one (1) or more day with emergency days remaining, then Option 3 will be needed as it is a hybrid of Options 1 & 2.

Non-Instructional, Site Closures and Exceptional Instructional Days: September 2024

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Total Calculated Hours: 840.00  
Total VPK Instructional Days: 5

## Option 3: Using Emergency days and making up hours

A provider may need to make up some hours missed due to a declared state of emergency, such as when the total days closed in a year exceed five (5).

Emergency Days remain Instructional.

Steps for days that are being made up :

1. Mark the days that are being made up as non-instructional
2. Add the hours from the now non-instructional days back into the calendar on future dates (dates that have not yet occurred)
  - This is accomplished by either opening future dates to be instructional days or adding time to currently open days through Instructional Day Exceptions
3. Save the calendar and wait to visually confirm the save was successful.
4. Once all affected calendars are successfully saved, the VPK-APP can be submitted for review.

Non-Instructional, Site Closures and Exceptional Instructional Days: October 2024

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Total Calculated Hours: 840.00  
Total VPK Instructional Days: 5

# Class Assessments

## **Providers who have an assessment window between September 23- October 25:**

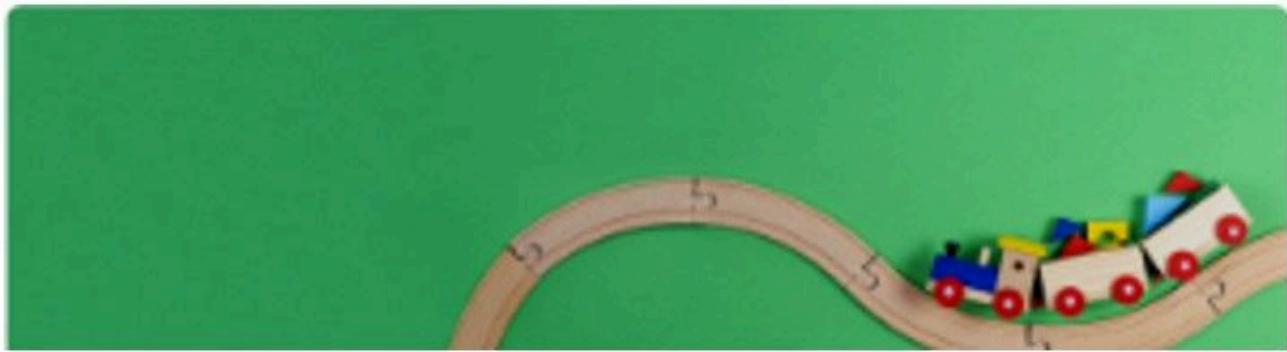
- Your 2 week window may be moved.
- If you are in your 2 week window you received an email from one of the Early Childhood Specialists or the Children's Forum (CF).
- If you have questions or concerns about your window please reply to the original email or contact Cheryl.Carpenter@elcofswfl.org.

## **Providers with assessment windows between October 28-December 20:**

- You may have your window pushed back to accommodate the current back log of assessments due to the hurricanes. If this happens you will be notified via email by your assigned assessor.

## **Child Assessments**

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## Child Assessments on Teaching Strategies GOLD/SmartTeach

Child Assessment Fall Checkpoint is due by October 31<sup>st</sup>.

Please make sure all dimensions are Saved  and Finalized

SOCIAL-EMOTIONAL	PHYSICAL	LANGUAGE	COGNITIVE	LITERACY	MATHEMATICS	SCIENCE AND TECHNOLOGY	SOCIAL STUDIES	THE ARTS
✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓

# Professional Development

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## Pyramid Model Classroom Kit: Unpacking Series

### Two sessions have been rescheduled due to Hurricane Milton

- October 7th Session 4-Problem Solving Solution will be held on October 21st.
- October 15th Session 5-Friendship Skills will now be held on October 28th.

**WE WILL SEND OUT REMINDERS PRIOR TO EACH DATE.**



# Adjourn

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## Q & A

