



Voluntary Prekindergarten Provider Improvement Plan Monitoring Procedure

Purpose

The Early Learning Coalition of Pasco and Hernando Counties, Inc. (PHELCO) shall establish and maintain criteria for Provider Improvement Plan monitoring in accordance with Rules 6M-8.700 and 6M-8.701.

Procedure

1. Upon release of readiness rates, Coalition staff will review and identify providers who failed to meet minimum kindergarten readiness rates for the program type (school year or summer).
2. Coalition staff will work with each (POP) to explain the Provider Improvement Plan process and the requirement to submit and implement a Provider Improvement Plan electronically through the website <http://vpk.fldoe.org>.
 - a. Provider must have an improvement plan in place at least 30 days prior to receiving advance payment and at least 30 days prior to offering VPK instruction (school year or summer, as applicable).
 - b. Coalition staff has 14 days to review and approve or disapprove Provider's Improvement Plan
 - i. The Supervisor of Instructional Programs will review and approve or disapprove the Provider's Improvement Plan within 14 days of receipt.
 - ii. The Program Manager will approve or disapprove the Provider's Improvement Plan within 14 days of receipt if the Supervisor of Instructional Programs is unavailable.
 - c. Coalition staff will provide technical assistance with regard to (POP).
3. Coalition staff will ensure that (POP) have selected either Staff Development Plan or Approved Curriculum as a targeted area of improvement.
 - a. Staff Development Plan – evidence will be reviewed by Coalition staff.
 - i. Copies of certificates of training completion.
 - ii. Acknowledgement that Provider has implemented its staff development plan
 - b. Approved Curriculum – evidence will be reviewed by Coalition staff.
 - i. A receipt or invoice documenting Provider has purchased an approved Curriculum and has scheduled publisher training; **OR**
 - ii. Acknowledgement that Provider has received the complete approved Curriculum through donation and has scheduled publisher training on implementation of Curriculum.