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May 10, 2010

To: Parents and Providers for Children Who Receive School Readiness Child Care

Fr: Early Learning Coalition of Manatee County

Re: Requirement of Daily Sign In & Out for Children Receiving School Readiness Funding

Dear Parents & Providers:

The Early Learning Coalition of Manatee County is responsible for monitoring the School Readiness and Voluntary Pre-Kindergarten Agreements to ensure the School Readiness (SR) and Voluntary Pre-Kindergarten (VPK) programs are in compliance as set forth in the Florida Statutes, state rules and procedures of the Coalition and the Agency for Workforce Innovation.

Providers are required to sign a School Readiness/VPK Agreement which states the following:

ELC Manatee is required to monitor providers for additional documentation that supports the Enrollment and Attendance Verification form submitted by the PROVIDER. Therefore, the PROVIDER must ensure that a parent/legally responsible person signs each child in and out of the program **daily**, including times in and out, with full first and last name for each day the child is in attendance. PROVIDERS who use electronic methods of signing in and out of the program will ensure that the child's parent/legally responsible person is the one using the keypad, card swipe, etc. for arrival into and departure from the program. Records that are not available during a monitoring or audit and failure to substantiate the reimbursement claim will automatically result in a questioned cost. If not resolved, a disallowed payment(s) may be deducted from any forthcoming reimbursement payments.

Parents are required to initial and sign the Terms & Conditions for Financial Assistance which states the following:

I understand I or my designee must sign my child in and out each day they are in care using my or my designee's full name and times of drop off/pick up. I further understand that if the Coalition monitors my provider's attendance records and determines that I have not complied with this requirement the payment for those days will be disallowed and the provider has the right to request full payment from me.

Failure by either party can result in an adjustment to the provider's reimbursement for care provided, which in turn can be charged to the parent by the provider, and/or termination of the child's care based on the parent not complying with the terms and conditions of their child care funding.



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