

Home Business Profile Contracts Enrollments Attendance Documents Profile: 2026-2027 Hello karenhalman@elcpolk.org Log Off

### Common Tasks

- Manage Sites**  
[Manage All Sites](#)
- Manage Users**  
[Manage All Users](#)
- Manage VPK Applications and Contracts**  
[VPK Provider Application](#)  
[Manage VPK Instructors, Calendars, and Classes](#)  
[Statewide VPK Provider Contract](#)  
[VPK Contract Amendment](#)
- Manage SR Contracts**  
[Statewide SR Provider Contract](#)  
[SR Contract Amendment](#)
- Surveys/Grant Applications**

### Broadcast Messages

No messages to display.

### Coalition Messages

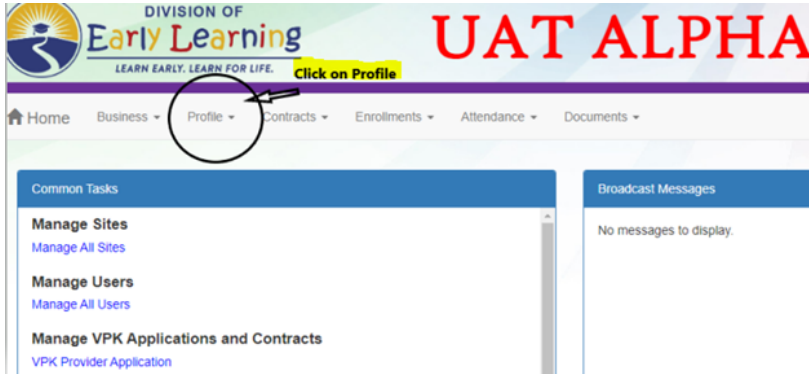
No notifications or alerts to display.

### Provider Site Summary

Business name:  
Doing business as:  
Provider ID:  
License number:

### Frequently-Used Links

- [Bright Beginnings](#)
- [Core Competencies \(Coming Soon\)](#)
- [DCF Provider Training](#)
- [Provider Portal User Guide](#)



DIVISION OF **Early Learning** UAT ALPHA  
LEARN EARLY. LEARN FOR LIFE. Click on Profile

Home Business Profile Contracts Enrollments Attendance Documents

### Common Tasks

- Manage Sites**  
[Manage All Sites](#)
- Manage Users**  
[Manage All Users](#)
- Manage VPK Applications and Contracts**  
[VPK Provider Application](#)

### Broadcast Messages

No messages to display.

## Provider Services Portal

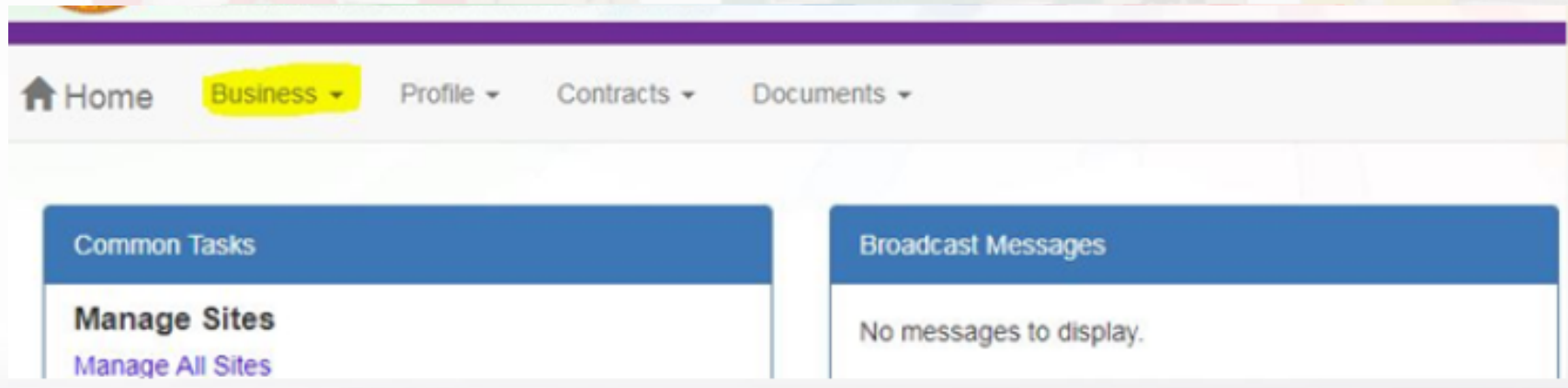
### Main Login Dashboard



# Provider Services Portal

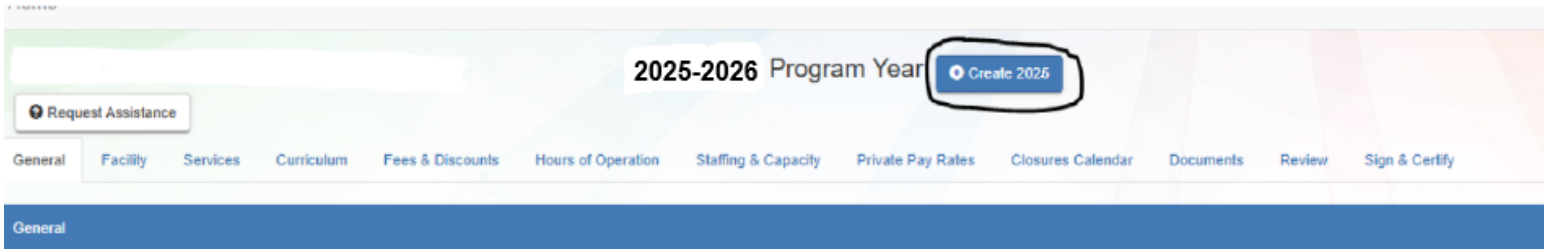
- ❖ The Business Information page collects business information about the provider, including business name and address information, and it is shared among additional sites (if any). Only a Business Administrator may edit the information on this page.
- ❖ **NOTE:** The Business Information Tab must be reviewed/updated before the profile may be submitted.

To complete the Business Information page, click the **Business** dropdown menu from the Provider Dashboard.  
Then, click **Business Info**.



# Provider Services Portal

❖ You will be asked a series of questions to assist in filling in the Provider Profile



# Provider Services Portal

## General

1. Do you want to have your program referred to families seeking child care listings? 

Yes  No

2. Do you want to complete a contract to participate in the School Readiness Program?

Yes  No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?

Yes  No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?

Yes  No

4. Do you want to complete a contract to receive local funding? 

Yes  No

5. Are you a Gold Seal provider? 

Yes  No

6. Are you an accredited provider?

Yes  No



# Provider Services Portal

On the “Services” Tab: Question 13:  
“Quality Rating System. Select No.

Services

1. Age of Children for which Care is Provided\*

Minimum Age\* 1 Months Maximum Age\* 12 Years

2. Programs Offered (select all that apply)

3. About My Program (select all that apply)\*

4. Languages Spoken by Staff (select all that apply)\*

5. Other Spoken Languages ⓘ

6. Meals (select all that apply)\*

7. Do you provide transportation services?\*

Yes  No

8. Transportation (select all that apply)

9. Do you currently implement a character development program?\*

Yes  No

10. Is your program equipped to care for children with special needs?\*

Yes  No

11. Is your facility wheelchair-accessible?\*

Yes  No

12. Does your program/facility offer therapeutic services to children?\*

Yes  No

13. Do you participate in a quality rating system? \* ⓘ

Yes  No

14. Affiliation - Not for Profit\*

Yes  No

15. Military Child Care \* ⓘ

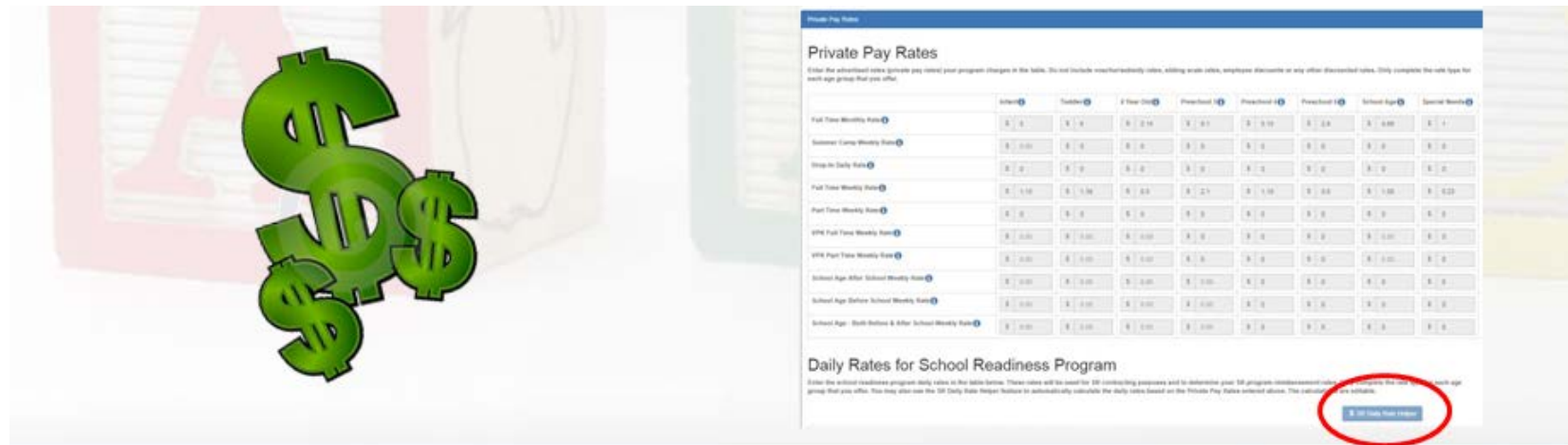
Yes  No



# Provider Services Portal

## Private Pay Rates

- ❖ The Private Pay Rates tab collects information on the provider's private pay rate based on unit of care and care level. The Provider Portal user must enter in the private pay rates for each "Unit of Care" and "Care Level" offered by the provider. Shaded cells do not permit entry. If care is not provided for that Unit of Care and Care Level, no Rates entry is needed.
- ❖ The Helper button will automatically calculate the rates based on the Full Time Monthly Rates or Full Time Weekly Rates, and the Part Time Weekly Rates entered in the Private Pay Rates section. The rates are also editable after calculation.



	School	Tutorial	1 Year Old	Pre-school 1	Pre-school 2	School Age	Special Needs	
Full Time Monthly Rate	\$ 0	\$ 0	\$ 2.04	\$ 0.81	\$ 1.59	\$ 2.24	\$ 1.49	\$ 1.1
Summer Camp Weekly Rate	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drop-In Daily Rate	\$ 0	\$ 0	\$ 0.02	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03	\$ 0.03
Full Time Weekly Rate	\$ 1.50	\$ 1.50	\$ 0.84	\$ 0.21	\$ 1.10	\$ 0.88	\$ 1.10	\$ 0.820
Part Time Weekly Rate	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Wk Full Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
Wk Part Time Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0.00	\$ 0
School Age After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age Before School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0
School Age - Both Before & After School Weekly Rate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0

Daily Rates for School Readiness Program

Enter the school readiness program daily rates in the table below. These rates will be used for QR coding/ing purposes and to determine your QR program reimbursement rates. Enter the rates for each age group that you offer. You may also use the QR Daily Rate Helper feature to automatically calculate the daily rates based on the Private Pay Rates entered above. The calculation will be visible.

[Daily Rate Helper](#)



# Provider Services Portal

- ❖ Documentation will be uploaded based on your answers to the questions and used as reference for your contract.

The screenshot shows the navigation menu of the Provider Services Portal. The menu items are: General, Facility, Services, Curriculum, Fees & Discounts, Hours of Operation, Staffing & Capacity, Private Pay Rates, Closures Calendar, and Documents. The 'Documents' link is circled in black. Below the navigation menu is a blue header for the 'Supporting Documents' section. Underneath, there is a section titled 'Certificate of Licensure' which contains a table with the following columns: Document(s), Begin Date, and Expiration Date.

Document(s)	Begin Date	Expiration Date
-------------	------------	-----------------



# Provider Services Portal

## ❖ Review Profile for missing information

General Facility Services Curriculum Fees & Discounts Hours of Operation Staffing & Capacity Private Pay Rates Closures Calendar Documents **Review** Sign & Certify

Review - Let's make sure we have all your information.

Click the headers or the + to expand and the - to collapse each section below. Click the [Button](#) to navigate to that section.

+		Business
+		General
+		Facility
+		Services
+		Curriculum
+	Missing Required Data	Fees and Discounts
+		Hours of Operation
+		Staffing And Capacity
+	Missing Required Data	Private Pay Rates
+		Closures Calendar

Back Next



# Provider Services Portal

Review - Let's make sure we have all your information.

Click the headers or the + to expand and the - to collapse each section below. Click the  to navigate to that section.

+ ← Click the + tab to expand each section		<input type="button" value="Business"/>
-		Click on the tab to return to the page. → <input type="button" value="General"/>
1. Do you want to have your program referred to families seeking child care listings?	<input type="checkbox"/>	
2. Do you want to complete a contract to participate in the School Readiness Program?	<input type="checkbox"/>	
2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?	<input type="checkbox"/>	
3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?	<input type="checkbox"/>	
4. Do you want to complete a contract to receive local funding?	<input type="checkbox"/>	
5. Are you a Gold Seal provider? ⚠️	<input type="checkbox"/>	
6. Are you an accredited provider?	<input type="checkbox"/>	



# Provider Services Portal

❖ **ALL BOXES MUST BE COMPLETED BEFORE SUBMITTING**

## General

1. Do you want to have your program referred to families seeking child care listings? ⓘ

Yes  No

2. Do you want to complete a contract to participate in the School Readiness Program?

Yes  No

2.1 Have you completed the Health & Safety Inspection by Department of Children and Families?

Yes  No

3. Do you want to complete a contract to participate in the Voluntary Prekindergarten (VPK) Education Program?

Yes  No

4. Do you want to complete a contract to receive local funding? ⓘ

Yes  No

5. Are you a Gold Seal provider? ⓘ ⚠

Yes  No

6. Are you an accredited provider? ⚠

Yes  No



# Provider Services Portal

## ❖ Sign and Certify

- ❖ To submit the Provider Profile, the Full Name must **exactly match** (and is case-sensitive) the name entered on the Manage Users page, the Provider Portal user must check the “Check box to certify by electronic signature” check box and click the Submit button.

The screenshot shows a web form titled "Profile Certification and Submittal". It contains a certification statement, a list of terms, a signature field, a checkbox for electronic certification, a submission date, and a submit button.

Profile Certification and Submittal

By signing this form I certify that:

- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- If any of the information listed changes, I understand that I must log into my provider portal account and update my information within 14 days of the change.
- I understand that my provider profile information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.
- I also understand that if I make changes prior to the coalition approving them, I may be out of compliance with the requirements of the VPK and/or SR programs.

Authorized Electronic Signature

Full Name:

Check box to certify by electronic signature

Submission date: 8/18/2017

Submit



# Provider Services Portal

## CONTACTS:



EARLY LEARNING COALITION  
OF POLK COUNTY

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