

Early Learning Scholarship & Preschool for All

Overview of Key Policies Reglamentos importantes 重要政策的概况

September 14, 2017
14 de septiembre de 2017
2017年九月十四日



Our Vision *Nuestra meta* 我们的愿景

- Develop an effective, enrollment-based sliding scale program to ensure families have financial access to high quality early education programs with professional and compensated staff.
- *Desarrollar un programa efectivo con una base de escala móvil para costos de matrícula, y asegurar que las familias tengan acceso a servicios de alta calidad con profesionales capacitados y compensados.*
- 建立一个有效的，以入学率为基础的，根据家庭收入水平决定家庭费的计划。通过这计划，确保家庭有财政渠道获得一个有专业水准及有酬劳教员的高质量的早期幼儿教育计划。



Key Policies *Reglamentos importantes* 重要政策

- Highlight of key topics that apply to many programs
- All policies in *Operating Guidelines* at SFOECE.org
- Your feedback helps us improve policies

- *Temas clave para todos los programas de cuidado infantil*
- *Guías y reglamentos sobre ELS disponibles en el sitio web at SFOECE.org*
- *Sus sugerencias ayudan a mejorar los reglamentos*

- 适用于多个计划的关键主题
- 操作指南阐述了所有的政策规定，请查看网站SFOECE.org
- 您的意见有助于改善政策



Program Payments *Pagos a los programas* 托儿机构的付款

- Attendance sheets or Cocoa certification due by third business day of the month after services delivered. Paid by 12th business day. If late, paid within 10 business days.
- ELS funding prorated when enrollment is not for the full month, or when program has a non-paid closure day. PFA not prorated.

- *Las hojas de asistencia o el reporte de asistencia en Cocoa se debe de entregar antes del 3er día laboral del mes siguiendo el mes de los servicios provistos. Reciben sus pagos antes del día 12 laboral del mes. Si entrega su información de asistencia después de la fecha de vencimiento, recibirá su pago dentro de 10 días laborales después.*
- *Sus pagos se prorratean cuando un inscrito no asiste por un mes entero, o cuando su programa cierra por un día que no sea pagado. Los pagos del programa de asistencia para gastos de matrícula-PFA no son prorrateados.*

- 当儿童获得托儿服务后，必须在每月的第三个工作天完成呈交儿童的出席表格或完成Cocoa的出席数据输入。按时成交的托儿机构就可以在第12个工作天得到付款。如果没有按时成交的，付款将延期十天。
- 当儿童的入学不满一个月，或托儿机构的关闭日是没有酬劳的时候，ELS的拨款是按比例分配，计算付费。PFA除外。



15 Paid Closure Days 15 días de cierre pagados 15 天有酬的关闭日

- Paid time off improves staff retention.
- Based on feedback, choose up to 15 flexible paid closure days per fiscal year
- Notify Integrated Services Administrator and families 30 days in advance
- *El tiempo remunerado fuera del trabajo mejora la permanencia de los maestros.*
- *Puede escoger hasta 15 días de cierre pagados por cada año fiscal.*
- *Debe de avisar a las agencias de servicios integrados con 30 días de anticipación de sus días de cierre.*
- 放有薪假期可以提升员工的保留。
- 根据建议, 托儿机构每学年可自行安排15天有酬的关闭日。
- 这些有酬的关闭日必须提前30天通知综合服务机构和家庭。



Sibling Priority Prioridad para hermanos(as) 兄弟姐妹优先权

- Families in need will benefit from high quality ECE for all of their young children.
- Priority for ELS Voucher or ELS Reserved siblings ages 0 through Kindergarten, subject to funding availability.
- Programs can contact their Integrated Services Administrator or SF3C about Sibling Priority
- *Familias necesitan cuidado infantil de alta calidad para todos sus hijos pequeños.*
- *Prioridad se dará a hermanos(as) de niños actualmente inscritos en ELS Voucher o ELS Reserved, sujeto a disponibilidad de fondos. Los hermanos(as) deben de tener 0 a 5 años de edad.*
- *Los programas se pueden comunicar con las agencias de servicios integrados para mas información sobre la prioridad de hermanos(as)*
- 需要托儿服务的家庭, 他们家中的年幼儿童会受益于高素质的早期幼儿教育。
- 已获得ELS预留或ELS学卷儿童的0-5岁的弟妹有优先权, 这取决于可用资金。
- 有关兄弟姐妹的入学优先权, 托儿机构可联系综合服务机构的行政人员。



PFA Tuition Credit

Asistencia para gastos de matricula-PFA

PFA 学费退费

- It is important that PFA families receive the same financial access.
- PFA Tuition Credit amount was standardized so all PFA families are offered the same minimum amount of \$4,208 per year
- *Es importante que las familias que participan en el programa de PFA reciban la misma ayuda para sus gastos de matricula.*
- *La cantidad de la asistencia para gastos de matricula se estandarizo para que todas las familias reciban la misma cantidad de \$4,208 al año.*
- PFA 的家庭获得同样的财政途径也是重要的。
- PFA的学费退费是有标准的。所有PFA的家庭每年至少可获得 \$4,208 。



Three Consecutive Absences

Tres faltas consecutivas

连续缺席三天

- Regular attendance fosters better outcomes for children.
- If child **unexpectedly** does not attend a program for 3 consecutive days, program should notify their Integrated Services Administrator so they can follow up with family
- Applies to ELS Voucher, Reserved, Bridge, Moderate and Gap on State Voucher
- *La asistencia regular beneficia el desarrollo del niño.*
- *Si el niño no llega a su programa por 3 días consecutivos, los programas deben notificar a su agencia de servicios integrados y ellos se comunicaran con la familia.*
- *Esta categoría aplica a los programas ELS Voucher, ELS Reserved, ELS Bridge, ELS Moderate, y ELS Gap en los vouchers del estado.*
- 定期出席可促进培养儿童能更好地成长。
- 如果儿童出乎以外地连续缺席3天，托儿机构要通知综合服务机构，这样他们就会缺席的情况与家长进行沟通。
- 适用于ELS 学卷，预留，桥梁，中等和与洲学卷一起使用的差距。



Termination Notice

Aviso de terminación de servicios

终止托儿服务通知

- Advance notice helps all partners adjust to changes.
- Parents/guardians **and** Programs are asked give Integrated Services Administrators 10 business days of notice to end/terminate services
- Programs may receive up to 2 weeks of payment if a family withdraws before certificate ends
- *El aviso con anticipación ayuda a los programas a adaptarse al cambio.*
- *Las familias **y** los programas deben notificar a su agencia de servicios integrados de su intención de terminar el servicio al menos con 10 días de anticipación.*
- *Los programas podrán recibir hasta 2 semanas de pago si la familia termina el servicio antes de la fecha original de terminación del certificado de cuidado.*
- 提前通知有助于所有合作伙伴适应变化。
- 家长/监护人和托儿机构必须要给综合服务机构10个工作天的时间通知终止服务。
- 如果家庭要在凭证（合用）期结束前结束托儿服务，托儿机构有可能获得最多两周的付款。



Programs with ELS Reserved Spaces

Programs con espacios de ELS Reserved

有ELS预留学位的托儿机构

- Communication is critical.
- Let SF3C know about vacancies as soon as possible
- If working with SF3C, program may receive up to 4 weeks of payment if a space has not been filled
- *La comunicación es importante.*
- *Reporte sus espacios que están vacantes a SF3C lo más pronto posible.*
- *Si usted está trabajando ya con SF3C, su programa puede ser elegible hasta por 4 semanas si su espacio de ELS Reserved continua vacío.*
- 良好的沟通非常重要。
- 当有学位空缺时，要尽早通知SF3C。
- 如果托儿机构和SF3C合作，但学位还没有得填补的情况下，托儿机构就有可能得到最多4个星期的付款。



Fees Cuotas 学费

- One of our main goals is to reduce families' financial barriers to high quality programs.
- Application, tour, materials, or other fees beyond the Family Fee can not be charged to ELS families, except ELS for Moderate families
- *Una de nuestras metas es disminuir las barreras que enfrentan las familias en acceder programas de alta calidad.*
- *Los programas no pueden cobrar a las familias que están en el programa ELS por pagos por solicitudes, visitas a su negocio, materiales o alguna otra tarifa. Este reglamento solamente aplica a familias en la categoría del programa "ELS Moderate".*
- 我们其中一个重要的目标是减轻家庭为获得高质量的托儿服务的财政负担。
- 除了获得ELS-中等的家庭外，托儿机构不能向获得ELS拨款的家庭收取家庭费以外的其他费用，包括申请，参观，材料，和其他的费用。



ELS Vouchers ELS Vouchers ELS 学卷

- Families will be selected from SF3C
- Wu Yee and Children's Council will give families list of ELS programs, including those with vacancies
- Report vacancies at www.SFProviderVacancy.org
- *Familias para este programa serán seleccionados usando SF3C.*
- *Wu Yee y Children's Council le dará a las familias la lista de los programas que están en ELS al igual que los programas que tengan espacios disponibles.*
- *Reporte sus espacios vacantes a www.SFProviderVacancy.org*
- 家庭必须从SF3C中选取。
- 家庭会从Wu Yee 和Children's Council收到一份ELS托儿机构的名单，包括学位空缺情况。
- 到www.SFProviderVacancy.org的网站报告学位空缺的情况。



Operating Guidelines at SFOECE.org Guías y reglamentos en SFOECE.org 综合服务机构在SFOECE.org

- More details; updated periodically
- *Mas detalles aquí; se actualizan regularmente.*
- 更多的详情; 定期更新



Early Learning Scholarship and Preschool For All Program Operating Guidelines (Fiscal Year 2017-2018) Updated September 6, 2017



SFOECE.org

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- Family Fee Schedule

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San Francisco Office of Early Care & Education

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Overview

This section of the website is designed for Early Care and Education providers who receive OECE funding.

Resources

- Early Learning Scholarship Frequently Asked Questions for FCC Providers: [English](#), [Spanish](#), [Chinese](#)
- OECE Operating Guidelines
- The Operating Guidelines describe policies and procedures of the ELS-PFA funding programs such as payments, reporting, programmatic requirements etc.
- [Early Learning Scholarship and Preschool For All Operating Guidelines ENGLISH \(June 27, 2017 version\)](#)
- [Early Learning Scholarship and Preschool For All Operating Guidelines SPANISH \(June 27, 2017 version\)](#)
- [Early Learning Scholarship and Preschool For All Operating Guidelines Chinese \(June 27, 2017 version\)](#)
- ELS Family Fee Schedule

San Francisco Office of Early Care & Education

What's New Lo que hay de nuevo 新资讯

San Francisco Office of Early Care & Education

ABOUT - PARENTS & FAMILIES - EARLY EDUCATION - **FUNDED PROGRAMS** - PUBLIC & POLICY MAKERS - FUNDING -

What's New

[Early Learning Scholarship Frequently Asked Questions for FCC Providers: English, Spanish, Chinese](#)

Check back for updates on events, new policies, and other important news.

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San Francisco Office of Early Care & Education

Data Reporting

Tarea de reportar información

数据报告

ABOUT ▾ PARENTS & FAMILIES EARLY EDUCATION ▾ FUNDED PROGRAMS ▾ PUBLIC & POLICY MAKERS ▾ FUNDING ▾

Data Reporting

Early Care and Education providers who have OECE funding agreements are required to use the following two data systems—COCOA & The California Workforce Registry.

The Help Desk provides technical support to providers and staff in OECE-funded child care programs on their use of required data systems, including trouble-shooting, orienting staff to the systems, demonstrating how the systems work, and explaining processes. Help Desk support is offered in Cantonese, Spanish and English. You can reach the Help Desk by calling (415) 343-3358 or by emailing Emily Kraybill at ekraybill@childrenscouncil.org.

Click [HERE](#) for a summary of upcoming training and tips.

Attendance Sheets are used to monitor participation in programs for children using vouchers.

- **Providers with Reserved, Moderate, and/or ELS Gap on Title 5 and Preschool for All funding** report all children (subsidized or unsubsidized) in Cocoa. Children using vouchers must be reported in Cocoa as well as on a paper attendance sheet supplied by Integrated Services Administrators.
- **Providers who are ELS qualified but DO NOT have a Funding Agreement for Reserved, Moderate, ELS-Gap or Preschool for All funding** use paper attendance sheets supplied by Integrated Services Administrators. A sample attendance sheet is available below with examples on how to document different start and end times. Click [HERE](#) for sample attendance sheet.

COCOA is the daily attendance tracking and enrollment data system for providers receiving Early Learning Scholarship City-(Reserved), Moderate, Gap on Title 5 funding or Preschool for All funding from the SF Office of Early Care and Education. COCOA holds information on enrolled children and provider sites that is used to calculate OECE payments to providers, can help providers save time with daily attendance, and can generate required forms for state and federal reporting.

Click [HERE](#) for a calendar of the COCOA certification deadlines

Click [HERE](#) for a summary of data required to be entered in COCOA

- [COCOA Login](#)
- [Agency and site admin user guide](#)
- [Teacher user guide](#)
- [Sign-in instructions \(for digital signatures\)](#)

The California Workforce Registry is designed to track and promote the education, training and experience of the early care and education workforce. Participation in the California Workforce Registry is required for ELS providers, but all San Francisco providers and early care and education professionals are encouraged to join the registry.



Professional Development

Capacitación

专业发展

ABOUT ▾ PARENTS & FAMILIES EARLY EDUCATION ▾ FUNDED PROGRAMS ▾ PUBLIC & POLICY MAKERS ▾ FUNDING ▾

Professional Development

We strongly encourage OECE-funded programs to pursue training, higher learning education opportunities, and other workforce supports.

All OECE-funded early care and education programs will participate in three (3) in-depth trainings as a condition of funding. At least one teacher per OECE-funded classroom during each program year until all teachers in OECE-funded center based classrooms meet these three (3) training requirements. Family child care programs are to meet this requirement by attending a minimum of one (1) in-depth training each program year. The training requirements consist of participating in eight (8) hours of training delivered by an OECE partner, or completing an academic or online course or an equivalent training that is approved by OECE in the following topics:


- Support for Dual Language Learners (focusing on language acquisition and literacy for dual language learners)
- Inclusion and Meeting the Needs of Young Children with Disabilities or Other Special Needs
- Family Engagement and Support (focusing on the Strengthening Families Protective Factors Framework)

Educators in OECE-funded classrooms are required to log how they have met the above required trainings through their [California ECE Registry](#) profiles.

Check out the **Quality Connections Training Calendar** ([link to http://qualityconnections.frst5sf.org/events/](http://qualityconnections.frst5sf.org/events/)) for training opportunities.

Click below to learn more about workforce opportunities provided by OECE Partners

[Workforce Initiatives](#)



Thank You
Gracias
感谢您的参与

