



**Welcome**

# Agenda

- Introductions
- Preschool Kindergarten Partnership
- Questions



# History

- Originally formed in 1990
- Collaboration between Preschool Providers, Pinellas County License Board, and Pinellas County Schools
- Created preschool to kindergarten transmission form
- Hosted Early Childhood Conference for PreK and Kindergarten teachers
- Produced the original “flip books”



# Committee Representatives

- D.R.E.S.S
- Early Learning Coalition
- Florida First Start
- Head Start
- Hispanic Outreach Center
- Juvenile Welfare Board
- Office of Early Learning
- Pinellas Chapter of FLAEYC
- Pinellas County Licensing
- Pinellas County Schools
- Saint Petersburg College



# Mission & Vision

Vision: Working together for children.

Mission: To ensure each child is prepared for a successful transition to kindergarten.



# Goals

- Establish countywide communication between preschool and kindergarten teachers.
- Provide tools/resources for preschool teachers and families that contribute to successful kindergarten transition.
- Facilitate children's transition from preschool to kindergarten.
- Coordinate professional development that supports teachers as they prepare their children to transition to kindergarten.



# What's in it for you?

- Relationships
- Resources
- Professional Development
- Successful Transition
- Thriving Children
- Engaged Families



# What's in it for children/families?

- Relationships
- Resources
- Professional Development
- Successful Transition
- Thriving Children
- Engaged Families





# Transmission Form



PINELLAS COUNTY SCHOOLS  
PRESCHOOL KINDERGARTEN PARTNERSHIP INFORMATION

Legal Name of Student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Likes to Be Called \_\_\_\_\_  
Birthdate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Male ☐ Female ☐ Limited English Proficiency ☐  
Preschool Center: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Teacher Completing Form: \_\_\_\_\_ Director: \_\_\_\_\_  
Dates of Attendance: From \_\_\_\_\_ to \_\_\_\_\_ Days Present: \_\_\_\_\_ Days Absent: \_\_\_\_\_

**DEVELOPMENTAL PROGRESS:**  
Social/Emotional: (e.g., Adjustment to School, Favorite Activities, Ability to Handle Conflict)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Physical: (e.g., Gross Motor, Fine Motor, Chooses Physical Activity)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Cognitive: (e.g., Shows Interest in Learning, Participates, Language)  
\_\_\_\_\_  
\_\_\_\_\_



# Transmission Form

- Complete all information.
- Use the paper three-part form or use the electronic version.
- Be sure to use child's legal name.
- Include the Center's name, email address, physical address, and phone number.



# Transmission Form

What information can I provide that will help the kindergarten teacher make Johnnie comfortable and successful during his transition?



# Transmission Form – Where can you get the information?

What do you already have?

- VPK Assessment
- Portfolio
- Anecdotal notes/Pictures/Work Samples
- Ages and Stages
- What else?



# Transmission Form

## Social Emotional Example:

Evelyn is very social and able to enter into play with others easily. With guidance and support, she is able to share. The strategy that works best for her is the use of a timer while waiting and assistance in finding an alternate activity while she waits.



# Transmission Form

## Physical Development Example:

Evelyn has excellent gross motor skills including throwing, catching, and kicking a moving ball, hopping on one foot and walking across a beam. With guidance and support she can cut out simple pictures/shapes using her other hand to move paper. The strategy that works best for her is encouragement and occasional assistance/guidance with moving her non-cutting hand.



# Transmission Form

## Cognitive Example:

Evelyn is a curious child who is eager to learn. She is able to identify and name 15 upper-/lowercase letters. With guidance and support she is able to identify the sounds of a few letters (mostly found in her name). The strategy that works best for her is using songs/movement that make connections between letters and sounds.



# Transmission Form – Let's Practice!

- Meet with your assigned group
- Review the “What I Want to Say” statements on the worksheet provided.
- Work together as a group to create “What I Should Say” statements for each.
- Elect a spokesperson(s) and be prepared to share.





# Transmission Form

- Meet with Families and go over the form.
  - Have Families add their own comment and sign form.
  - Provide pink copy to parent.
  - Submit white copy for kindergarten teacher.
    - Electronic upload on ELC Provider Portal
- OR**
- Paper copy return in envelope to nearest elementary school.
  - Return white copy by May 24, 2018.



# Transmission Form - Thank You



# From the Voice of Teachers



# ELC of Pinellas Portal

Provider Portal Document Library Instructions for Transmission Forms



# Downloadable Documents

## Transmission Form

- Scroll down on the Dashboard to Downloadable Documents
- Click on VPK PKP Transmission Form
- Download, Save on your Desktop
- Fill out the form and Print

**PINELLAS COUNTY SCHOOLS**  
**PRESCHOOL KINDERGARTEN PARTNERSHIP INFORMATION**

Legal Name of Student: \_\_\_\_\_  
Last First Middle Initial Likes to be Called \_\_\_\_\_  
Birthdate: \_\_\_\_\_ Male Female Limited English Proficiency  
Preschool Center: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Teacher Completing Form: \_\_\_\_\_ Director: \_\_\_\_\_  
Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_ Days Present: \_\_\_\_\_ Days Absent: \_\_\_\_\_

**DEVELOPMENTAL PROGRESS:**  
Social/Emotional: (e.g., adjustment to school, favorite activities, ability to handle conflict)  
Physical: (e.g., gross motor, fine motor, chooses physical activity)  
Cognitive: (e.g., shows interest in learning, participates, language)  
Additional Comments or Observations: (e.g., health concerns, referred for or receiving services)  
Parent Comments

The information on this form will be shared with your child's kindergarten teacher to help facilitate a successful transition from preschool to kindergarten.  
I give permission for this form and any signed documents to be forwarded to my child's kindergarten teacher.  
Documents attached ☐ Yes ☐ No Kindergarten School: \_\_\_\_\_  
Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Director Signature \_\_\_\_\_

White - Kindergarten Teacher Yellow - Preschool Center Pink - Parent/Guardian

### Next Actions

Redetermination for 1 student is coming soon.

The ASQ for 2 students are due soon.

Please don't forget to submit your attendance sheet(s).

Visit the Document Library... [0 new document(s) since 4/3/2017]

### Message Center

You have 0 unread messages at this time.

### School Readiness

School Readiness 2017 - 2018 Certified

School Readiness 2016 - 2017 Certified

School Readiness 2015 - 2016 Rejected

### VPK

+ Create a new VPK Fall 2017 - 2018 Agreement

+ Create a new VPK Summer 2017 Agreement

+ Create a new VPK Fall 2016 - 2017 Agreement

### CCR&R Provider Update Form

CCR&R 2015 - 2016 Certified

### Downloadable Documents

#### Instructions

Attendance Provider Instructions

ASQ-3 Provider Instructions

Document Library Instructions

#### Blank VPK Rosters

Blank VPK February 2017 Roster

Blank VPK March 2017 Roster

Blank VPK April 2017 Roster

#### Blank SR Attendance Rosters

February 2017 Blank SR Roster

March 2017 Blank SR Roster

April 2017 Blank SR Roster

#### VPK PROVIDERS:

VPK PKP Transmission Form

### Helpful Information Links

#### VPK 2016-2017 Contract Forms

VPK Calendar Calculator 2016-2017

VPK Summer Calendar Calculator 2016-2017

#### SR 2016-2017 Contract Forms

Acceptance of Delegation Authority 2016-2017

Delegation of Authority 2016-2017

#### Policies

ELCPC-71.2 VPK Enforcement Policy

ELCPC-61.2 School Readiness Enforcement Policy

#### VPK 2017-2018 Contract Forms

VPK Calendar Calculator 2017-2018

#### SR 2017-2018 Contract Forms

Acceptance of Delegation Authority 2017-2018

Delegation of Authority 2017-2018

Multiple Location Listing

# Scan Documents

- Make sure the form is signed by the parent
- Scan the form and save onto your computer

**PINELLAS COUNTY SCHOOLS  
PRESCHOOL KINDERGARTEN PARTNERSHIP INFORMATION**

Legal Name of Student: St. Charles Sarah R. Sarah  
Last First Middle Initial (Last to be Called)

Birthdate: 07/26/2005 ☐ Male ☒ Female ☐ Limited English Proficiency

Preschool Center: Pilgrim Child Development Center Email: anjedie@yahoo.com

Address: 2873 Roberia Street, Largo, FL 33771 Phone Number: 727-410-2708

Teacher Completing Form: Mary Sills Director: Diane Brown

Dates of Attendance: From 08/10/2015 To 06/06/2016 Days Present: 365 Days Absent: 1

**DEVELOPMENTAL PROGRESS:**  
Social/Emotional: (e.g., adjustment to school, favorite activities, ability to handle conflict)

Documentation of how the coalition tracks that the coalition or providers ch child age 6 weeks to 5 yea

Physical: (e.g., gross motor, fine motor, chooses physical activity)

complete the screening requirements for ea

Cognitive: (e.g., shows interest in learning, participates, language)

complete the screening requirements for ea

Additional Comments or Observations: (e.g., health concerns, referred for or receiving services)

complete the screening requirements for ea

Parent Comments

complete the screening requirements for ea

The information on this form will be shared with your child's kindergarten teacher to help facilitate a successful transition from preschool to kindergarten.

I give permission for this form and any signed documents to be forwarded to my child's kindergarten teacher.

Documents attached ☒ Yes ☐ No Kindergarten School: Anona Elementary

Parent/Guardian Signature: Mary Sills Date: 4/14/2017 Director Signature: Mary Sills

White - Kindergarten Teacher White - Preschool Center Pink - Parent/Guardian





# Welcome to the ELC Pinellas Provider Portal

The Document Library is the electronic filing system where you can upload, download and store your PKP Transmission Forms.

- The Document Library link is located on the Dashboard as shown below.
- Click on this link.

## Next Actions

Redetermination for 1 student is past due!

Redetermination dates for 5 students are coming soon.

The ASQ for 2 students are due soon.

Please don't forget to submit your attendance sheet(s).

*Visit the Document Library... [1 new document(s) since 6/13/2016]*



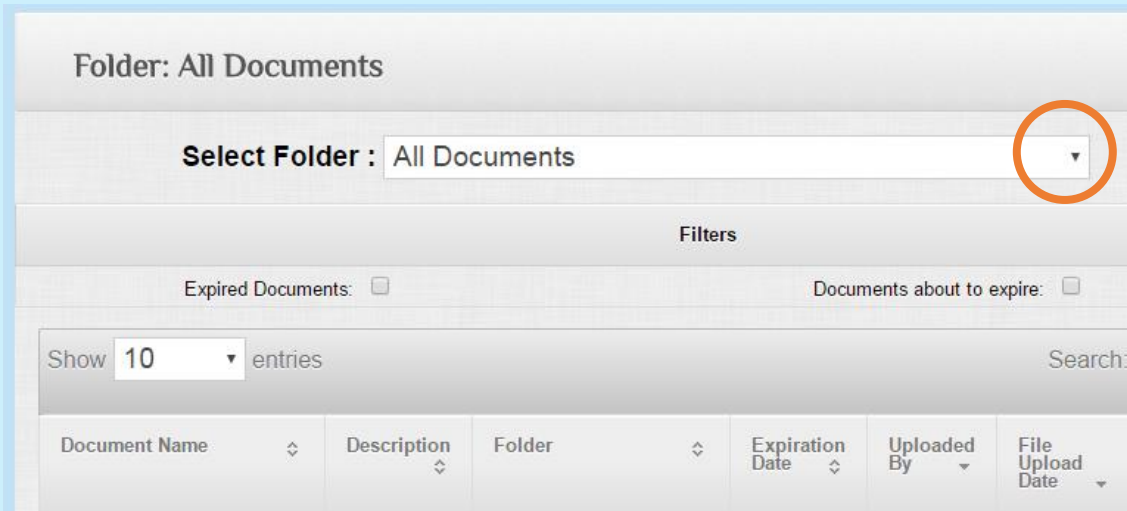
## Message Center

You have 0 unread messages at this time.



# Selecting Folders

- Select the drop down box to find the appropriate folder.
- Select the **VPK PKP Transmission Form** folder as shown



Folder: All Documents

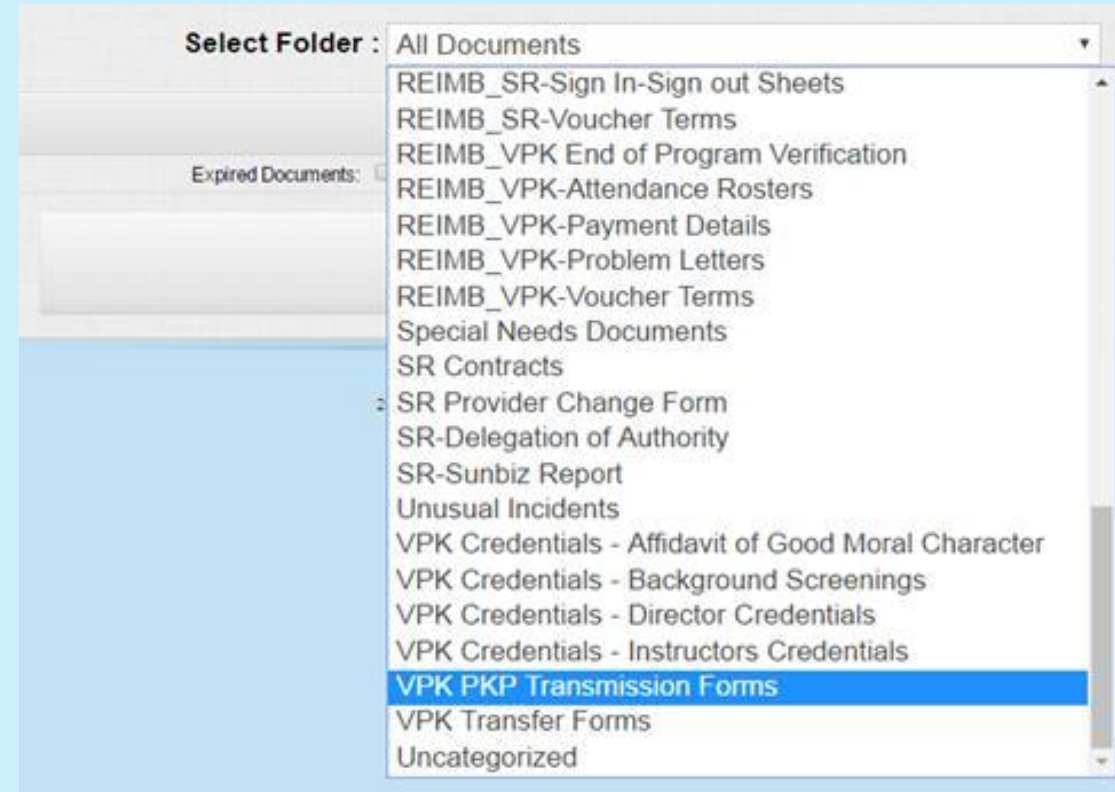
Select Folder : All Documents

Filters

Expired Documents: ☐ Documents about to expire: ☐

Show 10 entries

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date
---------------	-------------	--------	-----------------	-------------	------------------



Select Folder : All Documents

- REIMB\_SR-Sign In-Sign out Sheets
- REIMB\_SR-Voucher Terms
- REIMB\_VPK End of Program Verification
- REIMB\_VPK-Attendance Rosters
- REIMB\_VPK-Payment Details
- REIMB\_VPK-Problem Letters
- REIMB\_VPK-Voucher Terms
- Special Needs Documents
- SR Contracts
- SR Provider Change Form
- SR-Delegation of Authority
- SR-Sunbiz Report
- Unusual Incidents
- VPK Credentials - Affidavit of Good Moral Character
- VPK Credentials - Background Screenings
- VPK Credentials - Director Credentials
- VPK Credentials - Instructors Credentials
- VPK PKP Transmission Forms**
- VPK Transfer Forms
- Uncategorized





# Selecting Folders

- When uploading each new PKP Transmission Form, click on the **ADD NEW DOCUMENT** tab



# Uploading the Document

- Click on **Choose File** to browse the document(s) from your computer
- Description: Add the child's designated Elementary School's Name
- Expiration Date: Select today's date
- Select **UPLOAD DOCUMENT** button

Select Folder : VPK PKP Transmission Forms

+ ADD NEW DOCUMENT

Expired Documents: ☐

expire: ☐

**UPLOAD DOCUMENT**

Select file: Choose File New\_PKP\_Tr...orm\_R.pdf

Description: Anona Elementary

Expiration Date: 04/14/2017

CANCEL UPLOAD DOCUMENT



# Verify the Upload

- Verify that the form has been uploaded as shown below

Select Folder : All Documents

Filters

Expired Documents: ☐ Documents about to expire: ☐

Show 10 entries Search:

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date	Status
 <a href="#">New_PKP_Transmission_Form_R.pdf</a>	Anona Elementary	VPK PKP Transmission Forms	4/14/2017	(Provider)	4/14/2017 8:55:39 AM	Active



# Questions

Should you have any questions about uploading the forms, email the Early Learning Coalition at [helpdesk@elcpinellas.net](mailto:helpdesk@elcpinellas.net) or contact

Argie Kontodiakos at 727.400.4474



# Next Steps - Table Discussion

- What are your next steps?
- What will you do first?
- How will you introduce this to your teachers? Families?
- What issues do you anticipate?
- What are your burning questions?



# Next Steps

- Pick up forms.
- Information on our Back-to-School PKP Meeting coming soon
- Feedback – Survey to follow!



# Brainstorm

- What else could PKP do to support transition to kindergarten?



# Kindergarten, Here I Come Challenge





# Kindergarten, Here I Come Challenge



This is to certify that

---

has enrolled for Kindergarten  
for the 2018-2019 school year at

---

**CONGRATULATIONS!**



Please show this certificate to your child's Preschool/VPK Teacher.

# Kindergarten, Here I Come Challenge



## Kindergarten, Here I Come! Challenge

### Class Record Form

Please list all students in your class below using the legal name. When a child brings in a Ready, Set... Kindergarten! Certificate showing completion of kindergarten registration, fill in the Certificate Number (upper right hand corner) and Kindergarten School for that child. Upload this form on the ELC Provider Portal by May 24, 2018 for a chance to win prizes for your classroom.

Center/School Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Director's Signature \_\_\_\_\_

???

Child's Legal Name	Certificate Number	Kindergarten School
1. ?	?	?
2. ?	?	?
3. ?	?	?
4. ?	?	?
5. ?	?	?



# Kindergarten, Here I Come Challenge

