

DEL Program Guidance 420.03 Attachment B1 - Sample QIP Notice

(This document should be on ELC letterhead)

Date: Sept. 1, 2019

M E M O R A N D U M

TO: Susy Smith, Director – ABC Child Care
FROM: John Smith, Contract Manager – ELC of XXX
SUBJECT: Quality Improvement Plan
RE: Contract XXXX – ABC Child Care

This notice is to inform you ABC Child Care (provider) received a CLASS composite score of ____ and is required to implement a Quality Improvement Plan (QIP).

Contract Minimum Threshold: _____

In accordance with Form OEL-SR 20 SR Provider Contract, Section III. PROVIDER RESPONSIBILITIES AND SCOPE OF WORK, Item 13, Program Assessments and QIPs, if the *COALITION determines PROVIDER has failed to comply with meeting the minimum quality threshold as described in Rule 6M-4.741, F.A.C. the COALITION must notify the PROVIDER in writing. The notice must identify the specific requirement(s) the PROVIDER is required to complete and set a deadline for completion of the QIP. Upon determining the PROVIDER has satisfactorily completed the QIP, the COALITION shall notify the PROVIDER in writing.*

Requirements:

Teacher/Director Strategy Assignment

	Selected Personnel	MMCI		ECTS	Professional Development	IACET Approved Training	Certified Coaching	Coalition Approved Strategy
		PreK	I/T					
1	Jane Doe	X						
2	Mary Smith			X			X	
3								
4								
5								

Additional Comments:

Signed _____ Date _____

Attachment: Attachment B2 - School Readiness Quality Performance Tasks and Deliverables Schedule

Attachment: The Strategy Assignment Report from the QPS (optional, in place of manually completing table above).