



**BRIGHT
FUTURES**

Provider Support Session
February 22, 2024

Purpose and Objectives

Purpose

- Provide local support to child-care providers participating in the UPK program.
- Share the most recent updates from CDEC and answer provider questions.

Objectives

- To create a safe space for providers where they can share experiences and build relationships with Triad Bright Futures LCO staff and other providers within our catchment area.
- To promote networking, best practices and collaboration among participants.





Meeting agreements

- Respect each other's opinions, even if you don't agree with them.
- Make sure everybody is able to contribute.
- Only one person speaks at a time (use the raise hand feature.)
- Listen to understand.
- We agree that this is a confidential space.





Enrollment Guidance

Direct Enrollment:

If you have a walk-in placement request, **please submit a ticket rather than email the Help Desk.**

- From the drop-down menu, select “Child-Care Provider” or “School District” for Category. Then select “Walk-in Enrollment” for Question Type.
- Please include the family’s email in address in your request to facilitate open communication and expedite the process.
- Please allow 24-48 hours for our Help Desk team to respond and refer to [this resource](#) for additional information about walk-in placements.
- If a student stops attending your program, make sure to contact the help desk requesting to **Unenroll the student.**





Get Ready for UPK 2024-25!

UPK Timeline



Jan

Feb

March

April

May

June

Providers complete and submit their 2024 set-up forms. Programs get created and published to be edited before family application opens on 2/29.

Pre-registration and family application opens.

First DAA: family matching round

Providers and matched families complete the enrollment process.



UPK Timeline

July

August

September

October

November

December



Matching round (DAA).

Direct enrollment

Direct enrollment

Direct enrollment

Direct enrollment

Direct enrollment

Providers and matched families complete the enrollment process.

Complete enrollment forms
Payments for year 24-25 start.

All students need to have an enrollment form*



How to Prepare for the pre-registration phase:

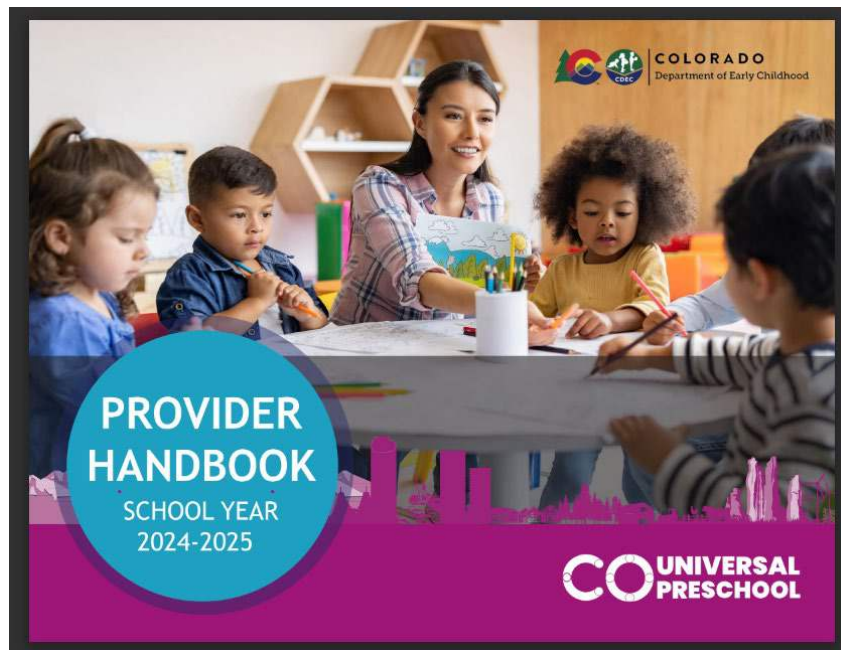
- ✓ If you submitted your set up form by 2/16 **AND** confirmed the summary, your form should say "accepted."
- ✓ If the **form is not accepted**, please reach out to our [help desk](#) and confirm the seats.
- ✓ **If you didn't complete a set up form yet**, you will be able to join UPK at a later time; however, you won't be able to participate in the pre-registration phase in March.
- ✓ **Review your programs** as soon as you see them published on your UPK portal; if you need to request changes, please reach out to our help desk ASAP.
- ✓ **Confirm with your current families** that meet the pre-registration criteria: Continuity of care, siblings of your students, staff's children.
- ✓ Please read the [Provider Handbook](#). It will give you a better idea of the process and expectations for Year 2.





Provider Handbook.

UPK Provider Handbook



Enrollment Process

Pre-Registration

An option for families to directly enroll with their known provider to continue care for a child currently enrolled, with siblings currently enrolled, or with a family member currently employed by a participating provider.

- **Step 1:** Instruct families to complete the Family Application OR send families program specific link to apply.*

*Applicants do not have to apply through the link to be eligible for Pre-Registration but do need to qualify and apply within the pre-registration window.

- **Step 2:** Manage Match Accept/Declines within the pre-registration window, using the appropriate decline reasons.



Enrollment Process

Family Matching

For families new to the program, or looking for a new preschool provider, the Family Matching process occurs automatically in the Program Portal.

- Families apply through the Program Portal to browse providers, select top choices, review eligibility for the program, and submit an application for funding via upk.colorado.gov.
- **Step 1:** Respond to families who research and contact providers
- **Step 2:** Manage Match Accept/Declines after the matching rounds
- **Step 3:** Update Seat counts as needed during the appropriate seat adjustment window



Enrollment Process:

Direct Enrollment:

- After the family matching deadline, families can work directly with a provider to submit an application and enroll with a program of choice, so long as space allows, through the end of the school year. **This will begin late summer, following matching rounds.**
- **Step 1:** Respond to families who research and contact providers; provide information for seat availability.
- **Step 2:** Create direct enrollment applications for families who are interested during the direct enrollment window.
- **Step 3:** Manage remaining matches and enrollments.



Ways to get Involved and Stay in Touch:

- [Sign up for e-News Updates](#) from Triad Bright Futures.
- **Visit our [UPK Updates page](#)** on the Triad Bright Futures website.
- [Follow us on Facebook](#)
- Share the UPK family info sessions with your families
- **Share our Help Desk information with families:**
 - [Submit a Ticket](#)
 - Email: upk@triadbrightfutures.org
 - Phone: 720-449-7960



No-cost Business Training and Consultation for Child Care Providers*

Small Business Development Center (SBDC) business experts are available to meet one-on-one with child care centers and family child care home professionals to discuss their business needs, including budget concerns, emergency planning, and more. Consultation is available in English and Spanish. This service is offered at no cost to providers!

- [Find the local SBDC offering this service in your county.](#)
- Registration is now open for the business training below, and new trainings are added regularly.
- [Cómo Administrar Su Negocio de Cuidado De Niños En Casa](#) - Boulder SBDC (2/20/24 & 2/21/24)
- [Mastering Your Business Essentials for Child Care Homes](#) - East CO SBDC (3/4/24 - 3/25/24)

*This work is responsive to [Colorado Shines Brighter](#) strategy 5.1.2 Business Practices.



Other ECE trainings and events:

- **Participate in the JCCCA [“What it takes!” conference](#)** March 2, 24 8:00am to 4:30pm
- **Save the date:** Triad Early Childhood Council Conference "Linking Communities for Success" April 19th and 20th, 2024 (more information will be shared soon)
- **Public Rulemaking Hearing for the Quality Standards:**
Thursday, March 14, 2024, at 1:00 p.m.
[Zoom Link](#)
Zoom Meeting ID: 859 4428 3394





Q & A

Questions:

How do I update my provider profile?

Now that you've registered, CDEC will create your programs. They will notify you once that is completed and at that point you'll be able to update your program. You'll have a few days prior to the opening of pre-registration to update your profile. Be on the lookout for communication from CDEC.

Link to the Recording

https://us02web.zoom.us/rec/share/9r9E7-V2E_p64--oZfAz36Hcxfh0k-jsuHYKjTA_QGHu-64vJB-uJ2e9UzNZqZH.zkb0RXZYDwmdocfh

Passcode: N%uaTa=3



THANK YOU!

Next meetings:

March 8, 2024

1:00 – 2:00 pm via Zoom.



TRIAD

**BRIGHT
FUTURES**

PARKING LOT



Enrollment process:

- **Pre-Registration (estimated February - March)**

- With an eye towards continuity-of-care, a pre-registration process will be available for families with children currently enrolled, children with siblings currently enrolled, or with a family member currently employed by a participating provider.

- **Family Matching (estimated April - June)**

- The family Matching process will offer families a simplified opportunity to be matched with a "wide variety of high-quality providers" participating in Colorado Universal Preschool.

- **Walk-In Direct Enrollment (estimated Summer)**

- Families who have yet to enroll will work directly with a provider of choice to enroll as space allows. Similar to the pre-registration process, families will be able to submit an application and directly enroll with the provider.

- **Students with an IEP (Year-Round)**

- Children with Individualized Education Programs (IEPs) will be supported through direct application, registration, and enrollment through their Administrative Unit (AU).

