



The 2025-2026 Provider Profiles are now available!

All Duval County childcare providers MUST complete a 2025-2026 Provider Profile and the 2024-25 Cost of Care survey on the DEL Provider Portal.

*****Your 2025-26 Profile and the 2024-25 Cost of Care survey must be completed by April 15, 2025*****

Steps:

1. Log in to the DEL Portal:
<https://providerservices.floridaearlylearning.com/Account/Login>
2. Click “**Profile**” on the top bar then select “**Provider Profile**”.
3. Click the blue “**Create 2025**” button
 - You must check each tab as **all 10 tabs** must be completed in order and appropriate documents uploaded in the “Documents” Tab.
 - Select “**Review**” and check for completion click “**NEXT**” to “**Sign & Certify**”
4. Information on the profile is about your entire facility—not just your contracted program

Please note the following:

- **YOU MUST COMPLETE THE 2024-2025 COST OF CARE SURVEY in addition to completing the 2025-26 Profile. ELC cannot initiate your 2025-26 contract(s) until the 2025-26 profile and the 2024-25 Cost of Care survey have been completed.**
- Please complete as fully as possible. Information in your profile will be used to pull referrals for parents.
- Review each Tab:
 - **General Tab** - Review to be sure the contract information is still correct.
 - **Facility Tab** - Verify the information is correct.
 - Question 5 must be completed if contracting for VPK
 - Question 7 be sure “Expiration Date” is current
 - **Services Tab**
 - Question 7 - If you provide transportation, auto insurance must be uploaded to the “Documents Tab” **Transportation information must match DCF**
 - Question 9 - If contracting for SR, you must select “yes” (Character Development is included in all approved SR curricula).
 - **Curriculum Tab** - SR providers must have an approved curriculum for all ages served in your program (Birth-4)



- **Fees & Discounts Tab** - Each listed item must have an amount in the first column. If there is no charge, you must record “0”; (these are additional “Fees”, not regular rates).
- **Hours of Operation Tab** - Don’t forget to complete question 1 (Enhanced Schedule)
- **Staffing & Capacity Tab**
 - Question 2 should list the highest education (High School, Associate, Bachelor, or Master’s degree) of each staff member, then add any training or credentials in addition to education.
- **Private Pay Rates** - SR providers must list **Full Time Weekly Rate** and **Part Time Weekly Rate** (you cannot accept a child with a part-time voucher without part-time rates). Don’t forget **VPK full/part-time weekly rate** and **Before/After school rates**, if applicable. **List a rate for each age group that you serve.**
 - **These rates will be for the contract year beginning July 1, 2025**
 - Rates must match your uploaded Private Pay Rate Sheet
 - Daily Rates for SR Program – click the **SR Daily Rate Helper** button and it will calculate from weekly to daily rates. Verify daily rates are correct. **There must be a rate for each age group you accept.**
 - If contracting for SR, you must answer the question regarding the family’s responsibility to pay the differential between the Approved Reimbursement Rate and the Private Pay Rate.
- **Closures Calendar Tab** - You must click on all weekdays that your facility is closed for childcare (the date will change to light blue).

The eleven 2025-26 ELC paid holidays for School Readiness:

Independence Day	07/04/25
Labor Day	09/01/25
Veteran's Day	11/11/25
Thanksgiving	11/27/25
Friday after Thanksgiving	11/28/25
Christmas Eve	12/24/25
Christmas Day	12/25/25
New Year's Day	01/01/26
Martin Luther King JR	01/19/26
President's Day	02/16/26
Memorial Day	05/25/26



▪ **On your SR contract, you will choose one additional holiday that you selected on your “Closures Calendar” for a total of twelve ELC paid holidays.**

- **Documents Tab** – Please review each document. You must have CURRENT documents uploaded on this tab for each appropriate item.
****THE 2025-26 E-VERIFY AFFIDAVIT IS ATTACHED AND MUST BE NOTARIZED AND UPLOADED ****
- **Review Tab** - After reviewing the information for each section, click the “Next” button to continue.
- **Sign & 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 then check the “Check box to certify by electronic signature” check box and click the Submit button.

Please contact your Provider Services Specialist for assistance if you have any questions.

Provider Services Specialists: (904) 208-2040

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