



## **Instructions for Completing the VPK Calendar**

The VPK school year program must be 540 instructional hours.

The VPK summer program must be 300 instructional hours.

Providers may structure their programs in different lengths as long as the VPK program hours divide evenly into 540 for the school year program or 300 for the summer program. Outside time, snack time, and lunch are considered instructional hours, nap or rest time is not.

Here are some examples for structuring the *school year* VPK program (note that programs may not be 3 1/2 hours long because that number does not divide evenly into 540 hours):

3 hours a day = 180 days

3 hours and 45 minutes a day = 144 days

4 hours a day = 135 days

4 hours and 30 minutes a day = 120 days

5 hours a day = 108 days

6 hours a day = 90 days

To complete the VPK calendar use either the version in Excel which allows providers to fill in the hours per day and then gives the totals automatically, or print the calendar and fill in the hours and totals by hand. Instructions are on the calendars.

Count your total VPK days to be sure you have the correct number of days for your program hours and make sure you have indicated all your non-VPK days. Your calendar will be entered into a database and you will be reimbursed based on the days you indicate on your calendar.

The VPK calendar and the non-instructional dates listed on the VPK Form 11 must match, so complete both carefully and accurately.

Please call the Early Learning Coalition at 954-4830 ext. 4 if you have questions about completing your VPK calendar.

Thank you!