



## Early Learning Coalition of Sarasota County VPK Provider Checklist

**Note:** VPK Forms are posted on the Coalition website, [www.earlylearningcoalitionsarasota.org](http://www.earlylearningcoalitionsarasota.org), VPK page. The Coalition Provider Agreement is posted on the ELC Documents page. Mail VPK forms to Early Learning Coalition, 1750 17<sup>th</sup> Street, Unit K-1, Sarasota, FL 34234. Call 954-4830 ext. 4 or email [jsmirnov@earlylearningcoalitionsarasota.org](mailto:jsmirnov@earlylearningcoalitionsarasota.org) with VPK questions.

### Coalition Requirements:

- Providers must be set up for reimbursement** with Coalition's Child Care Connection
  - ◆ Providers who serve School Readiness scholarship children are already set up for reimbursement. Providers who are not set up need to complete the reimbursement paperwork. Call 954-4830 ext. 4 to request a packet.
- Coalition Provider Contract Agreement must be signed and on file annually**

### State of Florida Requirements:

- AWI Statewide VPK Provider Agreement** – Agreement must be signed prior to the beginning of the VPK program each year
- AWI VPK 10**
- AWI VPK 11** – must complete a VPK 11 for each VPK classroom

### VPK Director Requirements:

- Director's Credential**
  - ◆ Director's credential must be current within 5 years
- VPK Endorsement** is required if director credential issued after 12-31-06. Child Care Transcript will indicate *VPK Exempt*, or *VPK Endorsed*.
  - ◆ For VPK Endorsement information and forms visit [www.myflorida.com/childcare](http://www.myflorida.com/childcare), Forms and Applications, then go to Training. VPK Standards Training is a required element for the VPK Endorsement. The VPK Endorsement Form must be submitted to Tallahassee for approval.
- Coalition requires directors** to have education credentials on file and background screening current within 5 years

### Level 2 Background Screening is a Requirement for ALL VPK Instructors, Lead, Secondary and Substitutes – must be Current Within 5 Years:

- FBI Background Fingerprint Screen** current within 5 years
  - ◆ Need to submit new fingerprint cards (cost \$38.25) or call for 813-558-1069 for live scan information
- FDLE Background Screen** current within 5 years
- Local Background Screen** current within 5 years
- Attestation of Good Moral Character** - annually
  - ◆ Attestation of Good Moral Character must be dated before VPK program begins and be current throughout the entire program. Best practice is to have instructors sign and date the Attestation at the beginning of the VPK program so it will be current through the program year

### Lead VPK Instructor Education Requirements:

- Minimum of a current within 5 years FCCPC or NECC** (formerly known as CDA/ CDAE). Additional credential qualifications are posted on the Coalition's website on the VPK page and are listed on Page 1 of the VPK 11 application.

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- ♦ All credentials must be posted on Instructor's DCF Child Care Transcript. Staff Credential Applications available online at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) under Forms and Applications, then Training.
- ❑ **Emergent Literacy for VPK Instructors** required, unless Early Literacy for Children Age Birth to Three was awarded before 11-1-2005. Best practice is for all VPK instructors to take the Emergent Literacy.
  - ♦ Emergent Literacy Course is available online at [www.myflorida.com/childcare](http://www.myflorida.com/childcare), Training Information, Online Courses.
- ❑ **VPK Standards Training** certificate must be on file
  - ♦ Lead instructors are required to take the VPK Standards training, directors and secondary instructors are strongly encouraged to take the Standards training.
  - ♦ Register online for Standards training at [www.myflorida.com/childcare](http://www.myflorida.com/childcare) - click on Training Requirements, click on Register for Courses, click on Instructor-Led Courses.

### **Secondary VPK Instructor Education Requirements (School Year Only):**

- ❑ **Minimum state mandated 40 hour training** completed, or in process of being completed
- ❑ **Secondary instructor required if over 10 children** in a school year VPK class, maximum school year class size is 18

### **Additional VPK Program Information:**

- ❑ **VPK Absences**
  - ♦ **20% of VPK students' absences will be paid.** Absences exceeding 20% will not be paid (20% of 540 = 108 hours or 36 days of a 3 hour VPK program).
  - ♦ **Review attendance sheets** as soon as received. NON-VPK days are indicated as "shaded in days" on the attendance sheet. Any discrepancies on attendance sheets should be reported to the Coalition's Child Care Connection office immediately, at 556-1600 ext. 110. **DO NOT wait until reimbursement.**
- ❑ **Student Attendance and Parental Choice Certificate (SAPCC)**
  - ♦ Parents need to sign the sheet each month certifying that the attendance the provider reported for their child is correct. SAPCC forms must be submitted when providers are randomly monitored (at least once a year).
- ❑ **Coalition VPK Change Form**
  - ♦ **Must be submitted prior to any VPK teacher or child changes.** The Coalition must approve any teacher or child changes.
- ❑ **Calendar and calendar instructions are posted on the Coalition website**, VPK page.
  - ♦ The VPK calendar must match the dates specified on the VPK 11.

### **Reminders:**

- ❑ **One lead instructor for maximum of 10 children**
- ❑ **Must have minimum of 4 VPK children to offer VPK**
- ❑ **Maximum VPK class size is 18 children for school year program, 12 children for summer program**
  - ♦ Ratio must be maintained for VPK hours
  - ♦ Non-VPK children are included in the ratio
  - ♦ Mixed ages are permitted
- ❑ **VPK program cannot start more than 14 days before Labor Day or before first day of public school**

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