



# Early Learning Coalition of Sarasota County VPK Checklist

This checklist must be completed and included with your VPK Application packet. Additional information and all VPK forms can be found on the Coalition website, [www.earlylearningcoalitionsarasota.org](http://www.earlylearningcoalitionsarasota.org), VPK page.

Provider name: \_\_\_\_\_ Class: \_\_\_\_\_

**Note: If more than one classroom, include a checklist for additional VPK instructors, and for subs, if any.**

VPK Forms to Submit	
<b>Office Use Only</b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> AWI Statewide VPK Provider Agreement, signed and dated  <input type="checkbox"/> Prepayment "Attachment A"  <input type="checkbox"/> Calendar                 </div> <div style="width: 45%;"> <input type="checkbox"/> AWI VPK 10 (fax number on form)  <input type="checkbox"/> AWI VPK 11A  <input type="checkbox"/> AWI VPK 11B                 </div> </div>
<b>Name: VPK Director – Include transcript</b>	
	<input type="checkbox"/> Director's Credential – must be <u>current within 5 years</u> <input type="checkbox"/> VPK Endorsement – required if director credential issued after 12-31-06. Child Care Transcript will indicate <i>VPK Exempt</i> , or <i>VPK Endorsed</i> . <ul style="list-style-type: none"> <li>◆ For VPK Endorsement information and forms visit <a href="http://www.myflorida.com/childcare">www.myflorida.com/childcare</a>, 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.</li> </ul> <input type="checkbox"/> VPK Standards 2008  <b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>
<b>Name: Lead VPK Instructor, School Year – Include transcript</b>	
	<input type="checkbox"/> <b>Minimum</b> of a <u>current within 5 years</u> FCCPC or NECC (formerly known as CDA/CDAE). <input type="checkbox"/> Formal Education, if achieved ( <i>must be listed on second page of DCF Child Care Transcript</i> ) <input type="checkbox"/> Emergent Literacy for VPK Instructors <ul style="list-style-type: none"> <li>◆ Early Literacy for Children Age Birth to Three can meet requirement for Emergent Literacy if posted on transcript before 11-1-2005. <b>Best practice</b> is to take Emergent Literacy online course.</li> </ul> <input type="checkbox"/> VPK Standards 2008  <b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>
<b>Name: Secondary VPK Instructor, School Year – Include transcript</b>	
	<input type="checkbox"/> Minimum state mandated 40 hour training completed, or in process of being completed within allowable timeframe (complete within 1 year from starting coursework) <input type="checkbox"/> VPK Standards 2008 (recommended as best practice)  <b>Check Any Additional Education Qualifications</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Current within 5 years</u> FCCPC or NECC (formerly known as CDA/CDAE).</li> <li><input type="checkbox"/> Formal Education (<i>must be listed on second page of DCF Child Care Transcript</i>)</li> <li><input type="checkbox"/> Emergent Literacy for VPK Instructors</li> </ul> <b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>

## Additional VPK Instructors Checklist

Provider name: \_\_\_\_\_ Class: \_\_\_\_\_

<b>Name:</b> <span style="float: right;"><b>Lead VPK Instructor, School Year – Include transcript</b></span>	
<b>Office Use Only</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Minimum</b> of a <u>current within 5 years</u> FCCPC or NECC (formerly known as CDA/CDAE).</li> <li><input type="checkbox"/> Formal Education, if achieved (<i>must be listed on second page of DCF Child Care Transcript</i>)</li> <li><input type="checkbox"/> Emergent Literacy for VPK Instructors               <ul style="list-style-type: none"> <li>◆ Early Literacy for Children Age Birth to Three can meet requirement for Emergent Literacy if posted on transcript before 11-1-2005. <b>Best practice</b> is to take Emergent Literacy online course.</li> </ul> </li> <li><input type="checkbox"/> VPK Standards 2008</li> </ul> <p><b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>
<b>Name:</b> <span style="float: right;"><b>Secondary VPK Instructor, School Year – Include transcript</b></span>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum state mandated 40 hour training completed, or in process of being completed within allowable timeframe (complete within 1 year from starting coursework)</li> <li><input type="checkbox"/> VPK Standards 2008 (recommended as best practice)</li> </ul> <p><b>Check Any Additional Education Qualifications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Current within 5 years</u> FCCPC or NECC (formerly known as CDA/CDAE).</li> <li><input type="checkbox"/> Formal Education (<i>must be listed on second page of DCF Child Care Transcript</i>)</li> <li><input type="checkbox"/> Emergent Literacy for VPK Instructors</li> </ul> <p><b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>
<b>Name:</b> <span style="float: right;"><b>VPK Substitute, School Year – Include transcript</b></span>	
	<p><b>Substitutes Must Meet Minimum Education Requirements Listed Below</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum state mandated 40 hour training completed, or in process of being completed within allowable timeframe (complete within 1 year from starting coursework)</li> <li><input type="checkbox"/> VPK Standards 2008 (recommended as best practice)</li> </ul> <p><b>Check Any Additional Qualifications</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Current within 5 years</u> FCCPC or NECC (formerly known as CDA/CDAE).</li> <li><input type="checkbox"/> Formal Education (<i>must be listed on second page of DCF Child Care Transcript</i>)</li> <li><input type="checkbox"/> Emergent Literacy for VPK Instructors</li> </ul> <p><b>Level 2 Background Screening <u>Current Within 5 Years</u> – Include documentation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen</li> <li><input type="checkbox"/> FDLE Background Screen</li> <li><input type="checkbox"/> Local Background Screen</li> <li><input type="checkbox"/> Notarized Affidavit of Good Moral Character</li> </ul>



## Additional VPK Forms, Information and Reminders

### **Additional Forms:**

- **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 to report discrepancies.
- **Student Attendance and Parental Choice Certificate (SAPCC)**
  - Parents are required to sign the sheet each month with their full signature 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).
  - Parents are required to sign children in and out each day with their full signatures and include time in and time out. **NO EXCEPTIONS!**
- **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.

### **Information and Reminders:**

- One Lead Instructor for maximum of 10 children in school year program, one lead instructor for maximum of 12 children in summer program.
- Maximum VPK class size is 18 children for school year program, 12 children for summer
  - Ratio must be maintained for VPK hours
  - Non-VPK children are included in the ratio
  - Mixed ages are permitted
- Must have minimum of 4 VPK children to offer VPK
- VPK Program cannot start more than 14 days before Labor Day or before first day of Public School.
- Summer Program cannot start before May 1 and must end before the start of the Public School in August or September.