

Florida's Voluntary Prekindergarten Program



Provider Orientation

May 18, 2011

VPK Program Overview

- **The Voluntary Prekindergarten Education (VPK) program was created in 2005 to prepare every four-year-old for kindergarten and continued educational success.**
- **The VPK program helps each child build a strong foundation through the use of developmentally appropriate curricula with an emphasis on early literacy and mathematical thinking skills.**
- **Highlights of the VPK program include manageable class sizes, program accountability and increased instructor credentials.**
- **Data has consistently demonstrated that children who participated in the VPK program are better prepared for kindergarten compared to children who did not participate in VPK.**
- **VPK is FREE for all children four years old on or before September 1 of the program year.**
- **VPK Program Options**
 - Each child may enroll in one session of the VPK Program**
 - School-Year Session — 540 Instructional Hours ~ OR ~**
 - Summer Session — 300 instructional hours**

VPK Requirements

- **Provider must be** either **accredited** by an approved accrediting association, hold a **Gold Seal** designation, **or be licensed**. Gold Seal sites must submit a copy of their Gold Seal accreditation.
- **Providers must be set up for reimbursement** with the Coalition's Child Care Connection office
 - providers serving School Readiness scholarship children are already set up for reimbursement. Providers who are not set up need to complete the reimbursement paperwork.
- **VPK registration packets must be complete and accurate, and include the VPK Checklist as the cover page.**
- **AWI VPK 20 Statewide VPK Provider Agreement**
 - Agreement must be signed prior to the beginning of the VPK program each year
- **Advance Payment waiver (Attachment A)** must be signed
- **AWI VPK 10 Site information**
- **AWI VPK 11A Instructor details & 11B Classroom information**
- **VPK Calendar**
 - must equal 540 hours for school year programs, 300 hours for summer programs
 - VPK calendars and instructions are posted on the Coalition website, www.earlylearningcoalitionsarasota.org

Additional Information

- School Year VPK class ratios are
 - 1 lead teacher to 11 children or
 - 1 lead teacher and 1 secondary teacher to 20 children
 - Maximum School Year VPK class size is 20 children
- Summer VPK class ratios are
 - 1 lead teacher to 12 children
 - Maximum Summer VPK class size is 12 children
- Temporary closures are reimbursed only if a state of emergency has been declared.
- Parents are allowed to change VPK providers only once.
- Providers are not permitted to charge a registration fee or require parents to agree to any additional services or care as a condition of enrollment in the VPK Program.

Additional Information continued

- For all classes:
 - Ratios must be maintained for VPK hours
 - Non-VPK children are included in the ratio
 - Mixed ages are permitted
 - Rest time is not paid instructional time; Programs over 4 hours/day must account for rest as required by licensing
- Must have minimum of 4 VPK children to start
- 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.
- Call or email the Coalition to be added to the list of VPK providers that is available to parents on the Coalition website,
www.earlylearningcoalitionsarasota.org

VPK Director Requirements

- **Must hold Director's credential current within 5 years**
- **VPK Endorsement** is required if director credential was 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, Forms and Applications, then go to Training.

- **VPK Standards Training 2008** is a requirement for the VPK Endorsement and must appear on the DCF transcript.
- Coalition requires directors to have education credentials on file and **Level 2** background screening **current within 5 years.** This is a higher standard than licensing and includes FBI, FDLE and Local Background Checks.

VPK School Year Teacher Education Requirements

LEAD Teacher Education Requirement for School Year Programs

- **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 2 of the instructions for form VPK 11A.
 - All credentials must be posted on Instructor's DCF Child Care Transcript. Staff Credential Applications are available online at www.myflorida.com/childcare under Forms and Applications, then Training.
- **Emergent Literacy for VPK Instructors** is required with FCCPC, 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 course.
 - Emergent Literacy course is available online www.myflorida.com/childcare, Training Information, Online Courses.
- **VPK 2008 Standards Training** – certificate must be on transcript
 - Lead instructors and directors are required to take the VPK Standards 2008 training, secondary instructors are strongly encouraged to take the Standards training. Contact Dianne Lawrence at 954-4830 ext. 3 for training information.

SECONDARY Teacher Education Requirement for School Year Programs

- **Minimum DCF state mandated 40 hour training** completed, or in process of being completed

Note: Secondary instructor is required for VPK school year classes with over 11 children. Maximum school year class size is 20 children.

VPK Summer Teacher Education Requirements

SUMMER Teacher Education Requirements for VPK Summer Programs

- **A bachelor's or higher degree in early childhood education or related field**
- **A bachelor's or higher degree in elementary education if the instructor has been certified to teach children any age from birth through 6th grade**
 - certificate need not be current
 - certificate need not be from Florida, but may not be suspended or revoked
- **A Temporary or Professional Florida Educator Certificate**
 - certification may be in any area

Complete DOE Office of Early Learning Technical Assistance Paper with information on VPK instructor credential qualifications is posted on the Coalition website, www.earlylearningcoalitionsarasota.org, VPK page.

VPK Substitute Teacher Education Requirements

SUBSTITUE Teacher Education Requirements for SCHOOL YEAR Programs

- **Minimum Education Requirements**

- Any of the requirements listed below for a summer program OR
- A DCF 40-hour Introductory Child Care Training course if the VPK class is offered in a child care facility
- A DCF 30-clock-hour Family Child Care Home training if the VPK class is offered in a large family child care home
- A DCF 30-clock-hour Family Child Care Home training if the VPK class is offered in a family day care home
- VPK Standards 2008 (*recommended as best practice*)

SUBSTITUE Teacher Education Requirements for SUMMER Programs

- **Minimum Education Requirements**

- An associate's or higher degree of study in any field OR
- A national Child Development Associate (CDA) credential or
- A credential approved by DCF as being equivalent or greater than a national CDA credential (e.g. FCCPC)
- VPK Standards 2008 (*recommended as best practice*)

Guidelines for Substitute Use

- A substitute instructor may not be used for more than **30 percent** of a program's hours.
 - **School Year: 30% of 540 hours = 162 hours**
 - **Summer: 30% of 300 hours = 90 hours**
- Providers may use different substitute instructors on different days, but the combined instructional hours of all substitutes cannot exceed 30 percent of the VPK program hours
- The Coalition **must receive documentation** of a level 2 background screening clearance and applicable credentials before a provider can assign a substitute instructor to a classroom. Submit documentation for **at least one substitute** with initial VPK Program information to avoid any problems.
- **It is the providers responsibility to track substitute usage and submit documentation to the Coalition when requested.**

Level 2 Background Screening Requirements for ALL VPK Directors, VPK Instructors, and VPK Substitutes

- **FBI Background Fingerprint Screen** current within 5 years

Must submit new fingerprints via livescan (**cost \$38.75**) every 5 years. Visit <http://www.dcf.state.fl.us/admin/backgroundscreening/> for more detailed information.

- **FDLE Background Screen** – must be current within 5 years

- **Local Background Screen** – must be current within 5 years

- **Affidavit of Good Moral Character** – *must be reviewed and notarized*

The Affidavit of Good Moral Character **must be notarized before VPK program begins.** The Affidavit remains in effect as long as the employee remains at the same site, with no break in service more than 90 days – it does not have to be reissued every year.

- Keep track of expiration dates for Level 2 background screenings so there will be time to renew before the VPK start date, if necessary.

All directors, teachers and substitutes must have current credentials and Level 2 background clearance in place, current within 5 years, or the VPK program will not be approved.

VPK Application Deadlines

Session	Paperwork Received	VPK Start Date
<i>VPK School Year 2011-2012</i>	July 15, 2011	August 22, 2011
	August 15, 2011	September 12, 2011
	September 12, 2011	October 3, 2011

Mail complete VPK packet to:

Early Learning Coalition

1750 17th Street, Building L


Sarasota, FL 34234

Reporting VPK Changes

VPK Change Form

- Coalition must be notified of changes **immediately**
- Change Form must be submitted **prior** to any VPK teacher or child changes.
- Coalition **must approve** any **director, teacher or child** changes before change can go into effect.
- **You will receive notification** of approval when complete; if you have not received notice, the change **may not** be implemented.

VPK PROGRAM CHANGES
Revised 1/27/11



Provider name: _____ Contact person: _____
Street address: _____ City/Zip: _____
Phone: _____ Fax: _____ Email: _____

Note: Coalition must give prior approval before teachers start. Coalition must be informed when teachers leave.
Call Laura Woodson at 954-4830 ext. 116 and leave a detailed message. Then FAX this form to 954-4831 or email lwoodson@childcareconnectionsarasota.org.

Teacher Changes Desired Effective Date: _____

Teacher added – Coalition must give prior approval
Teacher's name: _____ VPK Class: _____
Teacher's position: Lead ___ Assistant ___ Sub ___
Documentation sent to ELC (required for approval): Yes ___ No ___

Teacher left – Coalition must be informed
Teacher's name: _____ VPK Class: _____

Note: Child Care Connection must give prior approval before children are switched from one class to another.
Call Laura Woodson at 954-4830 ext. 116 and leave a detailed message. Then FAX this form to 954-4831 or email lwoodson@childcareconnectionsarasota.org.

Child Changes Desired Effective Date: _____

Classroom Change – Child Care Connection must give prior approval
Child's name: _____ From VPK Class: _____ To VPK Class: _____
Reason for the change: _____

Informed Parental Consent for Classroom Change

I have chosen to transfer my child to another VPK class at the same provider. I have been given information concerning the number of instructional hours remaining in the VPK class that I have selected for my child. I make this choice feely, knowing that once my child is transferred to the new program/class, he or she may not be eligible to complete the full instructional hours delivered by the provider's class if the provider's class extends beyond the remaining VPK instructional hours allowed for funding.

Parent Name: _____ Parent Signature: _____ Date: _____
Provider signature: _____ Date: _____

Disenrolled – Child Care Connection must be informed
Child's name: _____ VPK Class: _____ Last Day of Attendance: _____



Go to www.earlylearningcoalitionsarasota.org to download forms and get information

VPK Absences – 80/20 Rule

- **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).**
- **Each month** absences will be calculated for each VPK child enrolled and **20% of the absences that occurred for each child that month will be paid.** Absences **over 20%** for each child each month **will not be paid.**
- At the **end of the provider's VPK program** the provider will receive a **reconciliation payment** for any absences that were unpaid **if the child's overall absences did not exceed 20%.** As stated in the AWI summary, "In other words, if a child is absent for more than 20% in one month but is absent for less than 20% of the entire program, the provider will receive a reconciliation payment at the end of the program."
- Providers **may not charge parents for any unpaid absences over the 20%** that will be paid.

Student Attendance and Parental Choice Certification (SAPCC)

- Parents need to sign the Student Attendance and Parental Choice Certificate 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).
- Parents may not sign the SAPCC before the last day of the month their child attended (ex: attendance roster shows child present on October 30, parent signed SPACC on October 29).
- Providers will not be reimbursed if there are discrepancies or incorrect dates on the SAPCCs.

 STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM Student Attendance and Parental Choice Certificate (SHORT FORM)			
1. Student's last name <i>Doe</i>	First name <i>Johnnie</i>	Middle name <i>A</i>	2. Student's date of birth <i>5/7/05</i>
3. Name of provider or school <i>ABC</i>			4. VPK class <i>1DA</i>

PARENTAL CERTIFICATION

I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program during the months listed below. I certify that my child's daily attendance in the program was recorded by the provider or school and that I or my representative signed the attendance record each day that my child attended the program. I further certify that I continue to choose the provider or school (whose name appears above in item 3) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

5. Attendance month and year	6. Print name of parent or guardian	7. Signature of parent or guardian	8. Date signed
<i>Aug 09</i>	<i>Jackie Doe</i>	<i>Jackie Doe</i>	<i>8/31/09</i>
<i>Sept 09</i>			
<i>Oct 09</i>			
<i>Dec 09</i>			
<i>Jan 10</i>			
<i>Feb 10</i>			
<i>Mar 10</i>			
<i>Apr 10</i>			
<i>May 10</i>			

NOTICE TO PROVIDER OR SCHOOL: The private prekindergarten provider or public school must keep each original signed form for at least 2 years. Each private prekindergarten provider must permit the early learning coalition, and each public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or its designee.

VPK Return to Service Form

- Providers must submit 'Return to Service Form' when a child is absent on the last day of service each month.
- Absence is not payable for child's first day of attendance or after the child's last day of attendance.
- If the child does not return to the VPK Program the absences are not payable.

Early Learning Coalition of Sarasota County
Child Care Connection
 2886-C Ringling Blvd
 Sarasota, FL 34237

MONTHLY VPK RETURN TO SERVICE FORM

In order to process attendance accurately and on time this form must be turned in every month **for any child who did not attend VPK the last day of the month**. Please submit the form along with attendance sheets or as soon as you have this information.

This information is needed because the VPK Attendance Policy states that, "An absence is **not payable** for an instructional day before a child's first day of attendance or **after the child's last day of attendance**."

Providers will not be paid for days missed after the last day of attendance, until the child has returned to service.

Please list the child's name and whether or not they have returned to service after missing the last day of the month. Note any special circumstances in the comments section.

Please call regarding _____

Child Name	Returned to Service	
	Yes/No	Comments

Signature of person completing this form: _____
 Date: _____

Please submit to: Child Care Connection
 2886-C Ringling Blvd
 Sarasota, FL 34237
 Fax: (941)556-1606
 Attn: Reimbursement Department

**For Office Use Only*
 Date Received: _____
 Child Care Connection Revised 3/21/2011

VPK Reimbursement

- The 2010 – 2011 **VPK School Year** payment rate for Sarasota County was **\$2,585.31**, which comes to **\$4.78** an hour.

Note: Sarasota County's VPK reimbursement rates have not been released for 2011 – 2012 school year. However, the legislature reduced the base allocation per student by \$170. Providers will be notified as soon as more detailed information is available.

- The **VPK Summer** payment rate for Sarasota County is **\$2,198.83**, which comes to **\$7.32** an hour.
- VPK reimbursement is calculated by the hour; providers are reimbursed by the day.

Parent Registration information

VPK Registration location and schedules

Coalition's Child Care Connection

2886-C Ringling Blvd

Sarasota, FL 34237

941- 556-1600

Registration hours:

Tuesdays 7:30am-6:30pm

Thursdays 7:30am-5:00pm

VPK Registration is also available in North Port on specified days.

Call Child Care Connection at 556-1600 ext 101

Additional information on VPK registration can be found on Coalition's website

www.earlylearningcoalitionsarasota.org

Certificate of Eligibility

- All students must obtain a Certificate of Eligibility before starting in a VPK class
- All transferring students must fill out Re-Enrollment form and obtain a new Certificate of Eligibility before starting in another VPK class
- Payment for a child cannot start before the issue date on the Certificate of Eligibility
- All original (white) Certificates of Eligibility must be mailed to Child Care Connection office at *2886-C Ringling Blvd, Sarasota, 34237*
- Child Care Connection must have minimum of 4 certificates before VPK program starts.

Early Learning Ready to Learning Ready to Grow!		STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN PROGRAM The Early Learning Coalition of Sarasota County CERTIFICATE OF ELIGIBILITY 2011-2012	
<input checked="" type="checkbox"/> SCHOOL YEAR PROGRAM		<input type="checkbox"/> SUMMER PROGRAM	
Parent/Guardian Name: <u>PARENT NAME</u>		Certificate Issue Date: <u>3/22/11</u>	
Child Name: <u>CHILD NAME</u>	Child's DOB: <u>9/2/06</u>	Child's SSN:	
Home Address: <u>123 MAIN ST</u>			
City: <u>SARASOTA</u>	State: <u>FLORIDA</u>	Zip Code: <u>34234</u>	
Daytime telephone: (<u>941</u>) <u>555-5555</u>		Other telephone: ()	
New Enrollment <input checked="" type="checkbox"/>	Re-Enrollment Forms Complete		
TO CONTACT THE COALITION: Early Learning Coalition of Sarasota County Child Care Connection *2886-C Ringling Blvd. *Sarasota, FL 34237 *(941) 556-1600			
TO BE COMPLETED BY PROVIDER			
Provider Name: <u>ABC</u>		Director/VPK Contact Person: <u>R. WILLIS</u>	
Class: <u>12A</u>		Start Date: <u>8/22/11</u>	Site Phone Number: <u>555-1212</u>
The provider/school certifies that it has admitted the above child for enrollment in the VPK program and agrees to deliver the program for the child			
Signature: <u>R. Willis</u>		Date signed: <u>8/01/11</u>	
PARENTAL RIGHTS AND RESPONSIBILITIES			
RIGHTS <ul style="list-style-type: none"> To enroll my child with an eligible provider or school of my choice, subject to the provider's or school's agreement to admit my child. To be free from the provider or school requiring me to pay any fee or charge for the VPK program. To have the provider or school admit my child in the VPK program without requiring me to enroll my child (or pay) for additional services (e.g., full-day, extended-day, or wrap-around services). I understand that a VPK program may be structured as part of a full day program or as a VPK only program. To receive VPK services for my child without discrimination on the basis of race, color, or national origin. 		RESPONSIBILITIES <ul style="list-style-type: none"> To find an eligible provider or school willing to enroll my child. To provide transportation for my child to and from the VPK program, although some providers or schools may offer transportation. To follow the provider's or school's attendance policy. To verify my child's attendance each month by signing the Student Attendance and Parental Choice Certificate at the provider site. To allow my child, after completing the VPK program, to be screened for readiness to enter kindergarten in order to confirm the VPK program's effectiveness. 	
I certify that:			
<input checked="" type="checkbox"/> I have read and understand the parental rights and responsibilities for the VPK program, & understand that the VPK Parent handbook is available at www.earlylearningcoalitionsarasota.org , if I do not have internet access I have been given a printed copy.			
<input checked="" type="checkbox"/> I have received a face to face parent orientation session or viewed a parent orientation video. I also understand that provider profiles are available at www.earlylearningcoalitionsarasota.org & I have received a printed copy if I do not have internet access.			
<input checked="" type="checkbox"/> I understand that my child is only entitled to one re-enrollment (transfers to a new provider) during the VPK Program year, and only if he/she has not substantially completed the program (70% of the program year hours). For the one re-enrollment, my child is entitled to his/her remaining hours in the program year.			
Signature of Parent: <u>Parent Name</u>		Date Signed: <u>7/20/11</u>	
ELC/CCC Staff Signature: <u>Staff</u>		Date Signed: <u>7/20/11</u>	

White and Yellow Copies Go To Provider - Instructions for Providers on Back

Contact Information

- ***Reimbursement questions:***

- Joyce Miller Porter

- 556-1600 ext. 110 jmiller@childcareconnectionsarasota.org

- ***Child enrollment questions:***

- Laura Woodson

- 556-1600 ext. 116 lwoodson@childcareconnectionsarasota.org

- ***Provider application and approval:***

- Lisa Ellis

- 954-4830 ext. 4 lellis@earlylearningcoalitionsarasota.org

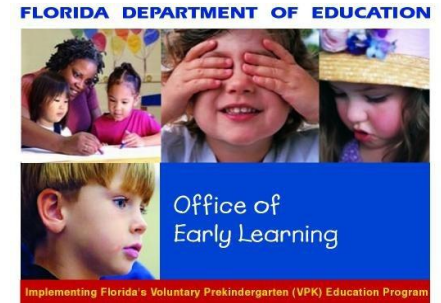
- ***VPK program monitoring, mentoring, curriculum, assessment and quality:***

- Dianne Lawrence

- 954-4830 ext. 3 dlawrence@earlylearningcoalitionsarasota.org

Early Learning Coalition Fax: 954-4831 (Dianne & Lisa)

Child Care Connection Fax: 556-1606 (Joyce & Laura)



The Early Learning Coalition is looking forward to working with you to ensure that four year old children in Sarasota County receive the high quality early learning experiences they need to be ready for learning and ready for life.

We value your participation!

