



Florida's Voluntary Prekindergarten Program



Provider Orientation

March 23, 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.
- Advance Payment waiver must be signed
- Coalition Child Care Provider Contract Agreement must be on file, submitted annually
- AWI VPK 20 Statewide VPK Provider Agreement
 - Agreement must be <u>signed prior to the beginning</u> of the VPK program each year
- AWI VPK 10 Site information
- AWI VPK 11A & 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 10 children or
 - 1 lead teacher and 1 secondary teacher to 18 children
 - Maximum School Year VPK class size is 18 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 <u>change VPK providers only once</u>.
- Providers are <u>not permitted</u> 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
- 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 <u>current within 5 years</u>
- 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 <u>current within 5 years</u>

VPK School Year Teacher Education Requirements

LEAD Teacher Education Requirement for School Year Programs

- Minimum of a <u>current within 5 years</u> 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 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 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 10 children. Maximum school year class size is 18 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.
- It is the providers responsibility to track substitute usage and submit documentation to the Coalition when requested.

Level 2 Background Screening Requirements for <u>ALL</u> 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 <u>current within 5 years</u>
- Local Background Screen must be <u>current within 5 years</u>
- Affidavit of Good Moral Character must be reviewed and notarized

The Affidavit of Good Moral Character <u>must be notarized before VPK program begins</u>. 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
Summer 2011	April 15, 2011	May 2, 2011
VPK School Year 2011-2012	June 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 34234

Reporting VPK Changes

VPK Change Form

- Coalition must be notified of changes <u>immediately</u>
- Change Form must be submitted <u>prior</u> to any VPK teacher or child changes.
- Coalition <u>must approve</u> any director, teacher or child changes before change can go into effect.

	VPK PROGRAM CHANGES Revised 1/27/11	Early Learning Coalision of Salasota County Broady for County Broady for Life!		
Provider name:	Contact person:			
	City/Zip:			
Phone:	Fax: Email:			
Note: Coalition must give teachers leave.	e <u>prior approval before</u> teachers start. Coalition must	be informed when		
	54-4830 ext. 116 and leave a detailed message. The con@childcareconnectionsarasota.org.	n FAX this form to		
Teacher Changes D	esired Effective Date:			
☐ <u>Teacher added</u>	L – Coalition must give prior approval			
	e:			
Teacher's	position: Lead Assistant Sub	_		
Documen	tation sent to ELC (required for approval): Yes	No		
☐ <u>Teacher left</u> –	Coalition must be informed			
Teacher's nam	e:	VPK Class:		
another. Call Laura Woodson at 9:	ction must give <i>prior approval before</i> children are swi 54-4830 ext. 116 and leave a detailed message. The on@childcareconnectionsarasota.org.			
Child Changes D	Desired Effective Date:			
	ange – Child Care Connection must give prior approv	ral		
Child's name:_	From VPK Class:	_To VPK Class:		
Reason for the change:				
<u>ı</u>	nformed Parental Consent for Classroom Change	<u>.</u>		
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:		
☐ <u>Disenrolled</u> – C	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

Attendance

- Review attendance sheets <u>as soon as received.</u> 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 <u>immediately</u>, at 556-1600 ext. 110. **DO NOT wait until reimbursement to report discrepancies.**
- Parents are required to sign children in and out each day. Parents must sign their full signature – no initial, first names, or "Mom" – and include time in and time out
- Providers will not be reimbursed if there are discrepancies between attendance sheets and parent sign in/sign out sheets.
- Provider attendance sheets and sign in/sign out sheets will be randomly monitored at least once per year.

	_	ENROLLMENT/ATTENDANCE CERTIFICATION VOLUNTARY PRE-KINDERGARTEN						Return To: CHILD CARE CONNECTION OF SARASOTA 2888-D RINGLING BLVD. SARASOTA, FL 34237 Phone: (941)556-1600 Fax: (941)556-1606					
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X = Enrolled/Present

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 <u>any</u> 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).
- 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 First name Middle name 517105

3. Name of provider or school ABC 4. VPK class 1DA

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	Print name of parent or guardian	Signature of parent or guardian	8. Date signed
Aug 09	Jackie Due	gackie Doe	8/3/109
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DC+ 09			
Dec 09			
Jan 10			
Feb 10			
Mar 10			
Apr 10			
May 10			
1			

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 calition, 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 calition or its designee.

Form AWI-VPK 03S (09/21/2005)

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 <u>not payable</u> 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:	
lato:	

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 is **\$2,585.31**, which comes to **\$4.78** an hour.

<u>Note</u>: VPK reimbursement rates have not been released for 2011 – 2012 school year. Providers will be notified as soon as 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 Lauren Karabatsos 556-1600 ext 108

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 <u>new</u> 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 Certificates of Eligibility must be <u>mailed</u> to Child Care Connection office at 2886-C Ringling Blvd, Sarasota, 34237
- Child Care Connection must have minimum of 4 certificates <u>before VPK</u> <u>program starts.</u>

STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN PROGRAM The Early Learning Coalition of Sarasota County CERTIFICATE OF ELIGIBILITY 2011-2012					
SCHOOL YEAR PROGRAM	☐ SUMMER PROGRAM				
Parent/Guardian Name: PARENT NAME	Certificate Issue Date: 3/22/11				
Child Name: CHILD NAME	Child's DOB: 9/2/06 Child's SSN:				
Home Address: 123 MAIN ST					
City: SARASOTA	State: FLORIDA Zip Code: 3/234				
Daytime telephone: (941) 555-5555	Other telephone: ()				
New Enrollment	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 COMPLET	TED BY PROVIDER				
Provider Name: ABC	Director/VPK Contact Person: R. WILLS				
Class: 12A Start Date: 8/22/11 Site Phone Number: 555-1212 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 william Date signed: 8/01/11					
	AND RESPONSIBILITES				
To enroll my child with an eligible provider or school of my childe, 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 ornoll my child (or pay 16 or additional services (e.g., full-day, extended-day, or vap-around services, 1 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 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 Studen Attendance and Paractal Chiefe 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: \[\text{L have read and understand the parental rights and responsibilities for the VPK program, & understand that the VPK Parent handbook is available at www.cartyleanningeonlitionsarasota.org , if I do not have internet access I have been given a printed copy. \[\text{L 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.cartylearningeonlitionsarasota.org & I have received a printed copy if I do not have internet access. \[\text{L 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: \[\text{Parent Access} \] Date Signed: \[\frac{7/20/11}{20} \]					
ELC/CCC Staff Signature:	Date Signed: 7/20/11				
With All W. C. J. C. T. B.	sider - Instructions for Providence on Back				

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

VPK Program Requirements

VPK Curriculum

Programs must offer a developmentally appropriate curriculum that meets all domains in the VPK Education Standards adopted by the State Board of Education.

VPK Education Standards

The VPK Standards describe what four-year-old children should know and be able to do by the end of their VPK experience. All VPK programs should use the VPK standards as a resource and guide in program planning

VPK Pre/Post Assessment

It is a VPK requirement to conduct pre/post assessments on all VPK children. An assessment tool to be used in VPK classrooms has been developed this year. Use of the VPK Assessment tool is optional.

VPK Resources

The Department of Education has many online resources for VPK providers. Sample lesson plans can be found at http://www.fldoe.org/earlylearning/plans.asp.

Instructional strategies that are linked to specific standards are available on the Bright Beginnings website at http://www.brightbeginningsfl.org/.

Additional information can be found on the Just Read, Florida! website at http://www.justreadflorida.com/instrreading.asp.

The State website has information at http://www.floridajobs.org/earlylearning/, click on the VPK link on the left.

VPK Program Readiness Rates

VPK Provider Readiness Rates

The State Board of Education is required by law to calculate a VPK Provider's Kindergarten Readiness Rate every year for each private or public school VPK provider that offers either the school year or summer program.

The VPK Provider Kindergarten Readiness Rate measures how well students performed in three key early learning areas: alphabet recognition, phonological awareness and classroom readiness. Reports of specific VPK providers' performance can be found online at www.vpk.fldoe.org.

The minimum readiness rate has continued to increase since it was first established in 2005-2006. In previous years the maximum score was 300. In 2008-09 a new assessment instrument was implemented and the maximum score was changed to 200. The minimum readiness rate for the 2009-2010 was set at 140 out of 200.

Not all providers received rates. Readiness rates were only calculated for providers with a minimum of four children who were enrolled in the VPK program for 70 percent or more of the total instructional hours and participated in each of the three kindergarten screening measures.

VPK Low Performing Providers

Providers whose readiness rate is below the minimum set by the state are considered low performing and must implement an improvement plan. Visit www.improvevpk.org for more information.

VPK Program Monitoring

Monitoring

Dianne Lawrence monitors VPK programs. Dianne is available to provide information and support in setting up appropriate VPK classroom and offers additional resources and one-on-one assistance through the Resource Room.

Monitoring ensures that VPK classrooms meet all VPK program requirements as well as offer a **developmentally appropriate curriculum** that includes an early **literacy** component.

VPK Learning Environment Packet

The Coalition has prepared a VPK Learning Environment Packet that VPK providers should use as a guide in setting up and equipping their classroom.

The packet includes information on schedules, room arrangement, charts and displays, learning centers, and appropriate materials.

The VPK Learning Environment Packet is posted on the Coalition website, www.earlylearningcoalitionsarasota.org.

Contact Information

- Reimbursement questions:
 - Joyce Miller Porter
 556-1600 ext. 110 <u>imiller@childcareconnectionsarasota.org</u>
- Provider application and approval and child enrollment questions:
 - Laura Woodson
 556-1600 ext. 116 | lwoodson@earlylearngingcoalitionsarasota.org
 - Lisa Ellis954-4830 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 Child Care Connection Fax: 556-1606





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!

