

## Early Learning Coalition of Sarasota County VPK Application Checklist 2016-2017 SCHOOL YEAR

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 Information page.

<b>Provider name:</b>	
<p style="text-align: center;"><b>ELC Use Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Checklist</li> <li><input type="checkbox"/> OEL VPK 20</li> <li><input type="checkbox"/> OEL-VPK 20PP</li> <li><input type="checkbox"/> OEL VPK 10</li> <li><input type="checkbox"/> OEL VPK 11A</li> <li><input type="checkbox"/> OEL VPK 11B</li> <li><input type="checkbox"/> DCF Operating Permit</li> <li><input type="checkbox"/> Liability Certificate</li> <li><input type="checkbox"/> Accrediting Agency Certificate</li> <li><input type="checkbox"/> Calendar</li> </ul>	<p style="text-align: center;"><b>VPK Forms to Submit</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A completed copy of this Checklist for <b>FALL 2016-2017</b></li> <li><input type="checkbox"/> OEL VPK 20 Statewide VPK Provider Agreement, <b>(all applicable boxes must be completed)</b> signed and dated</li> <li><input type="checkbox"/> OEL VPK 20PP attachment               <ul style="list-style-type: none"> <li><input type="checkbox"/> If you're an accredited site, you MUST submit copy of accreditation certificate</li> </ul> </li> <li><input type="checkbox"/> OEL VPK 10 <b>(all boxes must be completed)</b> signed and dated</li> <li><input type="checkbox"/> OEL VPK 11A <b>One per classroom</b>, signed and dated</li> <li><input type="checkbox"/> OEL VPK 11B, signed and dated</li> <li><input type="checkbox"/> Copy of current DCF operating license</li> <li><input type="checkbox"/> Copy of current liability certificate <i>(w/ ELC listed as an additionally insured and a certificate holder)</i></li> <li><input type="checkbox"/> Calendar showing instructional days</li> </ul>
<p style="text-align: center;"><b>ELC Use Only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Director's Credential <b>Expires:</b> _____</li> <li><input type="checkbox"/> VPK Endorsement/Exempt</li> <li><input type="checkbox"/> Standards for Four-Year Olds</li> <li><input type="checkbox"/> Background screening <b>Live Scan</b> _____ <b>or</b> <b>FBI Expires:</b> _____ <b>FDLE Expires:</b> _____</li> <li><input type="checkbox"/> Good Moral Character</li> </ul>	<p><b>VPK Director Name:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>DCF TRAINING TRANSCRIPT SHOWING:</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Director's Credential – must be <u>current</u> within 5 years</li> <li><input type="checkbox"/> VPK Endorsement – required if director credential issued after 12-31-06. 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.</li> </ul> </li> <li><input type="checkbox"/> Standards for Four-Year Olds</li> </ul> </li> <li><input type="checkbox"/> <b><u>LEVEL 2 BACKGROUNDSCREENING (2014)</u></b> <i>Newer Live Scan letters meet all requirements</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> FBI Background Fingerprint Screen <i>(DCF letter must show results date within 5 years)</i></li> <li><input type="checkbox"/> FDLE Background Screening <i>(may be on the same DCF letter as FBI or separate)</i></li> </ul> </li> <li><input type="checkbox"/> <b><u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY - all pages)</u></b></li> <li><input type="checkbox"/> Indicate on Form 11A if Director will also be VPK Substitute.</li> </ul>

# Early Learning Coalition of Sarasota County

## VPK Application Checklist

### 2016-2017 SCHOOL YEAR

<b>Provider name:</b> _____	
<b>CLASSROOM ID (circle one):</b> A   B   C   D   E   F   G   H   I   J   other: _____	
<b>LICENSED ROOM CAPACITY:</b> _____	
<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black;"> <p style="text-align: center; margin: 0;"><b>ELC Use Only</b></p> <p><input type="checkbox"/> Credential _____ Expires: _____</p> <p><input type="checkbox"/> Emergent Literacy Course</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening LIVE SCAN _____ or FBI Expires: _____ FDLE Expires: _____</p> <p><input type="checkbox"/> Good Moral Character</p> <p style="text-align: center; margin: 10px 0;"><b>Teacher change:</b></p> <p><input type="checkbox"/> Credential _____ Expires: _____</p> <p><input type="checkbox"/> Emergent Literacy Course</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening LIVE SCAN _____ or FBI Expires: _____ FDLE Expires: _____</p> <p><input type="checkbox"/> Good Moral Character</p> </div>	<p><b>Lead Teacher Name:</b> _____</p> <p><input type="checkbox"/> <b><u>DCF TRAINING TRANSCRIPT SHOWING:</u></b></p> <p style="margin-left: 20px;"><input type="checkbox"/> <b>Minimum</b> of an FCCPC or NECC (formerly known as CDA/CDAE). <i>Must be current within 5 years</i></p> <p style="margin-left: 20px;">OR</p> <p style="margin-left: 20px;"><input type="checkbox"/> Formal Education, if achieved (<i>must be listed under Staff Credential</i>). If the credential is awarded based on formal education, you <b>MUST</b> send a copy of the actual <b>Staff Credential Verification</b> form.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Emergent Literacy for VPK Instructors</p> <p style="margin-left: 20px;"><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> <b><u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u></b> <i>Newer Live Scan letters meet all requirements;</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p style="margin-left: 20px;"><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <b>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 <u>ONLY</u> - all pages)</b></p>
<div style="background-color: #f0f0f0; padding: 5px; border: 1px solid black;"> <p style="text-align: center; margin: 0;"><b>ELC Use Only</b></p> <p><input type="checkbox"/> 40 Hours Completed</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening LIVE SCAN _____ or FBI Expires: _____ FDLE Expires: _____</p> <p><input type="checkbox"/> Good Moral Character</p> <p style="text-align: center; margin: 10px 0;"><b>Teacher Change:</b></p> <p><input type="checkbox"/> 40 Hours Completed</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening LIVE SCAN _____ or FBI Expires: _____ FDLE Expires: _____</p> <p><input type="checkbox"/> Good Moral Character</p> </div>	<p><b>Assistant Teacher Name:</b> _____</p> <p><input type="checkbox"/> <b><u>DCF TRAINING TRANSCRIPT SHOWING:</u></b></p> <p style="margin-left: 20px;"><input type="checkbox"/> <b>Minimum</b> state mandated 40 hour training <b>MUST BE</b> completed.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p><b>Check Any Additional Education Qualifications</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> <i>Current</i> FCCPC or NECC (formerly known as CDA/CDAE)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>). If the credential is awarded based on formal education, you <b>MUST</b> send a copy of the actual <b>Staff Credential Verification</b> form.</p> <p><input type="checkbox"/> <b><u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u></b> <i>Newer Live Scan letters meet all requirements;</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p style="margin-left: 20px;"><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <b>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 <u>ONLY</u> - all pages)</b></p>

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- Please note that substitutes must be cleared and approved by ELC before they are utilized in a VPK classroom. Assigning a substitute instructor without prior approval will result in a loss of funding for all days that the substitute is used. **Indicate at least ONE Substitute for the VPK Classroom who you will use in the event of an emergency.**

<b>Provider name:</b>	
<p style="text-align: center;"><b>ELC Use Only</b></p> <p><input type="checkbox"/> 40 Hours completed</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening  <div style="margin-left: 20px;">LIVE SCAN _____ or</div> <div style="margin-left: 20px;">FBI Expires: _____</div> <div style="margin-left: 20px;">FDLE Expires: _____</div> </p> <p><input type="checkbox"/> Good Moral Character</p>	<p><b>Substitute Teacher #1 Name:</b></p> <p><input type="checkbox"/> <b><u>DCF TRAINING TRANSCRIPT SHOWING:</u></b></p> <p style="margin-left: 20px;"><input type="checkbox"/> <b>Minimum</b> state mandated 40 hour training MUST BE completed,</p> <p style="margin-left: 20px;"><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p><b>Check Any Additional Education Qualifications</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Current FCCPC or NECC (formerly known as CDA/CDAE)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>. If the credential is awarded based on formal education, you <b>MUST</b> send a copy of the actual <b>Staff Credential Verification</b> form.</p> <p><input type="checkbox"/> <b><u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u></b>  <i>Newer Live Scan letters meet all requirements</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p style="margin-left: 20px;"><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <b>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 <u>ONLY</u> - all pages)</b></p>
<p style="text-align: center;"><b>ELC Use Only</b></p> <p><input type="checkbox"/> 40 Hours completed</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> Background screening  <div style="margin-left: 20px;">LIVE SCAN _____ or</div> <div style="margin-left: 20px;">FBI Expires: _____</div> <div style="margin-left: 20px;">FDLE Expires: _____</div> </p> <p><input type="checkbox"/> Good Moral Character</p>	<p><b>Substitute Teacher #2 Name:</b></p> <p><input type="checkbox"/> <b><u>DCF TRAINING TRANSCRIPT SHOWING:</u></b></p> <p style="margin-left: 20px;"><input type="checkbox"/> <b>Minimum</b> state mandated 40 hour training MUST BE completed,</p> <p style="margin-left: 20px;"><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p><b>Check Any Additional Education Qualifications</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Current FCCPC or NECC (formerly known as CDA/CDAE)</p> <p style="margin-left: 20px;"><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>. If the credential is awarded based on formal education, you <b>MUST</b> send a copy of the actual <b>Staff Credential Verification</b> form.</p> <p><input type="checkbox"/> <b><u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u></b>  <i>Newer Live Scan letters meet all requirements</i></p> <p style="margin-left: 20px;"><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p style="margin-left: 20px;"><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <b>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 <u>ONLY</u> - all pages)</b></p>

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### 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 ) or if a child leaves program before program end.
  - 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 within 14 calendar days of 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 11B.

#### Information and Reminders:

- One Lead Instructor for maximum of 11 children in school year program.
- Maximum VPK class size is 20 children for school year program.
  - 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 start VPK program.
- VPK Program cannot start more than 14 days before Labor Day or before first day of Public School.
- Substitute hours must be tracked and will be requested during a visit and should be kept to date on an ongoing basis.