



Early Learning Coalition of Sarasota County VPK Provider Checklist

NOTE: VPK forms are posted on the Coalition website, www.earlylearningcoalitionsarasota.org, VPK page. The Coalition Provider Contract Agreement is posted on the ELC Documents page. Mail VPK forms to Early Learning Coalition, 1750 17th Street, Unit K-1, Sarasota, FL 34234. Call 954-4830 ext. 4 or email jmirnov@earlylearningcoalitionsarasota.org with VPK questions.

COALITION REQUIREMENTS:

- Must be set up for reimbursement** with Coalition's Child Care Connection office
 - 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 Child Care 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 Calendar**
 - Calendar and calendar instructions are posted on the Coalition website, VPK page. The VPK calendar must match the dates specified on the VPK 11.

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, 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 CURRENT WITHIN 5 YEARS REQUIREMENTS FOR ALL VPK INSTRUCTORS, LEAD AND SECONDARY:

- FBI Background Fingerprint Screen** current within 5 years
 - Need to submit new fingerprint cards (cost \$38.25) or call for 813-558-1172 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 throughout the program.

LEAD VPK INSTRUCTOR EDUCATION REQUIREMENTS:

- Minimum of a current within 5 years FCCPC or NECC** (formerly know 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.
 - All credentials must be posted on Instructor’s DCF Child Care Transcript. Staff Credential Applications available online 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 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. Contact Dianne Rose at 954-4830 ext. 3 for training information.

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 FORMS:

- VPK Monthly Absences Report**
 - **Absences Report** must be filled out accurately and completely each month, and match information recorded on **attendance sheets**
 - **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.

REMINDERS:

- One Lead Instructor for maximum of 10 children**
- Maximum VPK class size is 18 children for school year program, 10 children for summer 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 offer VPK**
- Call or email the Coalition to be added to the list of VPK providers that is given out to parents when they receive the Certificate of Eligibility for their child**