

Early Learning Coalition of Sarasota County

VPK Checklist

2017 SUMMER

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, VPK Information page.

Provider name:	
ELC Use Only	VPK Forms to Submit
<input type="checkbox"/> Completed Checklist <input type="checkbox"/> OEL VPK 20 <input type="checkbox"/> Agreement 20PP <input type="checkbox"/> OEL VPK 10 <input type="checkbox"/> Accrediting Agency Certificate <input type="checkbox"/> OEL VPK 11A <input type="checkbox"/> OEL VPK 11B <input type="checkbox"/> DCF Operating Permit <input type="checkbox"/> Liability Certificate <input type="checkbox"/> Calendar	<input type="checkbox"/> A completed copy of this Checklist for SUMMER 2017 <input type="checkbox"/> OEL VPK 20 Statewide VPK Provider Agreement, (<i>all applicable boxes must be completed</i>) signed and dated <input type="checkbox"/> Agreement 20 PP <input type="checkbox"/> OEL VPK 10 (<i>all applicable boxes must be completed</i>) signed and dated <input type="checkbox"/> If you're an accredited site, you MUST submit copy of accreditation certificate <input type="checkbox"/> OEL VPK 11A <u>One per classroom</u> , (<i>all applicable boxes must be completed</i>) signed and dated <input type="checkbox"/> OEL VPK 11B (<i>all applicable boxes must be completed</i>) signed and dated <input type="checkbox"/> Copy of current DCF operating license <input type="checkbox"/> Copy of current liability certificate (<i>with ELC listed as an additionally insured and a certificate holder</i>) <input type="checkbox"/> Calendar showing instructional days
ELC Use Only	VPK Director Name:
<input type="checkbox"/> Director's Credential Expires: <input type="checkbox"/> VPK Endorsement/Exempt <input type="checkbox"/> Emergent Literacy course <input type="checkbox"/> Standards for Four-Year Olds <input type="checkbox"/> Background screening Live Scan _____ or FBI Expires: _____ FDLE Expires: _____ <input type="checkbox"/> Good Moral Character	<input type="checkbox"/> <u>DCF TRAINING TRANSCRIPT SHOWING:</u> <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. Transcript will indicate <i>VPK Exempt</i> or <i>VPK Endorsed</i> . ♦ For VPK Endorsement information and forms visit www.myflorida.com/childcare , Forms and Applications, then go to Training. <input type="checkbox"/> Emergent Literacy for VPK Instructors <input type="checkbox"/> Standards for Four-Year Olds <input type="checkbox"/> <u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u> <i>Newer Live Scan letters meet all requirements</i> <input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>) <input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>) <input type="checkbox"/> <u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY)</u> (all pages) <input type="checkbox"/> Indicate on Form 11A if Director will also be VPK Substitute.

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Provider name: _____	
CLASSROOM ID (circle one): A B C D E F G H I J other: _____	
LICENSED ROOM CAPACITY: _____	
<p style="text-align: center;">ELC Use Only</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;">Teacher change:</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>Lead Teacher Name: _____</p> <p><input type="checkbox"/> <u>DCF TRAINING TRANSCRIPT SHOWING:</u></p> <p><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>). You MUST send a copy of the actual Staff Credential Verification form. (On transcript page go to "Print my certificates" tab)</p> <p><input type="checkbox"/> Emergent Literacy for VPK Instructors</p> <p><input type="checkbox"/> Standards for Four-Year Olds</p> <p><input type="checkbox"/> <u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u> <i>Newer Live Scan letters meet all requirements;</i></p> <p><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY) (all pages)</u></p> <p style="text-align: center;"><i>One credentialed teacher per 12 children</i></p>
<p style="text-align: center;">ELC Use Only</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><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>(If applicable) Assistant Teacher Name: _____</p> <p><input type="checkbox"/> <u>DCF TRAINING TRANSCRIPT SHOWING:</u></p> <p><input type="checkbox"/> Current FCCPC or NECC (formerly known as CDA/CDAE) -or-</p> <p><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>). You MUST send a copy of the actual Staff Credential Verification form. (On transcript page go to "Print my certificates" tab)</p> <p><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p><input type="checkbox"/> <u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u> <i>Newer Live Scan letters meet all requirements;</i></p> <p><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY) (all pages)</u></p>

Note: If more than one classroom, include a checklist for additional VPK instructors, and for substitutes.

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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.**

Provider name:	
<p style="text-align: center;">ELC Use Only</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>Substitute Teacher #1 Name:</p> <p><input type="checkbox"/> <u>DCF TRAINING TRANSCRIPT SHOWING:</u></p> <p><input type="checkbox"/> Current FCCPC or NECC (formerly known as CDA/CDAE) -or-</p> <p><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>). You MUST send a copy of the actual Staff Credential Verification form. (On transcript page go to "Print my certificates" tab)</p> <p><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p><input type="checkbox"/> <u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u> <i>Newer Live Scan letters meet all requirements</i></p> <p><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY) (all pages)</u></p>
<p style="text-align: center;">ELC Use Only</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>Substitute Teacher #2 Name:</p> <p><input type="checkbox"/> Current FCCPC or NECC (formerly known as CDA/CDAE) -or-</p> <p><input type="checkbox"/> Formal Education (<i>must be listed under Staff Credential</i>). You MUST send a copy of the actual Staff Credential Verification form. (On transcript page go to "Print my certificates" tab)</p> <p><input type="checkbox"/> Emergent Literacy for VPK Instructors (recommended as best practice)</p> <p><input type="checkbox"/> Standards for Four-Year Olds (recommended as best practice)</p> <p><input type="checkbox"/> <u>LEVEL 2 BACKGROUNDSCREENING (Current Within 5 Years)</u> <i>Newer Live Scan letters meet all requirements</i></p> <p><input type="checkbox"/> FBI Background Fingerprint Screen (<i>DCF letter must show results date within 5 years</i>)</p> <p><input type="checkbox"/> FDLE Background Screening (<i>may be on the same DCF letter as FBI or separate</i>)</p> <p><input type="checkbox"/> <u>NOTARIZED AFFIDAVIT OF GOOD MORAL CHARACTER (2014 ONLY) (all pages)</u></p>

Additional VPK Forms, Information and Reminders

- **VPK Absences**
 - **20% of VPK students' absences will be paid.** Absences exceeding 20% will not be paid (20% of 300 = 60 hours or 10 days of a 6 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 12 children in Summer program.
- Maximum VPK class size is 12 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 start VPK program.
- Summer Program cannot start before May 1 and must end before the start of the Public School in August.
- Substitute hours must be tracked and will be requested during a visit and towards end of program year. A sample tracking form is located at <http://earlylearningcoalitionsarasota.org/vpk/2014/VPK%20Substitute%20Instructor%20Tracking%20Sheet.pdf>