early learning
coalition of Osceola County

For a brighter future. For every child.

VPK PROVIDER POLICIES & PROCEDURES HANDBOOK
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INTRODUCTION

Welcome to the Osceola Voluntary Prekindergarten Education Program as a VPK Provider! As the State of Florida’s newest early education initiative, the Voluntary Prekindergarten (VPK) Education Program is designed to provide a strong early learning foundation to all four-year-olds to ensure that they enter kindergarten fully prepared to succeed.

As a VPK provider, it is your responsibility to ensure that your VPK program is high quality and that it is designed to meet the VPK performance standards as established by the Department of Education. In order to achieve these objectives, you are required to use a developmentally appropriate curriculum with a character development component that effectively addresses the eight domains of development; physical health, approaches to learning, social and emotional development, language and communication, emergent literacy, mathematical and scientific thinking, social studies and the arts, and motor development.

Because the VPK Education Program is a state administered entitlement program, it is important for you, as a VPK provider, to follow the legislative requirements as well as the policies and procedures established by the State of Florida. This will ensure that you are in compliance with the VPK Program requirements and will ensure consistency in how the VPK program is implemented throughout the State.

To help you better understand the rules and regulations that you are required to follow, please become very familiar with this VPK Provider Policies & Procedures Handbook. As the VPK Program is a new initiative, and therefore consistently evolving, this Handbook will be updated on a periodic basis to include new requirements established regarding your VPK program implementation. To ensure you have the newest edition of this Handbook, please go to the Early Learning Coalition of Osceola County’s website at www.elcosceola.org to download the latest version.

The Early Learning Coalition of Osceola County is excited that you have become a Voluntary Prekindergarten provider. Our Coalition is here to help and support you with any questions you may have about the VPK program and/or the policies and procedures described in this Handbook. Please feel free to contact us at:

Early Learning Coalition of Osceola County
1631 East Vine Street, Suite E
Kissimmee, Florida 34744
Phone: (407) 933-5353
Fax: (407) 933-5012
info@elcosceola.org

Osceola County Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy Unit 7
Kissimmee, Fl 34744
Phone: (321) 219-6012
Fax: (321) 219-6017
TMcInnis@4cflorida.org

On behalf of the Early Learning Coalition of Osceola County,

Welcome Aboard!
VPK PROVIDER QUALIFICATIONS

Provider Requirements

To participate in the VPK program, providers are required to be one of the following:

- A licensed child care facility;
- A licensed family child care home;
- A large licensed family child care home;
- A non-public school or faith based provider that is exempt from licensure; or
- A public school district that has met the class size amendment.

Each VPK provider must also meet one (1) of the following qualifications:

- Be accredited by an accrediting association that is a member of the National Council for Private School Accreditation, the Commission of International and Trans-Regional Accreditation, or the Florida Association of Academic Non-Public Schools;
- Hold a current Gold Seal Quality Care designation; or
- Be a licensed child care provider and demonstrate to the Early Learning Coalition of Osceola County that VPK program requirements are met.

Registered family child care homes, unlicensed family child care homes and informal child care providers are not eligible to participate in the VPK program.

All private providers (e.g., other than public school) must have one of the following:

- Have a Prekindergarten Director who has a VPK Director Endorsement, issued by DCF. Effective January 1, 2007, applicants must complete the following to receive a VPK Director Endorsement:
  - Completion of the Florida Director Credential Certificate Program;
  - Completion of the DOE-approved training on the VPK Education Standards adopted by the State Board of Education;
  - Completion of the DOE-approved course(s) on emergent literacy;
  - Completion of the DOE-approved course(s) addressing the VPK specific competencies; or
- Have a Prekindergarten Director who has a DCF Director Credential issued prior to December 31, 2006. Prekindergarten Directors with this credential are not required to submit an application for the VPK Director Endorsement until they renew their DCF Director Credential.
Each VPK provider must meet the following program requirements:

★ Apply with 4C, on behalf of the Coalition, on forms prescribed by the Coalition and/or the Florida’s Office of Early Learning (FOEL) to provide school-year and/or summer VPK programs.

★ Meet the minimum and maximum class sizes: four (4) children minimum and twenty (20) children maximum for the school-year program; four (4) children minimum and twelve (12) children maximum for the summer program. Class sizes may not exceed licensed room capacity and teacher to child ratio requirements.

★ Have a developmentally appropriate curriculum with a character development component.

★ Deliver school-year and/or summer VPK programs in accordance with the VPK Statewide Provider Agreement (Form OEL-VPK 20) and with all requirements of the VPK program as set forth in Florida Statutes, state rules, and procedures of the Early Learning Coalition of Osceola County and the Agency of Workforce Innovation.

★ Upon enrollment of the child, the private VPK provider or public school must provide the child’s parent with a copy of the provider’s or school’s attendance policy. The attendance policy is encouraged to address topics including, but not limited to, tardiness, late pick-up fees, child behavior, child suspension, child termination, attire, number of allowable absences, and other attendance related issues. Providers are also encouraged to keep a signed acknowledgement of the parent or guardian’s receipt of the provider’s attendance policy in the child’s file.

School District Specific Requirements

All school districts must offer the summer VPK program. Each instructor employed by a school district must have Level 2 background screening clearances before employment and must be re-screened at least once every five (5) years. The school district will submit a letter to 4C, on behalf of the Early Learning Coalition of Osceola County certifying that these screening requirements have been met by all public school VPK instructors and placed in the school district’s file.
SCHOOL-YEAR VPK PROGRAM REQUIREMENTS

Instructional Hours
A school-year program must comprise of 540 instructional hours. School-year programs can begin VPK instruction on or after the uniform start date of the public school district’s program year and must end instruction the following June 30.

Class Size
Each VPK class must be composed of at least four (4) children enrolled in the VPK program before it can officially begin and it may not exceed twenty (20) children at any time.

- Providers with fewer than four (4) children enrolled will not receive the initial advance payment for the VPK class, if this payment option is selected. After the initial advance payment is issued, the provider does not violate the minimum class size if fewer than four (4) children in the VPK class remain enrolled in the VPK program. If a VPK class is composed of four (4) or fewer children enrolled in the VPK program, the VPK provider may not dismiss a child enrolled unless the child is non-compliant with the attendance policies of the provider.

- Providers may organize their VPK classes to combine VPK and Non-VPK children as a blended class, but each VPK class cannot exceed the maximum class size, the teacher to child ratio, or the licensed room capacity. A blended class may include children of any age; however, these multi-age arrangements must not interfere with the provider's obligation to implement developmentally appropriate curriculum for children enrolled in the VPK program.

Ratio
Each VPK classroom of up to eleven (11) children must have at least one (1) lead instructor. A secondary instructor is required for each VPK class with twelve (12) or more children enrolled; however, the secondary instructor is not required to meet the same instructor requirements but is required to have current Level 2 background screening clearances.

Instructor Qualifications
Each private prekindergarten instructor employed by all VPK providers must sign an Affidavit of Good Moral Character, must be screened using the Level 2 background screening standards before employment and rescreened at least once every five (5) years, and must not be ineligible to teach in public school because his or her educator certificate is suspended or revoked. If any instructor is found in a VPK classroom that does meet these minimum qualifications, the VPK provider will be out of compliance which may result in financial penalties.

Lead VPK Instructor Credentials
A private prekindergarten provider must have, for each VPK classroom, at least one (1) lead VPK instructor who holds, at a minimum, one of the following credentials:

- An active Child Development Associate (CDA) credential issued by the National Credentialing Program or a credential approved by the Florida Department of Children and Families as being equivalent to the national CDA credential. To maintain an active credential, it must be renewed at least once every five (5) years; and

- Has completed an emergent literacy training course approved by the Department of Education or has completed training approved by the Department of Children and Families in early literacy and language development, if completed before November 28, 2005; or

- In lieu of the minimum credentials and courses listed above, an instructor may hold one of the following educational credentials:
A Bachelor’s degree or higher in early childhood education, prekindergarten or primary education, preschool education, or family and consumer sciences (formerly home economics); or

A Bachelor’s degree or higher in elementary education, with certification to teach children any age from birth through grade six (6); or

An associate’s degree or higher in child development; or

An associate’s degree or higher in an unrelated field, with at least six (6) hours in early childhood education or child development and at least 480 hours of experience teaching or providing care for children ages birth through eight (8); or

An educational credential approved by the Department of Education as being equivalent to or greater than the educational credentials described above.

Secondary Instructor

A secondary instructor is required in each VPK class with twelve (12) or more children enrolled. The secondary instructor must be eighteen (18) years of age or older and must have completed a Level 2 background screening. The secondary instructor is not required to have a CDA/CDAE or to have completed an emergent literacy training course, but they are encouraged to participate.

Substitute Instructor

All substitute instructors must have current Level 2 background screening clearances. Before a provider may assign a substitute instructor to a VPK classroom, private providers must submit copies of all substitute instructors Level 2 background screening clearances and applicable credentials to 4C, on behalf of the Coalition. Public school providers do not need to submit Level 2 background screening documentation for their substitute instructors but are required to submit verification of substitute teachers meeting this requirement to 4C, on behalf of the Coalition, using the Verification of Background Screening form. Amended forms must be submitted should changes occur with staffing of substitute teachers.

All VPK providers are required to document, using the Substitute Instructor Log (ELCOS-VPK-006), each time a substitute instructor is used. Each provider will be required to submit their completed Substitute Instructor Log with the final attendance sheet upon the programs completion.

If a lead instructor or secondary instructor assigned to a VPK class must be temporarily replaced by a substitute instructor, the substitute must be 18 years or older and must have the credentials required for the position in which they are substituting (e.g., if they are substituting for a lead instructor, they must hold the required credentials of a lead teacher; if they are substituting for a secondary instructor, they must hold the credentials of a secondary instructor). If the VPK provider is unable to find a substitute instructor with the required credentials, they may temporarily assign a substitute instructor who successfully meets one or more of the following alternate requirements:

- Completion of an associate’s degree or higher in any field of study;
- Completion of a child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition;
- Completion of a credential approved by DCF as being equivalent to or greater than the national CDA;
- Completion of a 40-clock-hour Introductory Child Care Training course for personnel of a child care facility;
- Completion of a 30-clock-hour Family Child Care Home training for an operator of a large family child care home or for an operator of a family child care home, with both courses being approved by DCF.

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of
the program hours; 162 hours for the school-year and 90 hours for the summer VPK program. VPK providers are responsible for maintaining the record of the number of hours a substitute instructor has been assigned to each VPK classroom. The Coalition may take enforcement action if the VPK provider does not assign a substitute instructor who meets the necessary requirements.

**SUMMER PROGRAM REQUIREMENTS**

**Instructional Hours**
A summer VPK program (delivered either by a public school or private providers) must comprise of at least 300 instructional hours. Summer programs cannot begin instruction before May 1st and must end before the start of the following public school program year. A summer VPK provider may not deliver the program for a child earlier than the summer immediately before the school year for which the child is eligible for admission to kindergarten.

**Class Size**
Each VPK class must serve at least four (4) children, but may not exceed twelve (12) children. Classroom enrollment cannot exceed licensed capacity and teacher to child ratio requirements.

**Ratio**
A summer VPK classroom must provide one (1) instructor for every twelve (12) children.

**Instructor Qualifications**
Each VPK classroom must have an instructor who is a certified teacher in any field (i.e., holds a valid Florida Educator Certificate); or hold one of the ONE of the following educational credentials:

- A bachelor's degree or higher in early childhood education, pre-kindergarten or primary education, preschool education, or family and consumer science; or
- A bachelor's degree or higher in elementary education, with certification to teach children any age from birth through grade six (6), with a Florida Educator’s Certificate, regardless of whether the instructor's educator certificate is current or not, and has not had this educator certificate suspended or revoked.

All school districts must offer the summer VPK program. The requirements for the VPK instructor do not change if an ESE student is in a summer VPK classroom. Each private prekindergarten instructor employed by all VPK providers must also sign an Attestation of Good Moral Character annually, must be screened using the Level 2 background screening standards before employment and rescreened at least once every five (5) years, and must not be ineligible to teach in public school because his or her educator certificate is suspended or revoked. **If any instructor is found in a VPK classroom that does not meet these minimum qualifications, the VPK provider will be out of compliance which may result in financial penalties.**

**Substitute Instructor**
All VPK providers are required to document, using the Substitute Instructor Log (ELCOS-VPK-006), each time a substitute instructor is used. Each provider will be required to submit their completed
Substitute Instructor Log with the final attendance sheet upon the program’s completion.

Substitute instructors for the summer VPK program must comply with the Level 2 background screening requirements and must complete one or more of the following before instructing a VPK class:

- An associate’s degree or higher in any field of study;
- A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition;
- A credential approved by DCF as being equivalent to or greater than the national CDA.
ADDITIONAL PROGRAM REQUIREMENTS

Curriculum Requirements
Curriculum must be developmentally appropriate, designed to prepare a child for early literacy, enhance the age-appropriate progress of children, and prepare children to be ready for kindergarten based on the statewide kindergarten screening. VPK Providers may select or design the curriculum that the provider or school uses to implement the VPK program, except as otherwise required for a provider or school that is placed on probation. Trainings are also available to introduce the Florida Early Learning and Developmental Standards for Four-Year-Olds (2011) which are guidelines that describe what children should know and be able to do at the end of their VPK experience. These trainings also provide examples of developmentally appropriate instructional techniques for four-year-old children and guide instructors in designing and implementing appropriate learning environments. You may visit www.myflorida.com/childcare/training to see when the next Standards for Four-Year-Olds training will take place. The Florida Early Learning and Developmental Standards for Four-Year-Olds (2011) can be viewed and/or downloaded by visiting www.flbt5.com.

VPK Assessment
Effective fiscal year 2012-13 all VPK Providers are required to administer the VPK Assessment on each VPK child enrolled during assessment period (AP) 1 and AP 3. Providers are responsible for recording the assessment data in the VPK Assessment Online Reporting System as required by DOE. Providers should contact the Provider Enrollment Specialist at 321-219-6012 or TMcInnis@4cflorida to obtain a VPK Assessment Kit and log-in credentials for the online reporting system.

Maintenance of Records
VPK child enrollment records are confidential and must be kept by the provider for at least three (3) years after the child’s last day of attendance. Child attendance records must be kept by the provider for at least two (2) years after the child’s last day of attendance. Records of the VPK Director and the VPK instructors must be kept for at least three (3) years after the employee’s last day of attendance. Providers should understand that a parent of a VPK child has the right to inspect and review the individual records for his or her child only and to obtain copies of the records upon request.

Compliance Verification
The Early Learning Coalition of Osceola County has an ongoing duty to verify a VPK provider’s compliance with Florida Statutes, state rules, and procedures of the Coalition and the Agency for Workforce Innovation. The provider must allow the Coalition and/or 4C to enter the VPK site at any reasonable time for this purpose. The provider must also allow the Coalition and/or 4C to inspect and copy the records maintained by the provider concerning the VPK program, VPK instructors, and VPK children. The provider’s noncompliance with any terms of the Statewide Provider Agreement (Form OEL-VPK 20) may result in financial penalties.

Statewide Kindergarten Screening/Kindergarten Readiness Rates
The Florida Department of Education (DOE) is required to annually calculate each VPK provider’s kindergarten readiness rate, expressed as a percentage of VPK children that are ready for kindergarten. The Florida Kindergarten Readiness Screener (FLKRS) is made up of a subset of the Early Childhood Observation System (ECHOS), an observational instrument that is used to monitor the
skills, knowledge, and behaviors a student demonstrates or needs to develop; and the Florida Assessments for Instruction in Reading (FAIR). VPK providers that fall below the minimum rate adopted by the State Board of Education as satisfactory are required to submit for approval, and implement, an improvement plan. Providers with a kindergarten readiness rate that falls below the minimum satisfactory rate for two (2) consecutive years are placed on probation and required to take certain corrective actions but not limited to, the use of a curriculum approved by DOE. If a private pre-kindergarten provider remains on probation for two (2) consecutive years and fails to meet the minimum rate adopted by the State Board of Education as satisfactory, provider will be deemed ineligible to deliver the VPK Program.
Statewide Provider Registration Application (Form OEL-VPK 10)

Before delivering instruction or receiving payment for the VPK program, a VPK provider must submit a complete and signed Form OEL-VPK 10 and the supporting documentation (see Figure 2) to 4C, on behalf of the Coalition.

★ If a VPK provider has more than one (1) VPK site, the provider must submit a separate Form OEL-VPK 10 for each site.

★ If submitted information changes, the VPK provider must submit an updated Form OEL-VPK 10 to 4C, on behalf of the Coalition, within fourteen (14) calendar days after the submitted information changes.

Class Registration Application (Form OEL-VPK 11)

Before delivering instruction or receiving payment for the VPK program, a VPK provider must submit a complete and signed Form OEL-VPK 11 and the supporting documentation (see Figure 2) to 4C, on behalf of the Coalition.

★ If submitted information changes, the VPK provider must submit an updated Form OEL-VPK 11 to 4C, on behalf of the Coalition, within fourteen (14) calendar days after the change. Forms may be mailed, delivered, faxed or emailed.

★ VPK class schedules may be modified up to two (2) times per program year for any reason other than a temporary closure cause by emergency circumstances (see pg. 21).

Providers will be notified of their eligibility status or if any additional information is required within thirty (30) days of receipt of their documentation.
CHILD ENROLLMENT
INFORMATION FOR PARENTS

Child Eligibility Determination
All children who reside in Florida who are 4 years of age on or before September 1st of that school year are eligible for VPK, including those with a disability. The child remains eligible until the beginning of the school year for which the child (is eligible for) or is admitted to kindergarten. If a child attains 5 years of age on or before September 1st of that school year, the child is eligible for kindergarten and is therefore not eligible for VPK. Likewise, a child who has not attained 4 years of age by September 1st of that school year is not eligible for VPK during the school year or summer program. A child’s eligibility shall be determined at an eligibility interview with the child’s parent. Parents may submit the VPK Child Application (Form OEL-VPK 01) and the supporting documentation at their eligibility interview. To conduct an eligibility interview, parents can call the 4C’s Osceola County VPK Enrollment Specialist at (321) 219-6300 to schedule an appointment, attend a scheduled VPK Program Round-Up or with a private provider participating in the VPK Child Registration Pilot Project (Express Enrollment). It is not required to bring the child to the eligibility interview.

Child Application Process
Parents or legal guardians may enroll their eligible child in either a school-year or summer VPK program delivered by a private prekindergarten provider or public school. It is the Coalition’s policy to provide an integrated information system that allows a parent or guardian to enroll his or her child in the VPK program at various locations throughout Osceola County.

- Parents must submit a complete and signed VPK Child Application (Form OEL-VPK 01) form to the county where the VPK program is located, regardless of the county in which the child resides. If a parent initially registered the child with a Coalition of another county, it is the parent’s responsibility to re-register his or her child for the VPK program with the Coalition of the county where the VPK provider’s VPK site is located.

- Parents must submit supporting documents showing the child’s age and residential address to 4C, on behalf of the Coalition.

Parents may verify their child’s age by providing any one (1) of the following:
- An original or certified copy of the child’s birth record filed;
- An original or certified copy of a certificate of baptism showing the date of birth and place, accompanied by parent’s affirmed affidavit;
- An insurance policy on the child’s life that has been in force for at least 2 years, which reflects the child’s birth date;
- A passport or certificate of arrival in the United States;
- An immunization record indicating the child’s date of birth, signed by a public health officer or by a licensed practicing physician; or
- A valid military dependent ID card showing the child’s date of birth.

If none of the documentation listed above can be produced, a parent’s affirmed affidavit of the child’s age accompanied by a certificate of age signed by a public health officer or physician stating that the age shown on the affidavit is true and correct.

If a child’s parent is unable to submit any of the supporting documentation, the Coalition may document the child’s age based on an affidavit affirmed by the child’s parent accompanied by a certificate of age signed by a public health officer or physician whom states that the physician has examined the child and believes that the ages shown on
Child Enrollment Process

Upon determining that a child is eligible for the VPK program (see Figure 4), a Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001) will be issued to the child’s parent. Parents may take their child’s eligibility certificate to any VPK provider that is eligible to deliver the VPK program and may enroll their child in either a school-year or summer VPK program subject to availability. A recording of an association between the child and the child’s VPK class will take place when the VPK provider submits the completed Form ELCOS-VPK-001 to 4C, on behalf of the Coalition. Upon submission of Form ELCOS-VPK-001, VPK Providers may contact 4C to request a confirmation that it has been received and shall retain the original in the child’s file.

Parent Responsibilities

Each parent or guardian enrolling a child in the VPK program must:

★ Agree to comply with the VPK attendance and other program policies of the private provider or school in which they enroll their child;

★ Verify, each month, the student’s attendance on the prior month’s certified student attendance on forms prescribed by the Agency for Workforce Innovation;

★ Is responsible for the transportation of his/her child to and from the VPK program; and

★ Submit their child for the statewide kindergarten screening, regardless of whether the child is admitted to kindergarten in a public or nonpublic school.
CHILD ENROLLMENT INFORMATION FOR PROVIDERS

Child Enrollment Procedures

Florida law allows a parent or legal guardian to enroll their child with any private provider or public school that is eligible to deliver the VPK program subject to their availability. Providers may not exceed any staff-to-child ratio, square footage per child, or any other imposed requirement as a result of admissions in the VPK program. Florida law specifies that a private provider or public school may not require the payment of any fee or charge for “supplemental services” (i.e., extended-day, extended-year, wrap-around or full day services) as a condition of admitting a child for enrollment in a VPK program. Each VPK provider must comply with anti-discrimination requirements and may not discriminate against parents or legal guardians and/or children on the grounds of race, color, national origin or disability.

★ VPK providers may only enroll and receive payment for a child who has been determined eligible and has received a Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001) from the Coalition of the county where the provider’s VPK site is located, regardless of the county in which the child resides.

★ VPK providers must complete the enrollment process by submitting a copy of the completed Form ELCOS-VPK-001 to 4C, on behalf of the Coalition, within five (5) calendar days. This form may be submitted by mail or by fax to (321) 219-6017. *If the VPK provider chooses to submit this document by fax, the VPK provider must comply with the confidentiality requirements of the Statewide Provider Agreement (Form OEL-VPK 20) and cover/remove the child’s social security number, if listed, prior to faxing. In addition, it is the provider’s responsibility to follow up and ensure faxed paperwork has been received.

★ Upon submission of Form ELCOS-VPK-001, VPK Providers may contact 4C to request a confirmation that it has been received and shall retain the original in the child’s file.

Delayed Enrollment

Providers may enroll an eligible child in a VPK classroom after instruction has begun, if at least 10% of the class’ instructional hours remain: 54 hours for a school-year program or 30 hours for a summer program. Parents must obtain a Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001) prior to completing a delayed enrollment for their child. Parent’s enrolling their child as a delayed enrollment will also be required to sign an Informed Parental Consent form acknowledging that their child will not receive the full instructional hours of the VPK program. All delayed enrollment forms must be submitted to 4C, on behalf of the Coalition, within five (5) calendar days. A copy of this form is kept in child’s VPK file at 4C, on behalf of the Coalition.

Class Transfers

Providers may change a student’s enrollment from one VPK classroom to another VPK classroom within their VPK program at a single VPK site. This type of internal transfer must be documented on a Provider Request to Transfer Children (Form ELCOS-VPK-004) form and submitted to 4C, on behalf of the Coalition, within five (5) calendar days of the change. Providers must obtain written consent from the child’s parent or guardian before changing the child’s class, if it results in a change of the VPK program schedule (i.e., from a 3-hr. a.m. to a 3-hr. p.m. program, from a 3-hr. to 6-hr. program, etc.)
Re-Enrollment Procedures

Providers may accept a child who has been withdrawn or dismissed from one VPK program and would like to re-enroll in another VPK program. Parents must obtain a new Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001) prior to re-enrolling their child in another VPK program. Providers will not receive payment before the issuing date of the new Form ELCOS-VPK-001.

Program Fees

The VPK program is FREE for all eligible children. VPK providers are prohibited from charging any fees for any part of the VPK program or from requiring a parent to agree to additional services or wrap around services as a condition of a child's enrollment in the VPK program. State law does, however, authorize VPK providers to charge fees for programs or care that is not part of the VPK program through an agreement for supplemental services (e.g. “extended day”, “full-day”, or “wrap-around” services). Parents must be notified in writing of any voluntary fees or potential charges that they could incur as part of their child’s participation in the respective VPK program (e.g. late fees, etc). The notification must be reviewed and signed by the parent prior to the delivery of VPK instruction for their child, and the original kept in the child's file. Thus, if a parent enrolls their child, the parent chooses to voluntarily comply with the terms and conditions agreed upon as part of the VPK program.

- **Registration fees.** A VPK provider may not require a parent or child to pay fees or charges for any part of the VPK program including, but not limited to, registration fees. VPK providers are strictly prohibited from using a parent’s ability to pay for additional services as a condition for a child’s enrollment in the VPK program (e.g. only enrolling or reserving space for children who need full-day care or additional services; turning away parents who wish to enroll their child in the VPK-only portion of the program; terminating a child from the VPK program based on the parent’s ability to continue paying for full-day care or additional services, etc.)

- **Late pick-up fees.** A VPK provider must notify the parent in writing of scheduled drop-off and pick-up periods for the VPK program and the applicable fees or charges for late pick-up prior to the start of the VPK program. If a parent is properly notified and the notification is adequately documented, the parent can be charged fees for dropping off and/or picking up their child outside of the VPK program’s designated time frame. Assessed late pick-up fees for children in the VPK program may not exceed the rates assessed for children who are not in the program.

- **Personal items.** A VPK provider may request a parent or child to voluntarily purchase or bring personal items to the VPK program, but may not require the parent or child to purchase or bring the items. Providers are not permitted to require or pressure parents to “voluntarily” contribute supplies to support the VPK program.

- **Offsite activities.** A VPK provider may request a parent or child to voluntarily pay for the cost of an off-site activity (field trip), but may not require this. If field trips are part of the VPK day, providers may not exclude VPK children from participating based on their parent’s ability to contribute. The provider must also have an alternative activity for any VPK child that does not attend field trips offered during the VPK portion of their program.

- **Dress codes and uniforms.** If a private VPK provider or public school adopts a dress code, the parent must be notified in writing of the dress code before the delivery of VPK instruction has begun. A VPK program’s dress code is prohibited if the provider does not notify the parent in
writing before the delivery of VPK instruction has begun for the child; the dress code is adopted or changed after the delivery of VPK instruction has begun for the child; or not all of the children attending the private provider’s or public school’s programs are required to comply with the dress code, regardless of their enrollment in the VPK program.

- **Parental Involvement.** A VPK provider may require the personal involvement or participation of parents in the delivery of the VPK program for their children, if the provider or school notifies each child’s parent in writing of its parental involvement policy before the delivery of VPK instruction has begun for the child. As part of its parental involvement policy, a VPK provider may require the personal attendance of parents at the provider’s or school’s VPK site for a specified period (i.e., volunteer hours, parent training, parent/teacher conference, etc.). The provider or school may not, however, require parents to pay fees or charges in lieu of their personal involvement or participation.

- **Requesting fees or charges.** A VPK provider requesting a parent or child to voluntarily pay fees or charges for any part of the VPK program must inform the parent, in writing, that the payment of the fees or charges is “voluntary” and not a requirement for the child’s participation in the program.

**Dismissal of a Child**

A VPK provider can only dismiss a child if the VPK program submits written documentation using the Provider Request for Dismissal of a Child (Form ELCOS-VPK-003) within five (5) calendar days of the child’s dismissal specifying the child’s noncompliance with the conduct or attendance policies of the VPK provider. The Coalition may withhold payment of funds for all children that the provider serves until this required documentation is received by 4C, on behalf of the Coalition.

**CHILD ATTENDANCE**

**Attendance Policy**

VPK providers must provide parents with a copy of their written attendance policy upon enrollment of each child into their VPK program. Each VPK provider is responsible for creating their own attendance policy. It can follow the Uniform Attendance Policy, or it can be more restrictive, but it cannot be less restrictive. Because providers only have the authority to dismiss a child for noncompliance of their attendance policy, it is highly recommended that the attendance policy address topics including, but not limited to, tardiness, child behavior, child suspension, child termination, attire/uniforms, early drop-off and late pick-up fees, and any other attendance related issues. Providers must keep a signed acknowledgement of the parent’s receipt of the provider’s attendance policy in the child’s file.

**Recording Child Attendance**

All private providers and public schools must maintain attendance records of each child participating
in their respective VPK programs. Providers are required to keep each original form signed by the parent for at least two (2) years in accordance with Florida law. If a provider or school delivers the VPK program and the School Readiness program, the provider or school may jointly document attendance for each of these programs on the same daily attendance record.

A child’s parent must verify the child’s attendance and, by the 10th day of each month, providers are required to submit signed copies of the Child Attendance and Parental Choice Certificate Short Form (From OEL-VPK 03S) or the Child Attendance and Parental Choice Certificate Long Form (Form OEL-VPK 03L) to 4C, on behalf of the Coalition.

Form OEL-VPK 03S (Short Form) is used if the provider’s attendance tracking method is:

★ A paper sign-in or sign-out log that records the date, the child’s name, signature of the parent or other person picking up/dropping off the child; or

★ An electronic attendance tracking system that records the date, the child’s name, and electronic signature, card swipe, entry of personal identification number, or similar daily action taken by the parent or other person dropping off or picking up the child.

Form OEL-VPK 03L (Long Form) is used if the provider’s attendance tracking method is:

★ Any other method other than the methods described above (e.g., instructor records daily attendance using a roll book).

★ Before a parent signs Form OEL-VPK 03L, the VPK provider must record the child’s monthly attendance on the form or attach documentation which shows the child’s monthly attendance.

Certification of Child Attendance
4C, on behalf of the Coalition, will create a monthly roster for each VPK provider, prepared using the statewide information system, that lists each child enrolled in the provider’s or school’s VPK program, and includes blank spaces for provider’s to certify a child’s attendance for the calendar month. Attendance rosters are available monthly through the Electronic Provider Payment System (EPPS) found on 4C’s website at www.4cflorida.org. Each VPK provider is responsible for obtaining and printing their monthly attendance sheet from EPPS. In order to certify student attendance and to receive payment, each provider must submit monthly attendance sheets and required documentation to 4C, on behalf of the Coalition, by 12:00 p.m. on the 3rd day of each month. Please note that payments will not be made for holidays or other non-VPK days.

VPK PROVIDER PAYMENTS

Payment for VPK services is made on the 15th of each month by either advanced payment or payment reimbursement based on child attendance. In accordance with the adopted Coalition policies & procedures, Statewide Provider Agreement, and Addendum #1 to the Statewide Provider Agreement, each provider is responsible to submit to 4C, on behalf of the Coalition, monthly attendance sheets by 12:00 p.m. on the 3rd day of each month and the Child Attendance and Parental Certificate Short Form (OEL-VPK-03S) or Long Form (OEL-VPK-03L) by the 10th day of each month in order to receive payment for VPK services.

Wrap-Around Services
If a child attends a VPK program in the morning, goes home, then returns to the same provider later in the day for evening care, the provider may be paid their regular school readiness full-time rate. If a
A child is enrolled in two separate facilities receiving independent care from each facility, (i.e. VPK services at one and School Readiness at another), or remains at the same program for the rest of the day, the School Readiness provider would get a reduced rate because the VPK hours must be subtracted from the number of hours established as the child’s “daily needs”. For the purposes of hourly calculation, less than six (6) hours is considered part-time and at least six (6) hours up to and including eleven (11) hours is considered full-time. Reduced payment rates to children who are enrolled in VPK and School Readiness only applies if the care runs concurrently. A VPK provider’s school readiness wrap around rates cannot be higher than their private pay wrap around rates.

**Advance Payments**

If a provider chooses to receive payment for services in advance (pre-paid), they must designate this at the time they sign their contract for the up-coming program year. Providers cannot opt-in or opt-out of receiving advance payments after classes begin. Advance payments are made no later than the last day of the month prior to the month for which the provider is receiving an advance payment. Each advance payment shall be equal to the sum of the number of instructional hours each student enrolled in the class is scheduled to attend in the month multiplied by 95% of the VPK hourly rate. The VPK hourly rate shall be equal to our county’s allocation per child divided by the total number of hours in the VPK program type (school-year or summer) being offered. Reconciliation of the advance payment against student attendance will occur monthly. The monthly attendance will be reimbursed at 100% of the VPK hourly rate. The total payment for each child will be based on the Uniform Attendance Policy, allowing a total of 20% paid absences for each child. The final payment for a VPK program year will be withheld until the actual month’s attendance has been calculated and verified. The calculation may reveal that the provider received an under-payment and that additional funds are due to the provider or that the provider received an over-payment and additional funds are due to 4C, on behalf of the Coalition. Underpayments will be considered non-reimbursable if they are not reported within fifteen (15) days of receipt of the reimbursement summary. The final payment for a VPK program year will be withheld until the actual month’s attendance has been calculated and verified. According to the Statewide Provider Agreement (Form OEL-VPK 20), if the end-of-the-year reconciliation results in a deficiency, the Coalition will withhold funds from any payments, including school readiness, owed to the provider to cover the deficiency. If the provider fails to return the deficient funds, the provider is subject to collection efforts.

**Reimbursement Payments**

Providers can choose to opt-out of advance payment and receive reimbursement payments based on actual child attendance. Reimbursement payments are made on the 15th of each month and are calculated from the actual attendance reported on the program’s attendance sheets for the preceding month. With this option, providers will operate the first month without receiving payment, but will receive full payment for each child enrolled and reported on attendance for the preceding month. This method does not require monthly reconciliation between an advance payment and the actual attendance.

**Uniform Attendance Policy (Rule 6M-8.204)**

Each month, and at the end of the VPK program’s instruction for the year, an 80/20 formula will be applied to calculate the VPK provider’s monthly payment. The 80/20 formula is calculated based on the child’s hours of attendance, not the total hours of the program. A minimum of 80% (432 hours school year/240 hours summer) and a maximum of 20% (108 hours school year/60 hours summer)
of the VPK provider’s per student payment is applicable to the instructional days that a child is absent. These figures are an example of percentages and hours if the child attends the entire year, including the first and last days of the class. Payment for a child will be suspended if the child does not attend at least one (1) instructional day during a calendar month. All payments for the child, including payments for absences accruing while payment is suspended, will resume when the child subsequently attends the program. Absences are not payable for an instructional day before the first day or after the last day of a child’s attendance. Unless a child does not attend at least one (1) instructional day during the calendar month or a child misses more than 20% of the VPK program’s instructional hours, providers are paid the entire per-student allocation. If a child exceeds the 20% threshold for absences, hours are deducted to bring the absences to the allowable 20%. These deductions will be marked as “adjustments” on the reimbursement reports and may be for portions of the program’s instructional hours or for full days of instruction. If a child’s over-all absences are less than 20% for the entire year, the provider will receive a reconciliation reimbursement and necessary adjustments will be made to return funds deducted in previous months. Any instructional hours that a child is absent beyond the 20% allowed is not payable, regardless of the reason. Child absence excuses no longer need to be submitted.

Temporary Closures
A VPK student is considered to have attended all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of five (5) instructional days for each VPK class if the private provider or school district submits the Documentation of Temporary Closure (Form ELCOS-VPK-005) as instructed. A closure is temporary if the provider resumes instruction following the closure. A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the area in which the provider is located. A temporary closure caused by emergency circumstances is not payable for any student who does not attend a VPK instructional day following the closure. A private provider or school district must revise its class schedule to restore VPK instructional days which are lost due to temporary closures caused by emergency circumstances in excess of a total of five (5) instructional days for a VPK class. A private provider or school district may revise its class schedule to restore the instructional days lost as a result of a temporary closure caused by emergency circumstances instead of accepting payment for a temporary closure. A temporary closure is not payable unless it is caused by emergency circumstances.

Child Withdrawal or Dismissal
A parent may withdraw his or her child from the VPK program at any time, with or without reason. In accordance with the Statewide Provider Agreement (Form OEL-VPK 20), a VPK provider must submit the Provider Request for Dismissal of a Child (Form ELCOS-VPK-003) form within five (5) calendar days to specify the details of a child’s dismissal. VPK providers will not receive payment for any days after the last instructional day that the child attended the VPK program. Also, unearned advance payment amounts for any child that withdraws or is dismissed must be repaid by the VPK provider.
DEFINITIONS

Absence: Each instructional day that a child does not attend (is absent from) a VPK program.

Admission: A step in the process of enrolling a child in the VPK program. It means a VPK provider agrees to enroll (or admit) the child to its VPK program.

Accreditation: Recognition of a provider that has successfully demonstrated that it meets nationally recognized standards of professional quality early education and care.

Accrediting Association: An organization that accredits providers; such as the National Association for Family Child Care, the National Association for the Education of Young Children and other similar organizations. Accrediting associations must be a member of the National Council for Private School Accreditation, the Commission of International and Trans-Regional Accreditation, or the Florida Association of Academic Non-Public Schools to be eligible.

Attendance: An instructional day, either in whole or in part, that a child is present (or attends) a VPK program.

Attendance Policy: Written information from the private provider or public school to the parent advising the parent of the program's rules, requirements and expectations for attendance.

Child Development Associate Equivalent: A credential awarded by an authorized provider of early childhood training approved by the State of Florida. This credential is recognized by the State of Florida as meeting the same requirements as the National CDA program.

Child Development Associate: A national credential awarded by the National Council for Early Childhood Professionals located in Washington D.C. The purpose of the program is to enhance the quality of child care by defining, evaluating and recognizing the competence of child care providers.

Class Schedule: The daily schedule all VPK providers design in order to ensure the required instructional hours are completed within a certain time limit (e.g. Monday through Friday from 9:00 a.m. to 12:00 p.m.).

Class Size: The minimum and maximum number of students required to be enrolled in a VPK class. Classroom enrollment cannot exceed licensed room capacity.

Coalition: The Early Learning Coalition of Osceola County or another coalition created under Section 411.01(5), Florida Statutes.

Delayed Enrollment: Recording an association in the statewide information system between an eligible child and a provider’s VPK class after VPK instruction has already begun for that class.

Department of Education (DOE): The State agency legislatively charged with administering the accountability requirements of the VPK program at the state level and the development of procedures for the approval of the prekindergarten director credentials, approval of the emergent literacy training courses, the certification of school districts that are eligible to deliver the school year VPK program and the administration of the statewide kindergarten screening and calculations of kindergarten readiness rates.

Developmentally Appropriate Curriculum: It has realistic and attainable expectations and includes activities to address the physical, social, emotional, linguistic, motor and cognitive development of all young children.

Dismissal from a VPK Program: The action taken when a VPK provider removes a student from its VPK program; resulting in 4C, on behalf of the Coalition, recording a termination and assigning “DISMISSED” as the reason for
termination in the statewide information system.

**Eligible Child:** A child who is determined eligible for the VPK program in accordance with Florida law and is issued a Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001).

**Eligibility Interview:** A face-to-face meeting with a child’s parent to determine a child’s eligibility for the VPK program and to provide the child’s parent.

**Enrollment:** A recording of an association between the child and the child’s VPK class in the statewide information system as a VPK student.

**Full Time:** School Readiness program services that are between six (6) and eleven (11) hours per day.

**Gold Seal Designation:** Any school readiness center or home which provides school readiness services to children in the school readiness program and is accredited by a recognized accrediting association, whose standards have been approved by the Gold Seal Quality Care Program Task Force Committee. (DCF maintains the official list of Gold Seal Centers and Homes.)

**Instructional Day:** Each calendar day recorded in the state information system as a day that the provider or school is scheduled to deliver instruction to the VPK class.

**Instructor:** A teacher or child care personnel.

**Level 2 Background Screening:** Defined as a security background investigation that includes, but not be limited to, fingerprinting for all purposes and checks in f.s. 435.04 - Level 2 screening standards, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and includes local criminal records checks through local law enforcement agencies. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment.

**Parent:** A parent by blood, marriage, adoption and also means a legal guardian or a person standing in loco parentis.

**Part-Time:** School Readiness program services that are less than six (6) hours per day.

**Prekindergarten Director:** An onsite person ultimately responsible for the overall operation of a private pre-kindergarten provider.

**Private Provider:** A provider, other than a public school, that is eligible to deliver the school-year and/or summer VPK programs.

**Program year:** The annual period beginning in one calendar year on the first day that a school-year program may begin instruction under subsection 6M-8.451(1), F.A.C., and ending in the next calendar year on the last day by which a summer program must complete instruction under subsection 6M-8.451(2), F.A.C. A program year is designated by the corresponding calendar years (e.g., 2007-2008, 2008-2009).

**Provider:** A private prekindergarten provider and public schools.

**Public School:** A public school that is eligible to deliver the school-year and/or summer VPK programs.

**Re-Enrollment:** 4C, on behalf of the Coalition, records the termination of an eligible child’s enrollment in a VPK program and subsequently records an enrollment in the statewide information system between the child and another VPK provider delivering the VPK program.

**Registration:** A step in the enrollment process. To register a child in the VPK program means to submit the Child Application form and supporting documents to a coalition for evaluation, in order to determine the child’s eligibility for the program.

**School-Year Program:** The period of time for a VPK class beginning August 1 and ending the following June 30,
both dates inclusive.

**School-Readiness Provider:** An individual or organization providing School Readiness program services.

**Secondary Instructor:** A prekindergarten instructor in a classroom with eleven (11) or more children enrolled who is not required to have the credentials required for a credentialed instructor but is required to be an adult with current Level 2 background screening clearances.

**Substitute Instructor:** An adult with current Level 2 background screening clearances assigned temporarily to replace a credentialed instructor.

**Transfer:** A change in a child’s enrollment from one VPK class to another VPK class in the same VPK program at the same VPK site.

**VPK Calendar:** the total instructional and non-instructional days scheduled by each VPK provider to be delivered throughout the school-year and/or summer VPK programs.

**VPK Assessment:** A tool that measures in the areas of Print Knowledge, Phonological Awareness, Mathematics, and Oral Language/Vocabulary that are aligned with the VPK Education Standards.

**VPK Class:** A private provider or public school’s prekindergarten class that includes a child in the VPK program.

**VPK Program:** The Voluntary Prekindergarten Education program created under Section 1002.53, F.S., and which is organized, designed, and delivered in accordance with Section 1(b) and (c), Article IX of the State Constitution.

**VPK Provider:** An individual, private provider or public school authorized to provide Voluntary Prekindergarten Education program services.

**VPK Site:** The permanent physical location where a private provider or public school delivers instruction for the VPK program.

**Withdrawal from a VPK Program:** When a parent removes his or her child from a VPK provider’s VPK program; resulting in 4C, on behalf of the Coalition, recording a termination and assigning “WITHDRAWAN” as the reason for termination in the statewide information system.

**Wrap-Around:** A child’s participation in both the VPK program and the School Readiness program.
VPK Child Application – Form OEL-VPK 01

This form is completed by the parent or guardian of an eligible four-year-old child who wishes to enroll their child into the Voluntary Pre-kindergarten Program and submitted to 4C, on behalf of the Coalition, during the parent’s eligibility interview. In addition to this form, the parent must provide proof that the child is four-years-old by September 1st of the school year in which the child is applying (includes the school year program or summer program) and proof of Florida residency.

VPK providers are encouraged to provide this form to interested parents as needed, but are not required to obtain a copy or keep this form in the child’s VPK records.
## I. CHILD AND PROGRAM INFORMATION

To be eligible for the VPK program, a child must be 4 years old, but not yet 5 years old, on September 1st.

<table>
<thead>
<tr>
<th>1. VPK program year</th>
<th>2. Preferred program schedule (check one):</th>
<th>3. Preferred program setting:</th>
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<tr>
<td>School-year program (540 hours):</td>
<td>School year</td>
<td>Private provider (child care, private school, faith-based)</td>
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<td>Winter/spring only</td>
<td>Fall/winter only</td>
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<td>Summer program (300 hours)</td>
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<th>5. How did you hear about VPK?</th>
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<td>Jr./III</td>
<td>Newspaper</td>
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<th>7. Gender</th>
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<td></td>
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<th>9. Primary spoken language</th>
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10. Home address (number and street)

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<th>14. ZIP+4 Code</th>
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<th>15. In which county do you wish your child to receive VPK services?</th>
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<tr>
<th>16. Ethnicity</th>
<th>17. Race</th>
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<td>or Alaska Native</td>
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<td>Asian</td>
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<th>18. Hispanic or Latino</th>
<th>19. Race</th>
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<td>Hawaiian or Other Pacific Islander</td>
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</thead>
<tbody>
<tr>
<td>Same as child’s address</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>23. ZIP+4 Code</th>
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</table>

|---------------------------|-----------------------|-------------------|

<table>
<thead>
<tr>
<th>27. Email (optional)</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Other parent or guardian (if applicable)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>28. First name</th>
<th>29. Relationship to child</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. Home address of other parent or guardian:</th>
<th>31. Would you like to receive information about other early learning programs or services? (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as child’s address</td>
<td>YES</td>
</tr>
</tbody>
</table>

## II. PARENT OR GUARDIAN INFORMATION

<table>
<thead>
<tr>
<th>18. Mr.</th>
<th>First name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Jr./Sr./III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. Parent’s or guardian’s home address (number and street)</th>
<th>Same as child’s address</th>
</tr>
</thead>
</table>

|---------|-----------|---------|

<table>
<thead>
<tr>
<th>23. ZIP+4 Code</th>
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|---------------------------|-----------------------|-------------------|

<table>
<thead>
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<th>27. Email (optional)</th>
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</thead>
</table>

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<th>28. First name</th>
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</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>30. Home address of other parent or guardian:</th>
<th>31. Would you like to receive information about other early learning programs or services? (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same as child’s address</td>
<td>YES</td>
</tr>
</tbody>
</table>

## III. OTHER EARLY LEARNING PROGRAMS (optional)

Your family may be eligible for other early learning programs or services for you and your children, from infants through school-age, including full-day school readiness services, resource and referral, Florida Kid Care, and social services.

<table>
<thead>
<tr>
<th>31. Would you like to receive information about other early learning programs or services? (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

## IV. CERTIFICATION

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If I enroll my child in the VPK program, I understand that my child will be required to participate in the statewide kindergarten screening to determine readiness for kindergarten. I understand that transportation for the program is my (parent’s or guardian’s) responsibility. I also understand that it is my responsibility to locate an eligible VPK provider or school and enroll my child with the provider or school. I understand that I may enroll my child in either a school-year program (540 instructional hours) or a summer program (300 instructional hours). I further understand that I (parent or guardian) must follow the provider’s or school’s attendance policy and verify my child’s attendance each month.

<table>
<thead>
<tr>
<th>32. Parent or guardian signature</th>
<th>33. Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>OFFICIAL USE ONLY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Process agent</th>
<th>Date</th>
<th>Process manager</th>
<th>Date</th>
<th>DOB verification</th>
<th>Residency</th>
<th>Parent signature</th>
<th>Child eligibility</th>
</tr>
</thead>
</table>
Child Attendance and Parental Choice Certificate – Form OEL-VPK 03S

This form is completed by all VPK providers who track attendance for each child participating in their respective VPK programs using a paper sign-in/sign-out log that records the date, the child’s name, and the signature of parent or other person picking up/dropping off the child; or using an electronic attendance tracking system that records the date, the child’s name, and electronic signature, card swipe, entry of personal identification number, or similar daily action taken by the parent or other person picking up/dropping off the child.

VPK providers are required to have parents sign this form certifying the accuracy of their child’s attendance and certifying that the parent continues to choose the private provider or public school to deliver the VPK program for their child on a monthly basis.

Providers are required to keep each original form signed by the parent in the child’s file for at least two (2) years in accordance with Florida law. Private providers must allow the Coalition, and public schools must allow the school district, to inspect the original signed forms as needed during normal business hours. Signed copies of this form must also be forwarded to 4C, on behalf of the Coalition, by the 10th day of the subsequent program month.
STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN  
EDUCATION PROGRAM  
Child Attendance and  
Parental Choice Certificate  
(SHORT FORM)  

<table>
<thead>
<tr>
<th>1. Child’s first name</th>
<th>Middle name</th>
<th>Last name</th>
<th>Jr./III</th>
<th>2. Child’s date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Name of private provider or public school</td>
<td>4. VPK class</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 private provider or public 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 private provider or public 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.

<table>
<thead>
<tr>
<th>5. Attendance month and year</th>
<th>6. Print name of parent or guardian</th>
<th>7. Signature of parent or guardian</th>
<th>8. Date signed</th>
</tr>
</thead>
</table>

**NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL:** A private provider or public school must keep this original signed form for at least 2 years. A private provider must allow the early learning coalition, and a public school must allow the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

Form  
OEL-VPK 03S  
(02/14/2007)
Child Attendance and Parental Choice Certificate – Form OEL-VPK 03L

This form is completed by all VPK providers who track attendance for each child participating in their respective VPK programs using any other tracking method other than the methods described for use with Form OEL-VPK 03S.

VPK providers are required to have parents sign this form certifying the accuracy of their child’s attendance and certifying that the parent continues to choose the private provider or public school to deliver the VPK program for their child on a monthly basis. Before a parent signs this form, the VPK provider must record the child’s attendance on the form or attach documentation which shows the child’s monthly attendance.

Providers are required to keep each original form signed by the parent in the child’s file for at least two (2) years in accordance with Florida law. Private providers must allow the Coalition, and public schools must allow the school district, to inspect the original signed forms as needed during normal business hours. Signed copies of this form must also be forwarded to 4C, on behalf of the Coalition, by the 10th day of the subsequent month.
I swear (or affirm) that my child (whose name appears above in item 1) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the private provider or public 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.

NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL: A private provider or public school must keep this original signed form for at least 2 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect this original signed form during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.
Statewide Provider Registration Application – Form OEL-VPK 10

Each private provider or public school delivering the VPK program must complete this application. If the provider or school delivered the VPK program during the previous program year, the provider or school may be required to resubmit this application if the application information changed or the application form is substantially revised. **Completing this application does not guarantee approval to deliver the VPK program.**

Upon completion, the application and all required attachments can be mailed, delivered, faxed or emailed to:

Community Coordinated Care for Children, Inc.
ATTN: Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy. Unit 7
Kissimmee, FL 34744
Fax: (321) 219-6017
Email: TMcInnis@4cflorida.org

In addition to this application, each provider or school must also submit, for each of its VPK classes, the Class Registration Application (Form OEL-VPK 11). Once all required information and supporting documentation has been submitted, 4C will notify the provider of their eligibility to deliver the VPK program, on behalf of the Coalition. Each eligible provider and school must also sign and submit the Statewide Provider Agreement (Form OEL-VPK 20) to the early learning coalition **before** receiving payment or beginning VPK classes.

If the provider is determined eligible to deliver the VPK program and **any** of the information submitted on the application changes, the VPK provider must submit an updated Form OEL-VPK 10 to 4C, on behalf of the Coalition, within **fourteen (14)** calendar days after the submitted information changes.
Who must complete Form OEL–VPK 10 and Form OEL–VPK 11A & B?
Each Voluntary Prekindergarten Education (VPK) Program applicant (private providers and public schools) wishing to deliver the VPK Program must complete Form OEL–VPK 10 (04/30/2010) for each VPK site and submit the completed form to its early learning coalition (coalition). The private provider or school must notify the coalition of changes of information in writing. If information submitted to the coalition is inaccurate or untrue, the private provider or school will be subject to dismissal from eligibility to offer the VPK program and may be required to return overpayments. Each applicant must complete both portions (A & B) of Form OEL–VPK 11 (04/30/2010) each program year for each VPK site. You may complete as many copies of each portion of Form OEL–VPK 11 as needed for each VPK site to provide all the information for the site.

Completing the Form OEL–VPK 10 and Form OEL–VPK 11.
Forms OEL–VPK 10 and 11 (the forms) are available electronically at www.vpkflorida.org. You may edit the form fields on a computer for submission to your coalition. You may also contact your coalition for hard copies of the forms which you may complete by using a typewriter or by printing clearly in black or blue ink.

Submitting Form OEL–VPK 10 and Form OEL–VPK 11.
Submit the completed forms to your coalition (based on the county in which your VPK site is located). A list of the coalitions, their addresses, and the counties they serve may be found at www.vpkflorida.org.

Notification of completion of Form OEL–VPK 10 and Form OEL–VPK 11.
Once you have submitted all of the required information and supporting documents, the early learning coalition will inform you if you are eligible to deliver the VPK program. Submission of completed forms does not guarantee eligibility to deliver the VPK program. If you are eligible, your coalition will request that you sign a copy of the Statewide Provider Agreement (Form OEL–VPK 20) and submit it to your coalition. You must receive a copy of the Statewide Provider Agreement signed by your coalition before receiving payment or beginning VPK classes.

Common errors
Providing incomplete forms will cause processing delays. To avoid delays, be sure to: complete all required items; type or print clearly using black or blue ink; attach all required supporting documents; submit to your county’s early learning coalition; keep a copy of the application for your records. Forms are not considered to be complete unless all required attachments are submitted with the forms.

If you discover an error after submitting the forms, please contact your coalition by telephone or email.

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**OEL–VPK 10**

I. PRIVATE PROVIDER / PUBLIC SCHOOL INFORMATION

At the top of the Form OEL–VPK 10, insert the program year into the available space. Mark an X indicating whether the information provided is entirely new, updated, or the same (no change) as information provided on a previously submitted OEL–VPK 10. If the information is updated, write the date in the available space.

Item 1. Provider Name.— If you are a licensed facility, enter the name of your business as it appears on your license as issued by the Florida Department of Children and Family Services (DCF). If you are a non-licensed facility, enter the name of your business as it appears on your accreditation certificate. If you are a public school, enter the name of the school where the VPK classes will be held.

Item 2. Employer identification number.— Enter the employer identification number (EIN) of the organization (e.g., provider, owner’s business, school district) that will receive payments for the VPK program. This nine-digit number is assigned to a business by the Internal Revenue Service. If you do not have an EIN (e.g., family day care home), enter the director’s/operator’s social security number (SSN). If you do not provide either an EIN or an SSN, the form is incomplete and processing may be delayed.

PRIVACY ACT STATEMENT

Your employer identification number (EIN) or social security number (SSN) is requested in accordance with ss. 119.071(5)(a)2. and 119.092, F.S., for use in the records and data systems of the Office of Early Learning (OLE) and early learning coalitions. Submission of your EIN or SSN on this form is mandatory. Your EIN or SSN will be used for processing payments to you as a VPK provider or school, for reporting those payments for federal tax purposes, and for routine identification of your provider or school.

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Item 3. DCF identification number or exemption number.— If you are licensed by DCF or a local licensing agency, enter your DCF license number. If you are a provider that claims exemption from licensure, enter your DCF assigned identification number which begins with “X.”

Items 4-7. Address of VPK program site.— Enter the physical street address of the program site where the VPK program is delivered. Include the city, county, and five-digit zip code (ZIP+4 if available).

Items 8-10. Contact Information.— Enter your business telephone number with area code (item 8). Enter your business fax number with area code (item 9). Enter your business email address, if available (item 10).

Items 11-14. Mailing address.— If your mailing address is different from the address of your VPK program site as entered in items 4-7, enter a street address or post office box, city, county, state, and five-digit postal zip code. If the mailing address is the same as the provider’s VPK program site, mark an X indicating “same as VPK site.”

Items 15-17. Owner / school district information.— If you are a private provider, enter the owner’s name, the legal name of the owner’s business, and a daytime telephone number, with area code, for the owner. If you are a public school, enter the name and daytime telephone number, with area code, of the district staff who is coordinating the VPK program for your school district.

II. TYPE OF SETTING AND LICENSING INFORMATION

Item 18. Type of setting.— To offer the VPK program, you must be one of the listed types of settings. Mark an X indicating the type of setting which describes you. If you are a private provider and are not licensed, you must be accredited by an agency that is a member of an organization listed in item 22. (If you are a licensed private provider, attach a copy of your DCF issued license. If you are a license-exempt provider or non-public school, attach a copy of your DCF or DOE issued
**REQUIRED SUPPORTING DOCUMENTATION**

FORM OEL-VPK 10

- DCF issued license for licensed private providers.
- Accreditation certificate for accredited providers.
- Gold Seal Quality Care Designation certificate for Gold Seal accredited providers.
- Director’s credential for private providers.

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**OEL-VPK 11**

At the top of each Form OEL-VPK 11A and 11B, enter the name and employer identification number entered in items 1 and 2 of the OEL-VPK 11.

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**OEL-VPK 11A – INSTRUCTORS**

Use the Instructors portion of the form to provide information regarding each VPK instructor and the class he or she will teach. You may enter information on up to ten instructors on each copy of the form.

**Item 1. Class ID** — Enter a unique Class ID for each classroom:
- In the first space, select a letter for each class starting with “A”.
- In the second space, select either “F” for a school-year (fall) class or “S” for a summer class.

Example: The first school-year class listed for the 2010-2011 program year would have the unique Class ID: A_F

**Item 2. Legal Name** — Enter the instructor’s legal name.

**Item 3. Calendar** — Enter a letter which corresponds to a class calendar on Form OEL-VPK11B. The letter entered for the Class ID in item 1 may be different from the letter entered here.

**Item 4. Type** — Select the instructor’s position type within the class: Lead, Assistant, or Substitute instructor.

**Item 5. Credential** — Enter the credential that qualifies the instructor to fill the role listed in item 4 using the following Credential Key:

- 30HR: Family Child Care Home or Large Family Child Care Home 30 hour training course.
- 40HR: 40 Hour introductory child care training course.
- AS: Associate of Arts (A.A.), Associate of Science (A.S.), or Associate in Applied Science (A.A.S.) in an approved field with required minimum hours and experience.
- BA: Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) in an approved field with required minimum hours and experience.
- FCCP: Active Birth through Five Florida Child Care Professional Credential (FCCPC), DOE Early Childhood Professional Certificate (ECPC), Child Care Apprenticeship Certificate (CCAC), or Florida Child Development Associate Equivalency Credential (CDAE).
- MA: Master of Arts (M.A.) or Master of Science (M.S.) in an approved field with required minimum hours and experience.
- PHD: Doctorate in an approved field with required minimum hours and experience.
- SDS: Substitute teacher for local school district.
- STNR: Assistant (second) teacher, credential not required.

**Item 6. Curriculum** — Select the name of the curriculum used in the classroom using the following key:

If the curriculum used in the classroom is not listed by name below, type the name of the curriculum in the available space.

- ABEK: A-BEKA
- BCCT: Beyond Centers & Circle Time
- BCR: Beyond Cribs & Rattles
- CREA: Creative Curriculum
- HR: High Reach
- HS: High Scope
- MONT: Montessori
- WAL: Waldorf
- WEE: Wee Learn

**Item 7. SSN.** — Enter the instructor’s Social Security Number.
119.071(5)(a)2., F.S., for use in the records and data systems of the OEL, DCF, DOE, and early learning coalitions. If you submit an instructor’s SSN, it will be used to confirm the instructor’s background screening clearances and validate the instructor’s educational credentials in accordance with ss. 1002.55, 1002.61, and 1002.63, F.S. Submission of each instructor’s SSN on this form is voluntary and, if DCF or DOE has assigned the instructor an identification number in lieu of a SSN, you are instead requested to submit the identification number.

**Item 8. Cert** — If the instructor listed is a certified teacher, select “Yes.” If the instructor listed is not a certified teacher, select “No.”

**Item 9. Degree** — Enter the instructor’s highest degree using the following Degree Key:

- LTHD: Less Than High School.
- GED: Passed a General Education Development test.
- HS: Completed High School.
- TECH: Received a Technical Certificate, including NECC, FCCPC, ECPC, CCAC, CDAE.
- AA: Received an Associate of Arts Degree
- AS: Received an Associate of Science or A.A.S. Degree.
- BA: Received a B.S. or a B.A.
- MA: Received an M.A. or an M.S.
- PHD: Received a doctoral degree of any kind.

**Item 10. Start Date.** — Enter the date the instructor listed will begin instructing the VPK class.

**Items 11-14.** — The provider’s authorized representative (the owner, director, or operator for private providers or the principal or designated school district staff for public schools) must sign (item 11), date (item 12), and print (item 13) his or her name on the form. Enter a daytime telephone number (item 14), which may be used to contact the individual signing each form. By signing the document, you are certifying that all information provided is true and correct and attesting that the statement immediately above items 11-14 is true.

**OEL-VPK 11B – CALENDARS**

Use the Calendars portion of the form to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be identified separately on this form.

**Class Calendar.** — Select a letter, beginning with “A”, for each unique class calendar. This letter will be entered into item 3 of the OEL-VPK 11A to show which calendar each instructor will follow.

**Program Type.** — Mark a box to identify whether the class calendar is for a school-year (50 hour) or a summer (300 hour) program type.

**Start Date and End Date.** — Enter the first day VPK instruction will be delivered for the class and the final day VPK instruction will be delivered for the class with the indicated calendar.

**VPK days per week.** — Check the box by the days of the week that VPK instruction will be delivered.

**Times of VPK instruction.** — Enter the times of VPK instruction for the days of the week that VPK instruction will be delivered.

**Non-instructional dates between class start and end dates.** — Enter the dates between the start date and end date which have been designated as VPK days per week on which VPK instruction will not be delivered, such as vacations and holidays.

**Signature, Date, Printed Name, and Daytime Telephone** — An authorized representative must sign, date, and print his or her name on each form (for private providers, the owner, director, or operator; for public schools, the principal or designated school district staff). Enter a daytime telephone number which may be used to contact the individual signing the form. By signing the document, you are certifying the statement immediately above the signature line as true.

**REQUIRED SUPPORTING DOCUMENTATION**

**FORM OEL-VPK 11 A & B**

**PRIVATE PROVIDERS ONLY** — Submit written documentation of:
- Level 2 background screening clearances including:
  - Local criminal records checks;
  - Statewide criminal records checks;
  - Statewide juvenile records checks for family child care homes, where applicable; and
  - Federal criminal records checks.
- Attestation/Affirmation of Good Moral Character.
- Credentials and emergent literacy training of lead instructors.

**OFFICIAL USE ONLY**

**Official Use Only sections are for use by coalition personnel only. If you are a provider, do not complete these sections.**

**OEL-VPK 10, OEL-VPK 11A & B**

For each OEL-VPK 10 and each OEL-VPK 11A & B, coalition personnel must follow the instructions below to complete the Official Use Only sections at the bottom of each form. When inputting updated information submitted by a provider, do not strike through, white-out, or otherwise obliterate information on form. Instead, enter the information on a new line and follow the instructions below. Revisions to the form should be evident (e.g., use a different color ink than the provider).

**Process Agent and Date** — The authorized coalition staff member who reviews the form and the associated attachments to determine accuracy of information submitted and provider eligibility must sign and date each form when he or she completes the processing of the form.

**Process Manager and Date** — The authorized coalition process manager must sign and date the form to indicate that he or she has reviewed the work of the process agent and has determined that the form has been processed properly.

**OEL VPK 11A**

**Screening, Credential, Lit Training, GMC.** — Mark the boxes to indicate that the instructor has been properly screened using Level 2 background screening within the last five (5) years and that the coalition has received proof that the federal level (“FS”), state level (“SS”), and local level (“LS”) screenings did not reveal anything which would prohibit the individual from acting as a VPK instructor.

Mark the “C” box if the coalition has determined that the instructor currently holds a credential required to fill the role listed in item 4 and that the coalition has received proof of such credential.

Mark the “L” box if the coalition has confirmed the instructor has completed the required emergent literacy training and that the coalition has received proof of that training, if the instructor is a lead instructor.

Mark the “G” box if the coalition has received a current attestation from the instructor that the instructor is of good moral character.

**Changed by** — If a VPK provider submits written changes to the information on a form, enter the name of the coalition staff member who makes the change.

**Date changed** — If a VPK provider submits written changes to the information on a form, enter the date the change is made by a coalition staff member.

**End date** — If an instructor listed on a form is removed from a VPK class, enter the date on which the instructor last taught the VPK class and use a new line to enter information for a new instructor assigned to the VPK class.
Florida’s Office of Early Learning  
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM  
STATEWIDE PROVIDER REGISTRATION APPLICATION

I. PRIVATE PROVIDER/ PUBLIC SCHOOL INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provider Name</td>
<td>(as on DCF license or accreditation certificate)</td>
<td></td>
</tr>
<tr>
<td>2. Employer Identification Number (EIN*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. DCF Identification Number or Exemption Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Address of VPK Site (number and street)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Daytime Phone Number</td>
<td>9. Fax Number</td>
<td>10. Email Address (VPK site)</td>
</tr>
<tr>
<td>11. Mailing Address (if different from VPK Site)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Owner or School District Staff</td>
<td>16. Owner Corporate Name (if applicable)</td>
<td>17. Daytime Phone Number</td>
</tr>
</tbody>
</table>

*NOTE – See the Privacy Act Statement concerning EINs and Social Security Numbers on page 1 of the instructions accompanying this application.

II. TYPE OF SETTING AND LICENSING INFORMATION

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Private Provider:</td>
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<td></td>
</tr>
<tr>
<td>□ Child Care Facility</td>
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<td></td>
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<tr>
<td>□ Family Day Care Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Large Family Child Care Home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Private School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Licensed Private Provider (must be license-exempt &amp; accredited):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Faith-Based Child Care (exempt under s.402.316, F.S.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Faith-Based Private School (exempt under s.402.3025, F.S., or s.402.316, F.S.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Nonreligious Private School (exempt under s. 402.3025, F.S.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public School:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Public School (licensed or district approved charter school)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Public School (exempt from licensure under s. 402.3025, F.S.)</td>
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<td>19. Specialized Program Type (if applicable):</td>
<td>20. District and School Number (public school only)</td>
<td>21. Total Child Capacity</td>
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<td>□ Head Start</td>
<td>□ Charter School</td>
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III. ACCREDITATION INFORMATION

If the provider is accredited by an accrediting agency that is a member of one of the organizations listed below or in s. 1002.55(3)(b), F.S., submit written documentation of the accreditation (e.g. accreditation certificate). If not accredited by a member agency of those listed below, submit a copy of the official Gold Seal Quality Care Designation certificate issued by the Department of Children and Family Services.

22. Provider’s accrediting agency is a member of:
   □ National Council for Private School Accreditation
   □ Florida Association of Academic Nonpublic Schools
   □ Southern Association of Colleges and Schools
   □ Other (see section 1002.55(3)(b), F.S.): ________________________________
   □ None of the above (Using Gold Seal Quality Care Designation)

23. Name of Accrediting Agency
24. Certificate Expiration Date

IV. DIRECTOR OR PRINCIPAL INFORMATION

25. Full Name
26. Daytime Phone Number
27. Email Address

28. Director Credential Type:
   □ VPK Director Credential
   □ Child Care Facility Director Credential (if completed by December 31, 2006)
29. Credential Issue Date
30. Director Credential Certificate Number
31. Credential Expiration Date

I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. If any of this information changes, I understand that the provider must submit updated information to the coalition in writing within 14 days of the change. I also understand that the provider is encouraged to submit updated information before a change is implemented as the provider may be out of compliance with the requirements of the VPK Program if the changes are implemented before the coalition approves of the changes.

32. Signature of Authorized Representative
33. Date
34. Print Name of Authorized Representative
35. Daytime Phone Number

OFFICIAL USE ONLY

Process Agent
Date
Process Manager
Date

Form OEL – VPK 10 (April 30, 2010)
6M-8.300, F.A.C.
Class Registration Application – Form OEL-VPK 11

Each program year before children are enrolled in the VPK program, the provider must complete a separate Class Registration Application (Form OEL-VPK 11) for each of the provider's classes. Upon completion, the original application and all required attachments can be mailed, delivered faxed or emailed to:

Community Coordinated Care for Children, Inc.
ATTN: Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy. Unit 7
Kissimmee, Fl 34744
Fax: (321) 219-6017
Email: TMcInnis@4cflorida.org

Once all required information and supporting documentation has been submitted, 4C, on behalf of the Coalition, will notify the provider if any additional information or supporting documentation must be submitted.

If any of the information submitted on the application changes, the VPK provider must submit an updated Form OEL-VPK 11 to 4C, on behalf of the Coalition, within fourteen (14) calendar days after the submitted information changes.
**Florida’s Office of Early Learning**  
Voluntary Prekindergarten Education Program  
Class Registration Application - Instructors

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**Note:** See the Privacy Act Statement concerning Social Security Numbers on page 2 of the instructions accompanying this application.

I certify that:

- Each instructor listed above has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., including a federal (Federal Bureau of Investigation), state (Florida Department of Law Enforcement), and local (county of the instructor’s residence) screening which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor’s educator certificate has been suspended or revoked;
- Each credentialed instructor listed above has the credentials and emergent literacy training required for the VPK program; and
- To the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

11. Signature of Authorized Representative:  
12. Date:  
13. Print Name of Authorized Representative:  
14. Daytime Phone Number:  

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Form OEL – VPK 11A (April 30, 2010)  
6M-8.300, F.A.C.  
Page _____ of _____
I certify that to the best of my knowledge and belief, the information provided is true and correct. If any information changes, the provider will notify the coalition within 14 days. Changes implemented prior to receipt of coalition approval may result in noncompliance with VPK requirements.

Signature of Authorized Representative: ____________________________ Date: ______________

Print Name of Authorized Representative: ____________________________ Daytime Phone Number: ____________________________

OFFICIAL USE ONLY
Process Agent: ____________________________ Date: ______________
Process Manager: ____________________________ Date: ______________
Statewide Provider Agreement – Form OEL-VPK 20 (includes Addendum #1)

Each program year before receiving payment under the VPK program, private prekindergarten providers and public schools must execute a provider agreement with the Coalition. Completing this agreement does not guarantee approval to deliver the VPK program.

Upon completion, the original agreement can be mailed or delivered to:

Community Coordinated Care for Children, Inc.
ATTN: Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy. Unit 7
Kissimmee, Fl 34744

Once all required information and supporting documentation has been submitted, 4C, on behalf of the Coalition, will notify the provider if any additional information or supporting documentation must be submitted. Compliance with the provider agreement is critical to the success of each VPK program and the Coalition.
I. PARTIES AND TERM OF AGREEMENT

1. **THIS AGREEMENT** is made and entered into this____ day of ____________, 20___, by and between the Early Learning Coalition of ________________ (“COALITION”), and ___________ (hereinafter referred to as “PROVIDER”), with its principal offices located at ________________. If PROVIDER is a school district executing a single Agreement on behalf of multiple public school VPK providers, a list of the public school VPK providers with which the COALITION enters into this Agreement and their physical addresses are included in Attachment ______. If PROVIDER is the owner of multiple private providers or multiple sites executing a single Agreement on behalf of multiple private VPK providers or multiple VPK sites, a list of the VPK providers or VPK sites and their physical addresses are included in Attachment ______.

2. This Agreement applies to the 20__-20__ Voluntary Prekindergarten Education (VPK) program year. PROVIDER shall offer a 540 hour school-year program and/or a 300 hour summer program. This Agreement begins on _______________. or on the date on which the Agreement is signed by the last party required to sign the Agreement, whichever occurs last, and expires upon completion or termination of all PROVIDER’s VPK program year programs eligible to be offered under this Agreement. PROVIDER will not receive payment for VPK services before this Agreement is fully executed by both parties or after expiration of the Agreement.

3. PROVIDER certifies that each location at which PROVIDER offers the VPK program, meets all of the qualifications and requirements for offering the VPK program established by statute, rule, and this Agreement at all times PROVIDER offers the VPK Program. PROVIDER agrees that failure to comply with all of the qualifications and requirements for offering the VPK program at all times at any location at which PROVIDER offers the VPK program may result in ineligibility to offer the VPK program at that location and termination of this Agreement in whole or in part. In the event PROVIDER has executed this Agreement on behalf of multiple public school VPK providers, private VPK providers, or private VPK sites, and fails to ensure compliance with all qualifications and requirements for offering the VPK program at one or more locations listed in Attachment ______, the COALITION may demonstrate termination of this Agreement with respect to that location by striking through the location after following the termination processes outlined in this Agreement. This Agreement will remain in force and effect as to all locations in Attachment ______ which are not stricken.

4. This Agreement binds the successors, assigns, and legal representatives of PROVIDER and of any legal entity that succeeds to the obligations of the State of Florida, Florida’s Office or Early Learning (the Office), or COALITION. If the ownership or corporate structure of PROVIDER changes, PROVIDER must notify COALITION 14 calendar days before the change so that COALITION may obtain the appropriate forms and information.

II. PROVIDER ELIGIBILITY

5. PROVIDER certifies that it has registered with COALITION on forms prescribed by the Office, that any information supplied by PROVIDER is accurate and complete, and that it will notify COALITION within 14 calendar days of any change of the information submitted on those forms. PROVIDER is encouraged to notify COALITION prior to implementing changes as changes may result in PROVIDER's failure to comply with all VPK qualifications and requirements.

6. COALITION has reviewed the documents submitted by PROVIDER and, based on the information submitted, has determined that PROVIDER is currently eligible to deliver the VPK program. COALITION shall return a fully executed copy of this Agreement to PROVIDER as notification that PROVIDER is eligible to begin offering the VPK program. PROVIDER shall not offer the VPK program prior to receiving a fully executed copy of this Agreement from COALITION.

7. PROVIDER certifies and agrees to continually ensure each of its VPK instructor(s) and substitute instructor(s):
a. Has a current attestation of good moral character on file with PROVIDER and COALITION;

b. Has provided documentation to be maintained in the files of PROVIDER and COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, Florida Statutes, including a federal (Federal Bureau of Investigation), state (Florida Department of Law Enforcement), and local (county of the instructor's residence) screening which demonstrates that the individual is not ineligible to act as a VPK instructor;

c. Is eligible to be employed as a VPK instructor in accordance with section 435.06, Florida Statutes;

d. Is not ineligible to teach in a public school because his or her educator certificate is suspended or revoked;

e. Is qualified to act as a VPK instructor in accordance with sections 1002.55, 1002.61, and 1002.63, Florida Statutes.

8. PROVIDER certifies that it has a prekindergarten director, if required by section 1002.57, Florida Statutes, who has one of the following credentials at each VPK site for the majority of hours in which VPK instructional hours are being delivered:
   a. A child care facility director credential approved by the Florida Department of Children and Family Services under section 402.305(2)(f), Florida Statutes, if the child care facility director credential was issued before December 31, 2006; or
   b. A VPK director credential approved by the Florida Department of Education under section 1002.57, Florida Statutes, if the child care facility director credential is issued after December 31, 2006.

III. PROGRAM REQUIREMENTS AND LOW PERFORMING PROVIDERS

9. PROVIDER agrees to deliver the VPK program in accordance with all of the requirements which are set forth in applicable statutes, rules, and this Agreement, including, but not limited to, standards relating to instructional hours; credentials, training, and background screenings of prekindergarten instructors; minimum and maximum VPK class sizes; developmentally appropriate curricula aligned with Florida’s Voluntary Prekindergarten Education Program Standards; licensing standards established by the Florida Department of Children and Family Services and/or accrediting standards established by PROVIDER’s accrediting organization, when applicable; and any statutory requirements which exceed the minimum standards established by the Florida Department of Children and Family Services or the accrediting organization.

10. PROVIDER certifies that it will use curricula to deliver VPK program instruction which:
   a. Are developmentally appropriate;
   b. Are designed to prepare children for early literacy;
   c. Enhance the age-appropriate progress of children in attaining each of the performance standards adopted by the Florida Department of Education (see http://www.fldoe.org/earlylearning); and
   d. Prepare children to be ready for kindergarten.

11. PROVIDER understands that, in accordance with section 1002.69(5), Florida Statutes, the Florida Department of Education will annually issue kindergarten readiness rates. PROVIDER understands that if it, or any of its public school VPK providers or private VPK providers, receives a kindergarten readiness rate which falls below the minimum readiness rate established by the State Board of Education, in accordance with section 1002.67(3)(c)1., Florida Statutes, PROVIDER must ensure an improvement plan and/or annual progress report is submitted in accordance with rules adopted by the Florida’s Office of Early Learning. In the event that PROVIDER fails to meet the minimum readiness rate for a program type (school-year or summer) four consecutive times, PROVIDER may be removed from eligibility to offer the program type.

IV. CHILD ELIGIBILITY, ENROLLMENT, AND ATTENDANCE

12. PROVIDER understands that COALITION has ultimate responsibility for determining the eligibility of students enrolling in the VPK program. PROVIDER shall not admit a student into its VPK program without authorization from COALITION which shall generally be provided through a Certificate of Eligibility.

13. PROVIDER agrees that PROVIDER will notify COALITION upon admitting a student to PROVIDER’s VPK program class in accordance with the procedures of COALITION and the rules of the Florida’s Office of Early Learning. PROVIDER understands that it may be ineligible to receive payment if PROVIDER does not notify COALITION that the student has been admitted in accordance with the rules of the Office.
14. PROVIDER certifies that PROVIDER will give a written copy of its attendance policy to the parent or guardian of each student at the time the student is admitted into PROVIDER’s VPK program.

15. PROVIDER certifies that, if it chooses to remove a student admitted to PROVIDER’s VPK program class(es), PROVIDER will submit to COALITION documentation specifying reasons for removing the student from the class within 14 days of the removal in accordance with COALITION’s notification procedures.

16. PROVIDER agrees to document the daily attendance, to certify the monthly attendance, and to certify the annual cumulative attendance of each student admitted to PROVIDER’s VPK program class(es) in accordance with rules of the Florida's Office of Early Learning. PROVIDER agrees that, after the annual cumulative attendance has been certified, the certified annual cumulative attendance may not be disputed for payment purposes.

17. PROVIDER agrees to require that the parent or guardian of each child in the VPK program verify, each month, the child’s attendance on the prior month’s certified child attendance, in accordance with the requirements of section 1002.71(6)(b)2., Florida Statutes. PROVIDER agrees to maintain the Student Attendance and Parental Choice Certificates which have been signed each month by a parent or guardian for each student admitted into PROVIDER’s VPK program class(es) in accordance with the rules of the Florida's Office of Early Learning.

V. NONDISCRIMINATION AND PARENT PAYMENT

18. PROVIDER agrees that, in accordance with section 1002.53(6)(c), Florida Statutes, and associated federal and state laws, PROVIDER may not discriminate against any parent or child, including the refusal to admit a child to a VPK program class, on the basis of race, color, or national origin.

19. PROVIDER agrees that, in accordance with section 1002.71(8)(a), Florida Statutes, PROVIDER may not require payment of a fee or charge for services provided for a child in the VPK program during instructional hours reported for funding. PROVIDER may not require a fee or payment as a condition of enrollment or participation in the VPK program.

20. PROVIDER agrees that, in accordance with section 1002.71(8)(b), Florida Statutes, PROVIDER may not require a child to enroll for, or require the payment of any fee or charge for, supplemental services (e.g., "extended-day," "extended-year," "wrap-around," or “full-day” services) as a condition of admitting the child in the VPK program. PROVIDER agrees to schedule all VPK hours offered for any VPK class in a fashion which ensures that parents are not constructively required to enroll students in supplemental services or pay any fee or charge.

21. PROVIDER agrees that, if PROVIDER does not receive payment for offering VPK program instruction to a student, PROVIDER may not require the student’s parent or guardian to pay for the services.

VI. COMPENSATION AND FUNDING

22. PROVIDER agrees that PROVIDER may not receive payment for VPK instruction for a student who has not been determined eligible for enrollment in the VPK Program or who has not been issued a Certificate of Eligibility.

23. PROVIDER understands that payments for each student may not exceed the amount of funding for one full-time equivalent (FTE) student, as established by the Florida Legislature, except that a student reenrolled for extreme hardship may receive more than one FTE. The amount of funding for one FTE student is calculated by multiplying the base student allocation provided in the General Appropriations Act by the county's district cost differential. The formula for FTE calculation is subject to revision by the Legislature during the course of the program year.

24. PROVIDER understands that PROVIDER will receive monthly payments in accordance with the rules of the Florida's Office of Early Learning. PROVIDER further understands that PROVIDER may elect to receive monthly advance payments based on the number of students enrolled in the PROVIDER's VPK program class(es) by checking the following box:

☐ PROVIDER understands that payments will be reconciled and adjusted in accordance with the rules of the Office.
25. PROVIDER understands that COALITION will not issue a final payment to PROVIDER for the VPK program year until PROVIDER certifies the annual cumulative attendance of each child enrolled in PROVIDER’s VPK program in accordance with the rules of the Office.

26. PROVIDER agrees that, if the end-of-year reconciliation of payments reveals that PROVIDER received payments in excess of the amount owed to PROVIDER, COALITION will offset the overpayment against the final payment owed to PROVIDER for the program year and any future payments issued to PROVIDER for early learning programs. If PROVIDER ceases to offer early learning programs before the overpayment is fully offset, PROVIDER agrees to return the funds it was overpaid. If PROVIDER fails to return the funds it was overpaid, PROVIDER may be subject to collection efforts.

27. If PROVIDER is a Head Start Agency, PROVIDER understands that, in accordance with federal law, PROVIDER’s Head Start programs must be “in addition to, and not in substitution for, comparable services previously provided without Federal assistance” (Title 42, United States Code, section 9835(c)).

28. If PROVIDER receives federal funds under Title 20, United States Code, sections 6311-6322 (Title I), PROVIDER understands that, in accordance with federal law, PROVIDER may “use [those Title I] Federal funds to supplement, [but] not to supplant non-Federal funds” (Title 20, United States Code, section 6314(a)(3)(B)).

VII. NOTIFICATION

29. PROVIDER agrees that it will comply with each of COALITION’s notification requirements listed in Attachment _____ for the purpose of:
   a. Providing notice of class transfers of children at the same provider location;
   b. Providing notice of changes to information provided on Forms OEL-VPK 10 and OEL-VPK 11;
   c. Providing notice of changes to class calendars;
   d. Submitting written documentation demonstrating temporary closure and subsequent reopening; and
   e. Providing notice and documentation of dismissal of students.

30. PROVIDER understands that failure to follow COALITION’s notification requirements is noncompliance with this Agreement and may result in corrective action under Paragraph 41.

VIII. MAINTENANCE OF RECORDS, DATA, AND CONFIDENTIALITY

31. PROVIDER agrees that, in accordance with section 1002.72, Florida Statutes, records of students enrolled in the VPK program, including personal identifying information, are confidential and exempt from disclosure as public records. PROVIDER certifies that it will keep all VPK records confidential and disclose the records and information found within the records only in accordance with law or this Agreement. PROVIDER agrees that it will release the records of students enrolled in the VPK program to COALITION, COALITION’s representative or agent, and/or the Office upon request. PROVIDER further agrees that a parent of a VPK student has the right to inspect and review the records of his or her child and obtain a copy of his/her child’s records.

32. PROVIDER certifies that it will maintain all VPK records, including the VPK records of each VPK student, VPK instructor, substitute instructor, or VPK director for the greater of: five (5) years after the student’s last day of attendance or the employee’s last day of employment as a VPK instructor, substitute instructor, or VPK director; until all investigations to which the records are pertinent have been resolved; or the time period established under the retention schedules and disposal process adopted under section 119.021(2), Florida Statutes.

33. In the event that PROVIDER permanently ceases to offer the VPK program before the conclusion of the retention period for VPK records as described in paragraph 32., whether as a result of unilateral or mutual termination of PROVIDER’s eligibility to offer the VPK program or as a result of PROVIDER ceasing to do business, PROVIDER shall transfer all VPK records required to be maintained under paragraph 32. to COALITION, in a manner and form to be determined by COALITION, no later than the close of business on the day PROVIDER ceases to offer the VPK program.
34. PROVIDER shall provide complete and accurate information and data regarding the VPK program and students enrolled in PROVIDER’s VPK program class(es) to COALITION and/or the Office upon request.

IX. COMPLIANCE VERIFICATION

35. If PROVIDER is a public school district, then the public school district may choose to monitor the compliance of its public school(s) with statute, rules, and this Agreement, or to designate COALITION to monitor the school district’s public school(s). If the public school district chooses to monitor the compliance of its public school(s), the public school district certifies that it will ensure each public school complies with statute, rules, and this Agreement and certifies that it will require corrective action plans from its public school(s) upon failure to comply with the terms of statute, rule, or this Agreement.

36. PROVIDER is a (check one):
☐ Public school district which chooses to monitor its public school VPK providers.
☐ Public school district which designates COALITION to monitor its public school VPK providers.
☐ Private VPK provider which will be monitored by COALITION.

37. If PROVIDER is monitored by COALITION, PROVIDER must permit COALITION, COALITION’s representative or agent, or the Office, at any reasonable time, to enter PROVIDER’s VPK program site(s) to verify PROVIDER’s compliance with the requirements of the VPK program. This paragraph does not convey authority to COALITION, COALITION’s representative or agent, or the Office to enforce licensing requirements established by the Department of Children and Family Services, accreditation requirements established by PROVIDER’s accrediting organization, or impose any requirement beyond the requirements of statute, rule, and this Agreement.

X. TERMINATION AND NONCOMPLIANCE

38. PROVIDER and COALITION may mutually agree to terminate this Agreement or PROVIDER may unilaterally terminate this Agreement for any reason. PROVIDER must ensure that COALITION is notified at least 14 calendar days before PROVIDER terminates this Agreement so that COALITION can make arrangements for uninterrupted services for children admitted in PROVIDER’s VPK program class(es). PROVIDER must, at least 7 calendar days prior to ceasing the VPK program, notify the parent or guardian of each student of the date on which PROVIDER will cease to offer the VPK program and ensure the parent or guardian receives a student reenrollment form.

39. Any obligation for payment under this Agreement is contingent upon an appropriation by the Florida Legislature. If funds required to finance this Agreement are unavailable, COALITION shall terminate this Agreement after providing written notice, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 24 hours before termination of this Agreement. In the event of termination of this Agreement under this paragraph, PROVIDER shall be paid in accordance with rule 6M-8.204, F.A.C., for the instructional hours completed prior to termination of the Agreement.

40. PROVIDER agrees that COALITION may require corrective action, withhold funds, or terminate this Agreement if PROVIDER fails to comply with the requirements of statute, rule, or this Agreement.

41. COALITION must notify PROVIDER in writing, of the failure to comply with the requirements of statute, rule, or this Agreement prior to requiring corrective action. The notice shall state the manner in which PROVIDER failed to comply with statute, rule, or this Agreement and state a date by which the corrective action must be completed. COALITION may temporarily withhold funds until PROVIDER completes the corrective action. If PROVIDER fails to complete the corrective action, COALITION may permanently withhold funds for the period PROVIDER was not in compliance after notifying PROVIDER in writing, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 14 calendar days before the funds are permanently withheld. Actions taken under this paragraph are subject to dispute resolution as described in this Agreement.

42. COALITION may terminate this Agreement if PROVIDER fails to comply with statute, rule, this Agreement, or corrective action required under this Agreement or if the actions of PROVIDER substantially impair the provision of VPK instruction. COALITION shall notify PROVIDER in writing, delivered in person with proof of delivery or by certified mail with return receipt requested, at least 14 calendar days before terminating this Agreement under this paragraph. PROVIDER shall be entitled to
request dispute resolution, as described in this Agreement, regarding notice of termination, during the time period following receipt of notice and prior to termination of this Agreement. Engaging in the dispute resolution process tolls the termination of this Agreement under this paragraph.

43. Notwithstanding any other provision of this Agreement, COALITION may immediately terminate this Agreement upon revocation/termination of PROVIDER’s licensure or accreditation. COALITION may also immediately terminate this Agreement upon a determination by the Department of Children and Family Services that the health and safety of students admitted to PROVIDER’s VPK class(es) is currently in jeopardy, including, but not limited to, a finding that personnel do not have current level 2 background screenings.

XI. DISPUTE RESOLUTION

44. PROVIDER agrees to give COALITION the opportunity to address any disputes or disagreements concerning this Agreement by providing notice of the dispute in writing to COALITION. COALITION agrees to respond to the notice of the dispute or disagreement within 5 business days after receiving the dispute or disagreement, and, where applicable, to present a proposed method for resolution of the dispute or disagreement within 15 business days after receiving the notice. If PROVIDER does not agree to the proposed method for resolution or if COALITION fails to comply with the time requirements above, PROVIDER and COALITION agree to address the dispute or disagreement before a quorum of COALITION’s board of directors or a committee of COALITION which is authorized to take final action on behalf of COALITION’s board of directors.

XII. INDEMNIFICATION

45. PROVIDER is fully liable for the actions of its agents, employees, partners, contractors, and subcontractors and must indemnify, defend, and hold harmless COALITION, the Office, and their officers, agents, employees, contractors, and subcontractors from suits, actions, damages, and costs of every name and description, including attorneys’ fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the PROVIDER, its agents, employees, partners, contractors, or subcontractors. If PROVIDER is a public school or school district, this paragraph is limited to the extent required by section 768.28, Florida Statutes.

XIII. SEVERABILITY

46. If any provision of this Agreement is held to be unenforceable by a court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

XIV. AMENDMENTS

47. An amendment, attachment or exhibit may not be made a part of this Agreement unless the amendment, attachment or exhibit is provided in writing, signed by both the COALITION and the PROVIDER, and approved in writing by the Florida’s Office of Early Learning. Requests to amend this agreement, including requests to use attachments or exhibits, shall be submitted to the Florida’s Office of Early Learning at the email address: OELPOLICY@oel.myflorida.com.

XV. EXECUTION OF AGREEMENT

PROVIDER and COALITION have caused this Agreement to be executed as of the date set forth in Paragraph 1:

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<thead>
<tr>
<th>By Electronic Signature</th>
<th>By Electronic Signature</th>
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<tbody>
<tr>
<td>Signature of Authorized Coalition Representative</td>
<td>Signature of Authorized Provider Representative</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Print Name and Title</td>
<td>Print Name and Title</td>
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</table>
EARLY LEARNING COALITON OF OSCEOLA COUNTY

VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM

STATEWIDE PROVIDER AGREEMENT

Addendum #1

THIS ADDENDUM, entered into between the Early Education PROVIDER (name) ________________

____________________________ (hereinafter referred to PROVIDER) and the Early Learning Coalition of Osceola County, (hereinafter referred to as COALITION), supplements the Voluntary Prekindergarten Education Program Statewide Provider Agreement for 2012-13.

IV. CHILD ELIGIBILITY, ENROLLMENT, AND ATTENDANCE

This Addendum shall begin on July 1, 2012.

PROVIDER agrees to submit to COALITION or its designee copies of documentation of daily attendance including Student Attendance and Parental Choice Certificates. These are to be turned into COALITION or its designee no later than the 10th day of the following month. Example: by March 10, PROVIDER submits documentation of daily attendance for February.

PROVIDER agrees that COALITION may require corrective action, withhold funds, or terminate this Agreement if PROVIDER fails to comply with the requirements of this Addendum in accordance with section X. of the Voluntary Prekindergarten Education Program Statewide Provider Agreement.

All other provisions of the Voluntary Prekindergarten Education Program Statewide Provider Agreement remain in force and effect and are to be performed at the level specified in the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this 1 page Addendum to be executed by their officials thereunto duly authorized.

_________________________________________  ___________________________
Authorized Provider Signature                         Date

________________________________
Please Print Name

_________________________________________  ___________________________
Authorized Coalition Signature                         Date

VPK Addendum #1 2012-13
Child Eligibility and Enrollment Certificate – Form ELCOS-VPK-001

This form is a sample of the Child Eligibility and Enrollment Certificate (Form ELCOS-VPK-001) that parents will receive once their child has been verified as eligible for the VPK program.

Upon determining the child’s eligibility, Section I. CERTIFICATE OF CHILD ELIGIBILITY of the Form ELCOS-VPK-001 will be completed by the counselor and the parent at the time of the eligibility interview. The counselor will keep the pink copy and the parent will take the white original and yellow copy to enroll at their VPK provider of choice. When the parent selects their VPK provider of choice, he or she will submit Form ELCOS-VPK-001 to the provider for completion and to enroll their child in the VPK program at the designated VPK site.

Upon accepting the child’s enrollment, the VPK provider and parent will jointly complete Section II. ADMISSION BY PROVIDER OR SCHOOL of Form ELCOS-VPK-001. It is the VPK provider’s responsibility to ensure the accuracy and completeness of this section. Any discrepancies or areas not completed will result in the delay of a child’s enrollment. Once enrolled into the VPK provider’s program, the provider will submit a copy of the completed white original Form ELCOS-VPK-001 to 4C, on behalf of the Coalition, within five (5) calendar days to finalize the enrollment process.

This form can be submitted as follows:

By mailed, delivered, faxed or emailed to:
Community Coordinated Care for Children, Inc.
ATTN: Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy. Unit 7
Kissimmee, Fl 34744
Fax: (321) 219-6017
Email: TMcInnis@4cflorida.org

*If the VPK provider chooses to submit this form by fax or email, the provider must comply with the confidentiality requirement of the Statewide Provider Agreement (Form OEL-VPK 20) and cover/remove the child’s social security number, if listed, prior to faxing or emailing.

The white original Form ELCOS-VPK-001 should be retained by the VPK provider in the child’s file for at least three (3) years after the child’s last day of attendance.

Private providers must allow the Coalition, and public schools must allow the school district, to inspect the original signed forms as needed during normal business hours. Signed copies of this form must also be forwarded to the Coalition and/or 4C, on behalf of the Coalition, upon request and within the requested time frame.
### I. CERTIFICATE OF CHILD ELIGIBILITY (Issued by ELC of Osceola County)

1. VPK Program Year
   - 2012-2013
   - (valid from 08/2012 - 08/2013)

2. Certificate Number
   - VPK-49-
   - (Osceola County Only)

3. Certificate Issue Date

4. ☐ New Enrollment
   - ☐ Re-enrollment
   - Estimated Hours Remaining: 

5. Parent/Guardian Name (Last, First)

6. Daytime Telephone

7. Home Telephone

8. Home Address

9. City

10. State
   - FL

11. ZIP+4 Code

12. Child’s Full Name (Last, First, Middle)

13. Child's SSN

14. Child’s Date of Birth

### PRIVACY ACT STATEMENT

Your child’s social security number is requested under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Agency for Workforce Innovation (AWI), Department of Education (DOE), school districts, and early learning coalitions. If you submit your child’s social security number, it will be used for routine identification of your child and for correlation of your child’s results on the statewide kindergarten screening to the provider or school that serves your child in the VPK program for purposes of assigning the provider or school a kindergarten readiness rate under s. 1002.69, F.S. Submission of your child’s social security number on this form is voluntary and not a condition of enrollment in the VPK program.

### II. PARENTAL RIGHTS AND RESPONSIBILITIES (Certified by Parent/Guardian)

**As a parent, I have the right to:**
- Select VPK program options that meet my child’s needs.
- Enroll in either a school-year or summer free VPK program.
- Select a VPK program that employs VPK instructors and meets minimum classroom requirements.
- Select a VPK program that follows approved VPK curriculum and guidelines.
- Enroll my eligible four-year-old child in a VPK program.
- Make an informed VPK choice.
- Change my child’s VPK provider one time for good cause or due to extreme hardship.

**As a parent, I am responsible for:**
- Complying with date of birth verification requirements.
- Complying with residential address verification requirements.
- Ensuring my child participates in the kindergarten screening.
- My child’s VPK transportation.
- Complying with the provider/school’s attendance and other program policies.
- Reviewing the Rights and Responsibilities provided at [www.elcosceola.org](http://www.elcosceola.org)

☐ I certify that I have read and understand the parental rights and responsibilities for the VPK program.
☐ I also acknowledge that I have received or declined a list of current VPK Providers in Osceola County.

15. Signature of Parent/Guardian

16. Date

### III. ADMISSION BY PROVIDER/SCHOOL (Jointly Prepared by Provider/School AND Parent/Guardian)

17. Name of Provider/School – Vendor #

18. VPK Class (e.g., A, B)

19. ☐ Fall 2012
   - ☐ January 2013
   - ☐ Summer 2013

20. Address of VPK Site

21. Daytime Telephone

22. Child’s Start Date

The provider/school certifies that it has admitted the child (item 12) for enrollment in the VPK program and agrees to deliver the program for the child.

I certify that I choose the provider/school (item 19) to deliver the VPK program for my child and direct that program funds be paid to the provider/school for my child.

23. Signature of Provider/School

24. Date

25. Signature of Parent/Guardian

26. Date

### IV. ENROLLMENT SUBMISSION AND CONFIRMATION (Submitted by Provider/School)

Osceola County VPK Coordinator
Community Coordinated Care for Children, Inc. (4C)
2220 E. Irlo Bronson Memorial Hwy. Unit 7,
Kissimmee, FL 34744
Phone: (321) 219-6300 Fax: (321) 219-6017
Early Learning Coalition of Osceola County
Phone: (407) 933-5353

Office Use Only
Staff issuing certificate: 
Date Received: 
Initials: 
Date Entered in EFS: 
Initials: 

Form ELCOS-VPK-001

White: Provider / Yellow: Parent / Pink: ELC
Provider Request for Dismissal of a Child – Form ELCOS-VPK-003

A VPK provider must use this form to provide written documentation specifying the reasons for removing the child from their VPK program. Accompanying this form, should be the signed acknowledgement of the parent’s receipt of the provider’s attendance policy.

This form can be submitted as follows:

By mailed, delivered, faxed or emailed to:
   Community Coordinated Care for Children, Inc.
   ATTN: Provider Enrollment Specialist
   2220 E. Irlo Bronson Memorial Hwy. Unit 7
   Kissimmee, Fl 34744
   Fax: (321) 219-6017
   Email: TMcInnis@4cflorida.org

This form and the supporting documentation must be received within five (5) calendar days of the child’s dismissal. The Coalition may withhold payment of funds for all children that the provider serves until this required documentation is received.

* Providers may contact 4C’s Osceola County Provider Enrollment Specialist at (321) 219-6012 or TMcInnis@4cflorida.org to request a copy of this form once it has been processed for their records.
# EARLY LEARNING COALITION OF OSCEOLA COUNTY

## VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM

### PROVIDER REQUEST FOR DISMISSAL OF A CHILD

**Provider Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<table>
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<th>Address</th>
<th>City</th>
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<th>Zip</th>
<th>Email</th>
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</table>

List the children who are being dismissed

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB</th>
<th>Last Day of Attendance</th>
<th>Reason for Dismissal</th>
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</table>

- Loss of Contact
- Parent Withdrew
- *Provider Dropped

☐ Moved Out of Area
☐ Never Attended
☐ Other

- Loss of Contact
- Parent Withdrew
- *Provider Dropped

☐ Moved Out of Area
☐ Never Attended
☐ Other

- Loss of Contact
- Parent Withdrew
- *Provider Dropped

☐ Moved Out of Area
☐ Never Attended
☐ Other

**Signature of Owner/Operator**

Date

Print Name:

**Submit by mail, fax or email to:**

**Community Coordinated Care for Children (4C)**

ATTN: Osceola County VPK

2220 E. Irlo Bronson Memorial Hwy Unit 7

Kissimmee, FL 34744

FAX: (321) 219-6017

EMAIL: TChickerell@4cfld.org

* A copy of the signed parent acknowledgement and receipt of the VPK program's attendance policy for the child(ren) being dropped by the provider must be attached to this form.

*Due within 3 instructional days of a child's dismissal.*
Provider Request to Transfer Children – Form ELCOS-VPK-004

A VPK provider must use this form to provide written documentation on an internal change a child’s enrollment from one VPK classroom to another VPK classroom within their VPK program at a single VPK site. This form can be submitted as follows:

By mailed, delivered, faxed or emailed to:
Community Coordinated Care for Children, Inc.
ATTN: Provider Enrollment Specialist
2220 E. Irlo Bronson Memorial Hwy. Unit 7
Kissimmee, Fl 34744
Fax: (321) 219-6017
Email: TMcInnis@4cflorida.org

This form and the supporting documentation must be received within five (5) calendar days of the child’s transfer.

* Providers may contact 4C’s Osceola County Provider Enrollment Specialist at (321) 219-6012 or TMcInnis@4cflorida.org to request a copy of this form once it has been processed for their records.
# Voluntary Prekindergarten Education Program

## Provider Request to Transfer Children

### Provider Information

- **Name:**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Phone:**
- **Fax:**
- **Email:**

### Date


---

# Internal Transfer of Children Between Classes at a VPK Site

VPK policy states that the provider or school must obtain written consent from the child's parent or guardian before changing the child's enrollment to another class, if the change causes a change in the times or days of the child's VPK class schedule. Examples of this include Moving from a 3-hr. a.m. program to a 3-hr. p.m. program; Moving from a Mon., Wed., Fri. program to a Tues., Thurs., Sat. program; or moving from a 3-hr. program to a 6-hr. program (must be authorized by 4C). Internal transfers from one class to another class with the same hours and days does not require written parent/guardian consent but requires the parent/guardian's approval prior to making the move.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Transfer Date</th>
<th>Current Classroom (A, B, C, etc.)</th>
<th>New Classroom (A, B, C, etc.)</th>
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# Informed Parental Consent

I, __________________________, parent/guardian of ______________________, consent to the transfer as stated above.

**Signature of**

Parent/Guardian: __________________________

**Date:** __________________________

---

**Submit by mail, fax or email to:**

Community Coordinated Care for Children (4C)

ATTN: Osceola County VPK

2220 E. Irlo Bronson Memorial Hwy Unit 7

Kissimmee, FL 34744

FAX: (321) 219-6017

EMAIL: TChickerell@4cfloida.org

*Due within 14 instructional days of a child’s transfer.*

---

**For Official Use Only**

**Date Received** __________________________

**Received By**

**Transfer Completed**

- [ ] Yes
- [ ] No

**Completed By**

**Date Completed** __________________________
Documentation of Temporary Closure – Form ELCOS-VPK-005

VPK providers are to complete this form to provide written notification of a temporary closure to 4C, on behalf of the Coalition, in accordance with the Statewide Provider Agreement (Form OEL-VPK 20). This form is not required if government offices or public schools in the provider’s county are closed due to a state of emergency being declared. If a state of emergency has not been declared in the county in which the VPK provider’s VPK site is located, documentation of the circumstances causing the temporary closure is required.

This form must be attached to the submission of the monthly attendance sheets for the month that the temporary closure occurred as follows:

Mailed to 4C's Main Office at: Community Coordinated Care for Children (4C)  
ATTN: Osceola County Attendance Processing  
3500 W. Colonial Drive  
Orlando, FL 32808

Delivered to 4C's Kissimmee Office Drop Box at: 2220 E. Irlo Bronson Memorial Hwy. Unit 7  
Kissimmee, FL 34744

In order to ensure payment, providers must submit monthly attendance sheets and associated documentation to 4C, on behalf of the Coalition, by 12:00 p.m. on the 3rd day of each month. No exceptions are made due to delays caused by the US Postal System.

* Providers may contact 4C's Finance and Accounting Director at (407) 532-4158 or Rblack@4cflorida.org to request a copy of this form once it has been processed for their records.
TEMPORARY CLOSURE (Rule 60BB-8.204(5))

Temporary Closure Caused by Emergency Circumstances
A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the areas in which the provider is located. A VPK student is considered to have attendance all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of five (5) instructional days for each VPK class if the private provider or school district submits notification documenting the dates of closure. A private provider or school district may revise its class schedule to restore the Instructional days lost as a result of the temporary closure by emergency circumstances instead of accepting payment for a temporary closure.

Temporary Closure Caused by Other Circumstances
A temporary closure is not payable unless it is caused by emergency circumstances. A private provider or school district shall revise its class schedule to receive payment for days that are restored. To modify a VPK class schedule, private providers and school districts may submit notice in writing up to two (2) times for any reason other than temporary closure caused by emergency circumstances.

I certify that the facility named above was temporarily closed from ________________________________ to ________________________________ due to the following emergency circumstance:

________________________________________
Signature of
Owner/Operator

Date

Submit form attached to attendance sheets to:
Community Coordinated Care for Children (4C)
Mailed to 4C's Orlando Office at:
3500 W. Colonial Drive, Orlando, FL 32808; OR
Delivered to 4C's Kissimmee Office at:
2220 E. Irlo Bronson Memorial Hwy Unit 7
Kissimmee, FL 34744

*Due by 12:00pm on the 3rd day of each month

For Official Use Only
Date Received

Received By

Processed By

Date Processed
Substitute Instructor Log – Form ELCOS-VPK-006

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of the VPK program hours; 162 hours for school-year and 90 hours for summer VPK programs. VPK providers are responsible for maintaining a record of the number of hours a substitute instructor has been assigned to each VPK classroom. This record must be made available for inspection during onsite visitations from the Coalition and/or its designee and submitted with the final attendance upon the programs completion.
### Provider Information

- **Facility**: 
- **Phone**: 
- **Contact**: 
- **Email**: 

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of the VPK program hours; 162 hours for school-year and 90 hours for summer VPK programs. VPK providers are responsible for using this form to document the number of hours a substitute instructor has been assigned to each VPK classroom. This record must be submitted with the final attendance sheet upon the programs completion and made available for inspection during onsite visits from the Coalition and/or its designee.

<table>
<thead>
<tr>
<th>Date</th>
<th>Substitute Name</th>
<th>VPK Classroom Identifier</th>
<th>Substituting for Lead or Assistant</th>
<th>Number of Hours</th>
<th>Official Use Only To Be Verified During VPK Site Visit</th>
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