

## Early Learning Coalition of Polk County Voluntary Prekindergarten (VPK) Contract Checklist

The following is a checklist of required items and documents that must be submitted with your 2024-2025 VPK Contract & Application. All documents must be scanned and uploaded into the VPK Application. VPK Application in OEL Provider Services Portal.

(ELC) Provider not on the USDA Disqualified List

Completed Provider Portal (See the Profile Contract Checklist for Profile requirements)

Completed VPK 20 (Pg. 1, Program Name & Dates, Pg. 2, Check public school or private provider, Pg. 8, advance payments, Pg. 15, signature page)

Completed VPK 20PP

Completed VPK APP – (VPK 10, 11A and 11B forms).

Provider VPK Attendance Policy

### Director:

Director Credential - VPK Endorsed (VPK Exempt director credentials no longer accepted after 11/23/2021)

- *Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten*
- *Emergent Literacy for VPK Instructors*
- *Mathematical Thinking for Early Learners*
- *Language and Vocabulary in the VPK Classroom*
- *VPK Director Credential Course*

DCF Transcript

Level 2 Background Check (results valid for five years)

Attestation of Good Moral Character (new employees must have the newest version accepted by DCF)

If there has been a last name change to uploaded documents, documentation such as a copy of a marriage certificate/divorce certificate needs to be scanned in

### Lead Instructor(s):

DCF Transcript (proof of lead instructor credentials e.g., FCCPC, NECC, associate, bachelor's etc.)

Lead instructors must have three 5-hour emergent literacy courses and/or the "VPK Instructor Emergent Literacy Course Requirement has been completed" listed on DCF Transcript. **(ALL LEADS regardless of credential)**

Teachers who have completed the following online courses, after the dates identified below, may count these courses toward the emergent literacy course requirement. (Emergent Literacy requirements must be met for lead instructors prior to class approval.)

- *Emergent Literacy for VPK Instructors* (5 hours) (July 1, 2018)
- *Language and Vocabulary in the VPK Classroom* (5 hours) (July 1, 2020)
- *Preschool Language Development* (20 hours) (March 19, 2018)
- *The Building Blocks of Preschool Literacy* (20 hours) (January 7, 2019)

Implementing the Florida Standards in Preschool Classrooms: 3 Years to Kindergarten (Instructor-led or online). Lead instructors must complete the standards prior class approval.

Level 2 Background Check (results valid for five years)

Attestation of Good Moral Character

If there has been a last name change to uploaded documents, documentation such as a copy of a marriage certificate/divorce certificate needs to be scanned in

### Assistant Instructor(s)-Aides:

DCF Transcript

Level 2 Background Check (results valid for five years)

Attestation of Good Moral Character (new employees must have the newest version accepted by DCF)

If there has been a last name change to uploaded documents, documentation such as a copy of a marriage certificate/divorce certificate needs to be scanned in

### Substitutes:

DCF Transcript showing, at a minimum, completion of the 40 hour introductory child care training course. (required for licensed providers).

License exempt providers without DCF Transcript will upload documentation to show proof of Substitute Instructor requirements found in Rule 6M-8.410

Level 2 Background Check (results valid for five years)

Attestation of Good Moral Character (new employees must have the newest version accepted by DCF)

If there has been a last name change to uploaded documents, documentation such as a copy of a marriage certificate/divorce certificate needs to be scanned in: