

VPK Monitoring Reminder



EARLY LEARNING COALITION
OF POLK COUNTY

As mentioned in your Statewide Voluntary Prekindergarten (VPK) Contract, the Coalition will monitor for compliance with the requirements of offering the VPK Program.

*****Repeated noncompliance concerns may require additional attention /corrective action in the new calendar year.**

Listed below are items that will be verified by Coalition staff as part of the VPK monitoring process.

- The status of your licensure or accreditation.
- Workers' Compensation Insurance that covers the term of the contract.
- Reemployment Compensation Insurance that covers the term of the contract.
- Your Program type; school year/summer.
- General liability or transportation insurance (if applicable) that covers the term of the contract.
- Student attendance records (please note that they must be maintained for a period of five (5) years). Evidence of completion of daily records of VPK students' attendance in the program, sign in out log or electronic attendance tracking system. **Please make sure attendance and sign in out sheets are accurate and completed as required.**
- VPK child records (please note that they must be maintained for a period of five (5) years).
- Parental Choice Certificates (VPK Short/Long Form). The forms must be maintained for a period of (5) years). **Please make sure that parent signatures on the Parental Choice Certificates are after the child's last attendance day during that month, or by the first date that the child is back in attendance the following month.**
- Your process for backing VPK records on a regular basis to safeguard against loss.
- Staff to child ratio
- Form DEL VPK-02 is kept on file for all children (VPK Child Certificate of Eligibility).
- Director, instructors and substitute credentials and their background screenings, **including expiration dates and completion dates.**
- VPK instructor, substitute instructor and director records are being maintained for a period of five (5) years.
- Use of your curriculum as stated on your VPK application.
- Performance standards will be observed.
- VPK classroom schedules.
- If applicable, evidence of Implementation of an Improvement Plan.
- **The implementation of the coordinated screening and progress monitoring as required.**
- Verification of defined centers, labeled shelves, daily adult schedule, daily child schedule, evidence of literacy activities, and lesson plans.