

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 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

___Or Valid Certificate in Educational Leadership

Note: A private school administrator of a private prekindergarten program who holds a valid certificate in educational leadership issued by the Florida Department of Education as defined in Rule 6A-4.0082, F.A.C., satisfies the requirement for a prekindergarten director credential under section 1002.57, F.S.

___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:

