



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 and /or 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 VPK student attendance records, including sign-in/sign-out logs or an electronic attendance tracking system. **Please ensure attendance and sign-in/ sign-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). These forms must be maintained for a period of (5) years. **Please ensure that parent signatures on the Parental Choice Certificates are dated after the child's last attendance day for the month, or by the first date that the child returns to attendance the following month.**
- Your process for backing VPK records on a regular basis to safeguard against loss.
- Staff-to-child ratios.
- Form DEL VPK-02 is kept on file for all children (VPK Child Certificate of Eligibility).
- Director, instructor, and substitute credentials and their background screenings, **including expiration dates and completion dates.**
- VPK instructor, substitute instructor, and director records are 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.
- **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.