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	ORIGINATING UNIT: Program and Policy		DEPUTY DIRECTOR FOR EARLY LEARNING: Gladys W. Wilson

INFORMATION MEMORANDUM

Subject: Instructional hours for the VPK program

Summary: The VPK law requires a school-year program to comprise at least 540 instructional hours and a summer program to comprise at least 300 instructional hours. This information memorandum defines the term “instructional hour” as 60 consecutive or nonconsecutive minutes of instructional time. The instructional memorandum advises that “instructional time” comprises planned activities or experiences that implement a curriculum that enhances a child’s progress in attaining the performance standards adopted by the Department of Education for one or more developmental domains. The information memorandum specifies that instructional time must be taught, directed, supported, or observed by a credentialed or substitute instructor who is present and actively engaged in the activities or experiences.

References: Sections 1002.55(2), 1002.61(2), 1002.63(2), and 1002.67(2)(b), F.S.

Purpose: To provide information on what constitutes an instructional hour for the VPK program.

Background: The VPK law (Sections 1002.51-1002.79, F.S.) requires a school-year program to comprise at least 540 instructional hours (Sections 1002.55(2) and 1002.63(2), F.S.) and a summer program to comprise at least 300 instructional hours (Section 1002.61(2), F.S.).

Information: As used in the VPK program, the term “instructional hour” means:

- (1) ***Planned activities or experiences that implement curricula.*** Sixty consecutive or nonconsecutive minutes of instructional time in planned activities or experiences that implement a private provider’s or public school’s curricula for the VPK program. In accordance with

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Section 1002.67(2)(b), F.S., these planned activities or experiences must do one or more of the following:

- (a) Prepare children for early literacy.
- (b) Enhance the age-appropriate progress of children in attaining the performance standards adopted by the Department of Education for one or more of the following domains of development (see www.myfloridaeducation.com/earlylearning):
 - 1. Physical health;
 - 2. Approaches to learning;
 - 3. Social and emotional development;
 - 4. Language and communication;
 - 5. Emergent literacy;
 - 6. Cognitive development and general knowledge; or
 - 7. Motor development.
- (c) Prepare children to be ready for kindergarten.

- (2) ***Instructor is present.*** A credentialed instructor or substitute instructor (as defined in OEL File 520.04) must be present throughout the instructional time.
- (3) ***Instructor is engaged in activities or experiences.*** The credentialed or substitute instructor must be actively engaged in the activities or experiences by teaching, directing, supporting, or observing the activities or experiences.

PLEASE DIRECT QUESTIONS AND COMMENTS
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