

VPK Provider Conference Call
October 27, 2009

Notes

1. VPK Provider Manual is under revision. All updates discussed will be reflected in the new version.
2. 80/20 Attendance-
 - You may not charge for unpaid days. Any provider policies should be corrected.
 - Children may be absent up to 36 days (of a 3hr/day program).
 - AWI is looking at exceptions for chronically ill children (i.e. cancer, HIV, etc...)
 - Swine Flu – if you close your VPK program due to an outbreak, you will need to make up the day. We will allow providers to change their VPK calendar under these circumstances.
 - The 20% is calculated base on the time the child is enrolled in a specific class.
 - Providers may choose the have an attendance policy that allows for the dismissal of a child based on absenteeism. *Caution: disenrolling a child based on absences could result in a lost revenue. The 20% is calculated per classroom. If a child missed more than 20% in the first month and is disenrolled the provider loses the amount over 20%. If they child continues and does not miss more than a collective 20% they would be reimbursed for the amount withheld during the first month.*
3. VPK Provider Certification Transition
 - **Pending** board approval
 - ELC will finish 09-10 school year. Child Care Licensing will take over with the Summer 2010 and Fall 2010 programs.
 - Intent – reduce duplication and maximize resources
 - LiveScan Fingerprinting will be available for providers through Child Care Licensing
 - Child eligibility and provider payment will still be at CCC
4. Substitute Policy
 - Assistants may be substitute instructors.
 - Lead teacher must be offsite in order to assign a sub, ie. Not at lunch or serving as director outside the class.
 - Form to tracking 30% available at <http://elcpinellas.net/downloads/vpk/Substitute%20Tracker.xls>
 - Subs must be approved **prior** to assignment to a VPK Class starting November 1, 2009. Until then, providers should have documentation on file demonstrating that substitute meets all of the educational and screening requirements.
 - Substitute secondary teachers must have background clearance on file but do not need to be approved by CCC or ELC
 - A lead, assistant, substitute may only wear one hat for one group of children at one time.
5. VPK Program monitoring –
 - Details will be outlined in a VPK Provider Manual update, and in draft at <http://elcpinellas.net/provider-policy.php> by Friday, October 30, 2009.
 - Desk audit= Documents that may be requested include: current lesson plans and classroom schedule, VPK rosters, Teacher Attendance forms used to track child attendance, Child Attendance and Parental Choice Certificates (Monthly forms), Certificate of Eligibility forms

and copies of the attendance policy and enrollment policy that are given to parents. Findings of a desk audit could initiate an Onsite Monitoring visit.

- Onsite monitoring= staff to child ratios, lesson plans, curriculum, assignment of approved VPK instructor and/or substitute instructor if applicable, and documents regarding the VPK children to include the Certificate of Eligibility, monthly Attendance form and VPK attendance accuracy and copies of the attendance policy and enrollment policy that are given to parents.
- File reviews- expiration of license or accreditation, background clearance, GMC or educational credentials.

6. Class Transfers –

- Your VPK roster should be an accurate reflection of who is assigned to which class. Notify CCC of changes.

7. Advance Payment –

- The VPK Advance Payment will be calculated at 95%.