



VPK Provider Conference Call
November 24, 2009

1. Provider Certification Transition

- VPK program changes related to teachers, class size, directors, etc. are processed by the Early Learning Coalition. Provider payments, attendance and child eligibility are still processed by CCC.
- Background screening – A letter from PCSB for background purposes is only accepted for Summer VPK programs.

2. What requires a new VPK 10, 11, 20?

All revised forms should be complete and include the signature page. Please note the requested effective date on the form.

Teacher in my VPK class, what do I need to do?

You are required to report any staffing changes to the Early Learning Coalition of Pinellas County, Inc. The new teachers must be approved before the teacher will be able to enter the classroom. Changes must be submitted at least 5 days prior to the requested effective date to allow time for processing and approval.

Before the teacher will be able to enter the classroom, you will need to submit form AWI VPK-11 indicating the change in teacher or assistant to ELCP by mail or in person. All educational credentials, background screening information and proof of literacy training, if applicable must be included with the application. You will be contacted by phone or e-mail once the teacher has been approved.

My program has a new site owner.

Before the change occurs, the following documents must be signed by new owner and submitted to ELC for approval:

- Statewide Provider Agreement (AWI VPK-20) if the original AWI VPK-20 was signed by the owner. If it was signed by the director, a new agreement is not necessary.

Additionally, the documents listed below must be submitted to Coordinated Child Care, Finance Department

- Completed W-9 form. Information must match your Social Security Card for family child care providers or EIN information as indicated by the IRS for centers
- Authorization Agreement for Automatic Direct Deposit form (must include voided check or blank bank deposit slip)
- Advance Payment Accept/Decline Notice

- A copy of your child care license
- Finance Department Agreement for Electronic Funds Transfer (EFT)

My program has a new site director.

Before the change occurs, the following documents must be signed by new owner and submitted to ELC for approval:

- Statewide Provider registration Application (AWI VPK-10)

3. VPK Subs

Assignment of an “unapproved” substitute instructor (lead) will result in a loss of funding. Don’t forget to track assignment of substitute instructors using the Substitute Tracking Form available at <http://elcpinellas.net/downloads/vpk/Substitute%20Tracker.xls>.

4. Readiness Rate

The process of verifying children enrolled in the 08-09 VPK program for the purposes of readiness rate calculation is coming sometime in December or January.

5. VPK Calendars

As the holidays approach, be sure to review your VPK calendar. Providers are NOT permitted to modify their calendar after the start of a VPK program unless there is an emergency.

6. Record Retention

Just a reminder, providers are required to maintain all VPK records for no less than 3 years. This includes, substitute tracking, teacher credential, lesson plans, attendance forms, etc...

7. Summer 2010 and Fall 2010 Timelines

Summer 2010

Child Care Licensing will begin provider certification for Summer at the end of January. Parents may register children after January 18, 2010.

Fall 2010

VPK Provider Renewal meetings will begin in February or March. Parents may register children after January 18, 2010.

- 8. VPK Provider manual.** – revisions are almost complete. The revised copy will be available at <http://elcpinellas.net/provider-vpk.php#> . The current link does not work.

- 9. VPK Compliance Policy** – available at <http://elcpinellas.net/downloads/policies/2009-11-09%20VPK%20Compliance%20Policy.pdf>

This policy and procedure provides clear definitions and guidelines for VPK requirements, monitoring process and enforcement in the areas of:

- Staff Qualifications
- Program Requirements
- Child File Documentation

10. Department of Education – www.fldoe.org/earlylearning

This site offers resources for VPK teachers such as lesson plans, assessment and program planning tools.

Next call December 15th at 12:30 and 1:30.

We will vary from our regular schedule only for December due to the holidays.

Subsequent calls will be on the 4th Tuesday of each month.