

VPK Provider Conference Call
December 15, 2009

- I. VPK Readiness Rate
 - A. Data Verification

You should have received a letter from DOE with instructions on how to verify your data. It is important to do this to ensure that your readiness rate is accurate.
 - B. Readiness Rate Scores

Scores are out of 200, not 300.
- II. VPK Provider Manual

Now available at www.elcpinellas.org

Highlighted changes:

- A. Who to contact?
- B. Program Operations
 - Program/Staff changes

When submitting changes, ALL boxes must be filled in and both pages submitted with signatures. No whiteout.
 - Document expiration
 - Calendar changes
- C. Eligibility & Enrolling Children

No significant changes
- D. Finance
 - Attendance
 - Advance Payment
- E. VPK Policy Clarification
 - 510.30 Class and Provider Transfers in VPK (OEL-PG-0050-08)
 - 60BB-8.205 Advance Payment and Reconciliation for the VPK Education Program
 - 60BB-8.305 Recording and Certifying Child Attendance
 - 60BB-8.410 Voluntary Prekindergarten Program Substitute Instructors
- F. Forms
 - Provider Related Forms
 - VPK Change Request Form
 - Substitute Submittal Form
 - Substitute Tracking Form
- III. 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.
- IV. 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.

V. Questions:

- i. A provider has a lead teacher going on maternity leave. They would like to use a sub and submit for a new lead once she goes on leave. They can do that, however, they need to track the sub hours and not exceed 30% of the VPK hours. They could also submit for the change now and let us know that they it effective until they call with an effective date.
- ii. A Provider is approved for 18 but has 9 enrolled. Can they use only the lead if less than 10 children are present? Yes. This will be ok for a monitoring? Yes.