

VPK Program Contract Checklist

Failure to submit all required VPK documents could delay the approval of your program and start date.

Program Name: _____

- VPK-20 Provider Contract (including OEL-VPK20PP)
- VPK-10 (signed, and dated)
- Copy of Current Director's Credential with VPK Endorsement or Exemption, if different from last approved VPK Program
- VPK -11A (signed and dated) and Supporting Documents for Staff, if different from last approved VPK Program
- VPK - 11B (signed and dated)
- Program Calendar (Calculator Calendar can be found at www.elcpinellas.net)
- Copy of VPK Attendance Policy
- Liability Insurance Certificate and Worker's Compensation if different from last approved VPK Program

NOTES:

- All training should be recorded on the DCF Training Transcript
- Directors must have "Exempt" or "Endorsed" on the Director's credential to reflect the VPK Endorsement
- Background screenings must be dated within the past five years and compliance must be maintained for the entire VPK Program and it needs to include the staff picture
- All VPK Staff must have an Affidavit of Good Moral Character (only for new VPK staff)
- All names used must match documentation (i.e. include married, maiden names, etc. on the VPK 11A form in parentheses)

VERY IMPORTANT

VPK paperwork will not be accepted if white out is used. To correct errors, cross out, initial, date and make correction.

www.ELCPinellas.net