

Early Learning Coalition of Florida's Heartland, Inc.


Policy snapshot: VPK Monitor

The purpose of this policy is to outline the procedure that will be used by the Coalition to conduct VPK monitors during each session.


- 1) Monitoring will be done on an ongoing basis because provider starting dates are staggered for VPK programs within the 4 county region
- 2) Each provider will be sent documents as listed in the policy.
- 3) A letter will be mailed within 15 business days of the monitor visit. This letter will review the findings and possible corrective actions along with the time frame in which the action should be taken.

Subject: VPK Monitor Attachment 1.9.1		Procedure # VPK-02	
Page: 1 of 4		Adoption Date: Revision Date:	
		Effective Date: 12-20-06	
Approved by: ELCFH Board		Title: Andrew Bible, Chair	
Approved by:		Title	
Distribution: All Client Services Policy/Procedure Manuals/Analysts			
Authority References: Financial Director			

- I. **PURPOSE:** To establish a consistent application of the monitoring process of VPK providers in order to ensure that VPK providers are maintaining required documentation on children and staff and also fulfilling their obligations as outlined in their state issued provider agreement and implementing effective VPK programs.
- II. **REVIEW HISTORY:** This policy replaces any previous written or verbal directives issued in any of the four counties.
- III. **CONTACT:** Anne Bouhebert, Executive Director
- IV. **PERSONS AFFECTED:** VPK Providers, Coalition Client Services Staff/VPK staff
- V. **POLICY:** This policy sets the process in which VPK providers will be monitored within each program session by the Coalition.


Charlotte Division
 3028 Caring Way, Suite 4
 Port Charlotte, FL 33952
 Phone: 941 255-1650
 Fax: 941 255-5856
 Toll-Free: 866-639-4902


DeSoto Division
 4 West Oak Street, Suite H
 Arcadia, FL 34266
 Phone: 863 494-5233
 Fax: 863 494-5291
 Toll Free: 866-639-4979


Hardee Division
 324 N. 6th Avenue
 Wauchula, FL 33873
 Phone: 863-767-1002
 Fax: 863-767-1007
 Toll Free: 877-767-1002


Highlands Division
 209 N. Ridgewood Drive
 Sebring, FL 33870
 Phone: 863-314-9213
 Fax: 863-314-4480
 Toll-Free: 800-660-9213

VI. PROCEDURES:

1. The VPK program will be monitored by the Coalition during each program session within the four county region on an ongoing basis due to staggered program starting dates.
2. The VPK 20 VPK Statewide Provider Agreement approved contract, which will be signed and sent to each certified VPK provider, along with the accompanying letter will outline to the VPK provider that all VPK programs will be monitored within the first 45 days of the program. A copy of the monitor form will be included so that the criteria to be evaluated is shared with the VPK provider. The monitor process will review the hours of program scheduled, CDAE teacher/assistant teachers as needed, class size limit, curriculum name as noted on the VPK application, and listing of domains included as issued on the Provider VPK 10 and VPK 11 forms.
3. After the on site monitor a letter reviewing the findings and possible corrective action/timeline will be mailed to VPK provider within 15 business days of the monitor visit.
4. On Site follow up included on monitoring needed and timeline for correction.
5. The monitor shall be performed in a positive, efficient manner, and any necessary forms will be sent with the written report for the convenience of the VPK provider.
6. Any corrective action will be clearly stated and the VPK provider is given an opportunity to respond and take corrective action.
7. All monitoring reports will include finding and recommendations to ensure compliance and timely improvement of program effectiveness.
8. Final on site follow up on the monitors will be scheduled as needed.
9. Copies of monitor reports will be filed in the VPK provider file.
10. The Monitor Reports will be presented to the ELCFH board in a timely manner for review.

Early Learning Coalition of Florida's Heartland, Inc.

VPK Monitor Form

Program:

Address:

County:

Phone:

Fax:

Contact Person:

Director On-Site: Yes No

Classroom and schedule	Assigned CDA/Assistant Teacher(s) (Observation)	# of Students (Observation)	Compliance Yes/No	Non-Compliance (state facts)
A				
B				
C				
D				
E				

AREA 1 Reasonable access to records.
 Child Attendance and Parental Choice Certificate
 Child Eligibility and Enrollment Certificate
 Comments:

Compliance Non-comp.

AREA 2 Assigned CDA Teacher and assistant (if applicable) are in VPK Classroom(s).

Compliance Non-comp.

Comments:

Compliance Non-comp.

AREA 3 Staff to child ratio for VPK classroom(s).

Comments:

Compliance Non-comp.

AREA 4 Observed Stated Curriculum and VPK performance standards domains are being used in the VPK classroom(s).

Comments:

AREA 5 Random sampling of three (3) Attendance Verification Forms

Child's Name	Current?	Yes	No
1.			
2.			
3.			

Non-Compliance corrected On-Site: Yes No

Observation Time:

Corrective Action:

Recheck Date:

1.

2.

3.

Monitor Specialist Signature

Date

Director/Owner/Operator Signature

Date