

# Early Learning Coalition of Florida's Heartland, Inc.

[www.elcfh.org](http://www.elcfh.org)

February 26, 2010

Dear VPK Provider,

The intent of this letter is to explain the process for the VPK provider application, and to provide a checklist to help ensure that your application is complete. ([www.elcfh.org](http://www.elcfh.org) for all forms and instructions) If you prefer to have an application packet mailed to you, please call me at 941-255-1650 or email me your request. ([abrookbank@elcfh.org](mailto:abrookbank@elcfh.org)) Please submit by April 1, 2010 so that your paperwork can be processed in a timely manner.

The completed forms and **all** required current documentation must be mailed to the following address only:

ELCFH/Attn: Anna Brookbank  
3028 Caring Way #5  
Port Charlotte, FL 33952

**DO NOT FAX** any parts of this application, as fax copies are often difficult to read, and often when there are multiple pages, the total fax might not be received. Faxes may be used with classroom changes/calendar changes etc., once the program is approved.

Please read through all of the instructions in both this letter and on forms VPK 10 and VPK 11. Complete the checklist so that your VPK application can be processed quickly and your program can be listed on the approved VPK Provider listing that is shared with all parents seeking VPK placement for Summer VPK 2010 and Year Round VPK 2010-2011. Please remember that each application submittal is a new process and all new forms and supporting documentation must be submitted to be considered for review. Once your application is approved, the ELCFH will mail a letter of approval and a VPK 20 agreement for signature.

Summer 2010 VPK applications will be accepted after February 26, 2010.  
Year Round 2010-11 VPK applications will be accepted after February 26, 2010.

## **Here are some guidelines that will assist with the application process:**

1. Be sure that all applicable boxes and lines are completed and all documents signed and dated.
2. All teacher current documents must accompany the VPK 11 form. Do not send expired documents. Please be sure that all background documents are current—they should not be in process. The VPK application will not be approved unless all documentation is current, complete and signed.
3. Note that summer VPK teacher credentials are different than Year Round VPK.
4. Use one VPK 10 form per program location and one VPK 11 form PER classroom. Use black or blue ink only.
5. Keep a complete copy of your VPK application and all supporting documentation for your file.
6. VPK Applications that are incomplete, not signed/dated, missing documentation will be removed from the application process, and be mailed back to the provider with instructions for completion. No pending files



**Charlotte Office**  
3028 Caring Way, Suite 4  
Port Charlotte, FL 33952  
Phone: (941) 255-1650  
Fax: (941) 255-5856

**DeSoto Office**  
4 West Oak Street, Suite H  
Arcadia, FL 34266  
Phone: (863) 494-5233  
Fax: (863) 494-5291

**Hardee Office**  
324 N. 6<sup>th</sup> Avenue  
Wauchula, FL 33873  
Phone: (863) 767-1002  
Fax: (863) 767-1007

**Highlands Office**  
209 N. Ridgewood Drive  
Sebring, FL 33870  
Phone: (863) 314-9213  
Fax: (863) 314-4480



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will be kept at the ELCFH. Resubmission will then place your application chronologically as to the last received date.

7. Classroom size cannot exceed 12 children in the Summer VPK program, and 18 children in the Year Round VPK program.
8. All VPK classrooms are scheduled as below, due to software restrictions :
  - a. Summer classrooms:
    - 9.0 hour days for 33 days with one day at 3 hours or
    - 7.5 hour days for 40 days
    - School districts---please call if this will not work with amended district calendars this summer.
  - b. Year Round classrooms:
    - 3 hour day for 180 days
    - 4 hour day for 135 days
    - 6 hour day for 90 daysUse the electronic calendar to help schedule your start and end dates!!!
9. Use the checklist to be sure all paperwork is included in the process to result in speedy certification.
10. All changes to your approved VPK program must use the VPK CHANGE FORM and be submitted with all required documentation. All program changes with effective dates will be sent to the VPK provider once approved.

Remember to call if you have questions----941-255-1650 and ask for Anna Brookbank.

#### VPK SUPPORT

Any provider who currently is contracted for VPK or who wishes to contract for VPK in the near future are mandated to attend the February, 2010 series of provider trainings as listed on the ELCFH website.

#### **Let's Begin the VPK Application Process!**

##### FORM VPK 10

Begin with form VPK 10 as it registers the actual child care provider as a VPK program. One VPK 10 is required by site address. Be sure that each line/box is completed—as incomplete applications will be returned. The attached direction on the form will assist you if you have any questions. The program must be either DCF licensed, Gold Seal Accredited or if non-licensed or public school must be accredited as denoted in box 32 or 34. Your program must be at least one of the three options to be a certified VPK provider. Each VPK program site must have a staff person with a Director Credential (box #46). Be sure the form is complete, signed and has the following documentation copies attached: DCF License, Gold Seal Accreditation, non licensed documentation of accreditation and Director Credential.

##### FORM VPK 11

Each classroom requires a separate VPK 11 Form. Be sure that each line/box is completed—as incomplete applications will be returned. Use the attached VPK calendar to help set your start and end date for your VPK program (there is a calendar for summer and also year round VPK programs. Be sure to complete, print and attach your personalized calendar.) **Use the guidelines in # 8 above as you create your calendar.** For your convenience we have an electronic calendar in our website that can be used to calculate your hours. Be sure to complete, print and attach your personalized calendar). Be sure the form is complete, signed and has the following documentation attached:

Completed calendar

Lead Teacher credentials (denoted below in checklist)

Assistant teacher credentials (denoted below in checklist)

Consider designating additional teachers as substitutes so that you will have approved coverage in the unplanned absences of your daily VPK teachers. Only ELCFH approved teachers can be in the VPK classrooms.

## VPK PACKET SUBMISSION

Submit the completed checklist, forms VPK 10 and VPK 11 (possible multiple copies if more than one VPK classroom is being approved), VPK Calendar and Prepayment Option form, and all supporting documentation (see checklist below) to your local ELC office, or mail direct to:

ELCFH  
Attn: Anna Brookbank  
3028 Caring Way, Suite #4  
Port Charlotte, FL 33952

## APPROVAL PROCESS

Each packet will be reviewed within 10 business days of receipt at the Port Charlotte address above. VPK providers whose packet is incomplete, missing signature and/or documentation will have their entire packet returned with an explanation of what is needed for resubmission. No copies will be kept at the ELC office on returned packets. Resubmission begins the approval process once again and is based on the date of receipt.

A VPK 20 Statewide Provider Agreement with addendum and attachments will be mailed to the approved VPK provider for signature. Read this agreement in full before signing, as it is very clear about the VPK program and processes. Instructions will be mailed with the VPK20 Contract, as one original copy needs to be returned to the ELCFH.

Approved VPK providers will be added to the VPK provider list that is shared with parents who are registered and eligible for the VPK program of their choice. Every parent who is approved for VPK services is handed the complete VPK provider listing for the county in which they plan to attend. Parents can also request Resource & Referral services if they need a specific VPK provider search.

## VPK ENROLLMENT

VPK parents will be enrolling at their choice of approved VPK programs beginning mid March 2010 for summer VPK only. Year round VPK registrations will take place after April 15<sup>th</sup>, 2010. At the time of registration the parent will be given their VPK certificate. If the parent chooses your program, please take the certificate and fill in the start date and be sure to sign and date. Fax/mail/deliver the completed certificate back to your local ELC office as soon as possible, so that the child is then enrolled in our system, and specifically to your VPK program. This is a very critical step, as this places the VPK child on your monthly VPK attendance sheet, which results in your payment. Certificates that are not faxed/mailed/delivered back to the ELC local office will result in non-payment for the provider. It is strongly suggested that these signed certificates be faxed/mailed/delivered DAILY to the local ELC office. Keep the original for your child file at your program as it is required for the VPK monitor process.

## ATTENDANCE/PAYMENT

VPK attendance sheets are due on the first working day of month and are processed immediately. Payment for VPK services are made to the provider's designated bank within the last 3-4 business days of that month when attendance sheets are submitted, by direct deposit. Payment will include services for the month of attendance and prepayment for the next calendar month, if the VPK provider has chosen this option. Adjustments to VPK attendance sheets will be included in the VPK payment with detail included with all payment reports. Note that due to rule change, the 80/20 absence payments will be in effect each month during your program. The last month of your program will result in an overview of the entire program and due to average attendance any absence adjustments will be made with the last month of attendance. Prepayments are also calculated at 95% each month and notated on the reimbursement report.

## CHANGES TO ACTIVE VPK PROGRAM

Any program ownership changes, staffing or schedule changes must be submitted within 15 business days of the expected change in writing, with an effective date of change clearly notated. DO NOT SUBMIT REVISED FORMS VPK 10 or 11 TO DENOTE CHANGES, USE THE VPK CHANGE FORM. Any additions of staff, license, director credential or Gold Seal accreditation must also include all required documentation for the change to be approved. Please call if you have any questions about changes to your VPK program. You can obtain new forms from our website or call your local office to request a copy. Submit all changes along with any required documentation in writing directly to:

ELCFH  
Attn: Anna Brookbank  
3028 Caring Way, Suite #4  
Port Charlotte, FL 33952  
941-255-1650

Thank you for your interest in becoming certified as a VPK provider for the Early Learning Coalition of Florida's Heartland in 2009-2010.

Sincerely,

Anna

Anna Brookbank  
Associate Director Client Service & Finance

**VPK FY 2010-11 Application Checklist**  
**Must be completed and included with your VPK packet submission.**

Provider Name \_\_\_\_\_ County \_\_\_\_\_

Person submitting VPK Application: \_\_\_\_\_

Please check which program you are applying: \_\_\_ Summer VPK 2010 \_\_\_ Year Round VPK 2010-11  
(each session is a separate application with all supporting documents attached)

Date mailed \_\_\_\_\_

**The following items must be included for the VPK application process:**

**This completed checklist should be on top of your packet.**

1. \_\_\_ VPK 10 form (one per program address) all lines/boxes completed & signed
2. \_\_\_ VPK 11 form (one per classroom) all lines/boxes completed & signed
3. \_\_\_ Copy of Director Credential for each VPK provider program address
4. \_\_\_ Copy of DCF license/DCF License exemption certificate (see #21 and #23 on VPK 10 form)
5. \_\_\_ Copy of DCF Gold Seal Certificate, if applicable
6. \_\_\_ Documentation for Lead Teachers:
  - \_\_\_ Copy of current CDA/FCCPC/Degree (print the DCF transcript for each lead teacher)
  - \_\_\_ 5 Hour Literacy certificate (as noted on DCF transcript)
  - \_\_\_ Attestation of Good Moral Character (renew annually)
  - \_\_\_ Local Law Report (renew a minimum of every 5 years)
  - \_\_\_ FDLE Clearance Report (renew every 5 years)
  - \_\_\_ FBI Fingerprint clearance letter (renew every 5 years)
7. \_\_\_ Documentation for Assistant and/or Substitute Teachers:
  - \_\_\_ Attestation of Good Moral Character (renew annually)
  - \_\_\_ Local Law Report (renew a minimum of every 5 years)
  - \_\_\_ FDLE Clearance Report (renew every 5 years)
  - \_\_\_ FBI Fingerprint clearance letter (renew every 5 years)
  - \_\_\_ Copy of current CDA/FCCPC/Degree for substitutes (print the DCF transcript)
  - \_\_\_ 5 Hour VPK Literacy certificate (as noted on DCF transcript)
8. \_\_\_ Copy of completed calendar that shows all days of instructional service to total either 300 hours for summer programs and 540 hours for year round programs.
9. \_\_\_ Signed copy of the prepayment authorization

**Congratulations!!!! You are ready to submit your VPK application packet!**