

VPK 2009-2010

Child Care Center Policy

- Include the importance of regular attendance by the children in this program.
- Include information about holidays that are celebrated in your child care center and expectations of participation in those celebrations.
- Include information about graduation. Explain what the parent's responsibilities are and whether or not your center will require cap and gown for their celebration.

AWI-VPK Application 10

- Attach a copy of your child care center license or accreditation certificate (must be accredited with an agency that is on the approved list for VPK).
- Attach a copy of a current valid director's credential.
- Attach a copy of the Gold Seal Accreditation (if your center has gold seal)
- Box 1 for the upcoming year should have new application checked even though you are a returning provider from last year.
- Box 2 is your corporate name.
- Box 4 is your common name.
- Box 18, 19, 20 represents the first person that should be contacted for any issues related to VPK
- Box 26 through 30 are about your center in general for data collection.

- Box 50, 51 and 52 concern the VPK Director Endorsement certificate. This is only a requirement of new Directors with a certificate issuance date after 12/31/2006.
- Make sure that the provider name and EIN are on the top of all pages that request it.
- List all curricula that you plan to use for your VPK program in section V. If this is curriculum that your school created, it must be named and CANNOT be named after an existing curriculum (ex: Creative, High Reach, DLM, Wee Learn)
- Please make note of the last bullet in section VII. If any of the information on the application changes, an updated application must be submitted.

AWI VPK Application 11

- VPK program year is 2009-2010
- Complete one application VPK 11 for each classroom you are applying for (3 classrooms = 3 application 11's)
- Check the appropriate letter to corresponds to each specific class in box 3 (know which class is class "A" or class "B" in your center)
- Box 11 and 12 are for "lead teachers" (the teacher with an FCCPC, CDA, CDAE, Certified Public School Teacher, etc.) Use the code key at the bottom of the page to complete the credential and highest degree obtained boxes. If you are unsure, please leave blank.
- Do NOT forget to complete Box 13, 14 and 15
- Box 16 and 17 are for "assistant teachers" (not required to have an FCCPC, CDA, CDAE or Certification) Again, you may use the code key at the bottom of the page to complete this area.

- Box 19 and 20 need to be written in 6 digit form. For example: August 20, 2007 would be 08-20-07.
- Box 23 concerns the primary language spoken in the classroom.
- Your start date, end date, hours of instruction each day and non-instructional dates when looked at together must equal 540 hours for the school year program and 300 hours for the summer program. PLEASE MAKE SURE THAT YOUR CLASSROOM IS EQUAL TO 540 HOURS (300 FOR SUMMER PROGRAMS) BEFORE SUBMITTING APPLICATION 11.
- Box 29 is for non-instructional dates (the dates MUST be listed individually in this section) NOT ACCEPTABLE are: see attached or same as school calendar.
- Please attach all of the required documentation to the Application 11. If something is missing from the necessary supporting documents, it will slow down the processing of your application.
 - Complete background screening information on both lead and assistant teachers.
 - Emergent Literacy for VPK Teachers certificate of completion (for teachers coming into the program after 11/05). This is an online course that is on the training website www.myflorida.com/childcare/training and is now required for VPK teachers.
 - For lead teachers, a copy of their CDA, CDAE, FCCP certificate or preferably a Form 5206. (A teacher without Form 5206 may obtain one by applying on Form 5211. This form is also available at the same website listed above). For VPK teachers the credential must be current (within 5 years).

Level 2 background screening for VPK includes the following documentation: FBI clearance letter-within 5 years
FDLE clearance-within 5 years
Local Law clearance-within 5 years
Affidavit of Good Moral Character-preferably dated in May/June to get through the VPK year.

It is now a requirement of the VPK Program that the FBI Clearance be done every 5 years. This is different than the DCF standard which only requires a 5 year re-screen. The 5 year re-screen with DCF only involves the FDLE, not the FBI. The only way to generate a new clearance letter from the FBI is to complete a new fingerprint card.