





Early Learning Coalition
of Duval

STATE POLICIES

	<h2 style="margin: 0;">Office of Early Learning</h2>			
	NUMBER: OEL-PI-0007-05	SUBJECT FILE: 508.20	ISSUE DATE: March 24, 2005	
	ORIGINATING UNIT:	Program		
	STAFF CONTACT:	Joseph R. Gillespie, (850) 921-3192		

Subject: Prohibition against VPK providers and schools requiring a child to enroll for supplemental services as a condition of admittance in the VPK program

References: Section 1(b), Art. IX of the State Constitution
Section 1002.71(8), F.S., as created by s. 1, ch. 2004-484, L.O.F.

Purpose: To provide program guidance whether VPK providers or schools may require a parent to enroll his or her child in, or require payment of fees or charges for, supplemental services

Background: In December 2004, at its 2004 Special Session “A,” the Legislature enacted House Bill 1-A (ch. 2004-484, L.O.F.), which created the Voluntary Prekindergarten Education (VPK) Program. The bill was approved by the Governor and became effective on January 2, 2005. The bill specifies that “a private prekindergarten provider or public school may not ... [r]equire a child to enroll for, or require the payment of any fee or charge for, *supplemental services* as a condition of admitting a child for enrollment in the Voluntary Prekindergarten Education Program” (emphasis added).

Section 1(b), Art. IX of the State Constitution provides that:

Every four-year old child in Florida shall be provided by the State a high quality pre-kindergarten learning opportunity in the form of an early childhood development and education program which shall be voluntary, high quality, *free*, and delivered according to professionally accepted standards. ... [Emphasis added.]

Section 1002.71(8), F.S., as created by s.1, ch. 2004-484, L.O.F., provides as follows:

(8) Except as otherwise expressly authorized by law, a private prekindergarten provider or public school may not:

(a) Require payment of a fee or charge for services provided for a child enrolled in the Voluntary Prekindergarten Education Program during a period reported for funding purposes;
or

(b) Require a child to enroll for, or require the payment of any fee or charge for, *supplemental¹ services* as a condition of admitting a child for enrollment in the Voluntary Prekindergarten Education Program. [Emphasis added.]



This subsection prohibits a provider or school from requiring parents to pay fees or charges for the VPK program or from requiring parents to enroll their children in or pay for supplemental services as a condition of admitting the children in the VPK program.

This latter provision (*i.e.*, s. 1002.71(8)(b), F.S.) in effect prohibits a provider or school from refusing to admit a child unless the parent enrolls the child in supplemental services and pays for those services. This provision does not prohibit a provider or school from charging fees for supplemental services to a parent who freely chooses to enroll his or her child for those services. Rather, this provision prohibits a provider or school from requiring a parent to pay for these services as a condition of serving the child in the VPK program. If a parent chooses not to enroll his or her child in the provider's or school's supplemental services, the parent's ability to have his or her child served by the provider or school exclusively in the VPK program must not be affected.

Instructions: A private prekindergarten provider or public school may not require a parent to enroll his or her child in, or require payment of fees or charges for, supplemental services (e.g., “extended-day,” “extended-year,” “wrap-around,” or “full-day” services) as a condition of admitting the child in the VPK program.

If an early learning coalition, when monitoring private prekindergarten providers for compliance with VPK program requirements, finds that a provider imposes requirements on a parent which are inconsistent with this program instruction, the early learning coalition shall notify the Office of Early Learning.

¹ The term “supplemental” is commonly defined as “supplying something additional; adding what is lacking.” *Black’s Law Dictionary* 1452 (7th ed. 1999).

	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 508.22	POLICY NUMBER: OEL-IM-0024-05	
	UNIT: Program	STAFF CONTACT: Michael Fisher, (850) 921-3211	
	ISSUE DATE: August 5, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject: Prohibited forms of discrimination in the VPK program

Summary: This information memorandum examines the state and federal laws prohibiting certain forms of discrimination in the VPK program. The VPK law prohibits a private prekindergarten provider or public school from discriminating against a parent or child on the ground of race, color, or national origin. The VPK law does not establish special VPK programs for children with disabilities; however, provisions of the VPK law express the legislative intent that children with disabilities would be served in the VPK program. In addition, federal law prohibits public schools and most private prekindergarten providers from discriminating against persons with disabilities.

References: Section 1(b), Art. IX of the State Constitution
 Section 1002.53(2) and (6)(c), F.S.
 Section 1002.57(2)(b), F.S.
 Section 1002.59, F.S.
 Section 1002.69(3), F.S.
 29 U.S.C. § 794
 42 U.S.C. § 2000d
 42 U.S.C. §§ 12102, 12131-12189

Purpose: To provide information concerning the forms of discrimination prohibited in the VPK program

Background: The VPK law (ss. 1002.51-1002.79, F.S.) allows a parent to enroll his or her child with any private prekindergarten provider or public school that is eligible to deliver the VPK program (s. 1002.53(6)(a) and (b), F.S.).

Federal civil rights requirements provide that:

No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (42 U.S.C. § 2000d).

Following these federal civil rights requirements, the VPK law specifies that:

Each private prekindergarten provider and public school must comply with the antidiscrimination requirements of 42 U.S.C. s. 2000d, regardless of whether the provider or school receives federal financial assistance. A private prekindergarten provider or public school may not discriminate against a parent or child, including the refusal to admit a child for enrollment in the Voluntary Prekindergarten Education Program, in violation of these antidiscrimination requirements (s. 1002.53(6)(c), F.S.).

Thus, the VPK law prohibits discrimination against parents and children on the ground of race, color, or national origin.

The State Constitution specifies that “[e]very *four-year old child* in Florida shall be provided by the State a[n] ... early childhood development and education program” (s. 1(b), Art. IX of the State Constitution) [emphasis added]. Further, the VPK law specifies that “[e]ach *child* who resides in this state who will have attained the age of 4 years on or before September 1 of the school year is eligible for the V[PK p]rogram during that school year” (s. 1002.53(2), F.S.) [emphasis added]. Both the State Constitution and the VPK law require that the VPK program be available for all 4-year-old children. These provisions do not relieve the state of providing the VPK program for students with disabilities.

Moreover, the VPK law includes provisions specifically addressing students with disabilities. For example, s. 1002.69(3), F.S., requires the “statewide kindergarten screening [to] incorporate mechanisms for recognizing potential variations in kindergarten readiness rates for students with disabilities.” Section 1002.57(2)(b), F.S., requires the prekindergarten director credential to include training in “[s]trategies that allow students with disabilities and other special needs to derive maximum benefit from the V[PK p]rogram,” and s. 1002.59, F.S., requires emergent literacy training courses for prekindergarten instructors to “provide resources containing strategies that allow students with disabilities and other special needs to derive maximum benefit from the V[PK p]rogram.”

Information: (1) *Discrimination on the ground of race, color, or national origin.*—Section 1002.53(6)(c), F.S., prohibits a private prekindergarten provider or public school from discriminating against a parent or child, including the refusal to admit a child for enrollment in the VPK program, by violating federal civil rights requirements that prohibit exclusion from participation in, denial of the benefits of, or other discrimination under a program “on the ground of race, color, or national origin” (42 U.S.C. § 2000d).

(2) *Discrimination because of a disability.*—



(a) *Public schools.*—Public schools are prohibited from discriminating against children with disabilities under Title II (42 U.S.C. §§ 12131-12165) of the federal Americans with Disabilities Act (ADA) and

Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. § 794).

(b) *Private prekindergarten providers.*—

1. Many private prekindergarten providers are also prohibited from discriminating against children with disabilities. Title III (42 U.S.C. §§ 12181-12189) of the ADA prohibits discrimination against a person because of a disability by any person who owns, leases, or operates a place of “public accommodation” (42 U.S.C. § 12182), which the ADA defines to include private schools, day care centers, and other places of education (42 U.S.C. § 12181(7)(J) and (K)). The ADA defines a “disability” as:
 - a. A physical or mental impairment that substantially limits one or more of the major life activities of a person;
 - b. A record of such an impairment; or
 - c. A person’s being regarded as having such an impairment (42 U.S.C. § 12102(2)).
2. Under the ADA, a public accommodation (*e.g.*, private prekindergarten provider), among other things:
 - a. May not use eligibility criteria that tend to screen out a person with a disability;
 - b. Must make reasonable modifications as may be necessary to serve a person with a disability, unless those modifications would fundamentally alter the nature of the services; and
 - c. Must provide auxiliary aids and services to a person with a disability when necessary to serve the individual, unless providing those auxiliary aids and services would fundamentally alter the nature of the services or result in an undue burden (42 U.S.C. § 12182(b)(2)(A)).
3. The ADA specifies that it does not require a public accommodation (*e.g.*, private prekindergarten provider) to permit a person to participate in or benefit from services if the individual poses a direct threat to the health or safety of others (42 U.S.C. § 12182(b)(3)). In addition, the ADA exempts from its requirements religious organizations or entities controlled by religious organizations, including places of worship (42 U.S.C. § 12187).

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.

	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 504.02	POLICY NUMBER: OEL-IM-0025-05	
	UNIT: Program	STAFF CONTACT: Michael Fisher, (850) 921-3211	
	ISSUE DATE: August 5, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject: Criteria for admitting children in the VPK program by providers and schools

Summary: The VPK law authorizes a private prekindergarten provider to determine whether to admit any child in either the school-year or summer programs and permits a school district to limit the number of children admitted by a public school in either program. However, the VPK law requires a school district to provide for the admission of every eligible child within the district whose parent enrolls the child in the summer program. This information memorandum examines admissions criteria that may be used by providers and schools for the VPK program. In addition, this information memorandum emphasizes that state and federal law prohibits certain discriminatory admissions criteria.

References: Section 1002.53(6)(a)-(c), F.S.
Section 1002.71(8), F.S.
42 U.S.C. § 2000d

Purpose: To provide information concerning admissions criteria used by providers and schools for the VPK program

Background: The VPK law (ss. 1002.51-1002.79, F.S.) allows a parent to enroll his or her child with any private prekindergarten provider that is eligible to deliver the VPK program or, subject to available space, with any eligible public school within the school district (s. 1002.53(6)(a) and (b), F.S.). However, the VPK law allows a private prekindergarten provider to “determine whether to admit any child” (s. 1002.53(6)(a), F.S.). The VPK further specifies that:

[e]ach school district may limit the number of students admitted by any public school for enrollment in the program; however, the school district must provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school (s. 1002.53(6)(b), F.S.).

Thus, the VPK law authorizes a private prekindergarten provider to determine whether to admit any child in either the school-year (540 instructional hours) or summer (300 instructional hours) programs and permits a school district to limit the number of children admitted by any public school in either the school-year or

summer programs. However, the VPK law requires a school district to provide for the admission of every eligible child within the district whose parent enrolls the child in the summer program.

Information: (1) *Definition.*—As used in this information memorandum, the term: “objective criteria” or “objective” means measurable standards or methods applied uniformly for all children which are not modified or affected by personal views, feelings, prejudices, perceptions, interpretations, experiences, or backgrounds. The following standards and methods are examples of objective criteria:

- (a) Random selection (*e.g.*, lottery);
- (b) Geography (*e.g.*, children who reside within a certain school zone or children who reside within a county served by the provider or school);
- (c) First come, first served;
- (d) Previous service (*i.e.*, children previously served by the provider or school); or
- (e) Targeted populations (*e.g.*, children at risk of abuse, neglect, or exploitation; children whose family income does not exceed 150 percent of the federal poverty level; or children who are eligible for free and reduced-price lunch meals under the National School Lunch Program).

(2) ***Private prekindergarten providers.***—A private prekindergarten provider may establish and use criteria to determine whether to admit a child for services in the school-year or summer programs. It is recommended that these criteria be objective and apply uniformly for all children. State and federal law prohibits certain discriminatory admissions criteria (*see* (4) below). These admissions criteria may include, but are not limited to, the objective standards and methods described in (1)(a)-(e) above.

(3) ***School districts.***—

(a) ***School-year program.***—A school district may establish and use criteria to limit the number of children admitted by a particular public school for services in the school-year program. It is recommended that these admissions criteria be objective and apply uniformly for all children. State and federal law prohibits certain discriminatory admissions criteria (*see* (4) below). The admissions criteria of a school district may include, but are not limited to, the objective standards and methods described in (1)(a)-(e) above.



(b) ***Summer program.***—Section 1002.53(6)(b), F.S., requires each school district to provide for the admission of every eligible child residing in the district whose parent registers the child for services delivered by a public school in the summer program. However, the district may establish and use criteria to limit the number of children admitted by a particular public school. It is recommended that these criteria be

objective and apply uniformly for all children. State and federal law prohibits certain discriminatory admissions criteria (*see* (4) below). The admissions criteria of a school district for a particular school may include, but are not limited to, the objective standards and methods described in (1)(a)-(e) above. If a district limits the number of children served by particular public schools in the summer program, but the number of eligible children exceeds the available spaces, that district must make additional spaces available necessary to serve all eligible children in the district.

(4) ***Discriminatory admissions criteria.***—State and federal law prohibits certain discriminatory admissions criteria, as follows:

- (a) *Race, color, or national origin.*—Section 1002.53(6)(c), F.S., prohibits a private prekindergarten provider or public school from discriminating against a parent or child, including the refusal to admit a child for enrollment in the VPK program, by violating federal civil rights requirements that prohibit exclusion from participation in, denial of the benefits of, or other discrimination under a program “on the ground of race, color, or national origin” (42 U.S.C. § 2000d). *See* OEL File 508.22.
- (b) *Supplemental services.*—Section 1002.71(8), F.S., prohibits a private prekindergarten provider or public school from requiring a child to enroll for, or requiring the payment of any fee or charge for, supplemental services as a condition of admitting the child in the VPK program. *See* OEL File 508.20.
- (c) *Children with disabilities.*—Federal law prohibits public schools and many private prekindergarten providers from discriminating against children with disabilities. *See* OEL File 508.22.

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.

	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 508.21	POLICY NUMBER: OEL-PI-0027-05	
	UNIT: Program	STAFF CONTACT: Lisa L. Barnes, (850) 921-3171	
	ISSUE DATE: August 5, 2005	DEPUTY DIRECTOR: Gladys W. Wilson	

Subject: Prohibition against VPK providers and schools requiring payment of a fee or charge for services provided in the VPK program

Summary: The VPK law prohibits private prekindergarten providers and public schools from requiring the payment of fees or charges for the VPK program. This program instruction clarifies the VPK law by addressing specific issues confronted by providers and schools. The program instruction authorizes late pick-up fees, dress codes (*e.g.*, uniforms), and required parental involvement in VPK programs. The program instruction prohibits mandatory fees or charges for personal items (*e.g.*, food products) and offsite activities (*e.g.*, field trips). In addition, the program instruction prohibits providers and schools from imposing fees or charges in lieu of parental involvement.

References: Section 1(b), Art. IX of the State Constitution
Section 1002.71(8)(a), F.S.

Purpose: To provide program guidance whether VPK providers or schools may require the payment of fees or charges for the VPK program

Background: The VPK law (s. 1002.51-1002.79, F.S.) specifies that “a private prekindergarten provider or public school may not ... [r]equire payment of a fee or charge for services provided for a child enrolled in the Voluntary Prekindergarten Education Program during a period reported for funding purposes” (s. 1002.71(8)(a), F.S.).

Moreover, Section 1(b), Art. IX of the State Constitution provides that:

Every four-year old child in Florida shall be provided by the State a high quality pre-kindergarten learning opportunity in the form of an early childhood development and education program which shall be voluntary, high quality, *free*, and delivered according to professionally accepted standards. ... (Emphasis added.)

Instructions: (1) *Payment of fees or charges prohibited.*—A private prekindergarten provider or public school may not require a parent or child to pay fees or charges for any part of the VPK program, including, but not limited to, registration fees.

- (2) **Late pick-up fees.**—A private prekindergarten provider or public school must notify the parent in writing of scheduled pick-up periods for the VPK program and the fees or charges for late pick up. This notification must be reviewed and signed by the parent. If a parent fails to pick up his or her child from a VPK program before the end of the pick-up period, the additional services provided for the child after the pick-up period are not considered part of the VPK program. A private prekindergarten provider or public school may require payment of fees or charges for late pick up. A provider or school may not assess late pick-up fees or charges for children in the VPK program at rates that exceed the rates assessed for children who are not in the program.
- (3) **Personal items.**—A private prekindergarten provider or public school may request a parent or child to voluntarily purchase or bring personal items to the VPK program, but may not require a parent or child to purchase or bring the items. These personal items include, but are not limited to, the following items:
- (a) Instructional materials or supplies;
 - (b) Food products (*e.g.*, lunch and snacks);
 - (c) Hygiene products (*e.g.*, tissues and soap); or
 - (d) Sporting equipment.
- (4) **Offsite activities.**—A private prekindergarten provider or public school may request a parent or child to voluntarily pay for the cost of an offsite activity (*e.g.*, field trip) that is conducted away from the provider’s or school’s VPK site, but may not require a parent or child to pay for the cost of the activity.
- (5) **Dress codes; uniforms.**—
- (a) As used in this program instruction, the term “dress code” means the policy of a private prekindergarten provider or public school which requires children to wear specific types of clothing (*e.g.*, white tee-shirt and blue shorts) or which requires children to wear particular clothing (*i.e.*, uniforms).
 - (b) In accordance with s. 1002.53(6), F.S., a parent may enroll his or her child with any eligible private provider or, subject to available space, with any eligible public school. If a provider or school adopts a dress code, the provider or school must notify the parent in writing of the dress code before delivery of VPK instruction has begun for the child. Thus, if a parent enrolls the child with a provider or school that has a dress code, the parent voluntarily chooses to comply with the dress code.

(c) A provider's or school's dress code is considered a fee or charge for a child, and is consequently prohibited by the VPK program, if the provider or school:



1. Does not notify the child's parent in writing of the dress code before the delivery of VPK instruction has begun for the child;
2. Adopts or changes the dress code after the delivery of VPK instruction has begun for the child; or
3. Does not require all children attending the provider's or school's programs to comply with the dress code, regardless of whether the children are enrolled in the VPK program.

(6) **Parental involvement.**—A private prekindergarten provider or public school may require the personal involvement or participation of parents in the delivery of the VPK program for their children, if the provider or school notifies each child's parent in writing of its parental involvement policy before the delivery of VPK instruction has begun for the child. As part of its parental involvement policy, a provider or school may require the personal attendance of parents at the provider's or school's VPK site for a specified period (*i.e.*, volunteer hours). The provider or school may not, however, require parents to pay fees or charges in lieu of their personal involvement or participation.

(7) **Requesting fees or charges.**—A private prekindergarten provider or public school requesting a parent or child to voluntarily pay fees or charges for any part of the VPK program must inform the parent, in writing, that the payment of the fees or charges is voluntary and not a requirement for the child's participation in the program.

If an early learning coalition, when monitoring private prekindergarten providers for compliance with VPK program requirements, finds that a provider imposes requirements on a parent which are inconsistent with this program instruction, the early learning coalition shall notify the Office of Early Learning.

PLEASE DIRECT QUESTIONS AND COMMENTS TO THE STAFF CONTACT LISTED ABOVE.

	AGENCY FOR WORKFORCE INNOVATION Office of Early Learning		
	SUBJECT FILE: 510.04	POLICY NUMBER: OEL-PI-0030-05	
	ISSUE DATE: September 21, 2005	UNIT: Program	
	DEPUTY DIRECTOR FOR EARLY LEARNING: Gladys W. Wilson		

Subject: Documenting and certifying student attendance in the VPK program

Summary: This program instruction directs private prekindergarten providers and public schools to record daily attendance of students participating in the VPK program. It requires providers and schools to submit a monthly attendance roster to the early learning coalition. It allows providers and schools to use either a daily sign-in record or other method to document daily attendance. This program instruction directs providers and schools to require each student’s parent to verify the student’s attendance each month on a Student Attendance and Parental Choice Certificate. The parent uses a short form of the certificate (Form AWI-VPK 03S) if the provider or school uses a daily sign-in record or a long form (Form AWI-VPK 03L) if the provider or school uses another method to document attendance. This program instruction also requires providers and schools to maintain attendance documentation for specified periods, to permit the documentation to be inspected, and to submit the documentation to the coalition if required.

References: Section 1002.71(6)(b)1. and 2., F.S.
Section 1002.75(2)(f), (g), and (h), F.S.

Purpose: To establish procedures for providers and schools to document and certify daily student attendance for the VPK program

Background: The VPK law (ss. 1002.51-1002.79, F.S.) requires the Agency for Workforce Innovation (AWI) to adopt procedures for paying private prekindergarten providers and public schools, documenting and certifying student attendance, and reconciling advance payments in accordance with the uniform attendance policy (*see* OEL File 510.03) adopted by AWI (s. 1002.75(2)(f), (g), and (h), F.S.).

The VPK law also specifies that each “private prekindergarten provider’s and district school board’s attendance policy must require the parent of each student in the V[PK p]rogram to verify, each month, the student’s attendance on the prior month’s certified student attendance” (s. 1002.71(6)(b)1., F.S.) and that the parent must submit the verification to the provider or school on forms prescribed by AWI (s. 1002.71(6)(b)2., F.S.).

Instructions: (1) *Certifying student attendance for payment; monthly attendance roster.*—
In order to certify student attendance for purposes of payments for the VPK program, each private prekindergarten provider or public school must submit a monthly attendance roster to the early learning coalition. The early learning coalition or its designee shall generate the form for the attendance roster using the statewide information system¹ and provide the roster form to the provider or school. The provider or school shall certify student attendance by completing the attendance roster and submitting the completed roster to the coalition or its designee.

(2) *Documenting daily attendance by provider or school.*—

- (a) Each provider or school shall maintain daily attendance documentation. To meet this requirement, a provider or school must:
 - 1. Maintain a daily sign-in record that documents the date, the child's name, and the signature of the child's parent or designee. The provider or school may use an electronic system to record this attendance documentation in lieu of a paper sign-in record, except that the system must record an electronic signature, card swipe, entry of a personal identification number (PIN), or similar daily action by the parent or designee; or
 - 2. Maintain another method to document attendance which reflects each child's daily attendance in the VPK program.
- (b) If a provider or school delivers the VPK program and other early learning programs (*e.g.*, school readiness program), the provider or school may jointly document attendance for each of these programs on the same daily attendance record.
- (c) The provider or school shall retain daily attendance documentation, including electronic media, for at least 3 years after the child's last day of attendance in accordance with the Statewide Provider Agreement (Form AWI-VPK 20) between the provider or school and the early learning coalition (*see* OEL File 508.04).

(3) *Monthly attendance verification by parents.*—

- (a) Each provider or school shall require the parent of each student in the VPK program to verify monthly the student's attendance during the prior month, as follows:
 - 1. If the provider or school uses a daily sign-in record, the parent must certify the student's attendance using the short form of the

¹ The current statewide information system is the Enhanced Field System (EFS).

Student Attendance and Parental Choice Certificate (Form AWI-VPK 03S).

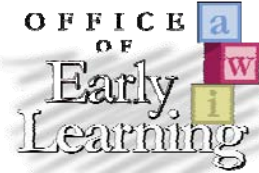
2. If the provider or school uses a method to document attendance other than a daily sign-in record, the parent must certify the student's attendance using the long form of the Student Attendance and Parental Choice Certificate (Form AWI-VPK 03L). Before a parent signs the long form, the provider or school must either enter the student's attendance on the form or attach documentation to the form which includes the student's attendance.
- (b) Each provider or school must keep each original signed Form AWI-VPK 03S or AWI-VPK 03L for at least 2 years in accordance with s. 1002.71(6)(b)3., F.S.
- (c) Each early learning coalition may require that a provider submit a signed copy of Form AWI-VPK 03S or AWI-VPK 03L. If required, the provider shall submit the form to the coalition or its designee by the date specified by the coalition or its designee.

Attachments: Form AWI-VPK 03S (Student Attendance and Parental Choice Certificate, Short Form)
Form AWI-VPK 03L (Student Attendance and Parental Choice Certificate, Long Form)

PLEASE DIRECT QUESTIONS AND COMMENTS
TO THE OFFICE OF EARLY LEARNING AT (850) 921-3171



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM
Student Attendance and
Parental Choice Certificate
(LONG FORM)



1. Student's last name	First name	Middle name	Jr./Sr./III	2. Student's date of birth
3. Name of provider or school				4. VPK class
5. Attendance month			6. Year	7. Student's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document

SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	☒ = Days attended				

PARENTAL CERTIFICATION

I swear (or affirm) that my child (*whose name appears above in item 1*) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the provider or school (*whose name appears above in item 3*) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. Last name of parent or guardian	First name	Middle name	Jr./Sr./III
9. Signature of parent or guardian			10. Date signed

NOTICE TO PROVIDER OR SCHOOL: The private prekindergarten provider or public school must keep each original signed form for at least 2 years. Each private prekindergarten provider must permit the early learning coalition, and each public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or its designee.

60BB-8.410 Voluntary Prekindergarten Program Substitute Instructors.

(1) As used in this rule, the term “credentialed instructor” means a prekindergarten instructor who has the credentials required under Sections 1002.55(3)(c), 1002.55(4), or 1002.61(4), F.S.

(2) Qualifications. Voluntary Prekindergarten (VPK) substitute instructors must be of good moral character and be screened using the level 2 screening requirements in Section 435.04, F.S., before employment as a VPK substitute instructor. In addition, before employment as a VPK substitute instructor, a VPK substitute instructor must:

- (a) Meet the qualifications of a credentialed instructor; or
- (b) Successfully complete one or more of the following:
 - 1. In a summer VPK program class:
 - a. An associate’s or higher degree in any field of study;
 - b. A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; or
 - c. A credential approved by the Department of Children and Family Services as defined in Rule 65C-22.003, F.A.C. (effective May 1, 2008), which is hereby incorporated by reference and may be obtained as described in Rule 60BB-8.900, F.A.C., as being equivalent to or greater than the national CDA.
 - 2. In a school year VPK program class:
 - a. Any of the credentials listed in subparagraph (2)(b)1. of this rule;
 - b. A Department of Children and Family Services 40-hour Introductory Child Care Training course, as described in Rule 65C-22.003, F.A.C. (effective May 1, 2008), if the class is offered in a child care facility;
 - c. A Department of Children and Family Services 30-clock-hour Family Child Care Home training as described in Rule 65C-20.013, F.A.C. (effective May 1, 2008), which is hereby incorporated by reference and may be obtained as described in Rule 60BB-8.900, F.A.C., if the class is offered in a large family child care home;
 - d. A Department of Children and Family Services 30-clock-hour Family Child Care Home training as described in Rule 65C-20.009, F.A.C. (effective May 1, 2008), which is hereby incorporated by reference and may be obtained as described in Rule 60BB-8.900, F.A.C., if the class is offered in a family day care home;
 - e. The local school district’s requirements to be employed as a substitute teacher as adopted by each school district under Section 1012.35, F.S.

(3) Circumstances. A VPK provider may assign a substitute instructor when a credentialed instructor is absent from the provider’s premises. A substitute instructor may not be assigned when a credentialed instructor remains on the provider’s premises in order for the credentialed instructor to offer instruction in a classroom other than the one to which the credentialed instructor is assigned.

(4) Time limitation. Substitute instructors may not be assigned to substitute for an absent credentialed instructor in excess of 30 percent of the program hours. A new credentialed instructor must be assigned to replace the absent instructor in the event the absence of the credentialed instructor will exceed 30 percent of the program hours.

(a) A VPK provider shall maintain a record of the number of hours a substitute instructor has been assigned to each VPK classroom.

(b) Records created under paragraph (4)(a) shall be maintained by the VPK provider for a minimum of 1 year and shall be made available for inspection to the VPK provider’s early learning coalition or the Agency during normal hours of operation, and shall submit a copy of the documentation to the coalition or Agency upon the request of the coalition or Agency.

(5) Before a provider may assign a substitute instructor to a VPK classroom, the provider must ensure that the coalition has received documentation of the substitute instructor’s current level 2 background screening and applicable credentials. A coalition may maintain and publish a list of substitute instructors for whom the coalition has previously received documentation which shall indicate, at a minimum, the name of the substitute instructor and the expiration date of the instructor’s level 2 background screening. If the coalition maintains a list, a provider shall not be required to submit documentation for a substitute instructor whose name and level 2 background screening expiration date appear on the list.

(6) Nothing in this rule shall be considered to supersede employment requirements for instructional personnel in public schools which are more stringent than the requirements of this rule. This subsection shall not be construed to permit employment of substitute instructors in public schools for time periods greater than those enumerated in this rule.

Rulemaking Authority 1002.55(3)(e), 1002.61(6), 1002.63(7), 1002.79(2) FS. Law Implemented 1002.55(3)(e), 1002.61(6), 1002.63(7) FS. History—New 8-10-09.

60BB-8.204 Uniform Attendance Policy for Funding the VPK Program.

(1) Attendance and Absences.

(a) For payment purposes, a private provider or school district shall report that a student attended all of the instructional hours offered for a day if the student attends any portion of the day whether the private provider or school district is determined to be in compliance or out of compliance with all VPK statutes and rules for the day.

(b) A private provider or school district may not receive payment for a student prior to the student's first day of attendance or after the student's last day of attendance.

(2) Monthly Payment and Final Reconciliation. Each early learning coalition shall pay private providers or school districts on a monthly basis for each VPK classroom in accordance with this rule unless a private provider or school district chooses to accept advance payments under Rule 60BB-8.205, F.A.C. Early learning coalitions shall make monthly payments by the last day of the month following the month for which the provider is receiving payment. Each early learning coalition shall calculate and reconcile monthly classroom payments using the Agency's statewide information system.

(a) Monthly payments shall be equal to the sum of the following calculation for each student who has attended the VPK class: the county's allocation per full-time equivalent student (calculated in accordance with Section 1002.71(3)(b), F.S.) divided by the number of hours for the VPK program type multiplied by the lesser of:

1. The sum of the hours within the month which each student attends the VPK program divided by .8; or
2. The hours the student is enrolled in the class for the month.

(b) The total program payment shall be equal to the sum of the following calculation for each student who has attended the VPK class except that the school district's payment shall be rounded in accordance with Section 1002.71(3)(d), F.S.: the county's allocation per full-time equivalent student divided by the number of hours for the VPK program type multiplied by the lesser of:

1. The sum of all the hours the student attends the program with the provider divided by .8.
2. The hours the student is enrolled with the provider for the program type.

(c) If the sum of the monthly payments made to the private provider or school district under paragraph (2)(a) is:

1. Less than the total program payment to the private provider or school district, the early learning coalition shall make a final reconciliation payment to the provider equal to the total program payment minus the sum of the monthly payments.
2. Greater than the total program payment to the private provider or school district, the difference shall be deemed an overpayment.

(d) If a private provider or school district disputes the calculation of the total program payment based on inaccurate attendance or absence reporting or calculation, it must submit a request for an adjustment of a prior payment no later than the last day of the month following the calendar month in which it receives payment.

(3) Establishing VPK Class Schedules. To ensure that private providers or school districts receive accurate payment for a student's attendance and absences when permissible under this rule, a private provider or school district shall submit a VPK class schedule for each VPK class to its early learning coalition in writing no later than the time the provider submits its class application. Private providers and school districts are not eligible to receive payment for hours of services unless the services are rendered during hours indicated on the VPK class schedule. A VPK class schedule shall:

(a) Be comprised of 540 hours for the school-year VPK program and 300 hours for the summer VPK program.

(b) Indicate the dates and times which instructional hours will be offered.

(c) For the school-year program:

1. Not begin instruction more than 14 days before Labor Day or, if the uniform date fixed by a district school board under Section 1001.42(4)(f), F.S., for the opening of public schools for regular school programs occurs in a county more than 14 days before Labor Day, a school-year program in the county may not begin instruction before the uniform date.

2. Complete instruction by June 30.

(d) For the summer program, not begin instruction before May 1 and complete instruction before the uniform date fixed by the district school board under Section 1001.42(4)(f), F.S., for the opening of public schools for regular school programs in the county.

(4) Modifying VPK Class Schedules.

(a) A private provider or school district may modify its schedule up to two times for any reason other than a temporary closure caused by emergency circumstances as described in subsection (5). A private provider or school district may modify its schedule as frequently as necessary to restore instructional days lost as a result of a temporary closure caused by emergency circumstances.

(b) To modify a VPK class schedule, a private provider or school district shall submit notice in writing to the coalition.

1. If the modification of the class schedule results from a closure other than a temporary closure caused by emergency circumstances, as described in subsection (5), a private provider or school district shall submit:

a. An initial notification of the closure before the coalition's close of business on the first day of the closure. Initial notification shall indicate the provider's name and address, the date(s) of the closure, the VPK class(es) affected by the closure, and, if available, an estimate of the date upon which the affected VPK class(es) will resume instruction.

b. A notification of schedule modification no later than two business days following resumption of VPK instruction. Notification of schedule modification and resumption of instruction shall indicate the provider's name and address, the class(es) resuming instruction, the date(s) which each VPK class did not offer instruction as previously scheduled, and a revised class schedule which indicates the date(s) and times added to the schedule as revised to restore the hours lost as a result of the closure.

2. If the modification of the class schedule results from a temporary closure caused by emergency circumstances, the private provider or school district shall submit a notification of schedule modification as described in sub-subparagraph (4)(b)1.b.

(c) If a private provider or school district fails to modify a VPK class schedule as required in this rule or fails to comply with the deadlines established for submission of notifications, the private provider or school district shall be ineligible to receive payment for those closures and shall forfeit the opportunity to revise its class schedule to restore the lost instructional hours for those closures.

(5) Closures.

(a) Temporary Closures Caused by Emergency Circumstances.

1. A student is considered to have attended all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of five (5) instructional days for each VPK class if the private provider or school district submits notification in writing to the coalition the dates which the provider was closed.

a. A closure is temporary if the provider resumes instruction following the closure.

b. A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the area in which the provider is located.

2. A temporary closure caused by emergency circumstances is not payable for any student who does not attend a VPK instructional day following the closure.

3. A private provider or school district shall revise its class schedule to restore VPK instructional days which are lost due to temporary closures caused by emergency circumstances in excess of a total of five (5) instructional days for a VPK class.

4. A private provider or school district may revise its class schedule to restore the instructional days lost as a result of a temporary closure caused by emergency circumstances instead of accepting payment for a temporary closure.

(b) Temporary Closures Caused by Other Circumstances. A temporary closure is not payable unless it is caused by emergency circumstances. A private provider or school district shall revise its VPK class schedule and receive payment for days it restores in accordance with subsection (4) following a closure.

(6) Overpayment.

(a) If the coalition determines that a private provider or school district received payment in an amount greater than the amount earned by the provider, resulting in a negative reconciliation payment calculation, the coalition shall make reasonable efforts to collect the overpayment from the provider. Reasonable efforts may include but are not limited to informing the provider of the full amount owed, making written requests for repayment, offering to negotiate a repayment schedule, and offsetting the overpayment against any future payments for early learning programs.

(b) If the coalition is unable to arrange for collection of the overpayment within ninety (90) calendar days of determining that the provider has received an overpayment and after making a reasonable effort, as determined by the Agency, the coalition shall provide all information necessary for the Agency to act to collect the overpayment. The Agency retains the ability to require the coalition to make continued efforts toward recovery of the overpayment or to consider the overpayment to be a disallowed expenditure of the coalition.

60BB-8.205 Advance Payment and Reconciliation for the Voluntary Prekindergarten Education Program.

(1) Coalition Advance Payment. In order that early learning coalitions can make advance payments to Voluntary Prekindergarten Education (VPK) providers, during the first month of each fiscal year, contingent upon funding availability, the Agency for Workforce Innovation (Agency) shall provide an advance payment to each early learning coalition. The coalition advance payment shall also be used to offset actual coalition expenditures and shall be fully offset or repaid prior to submission of the final invoice for the fiscal year. Each coalition advance payment shall be equal to the school-year base student allocation divided by twelve (12) multiplied by the highest monthly VPK program enrollment, as defined in Rule 60BB-8.100, F.A.C., at the coalition during the previous fiscal year, however, the Agency retains the discretion to increase or decrease the amount of the coalition advance payment based on student enrollment projections or availability of funds.

(2) Provider Advance Payments.

(a) A private VPK program provider or school district may choose to receive monthly advance payments for each VPK class instead of receiving payments in accordance with the Agency's uniform attendance policy under Rule 60BB-8.204, F.A.C. The private VPK provider or school district shall notify its early learning coalition in writing at the time the provider or district enters into a VPK Provider Agreement with the coalition regarding whether it has or has not chosen to receive advance payments for its VPK classes.

(b) Each early learning coalition shall make advance payments to its private VPK providers or school districts which have chosen to receive advance payments no later than the last day of the month prior to the month for which the private provider or school district is receiving an advance payment except that advance payments for the month of July shall be made no later than the tenth (10th) day of July.

(c) Private providers or school districts that choose to accept monthly advance payments shall receive an advance payment for each month of the VPK class, which shall be reconciled on a monthly basis against actual student attendance for the month, and may receive a final reconciliation payment following the conclusion of the VPK class instruction.

(3) Advance Payment Calculation.

(a) Each coalition shall calculate and reconcile the amount of each monthly advance payment using the statewide information system. Each monthly advance payment shall be equal to the sum of the number of instructional hours each student enrolled in the class is scheduled to attend in the month multiplied by ninety-five (95) percent of the class hourly rate unless the private provider or school district received excess advance payment or should receive an additional payment as described in paragraph (3)(b) of this rule. The class hourly rate shall be equal to the county's allocation per child as calculated in accordance with Section 1002.71(3), F.S., divided by the total number of hours in the VPK program type (school-year or summer) being offered.

(b) At the conclusion of each month, each coalition shall reconcile the advance payments made to a private provider or school district in each previous month with the amount of payment the private provider or school district would have received for the month under Rule 60BB-8.204, F.A.C., to determine if the private provider or school district has received an excess advance payment or should receive additional payment.

1. An excess advance payment is an advance payment for a month which exceeds the amount of payment the private provider or school district would have received under Rule 60BB-8.204, F.A.C. If the private provider or school district receives an excess advance payment, the coalition shall reduce the next advance payment by the difference between the excess advance payment and the payment the private provider or school district would have received under Rule 60BB-8.204, F.A.C. If the private provider or school district is not entitled to a subsequent advance payment, the difference shall be an overpayment.

2. An additional payment owed is an advance payment for a month which is less than the amount of payment the private provider or school district would have received under Rule 60BB-8.204, F.A.C. If the private provider or school district is owed an additional payment, the coalition shall increase the private provider or school district's next advance payment by the difference between the amount of payment the private provider or school district would have received under Rule 60BB-8.204, F.A.C., and the amount of the advance payment. If the private provider or school district is not entitled to a subsequent advance payment, the coalition shall increase the final reconciliation payment by the difference.

(4) Final Reconciliation. At the conclusion of the VPK class, the coalition shall calculate the total amount of payment which should be made to the private VPK provider or school district for the class in accordance with Rule 60BB-8.204, F.A.C. If the total amount of payment made for the VPK class is less than the total amount which should have been made based on Rule 60BB-8.204, F.A.C., the coalition shall pay the difference to the private provider or school district as a final reconciliation payment. If the total

amount of payment made for the VPK class is greater than the total amount which should have been made based on Rule 60BB-8.204, F.A.C., the difference shall be an overpayment.

(5) Overpayment.

(a) If the coalition determines that a private VPK provider or school district received payment in an amount greater than the amount earned by the private provider or school district, resulting in a negative reconciliation payment calculation, the coalition shall make reasonable efforts to collect the overpayment. Reasonable efforts include but are not limited to informing the private provider or school district of the full amount owed, making written requests for repayment, offering to negotiate a repayment schedule, and offsetting the overpayment against any future payments for early learning programs.

(b) If the coalition is unable to arrange for collection of the overpayment within ninety (90) calendar days of determining that the private provider or school district has received an overpayment and after making a reasonable effort, as determined by the Agency, the coalition shall provide all information necessary for the Agency to act to collect the overpayment. The Agency retains the ability to require the coalition to make continued efforts toward recovery of the overpayment or, if the coalition has failed to make reasonable efforts to recover the overpayment, to consider the overpayment to be a disallowed expenditure of the coalition.

Rulemaking Authority 1002.75(2)(h), 1002.75(4), 1002.79(2) FS. Law Implemented 1002.71(5)(b), 1002.75(2)(h), 1002.75(4) FS. History—New 9-14-09.



Early Learning Coalition
of Duval

Dear VPK Provider,

Child Care Resource and Referral (CCR&R), in response to the required maintaining of current child care information by the Office of Early Learning, Standard Levels of Service, is now conducting updates of provider records.

In order for CCR&R to represent your program correctly and help parents choose child care that will meet their needs, we ask that you complete the enclosed Provider Update Forms and return to me as soon as possible. Completed forms should be mailed to:

Early Learning Coalition of Duval
6850 Belfort Oaks Place, Suite 102
Jacksonville, FL 32216
Attn: Sybil O. Wilkes

You may also call me at (904) 208-2040 ext. 207 to complete this process by phone.

I appreciate your attention to this matter.

Sincerely,

Sybil O. Wilkes

*Early Learning Coalition of Duval
6850 Belfort Oaks Place, Suite 102
Jacksonville, Fl. 32216
(office) 904-208-2044 x 207
(cell) 904-514-9727
(fax) 904-208-2049
email address: swilkes@elcofdunal.org*



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Name of Person filling out form:	_____		
Name of Director:	_____		
Name of Owner:	_____		
Today's Date:	_____		
Business Name (as it appears on License):	_____		
Other Business Name:	_____		
Address:	_____		
City:		Zip Code:	
Mailing Address:	<input type="checkbox"/> same as above		
Telephone Number:	Alternate/Emergency Telephone Number:		
E-mail:	Fed. ID No./ SSN:		
License Number:	Effective Date of License: Expiration Date of License:		

Family Child Care Home's Only:
Do you want your house number and street name to appear on referral lists to families? __ YES __ NO

1. Are you accredited by any organization? (Check all that apply)

Gold Seal Accreditation	Religious Exempt Accreditation for Child Care Facilities
<input type="checkbox"/> Accred. Professional Preschool Learning Envir. (APPLE)	<input type="checkbox"/> Assoc. Christian Schools International (ACSI)
<input type="checkbox"/> Assoc. Christian Schools International (ACSI)	<input type="checkbox"/> Assoc. Christian Teachers & Schools (National)
<input type="checkbox"/> Assoc. Christian Teachers & Schools (ACTS)	<input type="checkbox"/> Assoc. Christian Teachers & Schools
<input type="checkbox"/> Council on Accreditation (COA)	<input type="checkbox"/> Christian Schools of Florida
<input type="checkbox"/> Montessori School Accred. Commission (MSAC)	<input type="checkbox"/> Church Avenue Academy
<input type="checkbox"/> National Accreditation Commission (NAC)	<input type="checkbox"/> Church of God Association of Christian Schools
<input type="checkbox"/> Natl. Assoc. for the Education of Young Children (NAEYC)	<input type="checkbox"/> Early Childhood Christian Education Association
<input type="checkbox"/> National Association for Family Child Care (NAFCC)	<input type="checkbox"/> Florida Assoc. of Christian Schools & Colleges, Inc.
<input type="checkbox"/> National Council for Private School Accreditation (NCPSA)	<input type="checkbox"/> Florida Catholic Conference
<input type="checkbox"/> National Early Childhood Program Accreditation (NECPA)	<input type="checkbox"/> Florida Kindergarten Council
<input type="checkbox"/> National School-age Care Alliance (NSACA)	<input type="checkbox"/> Florida Coalition of Christian Private Schools Association
<input type="checkbox"/> Southern Association of Colleges & Schools (SACS)	<input type="checkbox"/> FI League of Christian Schools
<input type="checkbox"/> United Methodist Assoc. of Preschools (UMAP)	<input type="checkbox"/> Green Apple Association of Christian Schools
<input type="checkbox"/> National Accred. Council for Early Childhood Prof. Prog	<input type="checkbox"/> Light of the World Christian School
	<input type="checkbox"/> Miracle Faith Center
	<input type="checkbox"/> Narrow Door Pentecostal
	<input type="checkbox"/> National Association for Christian Education
	<input type="checkbox"/> Natl. Assoc. for the Education of Young Children
	<input type="checkbox"/> National Lutheran School Accreditation (FL-GA district)
	<input type="checkbox"/> New Beginnings Christian Center Accreditation (NBCCA)
	<input type="checkbox"/> Nicene Schools International
	<input type="checkbox"/> Papa Goose Network of Christian Nursery's
	<input type="checkbox"/> Sunshine Association of Christian Schools

A COPY OF YOUR CERTIFICATE IS REQUIRED IN ORDER FOR ACCREDITATION TO BE LISTED.

Effective date on Certificate / /
Expiration date on Certificate / /

For Profit Not For Profit

2. Which of the following curriculum does your program use? (Check all that apply) PLEASE GIVE EXACT NAME:

<input type="checkbox"/> A-BEKA	<input type="checkbox"/> Funshine Express	<input type="checkbox"/> Provider Developed Own
<input type="checkbox"/> Beyond Center & Circle Time	<input type="checkbox"/> High Reach	<input type="checkbox"/> Religious
<input type="checkbox"/> Creative Curriculum	<input type="checkbox"/> High Scope	<input type="checkbox"/> Research Based
<input type="checkbox"/> ELLM	<input type="checkbox"/> Houghton Mifflin	<input type="checkbox"/> Saxon
<input type="checkbox"/> ELLM +	<input type="checkbox"/> Links to Literacy	<input type="checkbox"/> Waldorf
<input type="checkbox"/> Kindergarten Class	<input type="checkbox"/> Montessori	<input type="checkbox"/> Wee Learn
<input type="checkbox"/> Accommodates	<input type="checkbox"/> Limited Spanish	<input type="checkbox"/> No Pool
		<input type="checkbox"/> Sick Child Care



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<input type="checkbox"/>	Allergies	<input type="checkbox"/>	Limited Spanish	<input type="checkbox"/>	No Pool	<input type="checkbox"/>	Sick Child Care
<input type="checkbox"/>	Air Conditioned	<input type="checkbox"/>	Multi-Child Discount	<input type="checkbox"/>	Operation Child Care	<input type="checkbox"/>	Spa on site
<input type="checkbox"/>	Dog	<input type="checkbox"/>	Near Public Transportation	<input type="checkbox"/>	Outdoor Play	<input type="checkbox"/>	Sign Language
<input type="checkbox"/>	English	<input type="checkbox"/>	Near Public Transportation	<input type="checkbox"/>	Pet in separate area	<input type="checkbox"/>	Teen Parent Program
<input type="checkbox"/>	FCCH-Separate Care Area	<input type="checkbox"/>	Negotiated Rates	<input type="checkbox"/>	Pool on site	<input type="checkbox"/>	Video Monitor
<input type="checkbox"/>	Fenced Yard	<input type="checkbox"/>	No Pets	<input type="checkbox"/>	School Readiness Voucher	<input type="checkbox"/>	Wheelchair Accessible
<input type="checkbox"/>	Fluent Spanish	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

3. Does your program currently serve children who receive child care subsidies (School Readiness) or financial assistance to pay for their care? Yes No

4. Vacancies/Enrollment/Capacity

What is your total licensed capacity? (number of children your are licensed to care for) _____

What is your actual capacity? (number of children you actually have enrolled at this time) _____

In the chart below please indicate:

The number of vacancies available at the present time in each age group

The actual number of children enrolled (combining both full & part time children enrolled) in each age group

The number of children enrolled in VPK by age group (either 4 or 5 years old)

Enter results by number of Children by age group:	Infant	1 year old	2 year old	3 year old	4 year old (not in VPK)	5 year old (not in VPK)	School Age
Actual number of children enrolled:							
Number of children enrolled in VPK							

5. Please list all additional fees that your program charges.

Description	Amount	How often is this fee charged? (Frequency) (See Codes Below)	Is this fee per child or family? (C/F)
Activity fee	\$		
Annual fee	\$		
Application fee	\$		
Late Payment	\$		
Late Pick-Up	\$		
Registration fee	\$		
Return Check	\$		
Summer Camp	\$		
Transportation	\$		
Other	\$		

Frequency Codes:

Both Ways (BOTH) Every 10 minutes (MN10) Half Hour (HFHR) Hourly (HOUR) Minutes (MIN) Every 5 minutes (MN5)
 Yearly (YEAR) Every 15 minutes (MN15) Monthly (MTH) One -Time (ONCE) One Way (ONE) Weekly (WEEK) Daily (Day)

6. Do you currently participate in the Federal Food Program? (USDA Approved) Yes No

What meals does your program provide? (Check all that apply)

<input type="checkbox"/>	Afternoon Snack	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Special Diet Request
<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Morning Snack	<input type="checkbox"/>	USDA Food Program
<input type="checkbox"/>	Bring Own Lunch/Snack	<input type="checkbox"/>	Parent Provides Formula		
<input type="checkbox"/>	Dinner	<input type="checkbox"/>	Provides Formula		



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8. Is your program/facility a...? Program Participation/Description: (Check all that apply)

<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Military(on base program)	<input type="checkbox"/> Summer Camp
<input type="checkbox"/> Family Child Care Home (FCCH)	<input type="checkbox"/> Nanny/Au-Pair	<input type="checkbox"/> VPK School Year program
<input type="checkbox"/> Head Start	<input type="checkbox"/> Playgroup	<input type="checkbox"/> VPK Summer program
<input type="checkbox"/> Large FCCH	<input type="checkbox"/> School Age Program	

9. What is your programs substitution policy? (Check all that apply) (For Family Home Care Centers Only)

<input type="checkbox"/> Friend	<input type="checkbox"/> Substitute Pool
<input type="checkbox"/> Relative	<input type="checkbox"/> Other Substitute(list here):
<input type="checkbox"/> Spouse	

10. Do you provide transportation? (Check all that apply* *also please list schools that you transport children to and from****)**

<input type="checkbox"/> From school to site (list sch. names)	<input type="checkbox"/> From site to home
<input type="checkbox"/> To school from site (list sch. names)	<input type="checkbox"/> To site from home
<input type="checkbox"/> Near public transportation	<input type="checkbox"/> In walking distance to school (list sch. names):

11. RATES: In the table below enter the advertised rates (private pay rates) your program charges.

Do not include voucher/subsidy rates, sliding scale rates, employee discounts or any other discounted rates.

We prefer the rates be given by the week for full and part time (only if you offer both full & part time), however some providers have their rate structured by the month or year, only complete the rate type for each age group that you offer.

(Please attach rate sheet, if applicable)

RATES –ENTER BY AGE GROUP (see note above)							
Enter amount by Age of Children	Infant	1 year old	2 year old	3 year old	4 year old (not in VPK)	5 year old (not in VPK)	School Age
FULL time - WEEKLY							
FULL time - MONTHLY							
FULL time -ANNUALY							
FULL time VPK WRAP _____ enter frequency: Weekly/Monthly/Annually							
PART time- WEEKLY							
PART time-MONTHLY							
PART time-ANNUALY							
PART time-VPK WRAP _____ enter frequency: Weekly/Monthly/Annually							
School Age-FULL TIME Enter frequency: Weekly/Monthly/Annually							
School Age –BEFORE SCH. _____ enter frequency: Weekly/Monthly/Annually							
School Age –AFTER SCH. _____ enter frequency: Weekly/Monthly/Annually							
School Age –BOTH BEFORE & AFTER SCH. _____ enter frequency: Weekly/Monthly/Annually							
School Age- SUMMER _____ enter frequency: Weekly/Monthly/Entire Summer							



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12. What days of the week does your program operate? (Check all that apply)

Sunday <input type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
What are your programs hours of operation?			Open Time: _____ circle AM or PM		Close Time: _____ circle AM or PM	
What are the ages you serve?		From (minimum age): _____ Sample: from birth or number of months, or specific age in years		To (maximum age): _____ Years		

13. Does your program provide the following schedule? (Check all that apply)

<input type="checkbox"/> After School	<input type="checkbox"/> Full Year	<input type="checkbox"/> Summer Only
<input type="checkbox"/> Before School	<input type="checkbox"/> Hourly	<input type="checkbox"/> Vacation/Holiday
<input type="checkbox"/> Drop In Care	<input type="checkbox"/> Overnight	<input type="checkbox"/> VPK Wrap care
<input type="checkbox"/> Emergency/Temp. Care	<input type="checkbox"/> Part Time	<input type="checkbox"/> Weekend Care
<input type="checkbox"/> Evening Care	<input type="checkbox"/> Rotating	<input type="checkbox"/> 24-Hour Care
<input type="checkbox"/> Full Time	<input type="checkbox"/> School Year	

13a. If a hurricane is threatening, but does not actually hit your area, check which of the following will apply:

<input type="checkbox"/> Open if Safe Weather	<input type="checkbox"/> Follow Local Sch. System Weather
---	---

14. What services does your program offer? (enhanced services) (Check all that apply)

<input type="checkbox"/> Art/Crafts	<input type="checkbox"/> Gymnastics/Dance	<input type="checkbox"/> Music Lessons	<input type="checkbox"/> Swim Lesson
<input type="checkbox"/> Asthma	<input type="checkbox"/> Kindergarten Class		
<input type="checkbox"/> Autism	<input type="checkbox"/> Health/Social Services	<input type="checkbox"/> On-site Screenings	<input type="checkbox"/> Therapeutic Services <input type="checkbox"/> Other
<input type="checkbox"/> Behavioral Disorder	<input type="checkbox"/> Homework/Tutor	<input type="checkbox"/> Outdoor Sports	
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Kindergarten Class		
<input type="checkbox"/> Computer	<input type="checkbox"/> Music Lessons		
<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> On-site Screenings		
<input type="checkbox"/> Family Involvement	<input type="checkbox"/> Kindergarten Class		
<input type="checkbox"/> Kindergarten Class	<input type="checkbox"/> Kindergarten Class		
<input type="checkbox"/> Kindergarten Class	<input type="checkbox"/> Kindergarten Class		

15. Does your staff have experience or training related to the following disabilities?

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Physical Disable/Delay
<input type="checkbox"/> Asthma	<input type="checkbox"/> Medicaid Provider	<input type="checkbox"/> Speech/Language Delay
<input type="checkbox"/> Autism		
<input type="checkbox"/> Behavior Disorder	<input type="checkbox"/> Medically Challenged	<input type="checkbox"/> Other
<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Mental Disability/Delay	
<input type="checkbox"/> Developmental Delay		

16. What voucher subsidies does your program offer: (check all that apply)

<input type="checkbox"/> School Readiness Contracted	<input type="checkbox"/> School Readiness Voucher Certificate	<input type="checkbox"/> Voucher-Other Agencies
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ELC OF DUVAL

FY 2010 – 2011 PROVIDER PROFILE

17. Total number of employees__

18. Please indicate the total number of staff with each of the following credentials

(For Educational Credentials please indicate highest level, example if a staff member has a college degree please don't include them in your high school total)

Number of staff whose highest level of education/training is a...	
Administrator/Director's Credential-Advanced	
Administrator/Director's Credential-Foundation	
CDA(Child Development Associate)CDA Equivalency	
Center course 40 hours	
CNA	
CPR/First Aid within 2 years	
Early Literacy	
FCCH Course 30 hours	
High school diploma or GED	
Less than high school diploma	
LPN	
Medical Staff Onsite	
RN	
Special Needs Training	
Associate's degree in another field	
Associate's degree in Early Childhood Education or related field	
Bachelor's degree in another field	
Bachelor's degree in Early Childhood Education or related field	
Doctoral degree	
Enrolled in College	
Master's degree in another field	
Master's degree in Early Childhood Education or related field	