

Early Learning Coalition of Duval



Early Learning Coalition
of Duval

VPK Provider Information Booklet 2011-2012

Early Learning Coalition of Duval
8301 Cypress Plaza Drive, Suite 201
Jacksonville, FL 32256
(904) 208-2040
(904) 483-3089 fax



TABLE OF CONTENTS

I Message from Executive Director

II Vision/Mission Statements

III ELC Directory

IV Duval Early Learning Directors Network (DELDN) - Leadership Team

V Provider Information

- VPK Program Requirements
- Monitoring
- Application Process
- Reimbursement
- VPK Attendance Rule for Funding
- Child Enrollment
- FLKRS Information
- Provider Resources

VI State Policies

- OEL-PI-0007-05 Prohibition Against Requiring Supplemental Services
- OEL-IM-0024-05 Prohibited Forms of Discrimination
- OEL-IM-0025-05 Criteria for Admitting Children in the VPK Program
- OEL-PI-0027-05 Prohibition Against Charging Fees
- OEL-PI-0030-05 Documenting & Certifying Student Attendance
- 60BB-8.410 Voluntary Prekindergarten Program Substitute Instructions
- 60BB-8.204 Uniform Attendance Policy for Funding the VPK Program
- 60BB-8.205 Advance Payment and Reconciliation for the VPK Program
- OEL Standard Levels of Service-Provider Profile

VII Attachments

1. Duval County Public School 2011-2012 Calendar
2. Duval County Public School 2011-2012 Holiday Schedule
3. Alternate 2011-2012 Scheduling Form
4. VPK Classroom Enrollee Form
5. VPK Classroom Disenrollee Form
6. ELC Notification of VPK Program Staff Change
7. Advanced Payment Option Form
8. Secure FTP Website- Electronic Signature Agreement
9. Director's Attestation Affirming Compliance
10. Local Sheriff's Check Form
11. Affidavit of Good Moral Character
12. Direct Deposit Form
13. W-9 Form
14. Parent Attendance Verification-Short Form
15. Parent Attendance Verification-Long Form
16. Child Application
17. Sample Certificate of Eligibility
18. Sample VPK Roster
19. Sample Attendance Policy
20. Attendance Rule 20% Threshold Chart
21. Approved Accrediting Associations and Agencies
22. Live Scan Electronic Fingerprinting Information



MESSAGE FROM THE EXECUTIVE DIRECTOR

Dear Provider,

On behalf of the Early Learning Coalition board of directors and staff, I would like to thank you for your participation in the Voluntary Pre-kindergarten program in Duval County. As an approved Voluntary Pre-kindergarten provider, you have the tremendous opportunity of shaping the lives of our community's children and providing them a strong foundation to ensure future school success.

Research clearly indicates that high-quality early learning experiences help children develop the basic knowledge, understanding and interests they need to reach the goal of being successful learners, readers and writers. As a Voluntary Pre-kindergarten provider, your important role to teach and nurture these children is such a privilege.

The VPK staff of the Early Learning Coalition has prepared this manual which highlights basic information and provides resources to help you implement the VPK program. The Coalition and its community partners look forward to working with you as a team to support children's early learning experiences.

The Board and staff of ELC are committed to your success and are here to support your commitment to provide a quality VPK program. If you have suggestions on how to improve our services, please share them with us.

Sincerely,

Susan Main
Executive Director



VISION STATEMENT

All Jacksonville Early Learning programs (centers/FCCH) will provide high quality care and early learning services that result in demonstrated positive school readiness outcomes for all children.



MISSION STATEMENT

The Early Learning Coalition of Duval exists to create a coordinated and integrated system for school readiness services to better prepare children for entry into kindergarten with an emphasis on literacy skills for children who may be at risk for future school failure. The coalition recognizes parents as their children's first teachers and seeks to assist parents by providing opportunities to enhance their children's chances for educational success by participating in quality school readiness programs that can better prepare children for school.



EARLY LEARNING COALITION VPK DIRECTORY

Phone: 208-2040

Function	Name	Extension	Fax
VPK Manager	Cathy Parker	206	394-1244
VPK Coordinator	Kathy Bragg	217	394-1236
VPK Specialist	Pat Thompson	219	394-1238
VPK Assistant	Jeanene Watters	228	394-1246
VPK Reimbursement	Kathy Osborne	213	394-1232
VPK Rosters	Marsha Sampson	211	394-1230
VPK Rosters	Natasha West	210	394-1229
VPK Enrollment	Yolanda Bacon	216	394-1235
VPK Payments	Nachelle Brooks	215	394-1234
Provider Specialist	Sybil Wilkes (cell-514-9727)	207	394-1226
Receptionist	P.J. Ray	214	394-1233
Professional Development & Trainings Manager	Johnna Cooper-Daniels	230	394-1248
Attendance Monitor	Ann Thompson	236	394-1254
NE Florida Regional Facilitator	Marge Campany	(904) 994-1992	



**DUVAL EARLY LEARNING
DIRECTORS' NETWORK (DELDN)
LEADERSHIP GROUP
and
COALITION BOARD
REPRESENTATIVES**

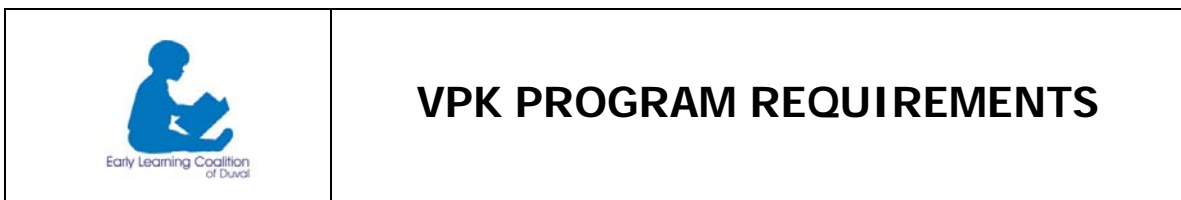
Laura Anderson	Christian Heritage Academy	733-4722	landerson@chajax.org
Pam Bell	UNF Child Development Ctr.	620-2372	pbell@unf.edu
Cindy Green	Hogan Christian Preschool	724-6023	cindy@hogancps.com
Darlene Gore	Learning Ladders Preschool	292-1126	dgore@mumc.net
Evelyn Livingston	Ft. Caroline Baptist Academy	642-3210	academy@fbcjax.com
Barbara Lynn	Community Presbyt. Preschool	241-7335	barbara@cpcab.org
Carol Moore	Ft. Caroline Learning Tree	744-0434	fclearningtree@cs.com
Beverly Price	Just For Kids Learning Center	696-7744	justforkids0171@bellsouth.net
Christine Stephens	Citi Family Center	954-5437	christine.stephens@brighthorizons.com
Margaret Walker	Parkwood Weekday Early Educ. Center	721-2719	weecdirector@gmail.com

Mary Anne Adams	Private Provider Representative	725-1410	happyacresranch@comcast.net
Revondolyn Speight	Faith Based Representative	765-8700	kingdomkids@bellsouth.net
Theresa Little	Legislative Advocate	724-7239	tlittle@ctkcatholic.com



Early Learning Coalition
of Duval

PROVIDER INFORMATION



Provider Types

All VPK providers must be one of the following:

- Licensed child care facility
- Licensed family day care home,
- Licensed large family child care home,
- Nonpublic school or faith-based provider that is exempt from licensure,
- Public school districts

Each provider must also meet one of the following qualifications:

- Be **accredited** by a VPK approved accrediting association (Attachment 16); **OR**
- Hold a current Gold Seal Quality Care designation; **OR**
- Be a licensed child care provider.

Registered family child care homes, unlicensed family child care homes and informal child care providers are not eligible to participate in the VPK program.

Each school district is required by law to deliver the summer VPK program.

Director Credential

Consistent with the requirements of section 1002.55(3)(f), F.S., a private prekindergarten program delivering the VPK program must have a director who has a VPK Director Endorsement, issued by DCF, that meets the requirements of Rule 6A.6.040(2), FAC.

Exempt: Successful completion of the Director Credential prior to December 31, 2006, satisfies this requirement, although individuals are strongly encouraged to acquire the VPK Endorsement.

Endorsement: Effective January 1, 2007, to receive a VPK Director Endorsement Credential, applicants must complete the following:

- The Florida Director Credential Certificate program.
- The DOE-approved training on the **VPK Education Standards** adopted by the State Board of Education.
- The five hour online DOE-approved course **Emergent Literacy For VPK Instructors**.
- The five hour online DOE-approved course **VPK Director Credential**.

Background Screening

A Level 2 background screening, as well as a signed and dated Affidavit of Good Moral Character, must be completed by each staff member before employment. In addition, he/she must be refingerprinted at least once every five (5) years. The Early Learning Coalition of Duval offers Livescan electronic fingerprinting (Attachment 20) to Duval County VPK providers. Appointments are required, please contact Kathy Bragg at kbragg@elcofduval.org, Pat Thompson at pthompson@elcofduval.org, or Jeanene Watters at jwatters@elcofduval.org.

Non-Instructional Days

Non-instructional days during your VPK year are days you do not offer VPK instruction (holidays, teacher planning days, etc). **You do not receive VPK funding for non-instructional days**, even though your center may remain open. For example, a private child care program could decide to follow the Public School schedule and thus their VPK program takes a Spring Break but the center itself is not closed that week. In this case, providers may charge parents the cost for that care, *but they **must** inform parents ahead of time what the VPK schedule will be so parents can make alternate arrangements for non-instructional days if they choose not to attend on those days.* If a provider serves children who receive a child care subsidy, they will be paid the full day regular rate for children on non-instructional days.

Instructional Hours

In order to count as instructional hours, mealtime and outdoor play time must provide activities that nurture and enhance children's development. Children can attend chapel during VPK hours. Nap time CANNOT be counted as instructional time. Providers have flexibility in how they structure their instructional hours as long as they meet the required number of instructional hours during their calendar year. **This schedule should not change except under extreme circumstances and prior approval from the Coalition.**

- School Year Program
 - Providers must offer 540 instructional hours. School-year programs cannot begin more than 2 weeks before Labor Day and must end by June 30.
 - If providers choose to follow the Duval County Public School (DCPS) calendar (Attachments 1 & 2), they must provide a three-hour VPK day. (Please check the DCPS website each year for the current school year calendar: www.duvalschools.org). Also included is an alternate schedule form (Attachment 3) for providers who choose to follow a different schedule.

- Summer Program
 - Providers must offer 300 instructional hours for Summer VPK. Summer programs cannot begin before May 1 and must end before the start of the following school year.

Ratio

Each VPK class must have in attendance at least four (4) children to begin instruction for funding. Providers may organize their VPK classes to combine VPK and non-VPK children as a blended class, but cannot exceed the maximum class size, the teacher to child ratio, or the licensed room capacity.

- School Year Program
 - 4 - 11 children requires 1 credentialed instructor
 - 12-20 children requires 1 credentialed instructor plus an assistant
- Summer Program
 - 4 - 12 children requires 1 credentialed instructor

Staff Qualifications

- School Year Program
 - Each VPK classroom must have at least one instructor who holds at a minimum:
 - A Child Development Associate (NECC) issued by the National Credentialing Program;
 - A credential approved by the Department of Children and Families as being equivalent to or greater than the national credential (FCCP); **AND**
 - The five hour online DOE-approved course **Emergent Literacy For VPK Instructors**.

-OR-

Holds one of the following educational credentials:

- Bachelor's Degree or higher in early childhood education, prekindergarten or primary education, preschool education, or family and consumer sciences (formerly known as home economics);
- Bachelor's Degree or higher in elementary education, with certification to teach any age birth through 6th grade. The certification does not need to be current, but cannot have been suspended or revoked;
- An Associate's Degree or higher in child development;
- An Associate's Degree or higher in an unrelated field, with at least six (6) hours in early childhood education or child development and at least 480 hours of experience teaching or providing care for children birth through 8 years of age;
- An educational credential approved by the Department of Education as being equivalent to or greater than an educational credential described above.

- Summer Program
 - Each VPK classroom must have an instructor who holds:
 - A valid Florida Educator’s Certificate (in any field); OR
 - Bachelor’s Degree or higher in early childhood education, prekindergarten or primary education, preschool education, or family and consumer sciences (formerly known as home economics); OR
 - Bachelor’s Degree or higher in elementary education, with certification to teach any age birth through 6th grade. The certification does not need to be current, but cannot have been suspended or revoked.

VPK Education Standards

The Florida VPK Education Standards describe age-appropriate understandings related to the ways four-year-olds think, recreate, reason, and create as they engage in the learning process. A training has been developed to ensure all VPK teachers effectively design and implement suitable early learning environments. The participants will be introduced to the VPK Education Standards, which are guidelines that describe what children should know and be able to do at the end of their VPK experience.

To register for the **VPK Education Standards**, log on to the DCF Website (www.myflorida.com/childcare/training), “**Click to Register for Courses**” and select “**Instructor Led Courses**” by “**VPK Training Providers**”.

Emergent Literacy For VPK Instructors

All VPK instructors who hold a CDA (NECC) or Birth through Five credential (FCCP) must complete the five hour online DOE-approved course **Emergent Literacy For VPK Instructors**. This course is available on line at <http://www.flvpkonline.org/emergentliteracy>.

Additional professional development opportunities can be found at the Northeast Florida Master Training Calendar <http://www.nefltraining.org/> or the DCF website <https://training01-dcf.myflorida.com/DCF/CCT/REG/COURSESELECTOR> for additional information.

Credential Renewal

Individuals with a National CDA (NECC) or Birth Through Five credential (FCCP) must complete the renewal process at least every five (5) years to maintain an active credential. For more information, please contact:

Child Care Training Information Center (CCTIC)
2807 Remington Green Circle, Tallahassee, FL 32308
1-888-352-2842

Curriculum Requirements

Curriculum must be developmentally appropriate, designed to prepare a student for early literacy, enhance the age-appropriate progress of students in attaining the state-adopted performance standards, and prepare students to be ready for kindergarten based on the statewide kindergarten screening. Providers may select or design their VPK curriculum unless they fail to meet kindergarten readiness rates for two successive

years. The Florida Department of Education will review and approve curricula for use by these providers, which must be verified by the ELC of Duval.

Maintenance of Records

VPK child records are confidential and must be kept by the provider for at least five (5) years after the child's last day of attendance. Records include Certificate of Eligibility, Monthly Parent Verification Forms (Attachments 14 & 15), and signed VPK Attendance Policy (sample-Attachment 17). The parent of a VPK child has the right to inspect and review the individual records of his or her child and to obtain copies of the records; original documents must remain in the child's file.

Records of the VPK director and instructors must be kept for at least five (5) years after the employee's last day of employment.

Compliance Verification

The Early Learning Coalition of Duval (ELC) has an ongoing duty to verify a VPK provider's compliance with Florida Statutes, state policies, and ELC procedures. The provider must allow the Coalition to enter the VPK site at any reasonable time for the purpose of monitoring. The provider must also allow the Coalition to inspect and copy the records maintained by the provider concerning the VPK program, VPK instructors, VPK director, and VPK children. Please see the VPK Provider Self-Monitoring Checklist for more details on what items will be reviewed. The provider's non-compliance with any terms of the VPK Provider Agreement may result in the Coalition withholding funds and/or the termination of the VPK contract. The provider must submit for approval a corrective action plan before returning to the VPK program. The Coalition will notify the provider in writing of any contract/financial penalties.

VPK Provider Self-Monitoring Checklist

This Self-Monitoring Checklist will assist you in preparing for our monitoring visit to your site.

- **A file on each child, kept in a secure location, to include:**
 - a. A copy of the child's Certificate of Eligibility
 - b. Certified student attendance for each month signed by parent/guardian. (AWI-VPK 03-long or short version) Original signed document must be retained for 5 years.
 - c. Signed proof that your program's Attendance Policy was given to parent/guardian.
 - d. If dismissed, documentation specifying reasons for the student's removal from the program.
 - e. Assessments to measure child's progress.

- **A file on each VPK Instructor:**
 - a. Proof of Level 2 background screening within the past 5 years.
 - b. Proof of one of the following credentials for the lead instructor:
 - 1) CDA or CDAE, along with Emergent Literacy Course
 - 2) Bachelor's Degree or higher in early childhood ed., prekindergarten or primary ed., preschool ed., or family & consumer sciences
 - 3) Bachelor's or higher in elementary ed., with certification to teach children any age from birth through grade 6
 - 4) Associate's or higher degree in child development
 - 5) Associate's or higher degree in an unrelated field with at least 6 hours in early childhood ed. or child development and at least 480 hours of experience teaching or providing care for children birth through eight years.
 - 6) An educational credential approved by the Department of Education as being equivalent or greater than the credentials described above.

- **Review of Curricula(um):**
 - a. Developmentally appropriate as demonstrated through review of lesson plans and activities.
 - b. Evidence of preparing students for early literacy.
 - c. Evidence of age-appropriate progress of students in attaining each of the VPK Performance Standards.

- **Review of Program:**
 - a. Director's Credential Certificate
 - b. Schedule for 540 instructional hours.
 - c. Staff to children ratio (1 instructor for up to 10 children; 2 instructors for 11 to 18 children).
 - d. Evidence of a Lesson Plan.
 - e. VPK Schedule posted in classroom.

VPK Classroom Observational Checklist

Do the children look happy?

Are the children involved in activities?

Are there plenty of developmentally appropriate books and toys?

Do the children appear well cared for?

Is/Are the teacher(s):

Kind, encouraging children to explore and work independently and cooperatively?

Asking children open ended questions about their work?

Encouraging children to choose some of their own activities?

Listening and talking with individual children?

Maintaining control of the classroom in a positive way?

Does the Classroom have:

Several different play areas (for active and quiet play)?

Space for children to move freely?

Child-sized furniture in good condition?

Real photographs, current pictures and artwork displayed at the child's eye level?

A place for children's belongings?

Is the Classroom clean?

Date	Time In	Time Out
------	---------	----------



	Initial Visit	First Follow-Up	Second Follow-Up
One			
Two			
Three			

VOLUNTARY PRE-KINDERGARTENSITE MONITORING FORM
Circle One: School Year Session / Summer Session

Facility Name	Classroom	Teacher	Assistant
---------------	-----------	---------	-----------

Facility Address	Ratio
------------------	-------

Directors Name: [Directors Credentials Certificate: Y N] Curriculum:

<u>Observation/Best Practices</u> New Teacher: Credentials Emergent Lit. Standards FBI, FDLE, Local, ATT New Assistant: FBI, FDLE, Local, ATT [Lesson Plan: Y N] [VPK Schedule Posted: Y N] Assessments to Measure Child's Progress:	<u>Comments</u>
---	-----------------

<u>Director Questions/Comments</u>

CHILDREN FILES (RANDOMLY REVIEW FOUR FILES)

Child's Name	Certificate	Parent Verification	Attendance Policy

Monitor's Signature _____ Date _____

Provider's Signature _____ Date _____

Evidence of Children's work related to Lesson Plan			
Current Date		Previous Date	
Compliance	Partial Compliance	Non-Compliance	

WHITE - COALITION
 YELLOW - PROVIDER
 PINK - FILE COPY

 Pam Buckham@DCF 904-723-2193

PPMS _____
 Letter _____
 Letter _____



PROVIDER APPLICATION PROCESS

Each private provider or public school interested in delivering the Voluntary Prekindergarten Education Program (VPK) must complete the following:

- Form AWI-VPK 10
- Form AWI-VPK 11A & Form AWI-VPK 11B
- Form AWI-VPK 20 (Provider Agreement)

These forms are available electronically in Adobe® PDF at:

http://www.floridajobs.org/earlylearning/oel_program_guid.html or our website: www.elcofduval.org. The completed applications must be submitted to the Early Learning Coalition (ELC) along with the required attachments.

Form 10

- A copy of DCF License, or official Gold Seal Certificate, or documentation of other approved accreditation (Attachment 19)
- Documentation of Director's Credentials

Form 11

- Documentation of staff credentials
- Director and Staff background screening, including:
 - FBI Clearance
 - FDLE Clearance
 - Local Sheriff's Check (Attachment 10)
 - Affidavit of Good Moral Character (Attachment 11)

OR

- DCF Clearance letter (dated on or after August 1, 2010)
- Affidavit of Good Moral Character
- Director Attestation (Attachment 9)

ELC will notify the provider if any additional information is needed.

Form 20

- A fully executed provider agreement must be on file before VPK funding can begin.

Application Changes

Providers must notify ELC in writing of any application changes by submitting an updated AWI-VPK Form 10. Changes include:

- Director changes
- Owner changes/Name changes
- Contact information changes (i.e. address, phone numbers, e-mail)
- Change of license (Probationary, Provisional, or other)
- Facility closure
- VPK instructor changes (lead teacher or assistant)
- Class curriculum changes
- VPK schedules or program hour changes (under extreme circumstances only)

The Staff Change Form (Attachment 6) and AWI-VPK Form 10 can be found at www.elcofduval.org and must be submitted to the Coalition via fax (483-3089) or by delivery at:

Early Learning Coalition of Duval
8301 Cypress Plaza Drive
Suite 201
Jacksonville, FL 32256



ENROLLMENT INFORMATION

Enrollment

VPK law allows a parent/legal guardian to enroll their child with any private prekindergarten provider or public school that is eligible to deliver the VPK program. Each VPK provider must comply with antidiscrimination requirements and may not discriminate against parents and/or children on the grounds of race, color or national origin.

Florida law specifies that a VPK provider **may not** require a parent to enroll their child in or require the payment of any fee or charge for 'supplemental services' (example: extended day, wrap around or full-day services) as a condition of admitting a child for enrollment in the Voluntary Prekindergarten Program.

The Early Learning Coalition issues a Certificate of Eligibility to parents upon completion of the registration process.

Provider Attendance Policy

VPK Providers must provide parents/legal guardians with a copy of their written attendance policy upon enrollment of each child into the VPK program. Parents must sign signifying they agree to the provider's attendance policy. Signed documentation must be kept in the child's file for monitoring purposes. (See sample attendance policy - Attachment 17)

A provider's **attendance policy** is not the same as the State's **VPK Funding Policy**. Provider's have the right to determine how many absences/tardies are allowable. Children who complete 70% (including paid absences) of a VPK program will be included in that program's readiness rate.

Enrollment Procedures

1. Parent submits the Certificate of Eligibility to provider.
2. Provider records child information on an enrollee sheet (Attachment 4) by class.
3. Provider faxes the enrollee sheet to Yolanda Bacon at 394-1235.
4. If a child leaves the VPK program, either by parent choice or provider choice, the provider must complete a disenrollee form (Attachment 5).
5. Provider faxes the disenrollee form to Yolanda Bacon at 394-1235.

Delayed Enrollment

A provider may enroll a child in a VPK classroom after the class has begun, if at least 10% of the instructional hours remain (54 hours for a school year program or 30 hours for a summer program). The parent/guardian must complete and sign the "Informed Parent Consent" form.

Transfer Procedure

Beginning 12/21/10, a child may transfer only ONE TIME, regardless of circumstances. Providers may accept children with approved transfers; however, the parent must submit the

new Certificate of Eligibility prior to enrollment. Providers will not receive payment without a newly issued certificate. *As a reminder, a provider should not return the Certificate of Eligibility to a parent if their child disenrolls. The provider is required to maintain the certificate in the child's file for five years.*

Program Fees

VPK provider **may not** require a parent/legal guardian to pay fees or charges for any part of the VPK program, including, but not limited to registration fees. However, a provider may **request** that a parent voluntarily purchase or bring in personal items such as: instructional materials or supplies, lunch, snacks, or hygiene products (e.g. tissues, soap).

Late Fees

A provider must notify the parent/legal guardian 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/guardian. If a parent fails to pick up his/her child from the VPK program by the designated time, the provider may require payment of late pick-up charge.



PAYMENT INFORMATION

Funding

Funding for the VPK program is adjusted annually. For the 2011-12 VPK school year, the Base Student Allocation (BSA) for Duval County is \$2417.08 per child. Payment for services is received monthly and can be:

1. paid in advance based on projected enrollment, and adjusted monthly to reflect current enrollment, or
2. paid post monthly, based on child enrollment.

Please complete an Advance Payment Option form to select advance or post-payment (Attachment 7).

Child Attendance

Providers must document the daily attendance of each child enrolled in the VPK program. Each month, the provider must have the parent/legal guardian of each child verify that child's attendance in the VPK program on a Child Attendance and Parental Choice Certificate (short or long form (Attachments 14 and 15))--**full signatures are required**. Proper use of the long or short forms, along with verification of the child's attendance, will be monitored by an ELC attendance monitor. If a provider dismisses a child from the VPK program, the provider is responsible for submitting a disenrollee form specifying the reason for removal.

Each month, VPK providers will receive pink attendance rosters (sample-Attachment 16) to record children's attendance. These completed and signed forms must be returned to the Coalition by **the second business day of the month** in order to receive payment. A drop box is available outside the ELC building which can be used for after-hours submission.

Withdrawal from the VPK Program

When a child withdraws from the VPK program, the provider will not receive payment beyond the last instructional day. For this reason, if a child is absent at the end of any month, make a notation on the roster if the child is returning. This will prevent the Coalition from disenrolling the child.

Electronic Filing

The Coalition now offers electronic filing of attendance rosters (Attachment 8). Please contact Kathy Osborne at 208-2040 ext. 213 to participate in this program.



**Voluntary Pre-Kindergarten
Provider Attendance Rosters and Reimbursement Reports**

MONTHLY PROCESS

WHAT WILL YOU RECEIVE?

Current month VPK attendance roster, final provider detailed reimbursement reports for the previous month attendance rosters and next month's final advance payment detailed reimbursement reports if you choose that option.

WHEN WILL YOU RECEIVE THE DOCUMENTS?

Some time between the 25th & 30th of each month

WHAT SHOULD YOU RETURN TO EARLY LEARNING COALITION OF DUVAL?

Complete the current month attendance roster and return them to the Early Learning Coalition of Duval.

- In completing the roster please mark an X for present and E for absent. **Special Note: Notes are not required for absences.**
- If you have a child in your VPK program that didn't pre-print on the current month attendance roster, please write their name, date of birth, class ID (A. B. C. etc), certificate number and the days they attended. **Special Note: Complete an enrollee form and fax or return it to our office.**

WHEN SHOULD YOU RETURN THE DOCUMENTS TO EARLY LEARNING COALITION OF DUVAL?

The 2ND **WORKING DAY** OF EACH MONTH.

Rosters will be accepted up to 8:00 am on the 3rd working day **in the ELC drop box ONLY.**

WHAT SHOULD YOU RETURN TO EARLY LEARNING COALITION OF DUVAL?

If a child did not pre-print on the current month enrollment/attendance verification pink roster you must also fax the VPK Classroom Enrollees form to the Early Learning Coalition of Duval. This will enable Coalition staff to enroll this child in your program and insure your payment will include those children. If a child did pre-print on the current month enrollment/attendance verification pink roster and is no longer attending your facility you must fax the VPK classroom disenrollees form.

WHEN SHOULD YOU FAX THESE DOCUMENTS TO EARLY LEARNING COALITION OF DUVAL?

ON OR BEFORE THE 5th OF EACH MONTH

If the 5th falls on a Saturday or Sunday please return by the close of business on the Friday before the 5th.

WHAT SHOULD YOU COMPLETE AND RETAIN AT YOUR CENTER?

The Student Attendance and Parental Choice Certificate Form needs to be completed/signed by each VPK parent/guardian and kept at your facility for monitoring purposes.

WHEN SHOULD YOU EXPECT TO RECEIVE YOUR MONTHLY DIRECT DEPOSIT?

Sometime between the 29th and 31st of the current month.

CONTACT INFORMATION:

- If you have any questions concerning VPK child enrollment issues please call the Early Learning Coalition of Duval at 208-2044.
- If you have any questions on completing the VPK attendance roster or student attendance and parental choice certificates` please call Marsha Sampson at 208-2044 ext 211 or Natasha West 208-2044 ext 210 .

Please forward all VPK attendance rosters to:

Early Learning Coalition of Duval
8301 Cypress Plaza Drive, Suite 201
Jacksonville, FL 32256

Rosters can not be faxed

Please forward all VPK Class Enroll/Dis-enrollee forms to:

Early Learning Coalition of Duval
Attn: Yolanda Bacon
8301 Cypress Plaza Drive, Suite 201
Jacksonville, FL 32256
OR FAX TO: (904) 394-1235



VOLUNTARY PRE-KINDERGARTEN REIMBURSEMENT POLICIES

1. ATTENDANCE ROSTER SUBMISSION DATES:

- a. All required attendance rosters are due to the Early Learning Coalition of Duval (ELC), **no later than the 2nd working day of each month.**
- b. Attendance documents can be dropped off at the ELC office, put in our drop box located at the front entrance or loaded on the secure FTP website.
- c. Rosters will be accepted up to 8:00AM on the 3rd working day **in the ELC drop box ONLY.**

2. REIMBURSEMENT (PAYMENT) DATES:

- a. Direct deposits will be wired between the 29th or 30th of the current month.
- b. Any rosters received after the 2nd working day but before the 10th working day (**grace period**) will be processed in the following month. (NO EXCEPTIONS)
- c. If a center's current month attendance rosters are received by the 2nd working day of the following month but before the 10th working day, the advance payment amount for the current month will be deducted from the upcoming months pre-payment. (**See example below**)

EXAMPLE:

Osborne Pre-School (OPS):

- April 2006 rosters – submitted to ELC between the 2nd and 10th working day in May 2006

- April 2006 advance payment amount (received by OPS at the end of March 2006) will be deducted from the June 2006 advance payment amount (which will be paid out between the 29th of May 2006 and 1st of June 2006).
- April 2006 rosters (with actual attendance data) will be processed in June 2006 and payment for April 2006 will be made between the 29th of June 2006 and the 1st of July 2006.

3. NON-REIMBURSABLE ROSTERS:

- ATTENDANCE ROSTERS RECEIVED AFTER THE 10TH WORKING DAY WILL BE CONSIDERED NON-REIMBURSABLE. (NO EXCEPTIONS)**
- If a center's current month rosters are received after the 10th working day, the advance payment for the current month will be deducted from the upcoming months pre-payment and the current month's attendance rosters will not be processed at all. **(See example below)**

EXAMPLE:

Osborne Pre-School (OPS):

- April 2006 rosters – submitted to ELC, AFTER the 10th working day in May 2006
- April 2006 advance payment amount (received by OPS at the end of March 2006) will be deducted from the June 2006 advance payment amount (which will be paid out between the 29th of May 2006 and 1st of June 2006).
- April 2006 rosters (with actual attendance data) WILL NOT be processed at all and the rosters will be considered non-reimbursable because of submission beyond the grace period.

4. RECONCILING REIMBURSEMENT PAYMENTS:

- It is the provider's (center's) responsibility and very imperative to review the reimbursement summary provided by ELC Finance Staff, each month.

- b. Providers that are not able to review and reconcile their reports on a month to month basis may wish to consider opting out of advance payment. To obtain more information on opting out of advance payment, please contact our office.
- c. If the providers fail to report underpayments or names of children which have been omitted from the reimbursement summary, within 15 calendar days of the receipt of the reimbursement summary, the underpayment shall be considered non-reimbursable.
- d. Providers are also required to report any overpayment to ELC Finance Staff.
- e. Providers are required to submit VPK child enrollment documents for AWI audit requests.

5. VPK Kindergarten Readiness Verification

Section 60BB-8.305 of the Florida Administrative Code (F.A.C.) requires all providers who receive VPK funds to verify the annual cumulative attendance of each child enrolled in the provider's VPK program. This process certifies the paid hours of attendance for each child enrolled during the program year. Providers are required to return the Coalitions completed verification letter on or before the dead line before final program payment will be made/deposited.



Attendance Roster Absences

VPK Attendance Roster Absences

If the last 2 or more days of attendance for any child on your current month roster are marked with E's it's very important that you indicate that the child will be returning. If the attendance roster does not have the notation that the child will be returning this will result in the child being terminated and those absences not being paid.

Notation not on the Current Month Roster: This will result in non-payment for those absences on the current month attendance roster and they will only be adjusted on your next monthly payment if the child returns on the following month attendance roster. **Special Note:** Once a child is terminated they do not automatically pre-print on the attendance roster and will need to be written in for payment

Attendance Policy Statement: If a child does not resume attendance, an absence is not payable for an instructional day after the child's last day of attendance.

Should you have any questions please call Marsha Sampson at 208-2044 ext 211 or Natasha West at 208-2044 ext 210.



VPK Certificate

Please be advised that when a child/children are enrolling in your VPK program a VPK certificate is required for each child. If a child leaves your VPK program **DO NOT** give the VPK certificate back to the parent. If a parent left another VPK program to enroll in your program then a VPK transfer certificate is required and should be obtained before the child enrolls in your VPK program.

VPK certificate/VPK transfer certificate are required in order for any provider to be reimbursed.

Should you have any questions please contact Yolanda Bacon at 208-2044 ext 216.



**Voluntary Pre-Kindergarten
Student Attendance and Parental Choice Certificate**

MONTHLY PROCEDURE

Early Learning Coalition of Duval Parental Choice Certificate Policy:

Each VPK provider must require the parent of each VPK student to verify their child's attendance each month by completing one of the two student attendance and parental choice certificates.

Certificate Options:

1. If the provider retains a daily sign in and sign out form for each VPK student then the parent/guardian are required monthly to complete/update the attached short form of the student attendance and parental choice certificate. The provider may use an electronic system to record this attendance documentation in lieu of a paper sign in and out form, except that the system must record an electronic signature, card swipe, entry of a personal identification number (PIN), or similar daily
2. If the provider uses a method other than a daily sign in and sign out form for VPK students then parents are required monthly to complete the attached long form of the student attendance and parental choice certificate. Before the parent signs this long form, the provider must either enter the student's attendance on the form or attach documentation to the form which includes the student's attendance for the month.

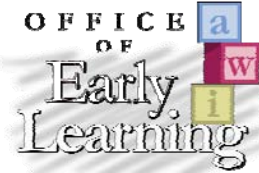
These forms must be completed monthly and retained at your facility.

CONTACT INFORMATION:

- If you have any questions on completing the VPK Student Attendance and Parental Choice Certificate forms please contact Marsha Sampson at 208-2044 ext 211 or Natasha West at 208-2044 ext 210.



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"/>
<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"/>	<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.



Voluntary Pre-Kindergarten Enrollment Notice

Client Name _____

Address _____

Provider _____

During our VPK reimbursement process for the month of _____ your child/children's care was/will terminate on _____.

Reason:

_____ VPK Provider terminated care. (Written on the attendance verification roster).

_____ VPK Provider lost contact with you (the client) and didn't claim your child for payment on the above reimbursement month.

_____ VPK Provider did not notate the child's return

_____ VPK 540/300 hours will be complete.

VPK payment for the following child/children will be affected by this action.

1. _____ DOB _____
2. _____ DOB _____
3. _____ DOB _____

This notice was sent by VPK Reimbursement Specialist at 208-2044.

Natasha Leonard ext. 210 _____

Marsha Sampson ext. 211 _____

Jane Ferguson ext. 218 _____

Copies sent to: White - VPK Provider Payment File Yellow - Parent Pink - Provider



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

Office of Early Learning
Voluntary Prekindergarten (VPK) 80:20 Attendance Rule
Frequently Asked Questions for Parents and Providers
October 26, 2009

Q: Where can I get a copy of the revised VPK attendance rule?

A: The revised VPK attendance rule is available at:
<https://www.flrules.org/gateway/readFile.asp?sid=0&tid=7611510&type=1&File=60BB-8.204.doc>.

Q: Why did the Agency change the way it pays for attendance in the VPK program?

A: During the 2009 special and regular legislative sessions, the Florida legislature changed the wording in the VPK statute to require a provider's total payment for a child be at least 80 percent for days attended. This change prevents a provider from being paid for more absences than would total 20 percent of the provider's payment for a child. This statutory change required the Agency to significantly revise the rules related to VPK attendance.

Q: What is the Agency's attendance rule in plain language?

A: The VPK attendance rule establishes how early learning coalitions pay providers. Payment is based on the number of hours children attend VPK programs, starting with the first day of attendance and ending with the last day of attendance, and the number of hours of payable absences. A child is considered to have attended a whole day of VPK if he or she attends any part of the day.

Q: How does the Agency handle payment to providers under the new attendance rule?

A: There are five main aspects to handling payment to child care providers:

1. A provider is paid for every day a child attends the program.
2. A provider is paid for a full day if a child attends any portion of the VPK day, even if the child leaves early or arrives late.
3. Generally, a provider is paid monthly for all absences as long as a child is not absent more than 20 percent of the time attended.
4. If a child is absent more than 20 percent of the time attended, a provider is paid for some portion of the absences.
5. If a child is absent more than 20 percent of the time attended during a specific month, but is absent for less than 20 percent of the total time attended, the provider will receive a reconciliation payment at the end of the class.

Q: Why did the Agency choose this formula for calculating allowable payments?

A: The Agency chose the below formula to implement the Legislature's language in Section 1002.71(6)(d), Florida Statute:

$$\text{Time attended} / 0.8 = \text{total hours to be paid to provider}^*$$

***NOTE:** The total hours to be paid to a provider cannot exceed the instructional hours established for that program (i.e., cannot be greater than 540 hours for the school year or 300 hours for the summer program).

Q: Under the previous attendance rule, providers needed documentation from parents to determine whether children's absences were excused or unexcused. Does the new attendance rule require this documentation?

A: No, documentation from parents for absences is not required. The Agency eliminated the need for excused and unexcused absences in the new attendance rule. The new rule references only paid and unpaid absences.

Q: Is the payment formula applied every month or only once during the child's VPK enrollment?

A: The Agency's information technology system applies the payment formula monthly for the monthly payment calculations. It is applied again at the end of the VPK class for the final reconciliation.

Q: Who was involved in the rule-making process? Did providers play a role?

A: Over the course of six months, the Agency worked with VPK providers, early learning coalition executive directors, school district VPK staff, Agency partners, such as the Department of Education, and other stakeholders to develop this rule. As part of the rule promulgation process, the Agency advertised and held a rule development workshop and a public hearing with a call-in telephone line to which the public was invited to participate. The Agency published notices for the legally-required public comment period in the Florida Administrative Weekly and on the Agency's website for the workshop, the hearing, and the various draft rule versions. The Agency also sent multiple emails to coalitions regarding the rule and discussed the rule on the following conference calls: weekly coalition executive directors' call, weekly coalition information technology professionals' call, and the bi-weekly Department of Education VPK call with coalition and school district VPK staff. The Agency considered all comments and concerns in the development and final promulgation of this rule. For future rule development information, interested parties can access the Agency's rule webpage at http://www.floridajobs.org/earlylearning/oel_state_fed.html#proposedrules.

Q: Did the Agency consider other options for paying absences under the 80:20 statute?

A: The Agency considered two other processes for paying absences and shared each option with the public in detail using the methods described above. Providers and coalitions informed the Agency that paying allowable absences only after the VPK class ends or paying for all absences as they occur, then applying the 80:20 formula after the VPK class ends would both create serious fiscal impacts. To minimize fiscal impact, the Agency decided to reconcile monthly and then again when the VPK class ends.

Q: If a child is frequently absent, is the provider required to keep that child in hopes that he or she will meet the 80 percent rule and be able to receive unpaid days back? Can the provider dismiss a child from the VPK program and receive payment?

A: This rule is for payment purposes only and does not require a provider to dismiss a child at any time. While s. 1002.71(6)(d), F.S., permits VPK private providers and public schools to adopt their own attendance policies, providers should keep in mind that choosing to implement strict attendance policies risks creating programs so restrictive that too few children enroll. Over the course of a program year, children may be absent for a wide range of reasons; however, based on past attendance data, the vast majority of children (approximately 95 percent) will not miss more than 20 percent of their time in providers' VPK programs.

Q: Private providers and public schools must ensure they are paid for enough days to cover their expenses. If a private provider or public school ends a child’s enrollment because of a family’s vacation or an extended illness, is the child able to reenroll into another school-year program since the dismissal is the action of the provider?

A: A child who a private provider or public school dismisses may be eligible to enroll into another school-year program if, in addition to other factors, the child has not already reenrolled for “good cause.” Or, a child who a private provider or public school dismisses may be eligible to enroll in the summer program if, in addition to other factors, the child has not already reenrolled for “good cause” or for “extreme hardship.”

Q: VPK private providers and public schools are tightening their attendance policies and telling parents who had previously scheduled two-week vacations that the parents will be charged for those absences that are in excess of the monthly 80:20 ratio. Is this allowable?

A: VPK providers are not allowed to charge parents for services provided in the VPK program. Section 1(b), Article IX of the state constitution mandates VPK as a free program. Section 1002.71(8)(a), 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.” Charging parents for absence days in excess of those absence days permitted by the provider’s attendance policy per month is not permissible.

Q: If a provider forgets to report a child’s attendance for an entire month, can that provider receive back payment for that child for that month?

A: Yes. For example, a provider submits the August attendance roster, but failed to report a child’s attendance. The provider then reports the child’s attendance for August in October. The coalition will need to adjust the reimbursement calculation for August by making a “prior period adjustment.” The coalition will need to enter the child’s payment and absence information for the late attendance in the system. Because the monthly 80:20 calculation does not consider prior period adjustments, the provider will receive full payment for the child. However, prior period adjustments will be factored in the final classroom adjustment. This could result in the provider repaying funds for absences exceeding the 80:20 formula.

Q: If a child starts a program in August and moves away in the middle of the program, will the provider receive payment for the child’s unpaid absences at the point that the child leaves?

A: When the VPK class ends, the final 80:20 reconciliation will identify whether the provider is due reimbursement for any previously unpaid allowable absences.

Q: If a provider has questions that have not been addressed in this document, who should the provider contact?

A: Providers or other interested parties may share questions or comments on the 80:20 rule with the Agency at OELquestions@flaawi.com or call 1-866.357.3239.



Charlie Crist
Governor
Cynthia R. Lorenzo
Director

Office of Early Learning
Voluntary Prekindergarten 80:20 Attendance Rule Examples
October 23, 2009

Florida law mandates that no more than 20 percent of the total payment to a VPK provider or school on behalf of a child be for absences. This means that in those cases where a child's absences do not exceed 20 percent of the days attended, the provider will receive payment for all of the days the child is absent from the provider's program. The 80:20 attendance calculation is applied monthly and at the end of a provider's VPK class. Please see the following examples.

Assumption: A class is three instructional hours per day and runs for a nine-month period from August through April. Monthly, the provider schedules 20 days of instruction. A child attends on the first and last days of scheduled VPK instruction.

Example 1 – Monthly 80:20 calculation requiring an adjustment and end-of-class 80:20 calculation not requiring an adjustment

In August, a child was absent for two weeks of vacation, then attended the other two weeks of class that month. The child then had perfect attendance for the remainder of the class. The child would have been absent from the VPK program for a total of 30 hours (10 days @ 3 hours per day). Therefore, all of the absences will be reimbursable -- some (7.5 hours) for August when the absences occurred and the remaining absences (22.5 hours) paid at the end of the class.

Monthly (August) Reconciliation – requiring an adjustment

Instructional Hours: 60
Hours Absent: 30 (10 days x 3 hours)
Hours Attended: 30
Allowable Hours Paid: 30 hours attended / .8 = 37.5 hours

End-of-class Reconciliation – not requiring an adjustment

Instructional Hours: 540
Hours Absent: 30 (10 days x 3 hours)
Hours Attended: 510
Allowable Hours Paid: 510 hours attended / .8 = 637.5 hours
If the allowable hours paid exceed the instructional hours, the provider will be paid for the provider's VPK class instructional hours not to exceed 540 hours.

Example 2 – Monthly 80:20 calculation not requiring an adjustment and end-of-class 80:20 calculation requiring an adjustment

In August, if a child was absent for four days due to illness, but attended the other 16 days of class that month, the child would have been absent for 12 hours (4 days @ 3 hours per day). Therefore, all of the absences will be reimbursable for August.

Monthly (August) Reconciliation - not requiring an adjustment

Instructional Hours: 60

Hours Absent: 12 (4 days x 3 hours)

Hours Attended: 48

Allowable Hours Paid: 48 hours attended / .8 = 60 hours

From August through March, the child is absent four days each month for various reasons. All of these absences are reimbursable at the end of each month. Then, in April, the child misses six days.

Because the child attended fewer days in April, only 10.5 absence hours are paid for April, leaving 7.5 absence hours (2 ½ days) unpaid for that month. Since April is the final month, the 80:20 formula is again applied to the entire program year. The 7.5 unpaid absence hours in April will not be reimbursed because the child was absent for too many days when the 80:20 formula is applied for the entire year.

End-of-class Reconciliation - requiring an adjustment

Instructional Hours: 540

Hours Absent: 114 (4 days x 3 hours x 8 months for August through March) + (6 days x 3 hours for April)

Hours Attended: 426

Allowable Hours Paid: 426 hours attended / .8 = 532.5 hours

Example 3 - End-of-class 80:20 calculation for the dismissal of a child by a provider

It may be financially advantageous to providers to allow a child who is frequently absent in the early part of a program to complete the program. At the half-way point in a VPK class (after 90 days or 270 hours of VPK instruction), a provider decides to dismiss a child, who has been absent for 36 days (108 hours), under its attendance policy. When reconciled at the end of class, the provider would be reimbursed for 13 ½ absence days (40.5 hours), leaving 22 ½ absence days (67.5 hours) unreimbursed.

End-of-class Reconciliation – dismissed child

Instructional Hours: 270

Hours Absent: 108 (36 days x 3 hours)

Hours Attended: 162

Allowable Hours Paid: 162 hours attended / .8 = 202.5 hours

Non-paid Absences: 67.5 hours (202.5 – 162 – 108)

If the provider decides to allow the child to complete the program (540 hours) and the child is absent an additional five days (15 hours) for a total of 41 days (123 hours) absent, then the provider would be reimbursed for 34.75 absence days (104.25 hours), leaving only 6.25 absence days (18.75 hours) unreimbursed.

End-of-class Reconciliation – not dismissed child

Instructional Hours: 540

Hours Absent: 123 (41 days x 3 hours)

Hours Attended: 417

Allowable Hours Paid: 417 hours attended / .8 = 521.25 hours

Non-paid Absences: 18.75 hours (521.25 – 417 – 123)



Calculation of Monthly Payment

Duval County 2009-2010
Schedule

Example: A child attends 17 or more days in September.

$$\frac{\text{\# OF DAYS ATTENDED}}{.8} = \text{\# OF DAYS PAID}$$

Therefore,

17 days divided by .8 = 21.25 days

So, here we use the lesser of the two.

1. 21.25 days based on calculation or
2. 21 calendar days for September

<i>Month</i>	<i># of Instructional Days</i>	<i>20% Threshold (Total # of days absent)</i>
August	6	1
September	21	4
October	21	4
November	17	3
December	12	2
January	18	3
February	19	3
March	23	4
April	15	3
May	19	3
June	9	1
Total	180	31



Calculation of Monthly Payment

Continuing with September example:

$$\begin{array}{ccccccc} \text{Hourly Rate} & \times & \text{Lesser of the 2} & \times & \text{\# of Hours} & = & \text{Monthly} \\ & & \text{Total Days for the Month} & & \text{per Day} & & \text{Payment} \\ & & & & & & \text{per Child} \end{array}$$

Thus,

$$\text{\$4.83 per Hour} \times \text{21 Days} \times \text{3 Hours per Day} = \text{\$304.29}$$



Calculation of Monthly Payment

Example: A child attends 16 or less days in September.

$$\frac{\text{\# OF DAYS ATTENDED}}{.8} = \text{\# OF DAYS PAID}$$

Therefore,

16 days divided by .8 = 20 days

So, here we use the lesser of the two.

1. 20 days based on calculation or
2. 21 calendar days for September

<i>Month</i>	<i># of Instructional Days</i>	<i>20% Threshold (Total # of days absent)</i>
August	6	1
September	21	4
October	21	4
November	17	3
December	12	2
January	18	3
February	19	3
March	23	4
April	15	3
May	19	3
June	9	1
Total	180	31



Calculation of Monthly Payment

Continuing with September example:

$$\text{Hourly Rate} \times \text{Lesser of the 2} \times \text{\# of Hours} = \text{Monthly Payment per Child}$$

Total Days for the Month per Day

Thus,

$$\$4.83 \text{ per Hour} \times 20 \text{ Days} \times 3 \text{ Hours per Day} = \$289.80$$

Payment for 1 day will be paid at the completion of the program, providing the child attends 80% of the program.



Payment For Absences

540 Program hours equals 108 hours of paid absences.

540 hour program

3 hr class - 36 days paid absences

4 hr class - 27 days paid absences

6 hr class - 18 days paid absences



Payment For Absences

300 Program hours equals 60 hours of paid absences.

300 hour program

6 hr class – 10 days paid absences

7 hr class - 8.57 paid absences

8 hr class - 7.5 paid absences



CHILD ELIGIBILITY AND ENROLLMENT

Child Eligibility

A child must be 4 years old on or before September 1st of the school year to be eligible to participate in the VPK program.

Parent Enrollment Process

Parents and/or legal guardians must register their child in person at a VPK registration site. They may not register for VPK at a child care center or family child care home. Relatives and family friends may not register on behalf of the parent/guardian.

Parents/guardians should bring **proof of residency** and **proof of their child's age** to the registration location. It is not required to bring the child to the registration.

A parent may verify their child's age by providing any one of the following:

- Birth Certificate
- Immunization record indicating date of birth, signed by physician
- Passport
- Valid Military Dependant Identification card

A parent may verify residency (MUST be current address) by providing any one of the following:

- Florida Driver's License
- Utility Bill
- Pay Stub
- Lease agreement

Parents/legal guardians will complete the one page child application and copies will be taken of their proof of residency and child's proof of age. The parent will sign and receive a white copy and yellow copy of the Certificate of Eligibility. The parent will keep the white copy for their records and submit the yellow copy to the provider of their choice.

Transfers

Parents should make an informed decision when choosing a VPK program. Continuity throughout the program year is important to a child, but there may be times when a parent may wish to transfer to another child care center. Beginning December 2010, a child is allowed only ONE VPK TRANSFER, regardless of the circumstances.



FLORIDA KINDERGARTEN READINESS SCREENER (FLKRS)

The Florida Kindergarten Readiness Screener (FLKRS) will be administered to **all** kindergarten students in public schools within the first 30 days of the school year (VPK and non-VPK students). If a child attended VPK in the previous school year and attends a non-public kindergarten, the parents are responsible for having their child screened.

FLKRS is made up of a subset of the **Early Childhood Observation System (ECHOS)**, an observational instrument that is used to monitor the skills, knowledge, and behaviors a student demonstrates or needs to develop; and **Florida Assessments for Instruction in Reading (FAIR-K)**. These are administered individually by the child's classroom teacher at the beginning, middle, and end of year for the purpose of measuring the child's progress, diagnosing learning needs, establishing instructional goals, and monitoring academic progress. The assessments in Reading will include measures for Broad Screening/Progress Monitoring, a Broad Diagnostic Inventory, a Targeted Diagnostic Inventory, and Ongoing Progress Monitoring.

Broad Screen/Progress Monitoring Tool

- Identifies children who are likely to be on or above grade level in reading at the end of the year.
- Administered to all children at the beginning, middle, and end of the year.

Broad Diagnostic Inventory

- Provides specific information about children's ability to read connected text for accuracy, fluency, and comprehension.
- Administered to all children at beginning, middle (optional), and end of year.

Targeted Diagnostic Inventory

- Provides specific follow-up tasks to determine instructional goals at each grade level (e.g., letter names/sounds, phonological awareness, and word building).
- Administered three times a year to children performing below expectations on the screen.

FLKRS is aligned with the Voluntary Prekindergarten Education Standards. Children typically demonstrate the skills included in the Florida VPK Education Standards by the end of their VPK year. These Standards are written to support the eight domains of learning:

- Physical Health
- Approaches to Learning
- Social and Emotional Development
- Language and Communication
- Emergent Literacy
- Mathematical and Scientific Thinking
- Social Studies and The Arts
- Motor Development

Coalitions/Providers will have an opportunity to verify their enrollment prior to matching FLKRS results with VPK students enrolled in the Coalition's Enhanced Field System (EFS). Matched results will be used to determine VPK Readiness Rates.



PROVIDER RESOURCES

Early Learning Coalition of Duval: 208-2040

www.elcofduval.org

Bright Beginnings Website

www.brightbeginningsfl.org

VPK Teacher Toolkits

www.flvpkonline.org/teachertoolkit

Department of Children and Families: 723-2064

www.myflorida.com/childcare/training

Jacksonville Children's Commission: 630-3647

www.coj.net/departments/childrens+commission/default.htm

Child Find: 348-7784

www.fdlrscrown.org/childfind.asp

Hope Haven: 346-5100

www.hope-haven.org

Nemours Bright Start: 390-3600

www.nemours.org/clinic/fl/jax/service/brightstart.html

Duval County Public Schools: 390-2123

www.duvalschools.org

Dept. of Education-Office of Early Learning: (850) 245-5105

www.myfloridaeducation.org/earlylearning

Marge Company (NE Florida Regional Facilitator): (904)994-1992

Email: mjcompany@aol.com