



Early Learning Coalition of Lake County

VPK Substitute Tracking Form

Use an additional page for each Class and Substitute
 Maximum substitute hours for the 540 hour program is 162
 Maximum substitute hours for the 300 hour program is 90

Class _____ (A, B, C etc.)

Coalition approved substitute - Name _____ Approval date _____

Week of ___/___/___ to ___/___/___

	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours per day					

Week of ___/___/___ to ___/___/___

	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours per day					

Week of ___/___/___ to ___/___/___

	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours per day					

Week of ___/___/___ to ___/___/___

	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours per day					

Week of ___/___/___ to ___/___/___

	Mon.	Tues.	Wed.	Thurs.	Fri.
Hours per day					

Records 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 during normal hours of operation.