

Early Learning Coalition of Lake County
Voluntary Pre-Kindergarten (VPK) Contract
Attachment A

X. Notification

According to the Voluntary Prekindergarten Education Program Statewide Provider Agreement the Coalition has the charge of establishing notification timelines for the following:

- I. Child Class Transfer
- II. Documentation of VPK Child's absence for "Good Cause"
- III. Changes to a VPK Class Schedule
- IV. Changes to a VPK Class Teacher
- V. Temporary VPK Facility Closures
- VI. Temporary Substitute instructor

Below is a list of the notification requirements for the above referenced conditions:

- I. Pertaining to paragraph 40 of the VPK Statewide Provider Agreement, the Provider will have **5 calendar days** to notify CCCS of a class transfer of a child.
- II. Pertaining to paragraph 41 of the VPK Statewide Provider Agreement, the Provider will have **5 calendar days** to give CCCS a written document describing a child's absence for "good cause".
- III. Pertaining to paragraph 42 of the VPK Statewide Provider Agreement, the Provider will have **5 calendar days** to notify the Coalition of all changes to a VPK class schedule on form AWI-VPK 11.
- IV. Pertaining to paragraph 43 of the VPK Statewide Provider Agreement, the Provider will have **24 hours** to notify the Coalition for any changes in VPK teachers or directors. All changes must be on form AWI-VPK 11 accompanied by supporting documents such as CDA certification, 5 year current FBI, FDLE, and local law background screenings, emergent literacy certification, affidavit of good moral character and any other documents pertaining to VPK.
- V. Pertaining to paragraph 44 of the VPK Statewide Provider Agreement, the Provider will have **24 hours** from the initial date of temporary closure, to notify the Coalition. All temporary closers must comply with the VPK Uniform Attendance Policy OEL-PI-0029-05.

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X. Notification (cont'd)

- VI. Before a substitute instructor is assigned to a VPK classroom, a VPK provider must provide the following information to the Coalition.
- a. The name of the substitute instructor
 - b. The VPK class to which the substitute instructor is assigned
 - c. Documentation demonstrating that the substitute instructor has a current level 2 background screening (FBI, FDLE and LOCAL), attestation of good moral character and applicable credentials; and
 - d. The estimated number of days the substitute instructor is expected to offer instruction in the VPK classroom.

A substitute teacher must meet one the following requirements or has met the qualifications of a credentialed instructor before employment as a VPK substitute instructor.

1. In a summer program class:
 - i. An associate's or higher degree in any field of study
 - ii. A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; or
 - iii. A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA.

2. In a school year program class:
 - i. Any of the credentials listed in item (1)
 - ii. A Department of Children and Family Services 40-clock-hour Introductory Child Care Training course, as described in rule 65C-22.013, F.A.C., if the class is offered in a child care facility
 - iii. A Department of Children and Family Services 40-clock-hour Family Child Care Home training as described in rule 65C20.013, F.A.C., if the class is offered in a large family child care home; or
 - iv. 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. if the class is offered in a family day care home.

A substitute teacher may not be assigned to substitute for an absent credential instructor in excess of 30 percent of the program hours. A new credential instructor must be assigned to replace the absent instructor in the event the absence of the credential instructor will exceed 30 percent of the program hours. A substitute teacher may not be assigned when a credentialed instructor remains on the provider's premises in order to offer instruction in a classroom other than the one to which the credentialed instructor is assigned.

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XI. License Requirements

- I. The provider is required to maintain a valid Child Care License from the Florida Department of Children and Families or a valid accreditation from one of the approved accreditation agency with the Coalition.
- II. **If provider license status is expired, suspended, revoked or becomes provisional during the program year provider will become ineligible for VPK funding.**

XII. Non VPK Days

- I. Should monitoring or other on-site visits reveal any of the following instances of non-compliance , the dates of service during this time of non compliance will be declared to be non-reimbursable days:
 - i. Incorrect staff/child ratio
 - ii. Unapproved classroom staff
 - iii. Unavailable declared curriculum
 - iv. Child attendance records not supported by parent sign in sheets (or other Coalition approved sign in process)
- II. The provider may choose to modify the VPK calendar to add additional reimbursable days.