VPK – IMPROVEMENT PLAN
STAFF DEVELOPMENT & TRAINING

EARLY LEARNING
COALITION
OF SOUTHWEST FLORIDA

_____   _____   _____
Name of Center   **Staff Name**   **Position**

TIME FRAME		REQUIRED TRAINING	DATE COMPLETED	ELC	NOTES If new staff members are hired after the VPK program has begun, these trainings must be completed within **ONE MONTH** of hire.
Must be completed **BEFORE** start of VPK Program Year		STANDARDS FOR FOUR YEAR OLDS			
		HOW TO ADMINISTER THE FLORIDA VPK ASSESSMENT			
		EMERGENT LITERACY FOR VPK INSTRUCTORS			
		LANGUAGE & VOCABULARY IN THE VPK CLASSROOM			

TIME FRAME		REQUIRED TRAINING	DATE COMPLETED	ELC	NOTES
Fall Programs between **Sept & Dec.** Spring Programs between **March & April.** Summer Programs: **July**		INTEGRATING THE STANDARDS: PHONOLOGICAL AWARENESS			If new staff members are hired after the VPK program has begun, these trainings must be completed within **THREE MONTHS** of hire.
		VPK ASSESSMENT INSTRUCTIONAL IMPLICATIONS			

DATE		SUGGESTED GOALS/TRAININGS	DATE COMPLETED	ELC	NOTES

ALL REQUIRED TRAINING COMPLETE:
    ☐ **YES**
    ☐ **NO**
DATE MONITORED:
ELC STAFF: