Ready for VPK 22-23!
Agenda

• Completing the VPK Contract
• Completing the VPK App
• New Information about increased funding
• VPK Readiness Rates
VPK Contract

After the coalition has initiated a VPK contract, the user will navigate to **Contracts > Manage Contracts** from the Provider Dashboard.

The manage contract page displays. Click the **Edit** button for the initiated OEL-VPK 20.
VII COMPENSATION AND FUNDING

School Year Program

- Select
- Select

- PROVIDER elects to receive monthly advance payments for the school year program.
- PROVIDER elects not to receive monthly advance payments for the school year program.
- PROVIDER does not intend to offer the school year program.

Summer Program

- Select
- Select

- PROVIDER elects to receive monthly advance payments for the summer program.
- PROVIDER elects not to receive monthly advance payments for the summer program.
- PROVIDER does not intend to offer the summer program.
Exhibit 1: Provider Location List Attachment

After clicking the **Next Step** button, the following displays. Select the School Year and/or Summer checkbox if the session is offered. Click **Next Step** to continue.

Voluntary PreKindergarten (VPK) Contract

Exhibit 1: Provider Location List Attachment

<table>
<thead>
<tr>
<th>Location Number</th>
<th>Location Legal Name</th>
<th>Doing Business As</th>
<th>Physical Address</th>
<th>Employer ID Number(BN)</th>
<th>School Year</th>
<th>Summer</th>
<th>Official Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Previous Step**  

[Prev]  

[Next Step]
Contract Execution
To electronically sign the contract, click the **By Electronic Signature** checkbox.

**NOTE FOR PUBLIC SCHOOLS:** If a school board or school district needs to manually sign a contract, it can be downloaded as a .pdf and printed.
After clicking the **Yes** button, the electronic signature of the signatory, printed name, title, and the date/time will populate, highlighted in yellow. Click **Next Step** to continue.

**NOTE:** The electronic signature and printed name of the user is based on the user who is logged on to the portal. Please ensure that the proper user is logged on to electronically sign the contract. If the incorrect name is used for the electronic signature, the checkbox can be un-checked.
STATE OF FLORIDA
STATEWIDE VOLUNTARY PREKINDERGARTEN PROVIDER CONTRACT
FORM OEL VPK 20

I.

XV. EXECUTION OF CONTRACT

Provider's Authorized Signatory (if required by the Provider)

By Electronic Signature

Title:

Date:

Provider's Authorized Signatory (if required by the Provider)

By Electronic Signature

Title:

Date:

Provider's Authorized Signatory (if required by the Provider)

By Electronic Signature

Title:

Date:

COALITION has caused this Contract to be executed as of the date set forth in Paragraph 1.

Signature of Authorized Coalition Representative

By Electronic Signature

Title:

Date:
Contract Certification

After clicking the **Next Step** button, the following will display. Enter the full name of the user who is logged on, title, and click the **Certified by electronic signature** checkbox. Click **Submit**.

**VPK Contract Certification**

I, according to U.S. 1002.5(3)(a), 1002.5(3)(b), and 1002.5(3)(c), F.S., PROVIDER has signed this contract to be executed as of the date set forth in Paragraph 1. By signing below, PROVIDER hereby certifies that PROVIDER has read and understands this Contract. PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of the VPK Program, which includes the requirements of the Contract, and all Exhibits and attachments, or failure to comply with the requirements of the Contract will result in corrective action, including the revocation, suspension of the Contract or the declaration of COI, CERTIFICATION, in accordance with Section 1308. Warranty of Authority. Each person signing this contract warrants that he or she is duly authorized to do so and to bind the respective party to the contract.

By signing this form I certify that:

- I have the opportunity to review the Department of Early Childhood Education (DECE) Provider Contract.
- I have examined this contract and, to the best of my knowledge and belief, the information provided is true and correct.
- I understand that upon the approval of my provider’s contract, I will receive certification/contract transmittal.
- I am duly authorized to sign and bind the respective party to the contract.
After clicking the **Submit** button, the following message will display and an email will be sent by **DONOTREPLY@OEL.myflorida.com**.

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*You Have Successfully Completed, Signed, Certified and Submitted your Statewide VPK Provider Contract!!*

Your early learning coalition will review and process your contract.
You may not offer VPK services until you have received notification that your contract has been approved and fully executed by your coalition.
Please check your email for important information regarding your contract.

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You can click on the button below to return to your home page.

[Return to home page]
Questions?

• VPK App
VPK-APP

The VPK-APP replaces forms OEL-VPK 10 (Provider Application), OEL-VPK 11A (Class Registration – Instructors), and OEL-VPK 11B (Class Registration – Calendars). The tabs must be done in order of appearance (Attendance Policy, then VPK Director, etc.); the answers in one tab populate information in the next tab.

After the coalition has initiated the provider application, the Provider Portal user will click **Manage Contracts** from the Provider Dashboard.
The following will display. Click the **Edit** button to review the contract.

<table>
<thead>
<tr>
<th>Action</th>
<th>View Contract</th>
<th>Start Date</th>
<th>End Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td></td>
<td>7/1/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1 – Attendance Policy

The Attendance Policy tab allows the Provider Portal user to upload the provider Attendance Policy. The document that is to be distributed to parents must be uploaded by clicking the **Browse** button, finding the document in the electronic files and clicking the **Upload** button.
Step 2 – VPK Director

The VPK Director tab allows the Provider Portal user to add information and upload documents for the primary VPK Director that will be listed on the OEL-VPK 10. Click the **Add New Director** button to begin.

![Add New Director Button](image)

Click the **Save** button after all information is entered for the director.
NOTE: The Credential Type, Credential Certificate Number, Credential Issue Date, and Credential Expiration Date will not appear for public schools.
Requirements for VPK Directors

• ALL VPK Directors must take the required classes to achieve an endorsement by July 1, 2022 (unless in the public school and has an Education Leadership certification – which must be uploaded)

• Implementing the Florida Standards in Preschool Classrooms: 3 Years old to Kindergarten

• Emergent Literacy for VPK Instructors

• Mathematical Thinking for Early Learners

• Language and Vocabulary in the VPK Classroom

• VPK Director Credential Course

• Upload the updated DCF transcript that shows all these classes.
Once the VPK Director is added, the supporting documents may be added by clicking **Edit**.
The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.
Step 3 – VPK Instructors

The VPK Instructors tab allows the Provider Portal user to add information and upload documents for each instructor. Click the **Add New Instructor** button to begin.
Click the **Save** button after all information is entered for each instructor.
Requirements for Lead VPK Teachers

• 15 hours of emergent literacy training
• Implementing the Florida Standards in Preschool Classrooms
• Must be uploaded to the VPK Instructors tab by 7/1/22
• If lead does not have the emergent literacy requirements completed, cannot be assigned to a VPK classroom as a lead
Once the VPK Instructor is added, the supporting documents may be added by clicking **Edit**.

The Provider Portal user will select the document type, browse to select a file, enter the document issue or expiration date (if applicable), and click **Upload**. Then, click **Save**. At least one document should be uploaded.

**NOTE:** If a VPK Instructor achieves new certifications and moves from a sub to an aide, create a new record for that Instructor. If the Instructor Type is only changed from sub to aide, the maximum class size will not increase to 20 in a class that already has a Lead Instructor.
Step 4 – VPK Calendars

The VPK Calendars tab allows the Provider Portal user to provide information regarding each unique class calendar which will be offered at the VPK site. If classes are offered at identical times on identical dates, they utilize the same class calendar (e.g., all classes are scheduled from 8:00am to 11:00am, Monday through Friday, starting on January 11). If classes are not offered at identical times on identical dates, they utilize unique class calendars which must be created separately. Click the Add New Calendar button to begin.
The Calendar ID will automatically populate with a letter beginning with A. Each additional calendar will receive a sequential Calendar ID.

The Calendar Name is an optional field. It may be used for a short nickname such as "Fall AM."

The program type selection of School-Year (540 hours) or Summer (300 hours) is required. The program selected will determine the valid calendar date range. The Calendar Start Date and Calendar End Date must be within the valid calendar date range. The Calendar Start Date and Calendar End Dates should reflect the first day VPK instruction will be delivered and the final day VPK instruction will be delivered.

Next, the instructional days, start time and end time must be added by checking the box by the days of the week that VPK instruction will be delivered and entering the times of VPK instruction for the days of the week that VPK instruction will be delivered.
After the instructional days, start time and end time are added, the Total Calculated Hours and Total VPK Instructional Days sections will populate.

Providers are to use the calendar to note any non-instructional days on which VPK instruction will not be delivered (such as vacations or holidays) and exceptions to normal instructional days that occur during the defined calendar start and end date. Entering Non-Instructional Days and Instructional Day Exceptions can increase or decrease the Total Calculated Hours.
For example, if the Total Calculated Hours exceed 300 hours for the summer program type or 540 hours for the school-year program type (as shown in the example above), the user may remove a day (or more) by labeling it a Non-Instructional Day. Each Non-Instructional Day entered will deduct the hours assigned to that day, thereby decreasing the Total Calculated Hours. Instructional Day Exceptions can be used to change the hours assigned to that day (to increase or decrease the hours). For example, if the calendar is a few hours short, an instructional day’s hours may be extended to increase the Total Calculated Hours. To add a Non-Instructional Day or an Instructional Day Exception to the calendar, click on that date on the calendar. Multiple days can be selected by clicking and dragging across multiple days on the calendar.
After clicking on a date, a pop-up message will appear. The Provider Portal user must select the Event Type and enter a short description. When an Instructional Day Exception is selected, the user must also enter the time range for the day.

Event Type: 
- Select Event Type
- Non-Instructional Day
- Instructional Day Exception

Description:

Click the **Update** button to save changes. Click the **Remove** button to remove an existing Non-Instructional Day or Instructional Day Exception created on the calendar.
When the Total Calculated Hours match the hours for the VPK program type, the user will click the **Save** button.

**NOTE:** The hours must equal, or be fewer than, 300 hours for the summer program type or 540 hours for the school-year program type for the calendar to save.
Step 5 – VPK Class(es)

The VPK Class(es) tab allows the Provider Portal user to build VPK classes and assign instructor(s) to them. Click the Add New Class button to begin.
The Class ID will automatically populate after the Class Calendar is selected. The Class ID is created using a sequential letter beginning with A. In the second space, either an “F” for school-year (fall) or “S” for summer will appear. The F and S is derived from the calendar’s program type. The last two digits represent the last two numbers of the program year. Each additional class will receive a sequential Class ID.

The Class Name is an optional field. It may be used for a short nickname such as “Blue Room.”

The Main Curriculum drop down is populated with selections made from the provider’s profile.

The Class Start Date and Class End Date are populated with the Calendar Start Date and End Date.

The Instructors are populated with individuals from the VPK Instructors tab. Check the checkbox in front of the instructor to add them to the class, then enter the Instruction Start Date. If the class has not started, the Instruction Start Date defaults to the Class Start Date. For each class, one Lead Instructor must be selected. Click the Save button after all information is entered for each class.

| Class ID:  | CF17            |
| Class Name: | Enter Class Name |
| Class Calendar: | A - 1          |
| Main Curriculum: | BABY DOLL CIRCLE TIME |
| Class Start Date: | 01/01/2018     |
| Class End Date: | 06/29/2018     |

Instructors:

- Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)

Instruction Start Date: 01/01/2018

- Not Jim Ledbetter (Received an M.A. or an M.S, Lead, M.A. or M.S. in an approved field with required minimum hours and experience)
Step 6 – Review

During the review process, the Provider Portal user can click the Edit button to make any changes to a section. After reviewing the information for each section, the user must click the Certify and Submit tab button to continue.
Step 7 – Certify and Submit
To submit the VPK-APP, the Signer’s Name must exactly match the name entered in the Provider Profile, the Provider Portal user must fill in the phone number, check the “Check box to certify by electronic signature” check box and click the Submit VPK Provider Application button.

By signing this form I certify that:

- The best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes, implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level II background screening within the previous five (5) years in accordance with section 403.04, F.S., which demonstrates that the individual is not ineligible to teach as a VPK instructor, and is not ineligible to teach in a public school because the instructor’s educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CRAGS system.
You Have Successfully Completed and Submitted your VPK Provider Application!

Congratulations, you have successfully submitted your VPK Provider application. Your early learning coalition will process your application. Please check your email for important information about your application.

From here you can:

Return to dashboard
Log off
New Funding for VPK

- Money provided to the Coalitions for the implementation of the VPK Program Assessments. (waiting for Gov. DeSantis’ signature on budget)
- Increase in the Base Student Allocation (BSA) for VPK
  - School Year and Summer BSA increase
  - Increases are across the board for ALL VPK providers
- Investment (ARPA Discretionary) to provide additional VPK BSA increase for providers who attest that they will pay their staff a minimum of $15 per hour.
  - Available for any provider who is already paying their VPK Staff $15/hr or who agree to raise VPK staff wages up to $15/hr within 30 days of receiving the additional funding.
  - Increases are across the board for ALL VPK providers in addition to the School Year and Summer Base Student Allocation increase
VPK Readiness Rates

• Readiness Rates will be coming out for the 2020-2021 VPK Program year.
• Providers can come off the Providers on Probation (POP’s) list if their score is over the minimum rate of 60.
• No new providers will go onto the VPK POP’s list.
• A new developmental screener has been chosen for the 2022-2023 VPK Assessment. This will be the Star Early Literacy and will take place in the VPK program, not Kindergarten.
• More information is coming but we don’t have all the specifics yet. Please know we are all waiting on this information.