



VPK PROVIDER CHECK LIST

2017-2018 Program Year

POP
 AP

Provider Name _____

VPK Provider Forms to be submitted to ELC for approval
(Only 100% completed forms and documents will be considered for approval. Incomplete paperwork will be returned and there may be a delay in the start of your VPK program.)

- _____ One completed Form VPK10 (be sure to sign/date) per site and the following documents:
 - _____ Copy of Current License or License Exemption
 - _____ Copy of Gold Seal Certificate or Accreditation Certificate, if exempt.
 - _____ DCF Child Care Transcript of VPK Director, showing Director Credential with VPK Endorsement OR VPK Exempt Director Credential (if issued before Dec. 31, 2006).
 - _____ If VPK Exempt Director, must show completed Emergent Literacy for VPK and current Staff Credential on transcript as of July 1, 2010.
 - _____ Director Level 2 Screening Documents: FBI clearance letter and FDLE Clearance, within 5 years and Notarized Good Moral Character. Local law check is recommended but not required.

- Completed Form VPK11A: Class Instructor Application (be sure to sign/date)

- Each School Year Lead Teacher must have the following documentation prior to start of VPK Class:
 - _____ DCF Child Care Transcript showing Emergent Literacy, Standards for Four Year Olds and CDA or Above
 - _____ CDA or Staff Credential must be current
 - _____ FBI Clearance within 5 years and less than 90 day gap in child care employment
 - _____ FDLE Clearance within 5 years and less than 90 day gap in child care employment
 - _____ Affidavit of Good Moral Character signed and notarized, valid for length of employment as long as there is no break in service greater than 90 days.

- Each Assistant/Secondary Teacher must have the following documentation prior to start of VPK class:
 - _____ FBI Clearance within 5 years and less than 90 day gap in child care employment
 - _____ FDLE Clearance within 5 years and less than 90 day gap in child care employment
 - _____ Affidavit of Good Moral Character signed and notarized, valid for length of employment as long as there is no break in service greater than 90 days

- Each Substitute Teacher must have the following documentation prior to start of VPK class:
 - _____ DCF Child Care Transcript showing a minimum of 40 hour child care training
 - _____ FBI Clearance within 5 years and less than 90 day gap in child care employment
 - _____ FDLE Clearance within 5 years and less than 90 day gap in child care employment
 - _____ Affidavit of Good Moral Character signed and notarized, valid for length of employment as long as there is no break in service greater than 90 days

- Completed Form VPK11B (be sure to sign/date)
(Minimum of 4 children required to start a class)

- VPK Calendar Worksheet, indicating VPK days and Non-VPK days
(Calendars vary for classrooms, and then submit a calendar for each classroom)

- Copy of Insurance Certificate (Certificate Holder ELC Ft. Myers)

- Provider Contract Form: OEL- VPK 20 (All Providers)

- Copy of VPK Attendance Policy

- Attachment Form: Private School OEL-VPK 20PP/ Public School OEL-VPK 20PS

- W9 and Direct Deposit Form