



VPK Summer Application Checklist 2011-2012



Provider Name: _____

Address: _____

Mailing Address (if different): _____

Contact Person: _____

Phone: _____

Email Address: _____

Use this checklist to make sure your application is complete and correct. Submit this checklist with your application. All forms must be completed in its entirety and typed or printed clearly in blue or black ink and it are **free of erasures and/or corrections**.

Note: All Agreement(s) and Forms must be submitted with original signature. Photocopies and faxes are not accepted. Copies of supporting documentation (i.e. credentials, background screening, etc.) are accepted.

Form AWI-VPK 11A – Class Registration Instructor

- Form AWI-VPK 11A must be complete in its entirety and typed or printed clearly in blue or black ink and it is **free of erasures and/or corrections**

For each credentialed VPK Instructor (Lead Teacher):

(Class cannot exceed **12** students during the summer. An assistant/aide teacher is not required for VPK summer, and is not going to increase the allowable number of children in the class)

- Copy of **one (1)** of the following credentials:
**If Bachelor's Degree doesn't specify their Major, please submit copy of School Unofficial Transcripts*
- Bachelor's Degree or higher in ONE of the following:
 - ‡ Early Childhood Education,
 - ‡ Prekindergarten,
 - ‡ Primary Education,
 - ‡ Preschool Education,
 - ‡ Family and Consumer Science; **Or**
 - Bachelor's Degree in Elementary Education, if the instructor has been certified to teach children any age from birth to 6th grade, with a Florida Educator's Certificate, regardless of whether the certificate is current or not, but the certificate must not have ever been suspended or revoked.

- Copy of cleared FBI background screening (completed within the last five years)
- Copy of cleared FDLE background screening (completed within the last five years)
- Copy of cleared local background screening (completed within the last five years)
- Copy of Affidavit Good Moral Character (completed and notarized within the last year)

For each non-credentialed Secondary VPK Instructor (Assistant/Aide Teacher):

(An assistant/aide teacher is not required VPK summer. Having an Aide is not going to increase allowable the number of children in the classroom, which is **12**).

- Copy of cleared FBI background screening (completed within the last five years)
- Copy of cleared FDLE background screening (completed within the last five years)
- Copy of cleared local background screening (completed within the last five years)
- Copy of Affidavit Good Moral Character (completed and notarized within the last year)

Form AWI-VPK 11B – Class Registration Calendar

- Form AWI-VPK 11B must be complete in its entirety and typed or printed clearly in blue or black ink and it is **free of erasures and/or corrections**
- Copy of VPK Summer Calendar Worksheet

***If you are not a current VPK Provider, you also need to submit the following:**

AGREEMENT

- Signed VPK 20 – Statewide Provider Agreement must be complete in its entirety and typed or printed clearly in blue or black ink and it is **free of erasures and/or corrections**

Form AWI-VPK 10

- Form AWI-VPK 10 must be complete in its entirety and typed or printed clearly in blue or black ink and it is **free of erasures and/or corrections**
- Copy of current Director Credential **with VPK Exemption or if issued after Jan. 1, 2007 it must have a VPK Endorsement**
- Copy of current DCF License **Or**
- Copy of current Accreditation Certificate and DCF Exemption Letter (if not licensed)
- Copy of current Gold Seal Certificate (if applicable)

Additional Requirements

- VPK Payment Option Form
- W-9 (Request for Taxpayer Identification Number and Certification)
- IRS Employee Identification Number (EIN/Tax ID) Determination Letter **If you don't have this letter, please contact the IRS at 1-800-829-4933.*
- Direct Deposit Authorization Form (*this form must be accompanied by a Void Check **or** Deposit Slip*)
- Child Care Resource & Referral Update Form (CCR&R) **if not a School Readiness provider*