



**VPK Provider
Summer Application Checklist
2016 - 2017**



Provider Name: _____

Address: _____

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 **free of erasures and/or corrections using white out.**

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

If you are not a current VPK Provider, you need to submit all required contracts and documents.

If you are a current VPK Provider, you do not need to submit a new contract.

All forms are editable and can be typed on your computer.

OEL-VPK 20 Contract

- Signed OEL-VPK 20 – Statewide Provider Agreement must be complete in its entirety and typed or printed clearly in blue or black ink **free of erasures and/or corrections**
- Signed OEL-VPK 20PP – Private Provider Attachment must be complete in its entirety and typed or printed clearly in blue or black ink **free of erasures and/or corrections**
- Signed OEL-VPK 20PS (***For public school sites only***) Public School Attachment must be complete in its entirety and typed or printed clearly in blue or black ink

Form OEL-VPK 10

- Form OEL-VPK 10 must be complete in its entirety and typed or printed clearly in blue or black ink and
- Copy of current Director Credential **with VPK Exemption (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)

Form OEL-VPK 11A – Class Registration Instructor

- Form OEL-VPK 11A must be complete in its entirety and typed or printed clearly in blue or black ink

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:

****Bachelor's Degree in Education is not acceptable. Must be in specific education field
*If Bachelor's Degree doesn't specify their Major, please submit copy of
College Transcripts (does not have to be official)***

- 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 and FDLE background screening (completed within the last five years)
- Copy of Affidavit Good Moral Character (completed with center name and notarized within the last five years)

For each Substitute):

(Must have same credentialed and background requirements as Summer Lead instructor)

Form OEL-VPK 11B – Class Registration Calendar

- Form OEL-VPK 11B must be complete in its entirety and typed or printed clearly in blue or black ink
 - Must offer 300 instructional hours
 - # Naps not included and cannot be counted in VPK instructional hours
 - # Lunch and snack can be counted in VPK instructional hours but Lead instructor must be with children and offering instruction

- # **Note: Please make sure to mark VPK non-instructional days on the form in the section provided. We cannot use an attached calendar worksheet.**
- # **Please do not write “OCPS calendar” in the section. All dates must be written on your application will be considered incomplete and will be returned to you for correction and resubmission**

Additional Requirements if New

- Direct Deposit Authorization Form (*this form must be accompanied by a Void Check **or** Bank Letter*)
- W-9
- IRS Employee Identification Number (EIN/Tax ID) Determination Letter **If you don't have this letter, please contact the IRS to obtain one.*
- Sunbiz printout showing Active EIN
- Certificate of Liability Insurance listing the Early Learning Coalition as Certificate Holder and Additional Insured
 - \$100,000 minimum per occurrence
 - \$300,000 minimum general aggregate
- Proof of Worker's Compensation and Reemployment Tax

Additional Information

Ratio:

1 instructor (lead) = 12 children (no more than 12 children in the VPK class at one time. No matter if it includes non-VPK children)

Program Dates:

VPK program can begin as early as May 1, 2017

VPK program must end before August 11, 2017

Must have a minimum of 4 VPK eligible children to begin the VPK class

Must offer 300 VPK instructional hours

If you want to be on Advance Pay, your provider contract and child applications must be submitted and approved within 2 months of your program's start date.

Example: If VPK class begins June 1, 2017, all docs must be completed by April 1, 2017.

**Please submit all documents to your assigned Provider Relations Specialist at
1940 Traylor Blvd, Orlando, FL 32804**