



EARLY LEARNING COALITION
OF ORANGE COUNTY

2024 – 2025

August 12, 2024 – June 30, 2025

Voluntary Prekindergarten (VPK) Provider School Year Application Checklist

****VPK contracts are due 30 days prior to start the of the VPK program****

Note: VPK applications and supporting documents are to be completed and uploaded into the New Online EFS Modernization Portal.

<https://providerservices.floridaearlylearning.com>

Required Documents

(must be uploaded in the Profile in the “Documents tab”)

One of the following as applicable:

Copy of DCF License or

Copy of License Exemption Letter **and** Accreditation Certificate (if license/religious-exempt) **or**

Copy of current Gold Seal Certificate

W-9

IRS Identification

Copy of Employer Identification Number (EIN) Determination Letter issued by IRS

Proof of Active Sunbiz registration

E-verify Form which must be notarized

Liability Insurance with Early Learning Coalition of Orange County as additional insured

\$100,000 per occurrence

\$300,000 per aggregate

Proof of Commercial Automobile Insurance (applicable if transporting children)

Proof of Worker’s Compensation

Proof of Reemployment Assistance or Unemployment Compensation Coverage

Proof of Approved Curriculum

VPK Attendance Policy –VPK attendance policies must be written on letterhead and given to all families who want to enroll their child in VPK. Must be uploaded in the proper location for compliance review.

- OEL has attendance guidelines, but providers are responsible for having their own attendance policy based on their center’s

Direct Deposit Authorization Form (this form must be accompanied by Voided Check or Bank Letter)

- **Must be uploaded in the Document Management Library in the “Banking Docs” Folder**

VPK APP (VPK 10, 11A and 11B)

Approved Director Requirements

VPK Endorsed Director Credential

Completion of all 5 VPK Endorsement Courses

Copy of cleared FBI/FDLE Clearinghouse Letter

Copy of Affidavit of Good Moral Character

- Forms are good for 5 years
- For instructors hired after May 2019, revised Attestation of Good Moral Character must be completed (does not have to be notarized but must be signed by a witness)

Instructor Registration – Online (VPK 11A)

For a credentialed VPK Instructor (Lead Teacher): Class cannot exceed 11 students with one instructor. An AIDE/Assistant teacher is required if there is an increase of children in the class from 12 to 20 with 20 being the max number of children in the VPK classroom

All providers must adhere to their classroom ratio based on DCF Licensing or Accrediting Agency ratio guidelines. Example: If the classroom capacity is 15, there can be no more than 15 students in the VPK class.

Copy of one (1) of the following credentials:

For Each Lead VPK Instructor

Credential

- Florida's Childcare Professional Certificate (FCCPC) or National CDA (NECC)

The ELC of Orange County will no longer accept copies of certificates as proof of credentials for Lead instructors. Please submit the instructor's DCF training transcript and staff credential as verification that the instructor is eligible to be the Lead in the VPK classroom during the school year. To obtain an updated staff credential verification to show your degree, please follow the instructions on how to obtain a staff credential verification at <https://www.myflfamilies.com/service-programs/child-care/docs/StaffCredential.pdf?d=2020-2-26>.

OR

- Associate's Degree, Bachelor's Degree or higher (to see a complete list of all eligible degrees, see our website at www.elcoc.org for the "School Year Instructor Credentials" approved degree types

The ELC of Orange County will no longer accept college transcripts or degree certificates as proof of formal education for Lead instructors. To obtain an updated staff credential verification to show your degree, please follow the instructions on how to obtain a staff credential verification at <https://www.myflfamilies.com/service-programs/child-care/docs/StaffCredential.pdf?d=2020-2-26>.

And

- Emergent Literacy of VPK Instructors (VPKR Online Code)
 Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (VFSP online code)

**All Leads must complete the 15-hr Literacy Course Requirement (new)
Online and Virtual Options**

Literacy Course Option 1:

Complete any 3 courses below which are 5 hours each

- Emergent Literacy for VPK Instructors (must be taken after 7/01/2018 or it does not count)
 Language and Vocabulary in the VPK Classroom (must be taken after 7/01/2020 or it does not count)
 Phonological Awareness Development for Preschoolers (VIPA21 or PAP21) (has 3 components with Component 3 being a Zoom call)
 Dialogic Reading: Language and Vocabulary Development for Preschoolers (DRP)
 Book Embedded Vocabulary Instruction: Language and Vocabulary Development for Preschoolers (BEP)
 Scaffolding and Think, Show, Tell, talk: Language and Vocabulary Development for Preschoolers (STSTTP)
 Building a Strong Foundation for Emergent Literacy (BSFEL)

Literacy Course Option 2:
Courses are through Flamingo Early Learning and are all online
Must complete course with a Mastery
Only one course is required to meet the 15-hr literacy requirement

- Preschool Language and Development
- The Building Blocks of Preschool Literacy

All VPK Staff (Directors, Leads, aides and substitutes)

- Copy of cleared FBI/FDLE Clearinghouse Letter
- Copy of Affidavit of Good Moral Character
 - Forms are good for 5 years
 - For instructors hired after May 2019, revised Attestation of Good Moral Character must be completed (does not have to be notarized, but must be signed by a witness)
- ◆ For each Secondary VPK Instructor (Aide/Assistant/substitute Instructors), no credentials are needed. Must have background clearance and Affidavit of Good Moral Character
- ◆ Substitutes must have the same qualifying credentials if acting as the Lead instructor in the VPK class for more than 30% of the VPK class hours)

Additional Notes

Ratio:

1 instructor (lead) = 11 children

2 instructors (lead and aide) = 12 to 20 children

All providers must adhere to their classroom ratio based on DCF Licensing or Accrediting Agency ratio guidelines. Example: If the classroom capacity is 15, there can be no more than 15 students in the VPK class.

Class Registration – Online (VPK 11B)

Program Dates:

VPK program cannot begin before the first day of Orange County Public School's start date which is **August 12, 2024**

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

- VPK program has until **June 30, 2025**, to provide 540 instructional hours • Program cannot offer more than or less than 540 hours
- Must offer a minimum of 3 hours per day

Once all documentation has been uploaded and the profile is shown as "Active", you will receive two contracts (VPK 20 and VPK App -10, 11A 11B) to complete

For assistance, please contact
Early Learning Coalition of Orange County
Attention: Provider Relations Department
407-841-6607