



VPK Provider Registration Instructional Packet For Summer 2012 and School Year 2012 - 2013

Summary of the VPK Provider Registration Process:

To obtain full approval as a VPK Provider for the summer 2012 and/or school year 2012 - 2013 program, a provider must complete these steps:

- **Step 1-** Submit notarized VPK Signature Authorization form and the Actual vs. Advance Payment form with original signature and the Statewide Registration Application - AWI-VPK 10 and all necessary documentation to your assigned VPK Registrar for review and provisional approval. The AWI-VPK 10 and necessary documentation can be **faxed** to your VPK Registrar.
- ****Step 2-** Submit Provider Agreement signed by the provider by fax, and then the Early Learning Coalition **must** sign **PRIOR** to the start of any scheduled VPK class. This will be sent to you in a few weeks.
- *****Step 3-** Submit Statewide Class Registration Application - AWI-VPK 11A - Instructors and AWI-VPK 11B - Calendars. **You can enter multiple class teachers and assistants on one page** along with all necessary documentation to your assigned VPK Registrar for review and approval (submit after April 1, 2012). These documents can be **faxed** to your VPK Registrar.

****At This Time: Complete Step 1 only to obtain Provisional Approval****

***** Step 3 -** Will send more information out about this in late March 2012, and **we will not process AWI-VPK 11A and 11B forms until April 2012.**

| VPK Registrar Name | Phone/Fax | Email | Caseload Letters Assigned by 1 st Letter of School Name |
|-------------------------|--------------|--|--|
| Felicia Walker | 954-724-3978 | fwalker@familycentral.org | A-Che |
| Yvette Prince | 954-724-4081 | yprince@familycentral.org | Chi-Hol |
| Yarelin Macias-Campbell | 954-724-3999 | ymacias-campbell@familycentral.org | Hop-Lit |
| Wandha Lamarque | 954-724-3832 | wlararque@familycentral.org | Lov-Ran |
| Lucia Rodriguez | 954-724-6981 | lrodriguez@familycentral.org | Red-Z |



Dear VPK Providers,

We are very excited by the great success stories we are hearing about children in the program. Thank you for participating in the VPK program.

The following pages outline the process we will be using to authorize providers as VPK Provisionally Approved so that your school may be added to the VPK Provider Profile lists given to parents/guardians at registration and available on the web. The process to become fully approved is also detailed. The signing of provider agreements will occur as soon as we receive state approval of attachments. I will let you know when the appropriate documents are ready for your signature. I will not know the reimbursement rates for the school year 2012-2013 or summer 2012 until April/May 2012.

Please note the following:

- Effective November 28, 2005, all prospective VPK lead teachers who have not taken the state mandated 5 hour literacy course **MUST** take the VPK Emergent Literacy course. It is available online at www.myflorida.com/childcare/training.
- Director's Credential is a requirement for all private providers including religious exempt and non-public/private schools and must be submitted with the application.
- After July 1, 2006, directors of VPK programs who have not completed the Child Care Director Credential **MUST** complete the new DOE Prekindergarten Director Credential.
- Directors who receive their credential after December 31, 2006 **must** obtain the VPK Director Endorsement on their director credential. This can be obtained by taking 3 classes and submitting an application and 3 certificates of completion. See website: www.myflorida.com/childcare/training.
- All Summer 2012 and School Year 2012 - 2013 VPK provider applications must be submitted **at least 30 days prior** to the beginning date of your VPK program. If all documents are not submitted with your application, your VPK program **may be delayed** and your VPK class start date jeopardized until this procedure is completed.
- Please do not assume that your VPK program can begin if you have not been authorized by Family Central, Inc. **prior** to your start date. You must be prepared to notify your parents/guardians of a delay in your start date. If you begin the program without authorization, you **MAY NOT** be reimbursed for the days that you provided an unauthorized VPK program.
- Keep a **copy of your AWI-VPK 10 and AWI-VPK 11A and 11B applications for your records and all supporting documents.**

Provider Profile Lists - The first Summer 2012 Provider Profile List and VPK School Year 2012 - 2013 Provider Profile List – will be **posted on the website Wednesday, February 1, 2012**. All AWI-VPK 10 and all necessary documentation **MUST** be received by **January 23, 2012 by 12:00 p.m.** If documentation is not received by Monday, January 23, 2012 by 12:00 p.m., there is **no guarantee** that you will be on the first Provider Profile List. A new list will be published every two weeks after the initial list.

Again, thank you for your participation in the VPK program and for providing a quality prekindergarten experience to Broward's children.

Sincerely,

Carol Wasserman, Ed. D.
Director of Voluntary Prekindergarten



Key Information for 2012-2013 VPK Program Year

Current School Year: VPK enrollment for the 2011/2012 school year is currently in progress.

Registration:

Enrollment for the **current 2011 – 2012 school year program** continues at Community Registration Sites per the monthly calendar and at Family Central, Inc.

Parents wishing to register their children must go to a Community Registration site per the monthly calendar. To view the calendar please visit: <http://www.familycentral.org/VPKWelcome>.

Registration information for **School Year 2012-2013** and **Summer 2012** to be announced shortly.

The birth ranges are as follows for the different VPK program periods:

| Program | Birth Range | Enrollment |
|-------------------------------|-----------------------------|--------------------|
| 2011/2012 school year program | Sept 2, 2006 - Sept 1, 2007 | Ongoing enrollment |

Reenrollments: The new rule became effective December 21, 2010.

A parent may only reenroll (often called transfers) **ONE time** during the VPK program year. There are **NO** exceptions. For example, a parent has already reenrolled a child from one school to another; the parent may not do so again, and the child does not get to use any more VPK instructional hours.

Parents wishing to reenroll a child will now have two options: By fax or complete the Reenrollment Application at Family Central. The Reenrollment process may take up to five (5) business days to complete.



ABC's of Voluntary Prekindergarten (VPK)

- **Vision:** Florida’s children are eager to learn and ready to succeed when they enter kindergarten.
- **Mission:** To ensure that all children are intellectually, emotionally, physically and socially ready to enter school and ready to learn; fully recognizing the crucial role of parents/guardians as their child’s first teacher
- **Highlights of the VPK Program:**
 - High quality education program with an early literacy focus.
 - **FREE** for all children 4 years old on or before September 1 who reside in Florida.
 - No registration fee, book fee, field trip fee, etc.
 - No income requirements.
- **Program Options:**
 - School Year Program - 540 Instructional Hours
 - Summer Program - 300 Instructional Hours
- **Providers:** All VPK providers must meet the high standards required by Florida law.

INSTRUCTORS – SCHOOL YEAR:

- **VPK Instructors for the School Year** must have a minimum of a **National Early Childhood Certificate (NECC), formerly CDA, or a Florida Child Care Professional Credential - FCCPC (formerly the CDAE)**

Group Size (SCHOOL YEAR):

| # of Children Minimum | # of Children Maximum |
|-----------------------|-----------------------|
| 4 | 20 |

Child to Teacher Ratio: 4-11 children: 1 teacher
 11-20 children: 2 teachers or 1 teacher and 1 assistant

Curriculum: Is developmentally appropriate, focuses on early literacy skills, and prepares the child to be ready for kindergarten based on the VPK standards adopted by the Florida State Board of Education.

INSTRUCTORS – SUMMER:

- **VPK Instructors for the Summer** must have a **Bachelor’s Degree** in specified areas.

Group Size (SUMMER):

| # of Children Minimum | # of Children Maximum |
|-----------------------|-----------------------|
| 4 | 12 |

Child to Teacher Ratio: 4-12 children: 1 teacher

Curriculum: Is developmentally appropriate, focuses on early literacy skills, and prepares the child to be ready for kindergarten based on the VPK standards adopted by the Florida State Board of Education.

Absence Policy: The VPK program parent/guardian selects must have parent/guardian sign a copy of its **VPK absence policy** at enrollment.



DIRECTIONS TO OBTAIN VPK PROVIDER PROVISIONAL APPROVAL SUMMER 2012

Deadline for submission is Monday, January 23, 2012
in order to be listed on the first Provider Profile List

SUMMER 2012

1. **VPK Signature Authorization form:**

- a. Brand new VPK Providers - must submit a completed and notarized form with original signature.
- b. Current School Year 2011 - 2012 VPK providers do not need to submit this form.

2. **ACTUAL VS. ADVANCE PAYMENT FORM**

- a. Brand new VPK Providers - must submit a completed and notarized form with original signature.
- b. Current School Year 2011 - 2012 VPK providers do not need to submit this form.

3. **ALL SUMMER VPK PROVIDERS:**

AWI-VPK 10 - "VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM STATEWIDE PROVIDER REGISTRATION APPLICATION"

Submit a completed **AWI-VPK 10 application** and appropriate backup documentation for review and approval. This can be **faxed** to your assigned VPK Registrar, **mailed** to your assigned VPK Registrar, or **delivered in person** to your assigned VPK Registrar.

Appropriate backup documentation: (If current provider, only submit documents that need to be updated.)

- | | |
|---|-----------------------------------|
| *Copy of Director's Credential | *W-9 Form if VPK only |
| *Copy of VPK Director Endorsement if applicable | *Direct Deposit Form if VPK only |
| *Certificate of Accreditation/Gold Seal if applicable | *Child Care license if applicable |

4. **NEW VPK PROVIDER:**

Submit a **signed Provider Agreement** on page 6 of 6 and on Attachment 1. You can fax this document to your assigned VPK Registrar. Your VPK Registrar will input your school information and program year start and end dates for you on the first page of the document. One the Early Learning Coalition of Broward, Inc. has signed the Provider Agreement; a copy of the completed agreement will be faxed or emailed to you for your records.

6. **NEW VPK PROVIDER, DIRECTOR, OR OWNER:** New provider or new director or owner attended a VPK Provider Orientation as part of the Registration process. Please contact Marissa Martinez, VPK Administrative Assistant, mmartinez-garcia@familycentral.org or at 954-724-4628 to be scheduled to attend an orientation **PRIOR** to the start of your new VPK program.

***Faith-based providers who are not licensed by Broward County must be registered with the County and accredited by an approved agency <http://www.elclc.org/Uploads/General/VPK%20Accrediting%20Agencies.pdf>**



DIRECTIONS TO OBTAIN VPK PROVIDER PROVISIONAL APPROVAL SCHOOL YEAR 2012 - 2013

Deadline for submission is Monday, January 23, 2012
in order to be listed on the first Provider Profile List

SCHOOL YEAR 2012 - 2013

1. **VPK SIGNATURE AUTHORIZATION FORM:** ALL VPK PROVIDERS must submit a completed and notarized form with original signature.
2. **ACTUAL VS. ADVANCE PAYMENT FORM:** ALL VPK PROVIDERS must submit a completed form with original signature.
3. **ALL VPK PROVIDERS: AWI-VPK 10 - "VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM STATEWIDE PROVIDER REGISTRATION APPLICATION"**
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Please click on the link below for the:

***INSTRUCTIONS AND ALL FORMS TO RECEIVE PROVISIONAL APPROVAL
FOR SUMMER 2012 AND SCHOOL YEAR 2012-2013:***

<http://www.familycentral.org/vpkproviderbc>

Documents on this link include:

- **Provider Packet**
- **AWI-VPK 10 Statewide Registration Application**
- **AWI-VPK 10 Instructions**
- **VPK Signature Authorization Form
(original signature and notarization required)**
- **VPK Actual vs. Advance Payment Form
(original signature required)**
- **W-9 and Direct Deposit Form
(For new providers and Providers without Rate Agreements)**