



VPK Provider Certification Instructional Packet

Next Steps in VPK Provider Registration Process SCHOOL YEAR 2011-2012 Program

Action Needed to Become a Fully Approved VPK Provider

- **AWI-VPK 11A** : Submit form **AWI-VPK 11A** (Voluntary Prekindergarten Education Program Class Registration Application – Instructors) **and documentation at this time for each VPK class**
For AWI-VPK 11A editable & savable application online, click link below:
www.familycentral.org/vpkproviderbc - form is under the Provider Registration section.
- **AWI-VPK 11B**: Submit form **AWI-VPK 11B** (Voluntary Prekindergarten Education Program Class Registration Application – Calendars) **and documentation at this time for each VPK class**
For AWI-VPK 11B editable & savable application online, click link below:
www.familycentral.org/vpkproviderbc - form is under the Provider Registration section.
- **AWI-VPK 20**: Submit **AWI-VPK 20** (VPK Statewide Provider Agreement)
For AWI-VPK 20 editable & savable application online, click link below:
www.familycentral.org/vpkproviderbc - form is under the Provider Registration section.

****Original signatures are no longer required** for the AWI-VPK 10, AWI-VPK 11A, AWI-VPK 11B, and AWI-VPK 20 forms. You may email, fax, mail or deliver these documents to your assigned VPK Registrar.

*If not completing the AWI-VPK 10 VPK, AWI-VPK 11A and AWI-VPK 11B, and AWI-VPK 20 forms online, please complete form in **blue or black ink, no white out and no cross outs accepted.**

To submit your applications and documents, use one of the following options and please follow directions:

Option 1: Electronic submission of applications

AWI-VPK 11A and AWI-VPK 11B:

You can edit these forms any time in the future when information changes and resave them again as another version.

- To electronically sign and submit forms:
 1. At the bottom of the page, Click on the box, to the right of “Signature of Authorized Representative,” where it says “By Electronic Signature” to place an “x” in that box. Type in the “Date.” Type your name in where it says “Signature of Authorized Representative,” **and** “Print Name of Authorized Representative,” and type in “Daytime Phone Number.”
 2. To transmit the form save version of the form on your computer, ***including*** all the data that you input into the forms, and attach your document to an email. Since email accounts are password protected, your email confirms that you are the sender of the document. Send the email to your assigned VPK Registrar. (*See page 2 for registrar information*)



• **Option 1: Electronic submission of applications (cont'd.)**

AWI-VPK 20 Statewide Provider Agreement:

- To electronically sign and submit forms:
 1. On page 6, go to the box at the bottom right (*XV. EXECUTION OF AGREEMENT*)
 2. Type your name where it says “Signature of Authorized Provider Representative,” and click on the box, above the “Signature of Authorized Provider Representative,” where it says “By Electronic Signature” to place an “x” in that box.
 3. Type in the “Date” and type your information where it says “Print Name and Title of Authorized Representative” on the bottom of the form.
 4. Go to Attachment 1, at the bottom of the page, the authorized provider representative **must type in** the “Provider Name, Date, Director/Owner Printed Name and Director/Owner Signature.”
 5. To transmit the provider agreement, save provider agreement on your computer and attach your document to an email. Since email accounts are password protected, your email confirms that you are the sender of the document. Send the email to your assigned VPK Registrar. (*See below for registrar information*)

*** If there is confusion regarding the first page of the **AWI-VPK 20 STATEWIDE PROVIDER AGREEMENT**, please contact your VPK Registrar, who will provide you with additional technical assistance. ***

- **Option 2: Print forms, sign and fax to your assigned VPK Registrar** (*See below for registrar information*)
- **Option 3: Print forms, sign and mail/deliver to your assigned VPK Registrar** (*See below for registrar information*)
- **Option 4: Family Central, Inc. will print out an agreement for you to pick-up and sign.**

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-Heb
Yarelin Macias-Campbell	954-724-3999	ymacias-campbell@familycentral.org	Hi – L
Wandha Lamarque	954-724-3832	wlamarque@familycentral.org	M – R
Lucia Rodriguez	954-724-6981	lrodriguez@familycentral.org	S - Z

****Original signatures are no longer required** for the AWI-VPK 10, AWI-VPK 11A, AWI-VPK 11B, and AWI-VPK 20 forms. You may email, fax, mail or deliver these documents to your assigned VPK Registrar.

*If not completing the AWI-VPK 10 VPK, AWI-VPK 11A and AWI-VPK 11B, and AWI-VPK 20 forms online, please complete form in **blue or black ink, no white out and no cross outs accepted.**



VPK School Year Provider Application Checklist 2011-2012 Agreements

- Voluntary Prekindergarten Program Orientation Certificate of Attendance (*required for **new providers only***) prior to the start of a VPK program. A new VPK provider **must attend** a VPK Provider Orientation with Dr. Carol Wasserman prior to receiving full approval to provide VPK services.
 - Signed AWI - VPK 20 - Statewide Provider Agreement submitted **PRIOR** to the start of a VPK program. In addition, signature of Early Learning Coalition must be obtained **PRIOR** to the scheduled start date of any VPK program. Your VPK Program **cannot start** without this signature, so please give ample time for this to occur. Provider will be notified of approval to begin a VPK program.
- **Original signatures are no longer required** for the AWI-VPK 10, AWI-VPK 11A, AWI-VPK 11B, and AWI-VPK 20 forms. You may email, fax, mail or deliver these documents to your assigned VPK Registrar.
- *If not completing the AWI-VPK 10 VPK, AWI-VPK 11A and AWI-VPK 11B, and AWI-VPK 20 forms online, please complete form in **blue or black ink, no white out and no cross outs accepted.**

Form AWI-VPK 10 - Provider Registration Application

- Form AWI-VPK 10** completed and submitted through email, fax, or mail or deliver to Family Central, Inc., Inc.
- Copy of current **Director Credential with VPK Endorsement** if issued after January 1, 2007, *if not on file.*
- Copy of current **license** *if not already on file.*
- Copy of current **Accreditation Gold Seal Certificate** *if applicable and not on file.*

Form AWI-VPK-11A Class Registration Application – Instructors

For each VPK Class Instructor

- Form **AWI-VPK 11A** completed and submitted through email, fax, or mail or deliver to Family Central, Inc.
- Copy of **lead teacher credential** *if not already on file.*
- Copy of **one (1)** of the following **credentials**:
 - Child Development Associate (CDA) or equivalent (CDAE), must be active and state the date the credential was received; **Or**
 - Associate's Degree or higher in Child Development or Early Childhood Education; **Or**
 - Associate's Degree or higher in an unrelated field, with at least 6 credits in Child Development or Early Childhood Education, **and** at least 480 hours of experience in teaching or providing childcare services for children any age from birth to 8 years of age; **Or**
 - Bachelor's Degree or higher in Early Childhood Education, Prekindergarten or Primary Education, Preschool Education, or 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 **five (5) hour literacy training certificate**, unless the instructor has a **qualifying formal credential**. Training completed after November 2, 2005 must be the **Emergent Literacy VPK Instructors Course**.
- Copy of cleared **FBI and FDLE background screening** (current within the last 5 years)
- Copy of cleared **Local Criminal Background Screening** (current within the last 5 years)
- Copy of **Affidavit of Good Moral Character** - notarized

For each non-credentialed Secondary VPK Instructor: An assistant/aide teacher is **required** in classes with more than 10 children.

- Copy of cleared **FBI and FDLE background screening** (current within the last 5 years)
- Copy of cleared **Local Criminal Background Screening** (current within the last 5 years)
- Copy of **Affidavit of Good Moral Character** - notarized



Form AWI-VPK 11B Class Registration Application–Calendars

- Form AWI –VPK 11B completed and submitted through email, fax, or mail or deliver to Family Central, Inc.
- Copy of calendar provider will follow –See sample calendars to assist you in the development of a class calendar

Form AWI-VPK 20 Statewide Provider Agreement and Attachment 1

- Form AWI –VPK 20 and Attachment 1 signed and submitted through email, fax, or mail or deliver to Family Central, Inc.

Additional Requirements

- Actual Vs. Advance Payment Form
- VPK Signature Authorization Form
- W-9 Form (Only if new VPK provider *not* providing school readiness services).
- IRS Employee Identification Number (EIN) Determination Letter (*only required for new providers*). If you don't have this letter, please contact the IRS at 1-800-829-4933.
- Direct Deposit Authorization Form (only required for *new providers* or current providers if you need to *notify us of changes* to the banking information on file).
- Child Care Resource & Referral Update Form (Only *required for new providers* or current providers if you need to *notify us of changes* to your provider profile).

****Original signatures are no longer required** for the AWI-VPK 10, AWI-VPK 11A, AWI-VPK 11B, and AWI-VPK 20 forms. You may email, fax, mail or deliver these documents to your assigned VPK Registrar.

*If not completing the AWI-VPK 10 VPK, AWI-VPK 11A, AWI-VPK 11B, and AWI-VPK 20 forms online, please complete form in **blue or black ink, no white out and no cross outs accepted.**

REIMBURSEMENT INFORMATION:

Key Reimbursement Information for School Year 2011-2012 VPK Providers

The chart below shows the due dates for providers expecting Advance Payment and Actual payment during the VPK 2011 summer program.

Deadlines for Providers participating in VPK 2011-2012 School Year

If your program begins in August 2011

Payment Choice	Activity	Deadline
Advance Payment	Provider must be Approved	by June 10, 2011
	Certificates of Eligibility turn in by provider	by June 17, 2011
Actual Payment	Provider must be Approved	by July 8, 2011
	Certificates of Eligibility turn in by provider	by July 15, 2011

If your program begins in September 2011

Payment Choice	Activity	Deadline
Advance Payment	Provider must be Approved	by July 8, 2011
	Certificates of Eligibility turn in by provider	by July 15, 2011
Actual Payment	Provider must be Approved	by August 5, 2011
	Certificates of Eligibility turn in by provider	by August 12, 2011



VPK Program Information

- **Identifying Classes** For School Year 2011-2012, please start with the letter A for your classes and use the following code:
AF11 - "A" – denotes class
"F"- denotes School Year program
"11" – denotes year 2011 i.e. AF11, BF11, CF11
- **Calendar: Must** be in increments of no less than 15 minutes for each day.
 - i.e. **3 hours, 3 hours 15 minutes, 3 hours 30 minutes, 4 hours ...**
 - Be careful to **review your calendar**. Once your calendar is set, **only two (2) changes can be made**. You must submit your updated calendar to your VPK Registrar for review and to ensure that your school provides 540 instructional VPK hours.

Certificates of Eligibility

For School Year VPK Program: There are three (3) copies of the certificate:

Family Central, Inc. –blue copy;
Provider– green copy (*To submit to Family Central, Inc.*)
Parent – pink copy

Procedure for Providers:

Provider will receive two copies from a parent/guardian wishing to enroll a child. You sign and the parent signs in the appropriate section. The parent/guardian keeps the **pink** copy and you receive the **green** copy. **Make a copy of that certificate for your records** and submit the green copy to Family Central, Inc., Inc. for payment purposes.

Out of County Certificates:

You may **not** accept a certificate from another county. Please send the parent to Family Central, Inc., Inc. to complete a Broward re-enrollment and new application as the VPK policy states. If you do not follow this procedure, **you will not get paid for any days you provide the VPK program to a child without authorization from Family Central, Inc., Inc.**

You will receive a Certificate of Eligibility from Broward County. In item number 4, the box for "**Re-enrollment from other county**" will be checked. In addition, at the bottom of the Certificate you will see the section titled "**Re-enrollment from other county and the number of estimated hours authorized for the school year program.**"

Charge to Parent for fees for registration, activities, or supplies

VPK is a "FREE" program:

- **Fees for VPK - Not allowed:** As an approved VPK provider, you **may not** charge parent any additional fees during VPK instructional hours.
- **Before or after VPK instructional hours:** You **may** charge for care you provide before or after the VPK instructional hours as agreed upon between you and the parent/guardian. Please be sure to explain this to parents/guardians so that they clearly understand that there are no fees during VPK instructional hours.



Reenrollment (transfer)

Reasons to Request a Reenrollment:

- Parent/Guardian wants to change child's school (i.e. school year VPK program to another during school year program)
- Parent/Guardian wants to request that child who has used hours during a school year VPK program be determined eligible to attend summer VPK. (Under extreme hardship, parent/guardian **must** submit a reason and provide backup documentation **to be reviewed**). **This type of reenrollment is difficult to obtain.**

Obtaining an AWI-VPK 05 Reenrollment Application:

- A parent/guardian may obtain the Reenrollment Application:
 - Online at www.familycentral.org/VPKWelcome and email a completed and signed Reenrollment Application to vpkreenrollbc@familycentral.org
 - At Family Central, Inc. VPK office
 - At a Community Registration Site
- The **AWI-VPK 05 Reenrollment Application** **must** be completed by parent/guardian requesting a reenrollment.

* These completed forms must be submitted to Family Central, Inc. Inc.'s VPK Department for review. If parent/guardian has selected a reason for reenrollment under "*extreme hardship*," parent/guardian **must** also submit backup documentation with the application.

The request will be reviewed based on:

- **The reason for the request**- If parent/guardian has selected a reason for reenrollment under "extreme hardship", parent/guardian may click on "Submit" but the application will not be reviewed and processed unless documentation is submitted with the application.
- **Substantial Compliance** - The determined number of instructional hours remaining.
If the student has been enrolled in a VPK class for more than 70% of the instructional hours for the program

*****At this time of the year, many VPK classes have reached substantial compliance which may affect the ability of a child to reenroll in another school for a VPK class.***

Key information:

Parents/Guardians will be notified if a child has been approved for a reenrollment

Reenrollment will be communicated to the enrolling school for change from one school year VPK program to another school year change or for change from one summer VPK program to another summer VPK program

A child may only reenroll **one (1)** time from one VPK school to another.

Out of county reenrollment: Children who have reenrolled in another county and want to reenroll in Broward **do not qualify for a second reenrollment.**

Head Start: Children who started VPK and withdrew to enter a Head Start program may only reenroll in a school year program if they withdraw from VPK.



CALENDARS TO USE TO COMPLETE CLASS SCHEDULES

For School Year 2011-2012- please use the calendar titled “**2011-2012 BROWARD COUNTY PUBLIC SCHOOL CALENDAR**” if you are following the Broward County Public School schedule.

For School Year 2011-2012- please use the calendar titled “**2011-2012 BROWARD COUNTY CALENDAR**” if you are not following the Broward County Public School schedule.

2011-2012 BROWARD COUNTY PUBLIC SCHOOL CALENDAR Revised 3/23/11

August 11					8
M	T	W	T	F	
22	23	24	25	26	
29	30	31			

September 11					20
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

October 11					20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

November 11					18
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

December 11					12
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

January 12					20
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

February 12					20
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29			

March 12					16
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

April 12					20
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					

May 12					21
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		


June 12					5
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Starting Date: **August 22, 2011**

Ending Date: **June 7, 2012**

180 days @ 3 hrs = 540 hours

For class/es:

 Shaded areas are non-instructional dates

2011-2012 BLANK SCHOOL YEAR CALENDAR

August 11				
M	T	W	T	F
22	23	24	25	26
29	30	31		

September 11				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 11				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 11				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 11				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 12				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 12				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March 12				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 12				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				


May 12				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 12				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Starting Date: _____
 Ending Date: _____

_____ Days @ _____ Hrs =540 Hours
 _____ Days @ _____

CLASS(ES) _____

 Shaded areas are non-instructional dates