

VPK
VOLUNTARY PREKINDERGARTEN
MEMORANDUM

To: Voluntary Pre-Kindergarten Education Program Providers

From: Gail Fabian, Director, (CARE) Child Care Assistance, Reimbursement, and Education Department, Family Central, Inc.
Gina Carello, Provider Services Manager, (CARE) Child Care Assistance, Reimbursement, and Education Department, Family Central, Inc.

Date: March 30, 2010

The Florida State policy regarding substitutes in the VPK class has changed. Level 2 background screening and credentials for any VPK substitute must first be submitted to Family Central, Inc. for approval prior to that substitute being used in any VPK classroom. This change will be implemented with the commencement of the Summer 2010 program and will continue with the Fall 10-11 program.

Enclosed please find:

- *Substitute Policy Summary of the AWI Rule 60BB-8.410*- The summary includes the qualifications acceptable for both Fall and Summer VPK substitutes.
- *VPK Substitute Instructor Worksheet*- the Worksheet must be returned whether substitutes will be used or not. Please check only one of the boxes at the top of the form.
- *Sample Tracking Sheet*. Providers will be responsible for tracking the number of hours each substitute is used in each VPK class. The tracking sheet will be maintained at each provider's site and is to be made available at time of monitoring.

Please note that copies of all credentials and background screening for any substitute must be attached to the worksheet. Substitutes may not be used in any VPK class until approval has been received from Family Central.

These forms are also available online at www.familycentral.org.

For further information or assistance, please contact:

Gina Carello, Provider Services Manager, Family Central, Inc. at 514-3311
Latasha Hall, VPK Program Assistant, Family Central, Inc. at 514-3356

Please sign below confirming receipt of this notification and return one copy to Family Central.

Center Name

Director/Owner Signature

Date

Printed Name

Title

3111 South Dixie Highway Suite 222, West Palm Beach FL, 33405





Substitute Policy Summary (Rule 60BB-8.410)*

A Voluntary Prekindergarten (VPK) substitute must be of Good Moral Character and be cleared using the level 2 screening requirements before employment as a substitute. This information must be submitted for approval prior to assigning a substitute to any VPK classroom.

A VPK substitute must meet the qualifications of a credentialed instructor OR successfully complete one or more of the following, depending on which program they are substituting in (School Year Program or Summer Program):

- School Year Program:
 - An Associate's of higher degree in any field OR
 - A Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition OR
 - A Child Development Associate Equivalency credential as approved by the Department of Children and Families (DCF) OR
 - A DCF 40-clock-hour Introductory Child Care Training course OR
 - A DCF 30-clock-hour Family Child Care Home training
 - Current Attestation of Good Moral Character- signed annually to cover the length of the VPK Class
 - Level 2 Background Screening- Local, FDLE and FBI within 5yrs of result date

- Summer Program :
 - An Associate's of higher degree in any field OR
 - A Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition OR
 - A Child Development Associate Equivalency credential as approved by the Department of Children and Families (DCF) OR
 - Current Attestation of Good Moral Character- signed annually to cover the length of the VPK Class
 - Level 2 Background Screening- Local, FDLE and FBI within 5yrs of result date

Circumstances: The substitute may be assigned only if the credentialed instructor is ABSENT from the premises.

Time Limitation: A substitute instructor may be assigned to substitute for an absent credentialed instructor for no more than 30% of the VPK program. Thirty percent of the School Year (540 hour) program is 162 hours. Thirty percent of the Summer (300 hour) program is 90 hours. It is your responsibility to maintain a record of the number of hours a substitute has been assigned to each VPK classroom. If Lead Instructor absences will exceed 30% of the program, a new CREDENTIALLED instructor must be approved. All changes must be submitted in advance to allow time for processing.

Secondary Instructors: Substitutes for secondary instructors must be of Good Moral Character, screened using level 2 screening requirements, and meet Department of Children & Families requirements before employments as a substitute. Substitute hours for secondary instructors are not required to be tracked.

Prior Approval: All substitute instructors must have their screenings and credentials submitted for approval to Family Central, Inc. prior to being used as a substitute in a VPK classroom.

*The official policy can be found at:
<https://www.flrules.org/gateway/readFile.asp?sid=0&tid=7460675&type=1&File=60BB-8.410.doc>



VPK Substitute Instructor Worksheet

Name of Facility: _____ Program Year: _____

Please check ONE:

I have completed the information below and have attached the supporting documentation for submission.

OR

I acknowledge that in order to assign a substitute instructor to a VPK classroom I am required to complete this form and submit supporting documentation. By checking this box, I am stating that I am not submitting any substitutes at this time. (please sign below)

Copies of all documents must be submitted to FCI with this worksheet

Substitute Instructor Name	Educational Credentials DCF Transcripts/or FCCPC Cert/ or 40 clock hours	Local Within 5 years Result Date	FDLE Within 5 years Result Date	FBI Within 5 years Result Date	Attestation of Good Moral Character Within 1 year Signed Date	FCI/VPK (Official use only)

**I HAVE INCLUDED COPIES OF ALL THE DOCUMENTS LISTED ABOVE.
I UNDERSTAND FAILURE TO SUBMIT A COMPLETE PACKET COULD RESULT IN DELAY.**

Name (Print): _____ Signature: _____ Date: _____

Mail to: Family Central, Inc.
3111 S. Dixie Highway
Attn: VPK/Provider Services
Suite 222
West Palm Beach, FL 33405



