

Questions to Ask Before You Start Your Fall 2017/2018 VPK Program

☐ Is your VPK program APPROVED to begin?

According to the VPK Statewide Provider Agreement, Section II, Paragraph 6: The Coalition must return a fully executed copy of the Statewide Provider Agreement to the provider as notification that the provider is eligible to begin offering the VPK Program. If you have not received an email from the Coalition and returned the Acknowledgement Receipt prior to school start, you are not approved to offer the VPK Program.

☐ Have you ordered the VPK Assessment Kit?

The provider is responsible for ordering replacement kits for the classroom this year. Instructions and information can be found on the Coalition website on the [VPK Contracting page](http://www.elcnwf.org/vpk-contracting/) (<http://www.elcnwf.org/vpk-contracting/>). You can also click [here](https://www.brightbeginningsfl.org/) to visit the Bright Beginnings website for ordering information (<https://www.brightbeginningsfl.org/>). There are strict deadlines this year for the completion and entry of assessments into the Bright Beginnings website. Failure to meet the required deadlines could result in program non-compliance and/or affect the ability to offer the VPK Program in the future.

☐ Have you turned in your Certificates of Eligibility for the VPK Program?

The Coalition should receive Certificates of Eligibility as soon as possible so that the children can be enrolled prior to rosters being turned in by September 6. If children are not enrolled, the Coalition will not be able to pay. *NOTE: You need four children to begin the VPK classroom.*

☐ Do you have the most current version of the Child Attendance and Parental Choice Forms?

The most current versions contain the Great Seal of Florida in the top left corner. Each provider must maintain the VPK Student Attendance and Parental Choice Certificate [[OEL-VPK 03 \(S\)](#)] or [[OEL-VPK 03 \(L\)](#)] for each child in the VPK Program. Parents are required to sign this form EVERY month verifying attendance during the prior month. Blank forms can be found [here](http://www.elcnwf.org/providers/vpk-for-providers/) (<http://www.elcnwf.org/providers/vpk-for-providers/>) on our website near the middle of the page under the heading "VPK Provider Forms." There you will find the "VPK Parental Choice Certificate" (both long and short versions).

If you use a daily sign-in record, the parent must certify the student's attendance using the short form of the Student Attendance and Parental Choice Certificate [[Form OEL-VPK 03 \(S\)](#)]. If you use a method to document attendance other than a daily sign-in record, the parent must certify the student's attendance using the long form of the Student Attendance and Parental Choice Certificate [[Form OEL-VPK 03 \(L\)](#)].

If you have questions about these or any other VPK related items, contact the Coalition at 850-747-5400 or email the redline at redline@elcnwf.org.