



Early Learning Coalition of Palm Beach County

Ready to Learn. Ready for Life.

GENERAL VPK GUIDELINES

Provider agrees that it shall follow all requirements of law with respect to notifying the Coalition of any changes to the Form OEL - VPK 10, Form OEL - VPK 11A and Form OEL VPK 11B. Provider shall comply with the requirements of law by submitting a revised Form OEL - VPK 10, Form OEL - VPK 11A or Form OEL - VPK 11B and supporting documents. Supporting documents are identified below.

All changes should be submitted for review prior to implementation. Implementation of changes prior to review which Coalition later determines to be out of compliance with the requirements of the VPK Program may result in withholding of reimbursement, non-reimbursement or termination of the Agreement.

The Early Learning Coalition of Palm Beach County must be notified if any of these changes are made to your VPK program or if any information submitted on the Form OEL - VPK 10, Form OEL - VPK 11A or Form OEL - VPK 11B changes:

- Instructors
- Schedule
- Director
- Ownership/Corporation
- Facility Name/Address
- Number of classrooms
- Curriculum

All changes must be submitted to the Coalition within 14 calendar days of the change. The Provider must ensure that any new VPK instructor or director meets all of the requirements of law before implementing any changes. Failure to do so will cause your program to be out of compliance and payment may be withheld.

All VPK forms must be completed and submitted through the Provider Portal.

Supporting documentation must be uploaded to the portal.

INSTRUCTOR CHANGE

An updated Form OEL – VPK 11A should be submitted with the legal name and social security number of the instructor. A complete set of supporting documents (educational credential & Level 2 Background Screening, including notarized Affidavit of Good Moral Character) must also be submitted if the individual's information is not already on file with the Coalition.

CHANGE IN VPK CALENDAR

An updated Form OEL – VPK 11B should be submitted with the new non-instructional days/times that comply with the 540 hours (school year) or 300 hours (summer) requirement. No more than two calendar changes are permitted, unless there has been a temporary closure due to emergency circumstances. If changes are made to the start/end dates of the VPK class, an updated Form OEL – VPK 11A is also required.

CHANGE OF DIRECTOR

An updated Form OEL – VPK 10 should be submitted with the legal name and a copy of the Director's Credential Certificate (the Certificate may be Exempt if issued before December 31, 2006). If Credential was issued after 12/31/06 it must be endorsed. Endorsement is obtained by completing the VPK Director Credential Course (online), Emergent Literacy for VPK Instructors (online) and Standards for Four Year Olds (instructor led). You may submit a copy of DCF Transcript indicating these courses have been completed to meet the requirement.

CHANGE OF OWNERSHIP/CORPORATION

The person holding the original VPK agreement must notify the Coalition within 14 calendar days prior to the completion of the sale. A completed Form OEL – VPK 10, Form OEL – VPK 11A & B, and Provider Agreement must be submitted to the Early Learning Coalition of Palm Beach County as soon as the sale process is initiated for the new owner. The change of ownership will not be finalized until the new child care license is issued in his/her name and all other documentation have been received and approved by the Coalition.

CHANGE OF FACILITY NAME AND/OR ADDRESS

In case of any of these changes, a new Form OEL-VPK 10, Form OEL-VPK 11A & B, Form OEL- VPK 20 and a copy of the new child care license must be submitted.

CHANGE IN NUMBER OF CLASSROOMS

If a new VPK classroom is added, you should submit an updated Form OEL – VPK 11A and Form OEL – VPK 11B (if applicable) reflecting the names of the staff for the classroom. Supporting documentation for the new instructor(s) (as described above) is required if not already on file with the Coalition.

If the number of VPK classrooms is being reduced, please notify the Coalition in writing within 14 days of the change.

CHANGE IN CURRICULUM

You should submit an updated Form OEL – VPK 11A indicating the new curriculum to be used in your VPK program.

MONITORING OF VPK PROGRAM

Provider agrees to allow Coalition’s monitors to visit their VPK programs during VPK hours. Provider agrees to allow Coalition’s monitors to review their attendance, lesson plans, and observe their classrooms.

Provider understands they may lose payment if found out of compliance during a monitoring visit.

Signature of Owner/Director or Authorized Representative

Print Name and Title

Date