

VPK Helpful Websites

DCF Staff Credential Website (under training requirements)

<http://www.dcf.state.fl.us/childcare/>

(telephone-1-888-352-2842)

Agency For Workforce Innovation (AWI) Website

http://www.floridajobs.org/earlylearning/oel_program_guid.html

Seminole County Coalition Website

www.seminoleearlylearning.org

4C Website

www.4cflorida.org

VPK Standards Website

www.fldoe.org/earlylearning/perform

Voluntary Prekindergarten (VPK) Program Provider Kindergarten Readiness Rate Website

<https://vpk.fldoe.org>

Seminole County Public School Website

www.scps.k12.fl.us

(407-320-0463)

VPK Helpful Reminders

Elizabeth Diaz-VPK Coordinator – 3500 West Colonial Drive, Orlando, FL 32808. Tel 407-532-4332, Fax 407-522-2180, ediaz@4cflorida.org

Marsha Campbell-Enrollment Specialist - 307 W. First Street, Sanford, FL 32771. Tel- 321-832-6407, Fax- 321-832-6431, mcampbell@4cflorida.org

Wydalis Hernandez-VPK Enrollment Specialist – 3500 West Colonial Drive, Orlando, FL 32808. Tel 407-532-4273, Fax 407-522-2180, wnegron@4cflorida.org

1. All teacher changes and/or addition of staff will need to be submitted on an application VPK-AWI 11. Include all requirements. ***Pending items will not be accepted.***
2. All Site changes, i.e. director, owner, curriculum, address changes will need to be submitted on an application VPK-AWI 10. A provider Agreement VPK-AWI 20 must be signed by the new Director or owner if not changed. Do not use the Teacher Change Forms.
3. Emergent Literacy- All lead teachers holding a CDA/E are required to take the online VPK Emergent Literacy course if the Literacy certificate is dated after 11.18.05 or if they have not taken yet any literacy courses.
4. Payment for children can not be backdated after a class has begun and approval given for 10 students to 1 teacher. Payments will start on the date paperwork was received and approved for the 2nd adult.
5. Substitute Teachers – ***You are now responsible for tracking the hours used for all substitute instructors.*** Best practice would be to submit the substitute form with all the names of instructors you can potentially use in the event a need arises along with all requirements. You do not have to submit copies of the substitute form once an instructor has been assigned to a class with the hours used. These should be kept on file for review during a monitoring visit.
6. New Directors having a Director Credential certificate dated after 1.1.07 must complete the New VPK Director Endorsement consisting of the following requirements. Upon completion, a VPK Director Endorsement application must be submitted to DCF in Tallahassee for final approval. Telephone number is **888-352-2842**.
 - a. VPK Standards Training (to be scheduled by the coalition)
 - b. VPK Emergent Literacy Course (online)
 - c. VPK Director Endorsement Course (online)
 - d. DCF Director Credential Certificate
7. All Certificates of Eligibility- COE are to be sent to Marsha Campbell at 307 W. First St, Sanford, FL 32771. ***Do not FAX COE's.***
8. Dismissal/Transfer forms should be sent by mail or faxed to Marsha at **321-832-6431**.
9. Attendance issues can be reported to Elizabeth but may be referred to accounting staff designated for your center or Suzanne Riccaboni, Supervisor @ **407-532-4331**.
10. ***Crisis Situations***, (i.e., immediate staff resignations, ownership changes) will need to be reported to the VPK Coordinator ***ASAP.*** A plan will be discussed and implemented with a final approval from the Seminole County Coalition based on the nature or severity of the situation. ***Not reporting a VPK incident could result in VPK payment being withheld or monies being owed to 4C and the Coalition.***