



Early Learning Coalition of Southwest Florida

<u>SUBJECT:</u> Voluntary Prekindergarten Provider Compliance Monitoring		
<u>Policy #:</u> ELCSWF-VPK0016A-08	<u>Category:</u> VPK - Program Quality and Standards	<u>Reference #:</u> OEL-VPK-520
<u>Approval:</u> 9/27/08	<u>Effective Date:</u> Sept. 27, 2008	<u>Replaces (policy # and date):</u> ELCSWF-VPK0016-06 (March 22, 2006) ELCSWF-VPK0016A-06 (May 24, 2006)

- I. **PURPOSE:** To establish specific expectations for monitoring all Voluntary PreKindergarten Providers serving VPK children, in Lee, Collier, Hendry and Glades counties.
- II. **REVIEW HISTORY:** This policy supports the Voluntary Pre-kindergarten Education Program legislation and supersedes any former monitoring practices.
- III. **CONTACT:** Chief Executive Officer.
- IV. **PERSONS AFFECTED:** VPK Education and Eligibility Staff; and all Early Learning Providers serving VPK children, including licensed, license-exempt and family child care providers. Excluded are VPK programs operated directly by the public school system.
- V. **POLICY:** This policy sets minimum standards for monitoring of all Voluntary Pre-Kindergarten Providers serving VPK children, and the outcomes for failure to comply with those standards.
- VI. **RATIONALE:** State law requires Voluntary PreKindergarten providers meet specific standards and responsibilities. Providers sign the Statewide Provider Agreement with the Early Learning Coalition of Southwest Florida and agree to meet those standards and responsibilities.
- VII. **CROSS REFERENCES:** Chapters 402.301 – 402.319 and Chapter 1002.51-79 of the Florida Statutes; Rule 60BB-8.100-300, Florida Administrative Code, the “State of Florida Voluntary PreKindergarten Education Program Statewide Provider Agreement”, and all policies issued by the Agency for Workforce Innovations on the VPK program.

VIII. **DEFINITIONS:**

“Coalition” refers to the Early Learning Coalition of Southwest Florida, Inc. (ELC-SWF) which is responsible for Collier, Hendry, Glades and Lee counties.

“Contracted Central Agencies” refers to Community Coordinated Care for Children (4C) and Redlands Christian Migrant Association (RCMA).

“Kindergarten Readiness Rate” refers to the Florida Department of Education (DOE) statewide screening of all children completing the VPK program to assess the readiness of each student for kindergarten based upon the performance standards adopted by DOE. Each private provider and public school’s kindergarten readiness rate will be calculated annually and the rate must be based exclusively upon the results of the statewide kindergarten screening for students completing VPK.

“Minor violation” means a violation that does not result in economic or physical harm to a person or adversely affect the public health, safety, or welfare or create a significant threat of such harm (§120.695 (2) (b) F.S.)

“Moratorium” means a suspension of activity. (Webster’s Dictionary)

“Provider” means the individual or facility responsible for the provision of Voluntary PreKindergarten services.

“Reconciliation” means in agreement, consistent with requirements.

“Substantial compliance” means that level of adherence which is sufficient to safeguard the health, safety, and well-being of all children under care. Substantial compliance is greater than minimal adherence but not to the level of absolute adherence. Where a violation or variation is identified as the type which impacts, or can be reasonably expected within 90 days to impact, the health, safety, or well-being of a child, there is no substantial compliance. (cite 402.305 (15), F.S.)

“VPK” means Voluntary PreKindergarten Education Program pursuant to Chapter 1002, Part V, Florida Statutes

IX. **PROCEDURE:**

GENERAL

1. Each year, all child care providers deemed eligible to serve VPK children, will receive the “State of Florida Voluntary PreKindergarten Education Program Statewide Provider Agreement”. Prior to the provision of services for each fiscal year, the approved provider must sign the agreement and submit either the original copy, or first and last page, to the Coalition’s office. The Coalition Chief Executive Officer will sign the agreement and provide a fully signed copy of the agreement to the provider, along with a “Certified VPK Provider”

certificate. Copies of these documents are also provided to Community Coordinated Care for Children.

2. The Early Learning Coalition of Southwest Florida supports all licensed and license-exempt, public and private centers; and family child care homes in the provision of quality services. To that end, the Early Learning Coalition of Southwest Florida will provide training and technical assistance, as well as program resources, for all Early Learning Providers serving VPK children.
3. Resource & Referral Staff, and other designated staff, will provide information to families regarding centers and family child care homes who are offering Voluntary PreKindergarten classes, pursuant to ss. 1002.53 (5) F.S.
4. Voluntary PreKindergarten providers must demonstrate their ability to meet and maintain requirements outlined in the Statewide VPK Provider Agreement. The contracted central agencies will visit the facilities for which they are responsible, to provide technical assistance upon request, or when needed to meet the terms of the agreement.
5. Child care providers who provide Voluntary Prekindergarten services are subject to the requirements of Ch. 1002.51-79 of the Florida Statutes which includes, but is not limited to:
 - Meeting the eligibility requirements to serve as a VPK provider outlined in Section 1002.55 (3), F.S.
 - Have a qualified instructor for each class consistent with requirements outlined in Section 1002.55 (3) (c) or 4 and 3 (d) and Section 1002.59, Florida Statutes.
 - Comply with background screening requirements for all required staff pursuant to Chapter 435, F.S. {Section 1002.55 (3) (d) and (e) F.S.}
 - Each class must have a minimum of 4 students and maximum of 18 students. {Section 1002.55 (3) (e) F.S.}
 - Classrooms of 11 or more children must have a second adult present with a level 2 background screening. {1002.55 (3) (e) F.S.}
 - Pre-kindergarten director with an appropriate director's credential in accordance with Section 1002.57 F.S.
 - Have a developmentally appropriate curriculum as described in Section 1002.67 (2) (b), Florida Statutes.
 - Comply with the attendance policy pursuant to Section 1002.71 (6) (b) 2 Florida Statutes.
 - Have activities which are developmentally appropriate, and designed to prepare children for:

- early literacy,
 - attainment of the VPK performance standards;
 - entering kindergarten [1002.67 (2) (b), F.S.]
6. Comply with the terms of the State of Florida Voluntary PreKindergarten Education Program Statewide Provider Agreement “.
 7. Comply with any future rules and regulations issued by the State of Florida, Agency for Workforce Innovations, or the Coalition.
 8. This policy automatically incorporates any future legislative or legal changes as applicable.
 9. Community Coordinated Care for Children and the Early Learning Coalition of Southwest Florida are responsible for documenting all training, technical assistance, monitoring visits, contacts, attempted contacts and annual evaluations. All documentation will be kept in the provider’s file.

TECHNICAL ASSISTANCE

10. Each provider of VPK services must be offered the information and support they desire or need to assist them in attaining not only the expectations of the VPK program, but also their individual programmatic and professional development goals.
11. Staff providing technical assistance are expected to:
 - Try to achieve a supportive working relationship with the provider;
 - Model desired practices;
 - Communicate clearly;
 - Be knowledgeable of the Voluntary PreKindergarten Standards;
 - Understand the activities and practices associated with those standards;
 - Be knowledgeable about available community resources;
 - Demonstrate sensitivity to the provider’s cultural and personal differences.

DEVELOPMENTALLY APPROPRIATE CURRICULUM

12. All Early Learning directors and teachers, providing VPK services, are required to select and adhere to a developmentally appropriate curriculum that is based on research and follows the appropriate Florida School Readiness Standards for each respective age group.
 - Florida Birth to Three Learning and Developmental Standards for infants and toddlers;
 - The Florida Standards for Preschool (VPK) children; and
 - The Florida School Readiness Performance Standards for 3, 4 and 5 year old children.
13. The VPK provider attests, in the VPK Provider Agreement that their selected curriculum is developmentally appropriate and is aligned with the appropriate VPK standards. Ongoing mentoring and monitoring visits are conducted by 4C staff to ensure that providers are following their agreement and developmentally appropriate practice. If questions arise concerning any

chosen curriculum as to its alignment with the Standards and developmentally appropriate practice, the training and technical assistance specialist assigned to the provider will consult with the provider to review the criteria, re-evaluate the curricula and provide appropriate guidance and/or resources.

14. In addition, parents, providers, or monitoring staff who question the developmental appropriateness of observed classroom teaching or activities may also request a formal review to determine whether or not the curriculum used by the provider follows the approved VPK Standards.
15. When a request is made to the Coalition for review and approval of a curriculum for this purpose, the Coalition Chief Executive Officer will immediately convene a workgroup comprised of members of the Quality Enhancement Committee and/or the VPK Regional Advisory Group to review the proposed curriculum against the criteria below, and make a formal recommendation to the ELC-SWF Board for approval or disapproval. The workgroup must have not less than 3 participants and no more than 7 participants. The ELCSWF Board will then render a written decision to the requestor within 45 days of submission for review.

COMPLIANCE VERIFICATION AND MONITORING

16. Monitoring is for purposes of validating the provider's compliance with the law, rules and regulations of the program. Each provider must be monitored on all required elements, a minimum of once a fiscal year. Monitoring staff must either offer, or arrange for, any technical assistance requested or deemed necessary to improve compliance.
17. The VPK school year (540 hour) and the VPK summer (300 hour) programs are to be considered separately. Each program must be monitored during the time of operation, regardless of whether they are a part of the same facility operating year round.
18. Community Coordinated Care for Children and ELC-SWF Coalition staff will conduct monitoring visits of all VPK providers utilizing the **VPK Validation Monitoring Tool** identified as Attachment A in this policy. VPK Programs directly operated by the contracted central agencies (RCMA or 4C) will be monitored by the Coalition. All private providers will be monitored by Community Coordinated Care for Children utilizing the same tools. School districts will be responsible for monitoring their own programs.
19. Both the Contractor and Coalition monitoring staff must review the most recent licensing inspections conducted by DCF on the licensed child care programs prior to a VPK validation monitoring. These inspections are available on www.myflorida.com/childcare.
20. Monitoring visits must be unannounced and occur during the hours of designated VPK class instruction.
21. The provider must permit entry to staff authorized by the Early Learning Coalition of Southwest Florida to verify the provider's compliance with the

requirements. If staff are refused entry, the provider must be immediately advised of their responsibility to allow access during hours of operation. All contacts must be documented and brought to the Coalition's attention. VPK providers who refuse efforts by the Coalition or their designee to monitor their programs, may be excluded from further participation and will be provided a right of appeal as described in policy # ELCSWF-00015-06 "Appeals and Hearings".

22. Monitoring visits must be documented on the VPK validation monitoring forms and discussed with the VPK provider, director or designee at the conclusion of the visit. Each form must be signed by all parties and copies given to the VPK provider at the time of monitoring.
23. 4C/Coalition will evaluate each VPK provider, for whom they are responsible, the last quarter of each fiscal year to assess the overall compliance of each provider in the VPK program. The **VPK Annual Validation Checklist**, identified as Attachment B to this policy, will guide staff to ensure that all elements of the providers' compliance are considered in making a recommendation for their continued participation for the next fiscal year.

FISCAL MONITORING

24. Every VPK provider must have an on-site fiscal audit annually. Initial audit/monitoring visits may be announced. Follow-up or subsequent visits should be unannounced.
25. The selection process will be random. The contractor may at any time select a provider for audit if there is a reason for concern, as well as re-selecting a previously audited provider. 4C or ELC-SWF may audit the attendance records at any time either on-site or through requesting documentation.
26. The post audit monitoring shall be based on the attendance verification statements presented by the VPK provider for the previous three (3) months. The audit will evaluate the Student Attendance and Parental Choice certificate, and actual attendance sheets. Parent's signatures on the "sign in-sign out" logs should be considered. Attendance verification may be maintained by the provider in one location, or in individual classrooms.
27. Providers' records that fail to validate the reconciliation may result in a disallowed VPK payment and the provider must reimburse the Coalition/4C money paid in advance that was not justified.
28. Any audits completed on the child care programs directly operated by the Contractor, shall be completed by staff of the ELC-SWF Coalition.
29. For centers or homes with greater than a 10% error rate, the provider will be provided technical assistance related to acceptable verification and record keeping. A second attendance audit must be completed within the next three months of the first audit.

30. A site report shall be completed by the monitoring counselor and given to the provider with the outcome. Copies of all documentation related to monitoring and site visits will be maintained in the provider file.

COMPLAINTS

31. Complaints concerning alleged VPK violations must be investigated within 72 hours of receipt. Although an on-site visit by monitoring staff is preferred, in some minor circumstances a phone contact may be sufficient depending on the nature and extent of the allegation. However, in all cases the matter must be addressed within the specified time frame. Findings must be documented and appropriate action taken as addressed in this policy.
32. For purposes of clarity, reports of non-compliance received by DCF licensing staff, are not considered a “complaint”, but rather an observation.

NOTICE OF NON-COMPLIANCE

33. Monitoring staff are responsible for immediately reporting knowledge or reasonable suspicion of abuse, neglect or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline to the statewide toll-free telephone number (1-800-96Abuse.)
34. Monitoring staff who suspect or find that a licensed provider is not in compliance with state child care licensing standards, must report their concerns to the governing child care licensing office. Any suspected or observed deficiency of non-licensed programs which pose a potential problem to the health and safety of the children in care must be immediately reported to the responsible agency, such as health department, school district, overseeing accrediting agency, etc. for follow-up.
35. Before citing deficiencies on the “Notice of Non-Compliance” addressed in the following paragraphs, monitoring staff must make every effort to educate and assist the provider in complying with the standards. Monitoring staff may assign “corrective action” dates and discuss the rationale of the standards during monitoring or technical assistance visits.
36. Providers must be given a reasonable opportunity to demonstrate their ability to meet the expected standards before any threat of administrative action or disenrollment is made. Staff should also make every effort to educate the provider and identify potential resources to assist them in meeting the standards. Monitoring staff should always recognize that the ultimate goal is compliance and every effort should be made to achieve that through education and technical assistance before any punitive measures are imposed.
37. Imposition of the formal Notice of Non-compliance and subsequent “Ten (10) Day Warnings” should only be offered only after documented reasonable measures have been taken (i.e. training, technical assistance or other types of support) have failed to achieve the provider’s continued compliance.

38. If one or more of the areas above are in violation after efforts for compliance have been unsuccessful, the provider will be verbally advised at the time of observation and given a written "**Notice of Non-Compliance**", identified as an attachment to this policy. The "Notice of Non-compliance" will identify the areas of non-compliance, the statute, rule or regulation violated information on how to remedy the non-compliance and a reasonable time period for correction.
39. Monitoring staff will establish a reasonable time frame for correction, (with input from the provider when appropriate); however the expected date of final compliance shall not exceed 21 business days. The date of expected correction is based on "business days" and should begin with the day after the monitoring visit. The actual expected date of correction must be written on the corrective action statement.
40. The "Notice of Non-Compliance" must be signed by the person conducting the monitoring and the VPK provider. In the event the VPK provider refuses to sign, the monitor will document the provider's refusal directly on the form and leave a copy with them. A copy of the "Notice of Non-Compliance" will be provided to the Coalition Chief Executive Officer within 24 hours of the on-site visit.
41. Monitoring staff shall re-inspect each private VPK pre-kindergarten provider that has been issued a notice of non-compliance. The re-inspection shall take place no fewer than 21 business days and no more than 30 business days from the date the provider received the notice of non-compliance.
42. If the re-inspection verifies that the provider has satisfactorily met compliance, then monitoring staff will document the compliance. A copy of the re-inspection report will be sent to the Coalition Chief Executive Officer within 24 hours of the on-site visit.

TEN (10) DAY WARNING OF NON-COMPLIANCE

43. If upon re-inspection, the monitoring staff establish the provider has failed to comply with the corrective action, a "**Ten (10) Day Warning of Non-Compliance**", identified as Attachment D to this policy, will be issued.
44. The "Ten (10) Day Warning of Non-Compliance" serves as official notice by the Coalition that the provider has ten (10) business days from receipt to comply. This document will identify the area of non-compliance, and will notify the provider of the potential ramifications if compliance is not achieved by the end of the 10 business days. The notice will also identify the factors which will be taken into consideration by the Coalition Chief Executive Officer when determining whether the provider will be placed on probationary status or terminated from the VPK program as a provider.
45. The Chief Executive Officer will be provided a copy of the re-inspection report within 24 hours of the re-inspection, and the monitor will provide sufficient information regarding the factors identified in the paragraph below to ensure the Coalition Chief Executive Officer has full knowledge of the VPK provider's overall performance.

FAILURE TO COMPLY WITH REQUIRED CORRECTIVE ACTION

46. The Coalition Chief Executive Officer will, within three (3) business days of notification, review the matter and consider the following factors in determining whether to place the provider on a probationary status or terminate the provider contract:

- The number of unrelated and distinct offenses (areas of noncompliance)
- The financial impact to a parent, coalition, or the state
- Any previous violations by the provider
- The length of time since the last violation
- The length of time the provider has been providing early learning or VPK services.
- Prior discipline imposed on the provider
- The effect of the penalty on the provider's livelihood
- The willfulness of the provider pertaining to any violation
- Corrective action or improvements undertaken by the provider to correct the violation
- Technical assistance the provider has received
- Any other mitigating or aggravating circumstances

47. If the Coalition Chief Executive Officer determines that the factors support terminating the provider's contract, the procedure addressed in paragraph B below will be followed. If the Coalition Chief Executive Officer determines that the factors support placing the provider on probationary status, the following must occur:

A. Probationary Status

1. A written notification must be sent within two (2) business days from the Coalition Chief Executive Officer to the provider with the following information:

- The reasons for provider is placed on probationary status
- Areas of non-compliance and required corrective action
- The provider's right to technical assistance
- Duration of the probationary period which will be (30) thirty calendar days from date of provider's receipt
- Effective date
- Terms of the probation including, but not limited to:
 - A moratorium on any new enrollments during the probationary period
 - The Coalition's right to extend the probationary period one time by 30 days

- The Coalition's right to terminate the Statewide Provider Agreement if the provider fails to meet the requirements.
2. Designated 4C and Coalition staff, including Resource & Referral, Eligibility, Education and VPK program staff, will be notified of the providers change to probationary status.
 3. 4C/Coalition staff will conduct at least one on-site visit during the probation period to provide technical assistance, observe and report to the coalition the status of the provider's actions implementing necessary corrective measures. A second on-site visit will be conducted if the probationary time is extended.
 4. 4C/Coalition staff shall monitor the provider within three (3) business days at the end of the probation period to determine if the corrective action was completed.
 5. The provider's failure to comply with corrective action by the end of the probationary period will result in automatic termination.

B. Termination of VPK Program

1. Involuntary Closure

If after consideration of the factors in paragraph 26, the Coalition Chief Executive Officer determines that termination of the provider from the VPK program is the most appropriate action, the Coalition Chief Executive Officer shall send written notification to the provider which will include:

- The reason for termination
- The effective date
- The VPK providers right of appeal as described in policy #ELCSWF-EL0015-06 "Appeals and Hearings".

2. Voluntary Closure

At any time the Provider and Coalition may mutually agree to terminate the contract. The provider must give written advance notice of the termination at least thirty (30) calendar days in advance so that alternative arrangements for uninterrupted services may be made for students enrolled with the provider in the VPK program. The Coalition must respond in writing acknowledging the pending contract termination and date of final day of service.

3. Notice to Parents

4C/Coalition staff will notify the parents in writing of the VPK children in the provider's care, of the termination of the provider agreement, whether voluntary or involuntarily. Parents will be provided an opportunity to make a choice to continue their child in care of another provider. In some circumstances, the parent may choose to remain with the existing

provider, however the parent must be advised that their child is no longer enrolled in the VPK program and funding will stop.

SHARED MONITORING WITH DCF

48. The Department of Children and Families, through a working agreement with the Early Learning Coalition of Southwest Florida, has agreed to monitor the following VPK standards during times DCF licensing staff are inspecting a licensed VPK child care program:
 - a. Teacher/Student Ratio
 - b. Teacher Credentials
 - c. Class Size
49. If DCF staff observe a violation or issue of concern regarding one or more of the required VPK requirements pursuant to Chapter 1002.51-79, Florida Statutes, the licensing counselor will report the observed violation(s) in writing by 5pm of the next business day, to the Coalition and their Contractor.
50. DCF may use a DCF form developed for this purpose, "Department of Children and Families, VPK Classroom Observations", or provide a copy of the DCF inspection sheet with the observation noted.
51. The Contractor will immediately address any areas of VPK non-compliance noted by DCF with the provider. The provider may be contacted in person or by telephone and advised that the Coalition is aware of the observed violation. The provider's explanation and comments must be documented. Appropriate action must be taken in accordance with the procedures outlined in this policy beginning with paragraph 16 of this policy, whether or not the provider represents that the violation has been remedied. All contacts must be documented clearly and completely.

MISREPRESENTATION OR FRAUDULENT ACTIVITY

52. If at any time, staff of 4C or the Coalition staff have reason to suspect that a VPK provider has provided false, misleading, inaccurate information, failed to disclose pertinent information or have been engaged in fraudulent activity, staff must follow the procedures outlined in Policy # ELCSWF-EL0014-06, "Administrative Sanctions: Overpayments, Misrepresentations, Fraudulent Activity and Provider Non-Compliance".

DISPUTE RESOLUTION

53. Any VPK provider who is placed on probation or terminated for non-compliance will have a right to grieve the action in accordance with Policy #ELCSWF-EL0015-06 "Appeals and Hearings".

IX. **EXHIBITS:**

- Attachment A – "VPK Validation Monitoring Tool"
- Attachment B – "VPK Annual Validation Checklist"
- Attachment C - "VPK Notice of Non-Compliance"
- Attachment D - "VPK 10 Day Warning of Non-Compliance"
- Attachment E - "Department of Children and Families,
VPK Classroom Observations"



VPK VALIDATION MONITORING TOOL



Name of Monitor:	Date:
Facility Name:	County:
Address:	City:
Pre-K Director:	Telephone:

Classroom Schedule: 540-hr. School Year Program 300 hr. Summer Program

Hours per day: _____ A.M. P.M. School Readiness: Yes No

Days Available: Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Accreditation: Yes No Accrediting Agency: _____

Do the days and hours VPK offered match application? Yes No

Curriculum Title: _____ Publisher: _____

1. Prekindergarten Director has Director's Credential: Yes No

Comment: _____

2. Director, Teachers and Assistants are background screened as required: Yes No

Comment: _____

3. Have teachers attended the VPK standards training? Yes No

Technical assistance: _____

4. Does director/teacher(s) have a copy of the VPK standards? Yes No

Technical Assistance: _____

5. Provider documents daily attendance of children attending VPK Program: Yes No

Comment: _____

6. Provider maintains parent attendance verification records (last 3 months): Yes No

Comment: _____

7. Is curriculum identified during validation the same as stated in application? Yes No

Comment: _____

8. Does the curriculum satisfy the VPK domains adopted by DOE? Yes No

Comment: _____

Signature of Director or Teacher _____ Date: _____

Copy to: PROVIDER 4C

Original – 4C Yellow – Provider

Facility Name: _____

Date of Observation _____

CLASSROOM OBSERVATIONS
CLASS A B or C (circle one)

The following information must be obtained for each classroom:

Classroom A: Teachers: (print) _____

Assistants: (print) _____

540-hr. School Year Program 300 hr. Summer Program

Describe activity going on in the class at time of Observation: _____

Total number of children in the room: _____ Name of Room _____

- 1. Class size - no more than 18 children. Yes No
- 2. Class size -at least 4 children Yes No
- 3. Over 11 children -CDA teacher with assistant Yes No N/A
- 4. Lead teacher has CDA or above. Yes No
- 5. Lead teacher has taken 5 hr. Literacy class Yes No
- 6. Does the teacher have individualized and/or weekly lesson plans? Yes No
- 7. What kinds of assessments are used to measure the child's progress? _____

Comments: _____

Signature of Director or Teacher _____ Date: _____

Signature of 4C Staff _____ Date: _____

VPK 4 Year Olds	Comments
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D. How many children are in this room today?

D1. How many staff are in this room today?

Program Structure/Activities		
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D2. Activity plans are current, visibly posted, and are a reflection of the activities that will occur throughout the day. Staff follow the children's lead, taking advantage of those "teachable moments".		
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D3-1. If yes, are the learning goals consistent with the Florida School Readiness Performance Standards for the age group?		
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D3-2. If yes, were the activities consistent with the curriculum?		
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D4. The schedule is posted and followed, allowing for flexibility.		
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Developmentally Appropriate Program		
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D5 One hour of free choice with the following options between 9am and noon:		
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D6. Blocks		
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D7. Art Materials		
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D8. Manipulative/ Table toys		
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D9. Discovery/Science		
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D10. Library		
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D11. Dramatic Play		
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D12. Sensory (sand, water, rice, etc.)		
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D13. Writing		
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D14. Music and movement		
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D15. Time for teacher directed activities appropriate for age and interest of the children		
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D16. Lunch/Nap		
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D17. A 10 minute reading/literacy time implemented three times a day		
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D18. Nutrition and cooking		
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D19. Outside time scheduled for 1/2 hour, twice a day (weather permitting)		
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D20. A balance of activities that foster individual, small group, and large group interactions and experiences.		
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D21. Classroom shows evidence of a "print rich" environment.		
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TOTAL POINTS:	0	Possible Points = 63
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Comments:



VPK Initial Notice of Non-Compliance

Name of Monitor: _____ Telephone: _____

Name of Facility: _____ Date of Monitoring: _____

The areas of non-compliance cited below are a result of a VPK validation monitoring visit or request. Correction dates are identified for each area of non-compliance. Monitoring staff are responsible for assigning a date in which compliance must be achieved, however the deadline may not exceed 21 business days. If the provider does not comply within the designated corrective period, the Coalition has the authority to place the provider on probation or terminate the provider from the VPK program.

Area(s) of non-compliance	Time Due for Correction
<input type="checkbox"/> Class size exceeds 18 children {ss1002.55(3)(e), F.S.}	_____
<input type="checkbox"/> Class over 11 children requires 2 nd adult {ss1002.55(3)(e), F.S.}	_____
<input type="checkbox"/> Class size less than 4 children {ss1002.55(3)(e), F.S.}	_____
<input type="checkbox"/> Daily Attendance policy meets requirements {ss1002.71 (6), F.S.}	_____
<input type="checkbox"/> Parent Attendance verification inadequate {ss1002.71((6), F.S.}	_____
<input type="checkbox"/> Teacher requires 5 hr. literacy class {ss1002.59, F.S.}	_____
<input type="checkbox"/> Director, teacher, or assistant requires background screening {1002.55 (3)(d) FS}	_____
<input type="checkbox"/> Teacher require CDA Certification or equivalency {ss1002.55(3) (c) 1, and (4) F.S.}	_____
<input type="checkbox"/> No director with Director's Credential {ss1002.57 (1-4), F.S.}	_____
<input type="checkbox"/> Program less than 540 hours {ss1002.55 (2), F.S.}	_____
<input type="checkbox"/> Program less than 300 hours {ss1002.61(3) (a) and (b), F.S.}	_____
<input type="checkbox"/> Accreditation/License status expired or rescinded {ss1002.55(3) (a) and (b), F.S.}	_____
<input type="checkbox"/> Access Denied _____	_____
<input type="checkbox"/> Non-Compliance with Fiscal Requirements	_____
<input type="checkbox"/> Other: _____	_____

Please note: If the provider fails to comply within the time frame identified for correction, the Coalition will issue a 10 day "Warning of Non-Compliance". If compliance is not achieved in 10 business days, the provider will be terminated or placed on probationary status.

The following actions should be taken to correct the areas of non-compliance:

Signature of Monitor: _____ Date: _____

Signature of Director: _____ Date: _____



VPK FINAL TEN (10) DAY WARNING OF NON-COMPLIANCE



Name of Facility: _____ Date of Follow-up Visit: _____

Name of Owner/Director: _____ Telephone: _____

This serves as a formal notice from the Early Learning Coalition of Southwest Florida that you are out of compliance in one or more of the areas identified below. A corrective period was offered at a previous monitoring visit, however compliance has not been achieved.

You are hereby advised that you have ten (10) business days from the day you receive this notice, to make the necessary corrections and bring your VPK program into full compliance with all rules and regulations. You will be monitored again at the conclusion of this time period.

Please be aware that in the event you do not comply with all requirement(s) at the conclusion of the (ten) 10 business days, the Coalition Executive Director has the authority to place your program on probationary status OR terminate your contract for VPK services. The decision will be based on, but not limited to, the following factors: history of overall compliance, efforts you've made to comply with these areas of non-compliance, the technical assistance provided, length of time since the last violation, impact on all parties and any other mitigating or aggravating circumstances. The Coalition Executive Director will send you written notification of a decision within 3 business days of determining that you remain out of compliance with the VPK requirements. This written notification will include the reasons for the decision and your right of appeal.

Area(s) of Non-compliance

Final Date for Correction

- Class size exceeds 18 children {ss1002.55(3)(e), F.S}. _____
- Class over 11 children requires 2nd adult {ss1002.55(3)(e), F.S}. _____
- Class size less than 4 children {ss1002.55(3)(e), F.S} _____
- Daily Attendance documentation inadequate {ss1002.71 (6), F.S}. _____
- Parent Attendance verification inadequate {ss1002.71 (6), F.S}. _____
- Teacher requires 5 hr. literacy class {ss1002.59, F.S}. _____
- Director, teacher, or assistant requires background screening {1002.55 (3)(d) FS} _____
- Teacher require CDA Certification or equivalency {ss1002.55(3) (c) 1, and (4) F.S.} _____
- No director with Director's Credential {ss1002.57 (1-4), F.S}. _____
- Program less than 540 hours {ss1002.55 (2), F.S.} _____
- Program less than 300 hours {ss1002.61(3) (a) and (b), F.S.} _____
- Accreditation/License status expired or rescinded {ss1002.55(3) (a) and (b), F.S.} _____
- Fiscal Requirements: _____
- Other: _____

The following actions should be taken to correct the areas of non-compliance:

Signature of Director: _____ Date: _____

Signature of Monitor: _____ Date: _____



VPK ANNUAL VALIDATION CHECKLIST

(To be completed the last qtr of each fiscal year)



Facility Name: _____ County: _____

Address _____

City _____ Zip _____ Phone # _____

A. File Contains documentation of:

1. _____ Current Application VPK 10 and 11
2. _____ Verification of Legal eligibility as VPK provider
3. _____ Discipline policy
4. _____ Attendance Policy
5. _____ Daily Schedule
6. _____ Signed Provider Agreement and Certificate
7. _____ VPK Profile Information from DCF website
8. _____ DCF Inspections (most recent two inspections)
9. _____ VPK Validation Monitoring Tool

B. Other Documentation (if applicable)

10. _____ Notice of Non-Compliance
11. _____ VPK 10 Day Warning of Non-Compliance
12. _____ Technical Assistance
13. _____ Complaints
14. _____ Corrective actions, correspondence, administrative sanctions etc. (if applicable)

B. Please provide explanations, as appropriate, for any of the following questions:

1. Has VPK Provider maintained compliance with all standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, has VPK provider corrected areas of non-compliance timely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has VPK provider cooperated with the terms of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has VPK provider cooperated with the rules and policies issued by the AWI and ELC-SWF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has VPK provider been free of discrimination complaints?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If the VPK provider has dismissed or removed a child from their program, documentation was provided which specified appropriate reasons for the action.	<input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Has VPK provider complied with fiscal expectations including return of any overpayments? Comment: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Should provider be considered for provision of VPK services next fiscal year?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Monitor: _____

Telephone: _____

Signature _____

Date: _____