



# VPK PROVIDER CHECK LIST

## 2011-12 Program Year

Provider Name \_\_\_\_\_

### VPK Provider Forms to be submitted to 4C for approval

(Only 100% *completed* forms and documents will be considered for approval. Incomplete paperwork will be returned and there may be a delay in the start of your VPK program.)

**FORMS SHOWING USE OF WHITE OUT WILL BE RETURNED AS INCOMPLETE!**  
**FORMS TO BE FILLED IN ELECTRONICALLY IF AVAILABLE IN A FILLABLE FORMAT**

- One completed **Form AWI-VPK10** (*be sure to sign/date*) per site and the following documents:
  - \_\_\_ **Copy of Current License or License Exemption**
  - \_\_\_ **Copy of Gold Seal Certificate or Accreditation Certificate, if exempt.**
  - \_\_\_ **DCF Child Care Transcript of VPK Director**, showing Director Credential with VPK Endorsement OR VPK Exempt Director Credential if issued before Dec. 31<sup>st</sup>, 2006. If VPK Exempt Director, must show completed Emergent Literacy for VPK and current Staff Credential on transcript as of July 1, 2010.
  - \_\_\_ **Director Level 2 Screening Documents:** FBI clearance letter, FDLE Clearance, Local Clearance within 5 years and Affidavit of Good Moral Character signed & notarized.
  
- Completed **FORM AWI-VPK11A**
  
- Each **School Year Lead Teacher** must have the following documentation prior to start of VPK class:
  - \_\_\_ **DCF Child Care Transcript** showing Emergent Literacy and CDA or above
  - \_\_\_ **FBI Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **FDLE Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Local Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Affidavit of Good Moral Character** signed & notarized, valid for length of employment as long as there is no break in service greater than 90 days.
  
- Each **Assistant / Secondary Teacher** must have the following documentation prior to start of VPK class:
  - \_\_\_ **FBI Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **FDLE Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Local Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Affidavit of Good Moral Character** signed & notarized, valid for length of employment as long as there is no break in service greater than 90 days.
  
- Each **Substitute Teacher** must have the following documentation prior to start of VPK class:
  - \_\_\_ **DCF Child Care Transcript** showing 40 hour child care training
  - \_\_\_ **FBI Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **FDLE Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Local Clearance** within 5 years and less than 90 day gap in child care employment
  - \_\_\_ **Affidavit of Good Moral Character** signed & notarized, valid for length of employment as long as there is no break in service greater than 90 days.
  
- One completed **Form AWI-VPK11B** per classroom (*be sure to sign/date*)  
(Minimum of 4 children required to start a class)
  - \_\_\_ **VPK Calendar Worksheet**, indicating VPK days and Non-VPK days  
(if calendars vary for classrooms, then submit a calendar for each classroom)
  
- Form AWI-VPK 20 Provider Agreement** with applicable attachments.
  
- VPK Selection of Payment Form       W9 and Direct Deposit Form (if new provider)