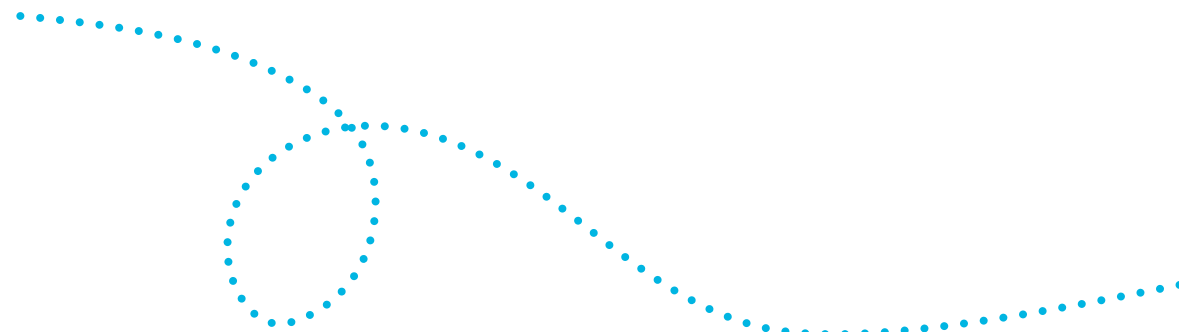




# VPK Refresher

Contract Year 2023-2024

August 2023



**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

## VPK Director Requirement (MUST BE VPK ENDORSED)

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- All VPK directors must have a VPK Director Credential or hold a valid certificate in education leadership issued by the Florida Department of Education.
- The VPK Director Credential requires the successful completion of the following DEL course trainings:
  1. Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (online VFSP) 5 hours; 0.5 CEUs or (instructor-led SPC3TK) 3 hours; 0.3 CEUs
  2. Emergent Literacy for VPK Instructors (online VPK, VPKR or VPK21) 5 hours; 0.5 CEUs
  3. Mathematical Thinking for Early Learners (online MATH) 5 hours; 0.5 CEUs
  4. Language and Vocabulary in the VPK Classroom (online LVPK or LVPK21) 5 hours; 0.5CEUs
  5. VPK Director Credential Course (online DVPK) 5 hours; 0.5 CEUs
  6. A Florida Director Credential issued by the Florida Department of Children and Families

# VPK Lead Teacher Qualifications for School Year

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2023-2024

- All VPK teachers **and aides** must have a valid Background Screening through the Clearinghouse (except for public schools) and a current Attestation of Good Moral Character.
- At minimum, school year lead teachers must have:
  - a current staff credential (CDA/CDAE/FCCPC);
  - three 5-hour or one 15-hour emergent literacy course for VPK Instructors training (Effective July 1, 2022)
  - Implementing the Florida Standards in Preschool Classrooms: 3 years old to Kindergarten

# VPK Lead Teacher Qualifications for Summer

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- A summer teacher must either
  - Be a certified teacher who holds a valid Educator Certificate
  - Have a Bachelor's Degree or higher in early childhood education, prekindergarten or primary education, preschool education or family and consumer science
  - Have a Bachelor's Degree or higher in elementary education AND has been certified to teach (certificate may be expired)
  - **three 5-hour or one 15-hour emergent literacy course for VPK Instructors training (Effective July 1, 2022)**
- All VPK staff must have a valid Background Screening through the Clearinghouse (except for public schools) and a current Attestation of Good Moral Character.

# E-Verify



- What is E-Verify? *"E-Verify is an internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility"*
  - VPK providers are required to submit an affidavit regarding E-Verify\*
  - Every time new staff is hired, providers should be using this system
  - For more information: <https://www.e-verify.gov/employers/enrolling-in-e-verify>
- \*Per section 448.095, Florida Statutes*

## Reporting Changes

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- Rule requires that you update your VPK APP within **14 calendar days** of the change
- Add new teachers and directors, do not overwrite any previously approved information
- This includes changes to VPK instructors, aides, directors, substitutes or a change to your VPK Calendar
- Please send a quick email to your Contract Specialist regarding what you changed in the VPK APP
- When you move children to different classrooms this must also be reported in the DEL Portal under Manage Enrollment

# Reporting Unusual Incidents

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- Providers must report an unusual incident to the ELC within 1 business day by email or phone and within 3 business days of the incident in writing. Rule defines an unusual incident as...
- “An unusual incident is any significant event involving the health and safety of children under PROVIDER’s care.
  - Examples of unusual incidents include:
    - accusations of abuse or neglect against PROVIDER or PROVIDER’s staff;
    - the injury of a child which requires professional medical attention at PROVIDER’s site or written notification from the child’s parent that the child received professional medical attention;
    - and when PROVIDER receives notice of litigation where PROVIDER is a named party or defendant that relates to PROVIDER’s operation of VPK services.”
- Licensed providers must submit the incident report with the notification.



# VPK Emergency Closures

**EARLY LEARNING**  
COALITION OF HILLSBOROUGH COUNTY

**TEMPORARY CLOSURE - INITIAL NOTICE FORM**  
FOR VOLUNTARY PREKINDERGARTEN (VPK) PROGRAM  
EARLY LEARNING COALITION OF HILLSBOROUGH COUNTY (ELCHC)

**I. INSTRUCTIONS**

If a VPK Program temporarily closes due to unexpected circumstances, VPK providers must complete and submit this form to the ELCHC **on the first day of the closure**. See definitions below for the types of VPK temporary closures. This form is not required for temporary closures due to emergency circumstances, however, it is recommended when possible. When the VPK Program resumes, providers must submit the ELCHC Resumption Notice Form no later than two (2) business days after the VPK instructional hours resume. See Rules 6M-8.204, 6M-8.300, and 6M-8.301, Florida Administrative Code.

**II. DEFINITIONS**

**TEMPORARY CLOSURE - EMERGENCY CIRCUMSTANCES:** A closure is considered caused by an emergency circumstance if it was due to a state of emergency that is declared by federal, state or local officials for the area in which the provider is located.

**TEMPORARY CLOSURE - UNEXPECTED CIRCUMSTANCES:** A closure is considered unexpected if a provider could not open a VPK class due to unanticipated circumstances that did not reach the level of an emergency circumstance and therefore the provider did not receive prior approval. These are non-reimbursable days and the provider should revise and submit a new OEL-VPK 11B on the OEL Provider Services Portal to restore the lost instructional hours within two (2) business days following the resumption. A provider may only change its VPK Class Schedule (OEL-VPK 11B) two times due to reasons other than emergency circumstances.

**III. PROVIDER INFORMATION**

PROVIDER NAME (SITE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**IV. CLOSURE DETAILS**

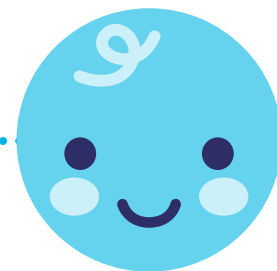
DATE(S) THE VPK CLASS(ES) WILL NOT BE OFFERED AS PREVIOUSLY SCHEDULED: \_\_\_\_\_

CLASS ID(S) OF VPK CLASS(ES) AFFECTED: \_\_\_\_\_

- Unexpected closures must be reported on the **first day of closure** by submitting the initial notice form
- VPK emergency closures must be reported within 2 business days on the ELCHC Resumption Notice
- Coalitions may continue to reimburse the providers for up to 5 instructional days\*. Beyond this, VPK providers would have to make up those instructional days lost due to closure



# VPK Ratio



- **School Year**
  - With 1 approved VPK lead teacher, there can be 11 children.
  - With 1 approved VPK lead teacher and 1 approved aide/assistant, there can be 20 children.
  - Classes may not exceed VPK Ratio
- **Summer**
  - With 1 approved VPK lead teacher, there can be 12 children.
  - Classes may not exceed VPK Ratio
- **Multi-group**
  - Mixed groups are allowed for special activities or playground time, as long as, for each VPK class the VPK lead teacher (an aide, as applicable) is present and engaging with the children. Each class may not exceed VPK Ratio.

# Multiple VPK Classes in Shared Space

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- **Guidance from DEL:**

- A provider or school may teach two or more VPK classes in a single classroom (VPK Instructors and Assistants must be assigned to a class and be responsible for the children enrolled in that class).
- This grouping arrangement does not authorize a provider or school to exceed any staff-to-child ratio, square footage per child requirement or other state and local requirement.
- You must adhere to the definition of “separation of classrooms.” A separate classroom is defined by having classes in separate rooms or, in the case where space is being shared between two or more classrooms, a separation of classroom must be met by meeting all of the following conditions: a separate lesson plan, a separate daily schedule, a separate pictorial schedule and a separate attendance sheet is required for each class sharing the space.
- Ensure that students are not mixed for a majority of VPK hours and access to materials is not limited.

# Child Enrollment

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- Parents apply on the DEL Family Services Portal
- Providers must complete the Child's Certificate of Eligibility (COE) with parent (with all fields complete and signed)
- Providers enter the information on the COE in the DEL Provider Portal to enroll children in VPK; the ELC reviews and approves
- COEs can only be used once, and children must have a Reenrollment Certificate to switch providers
- We strongly encourage COEs be uploaded on the ELCHC Portal to speed up the monitoring process
- VPK must be approved before a provider can enroll children
- Make sure you are enrolling children once COE's are received and the VPK Contract has been approved
  - Enrolling VPK student's is linked to not only the payment for these children but the creation of their Renaissance Accounts to be assessed.

## Steps to Enrolling a VPK Child



- Using the child's approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click Enroll to this Class.
  - **NOTE: The fields are not case sensitive; however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).**
- The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment).

**NOTE: The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.**

- When a matching child is found and validations checks are successful, a confirmation message appears. To continue, click Yes.

## Enrolling a VPK Child (cont.)

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- Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins.
  - **NOTE: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).**
- The system validates each enrollment request to make sure the max class size is not exceeded (based on the number of instructors assigned, the VPK session type, and current class enrollment count). To continue, click Enroll Child.
- When the enrollment request is successful, the child appears on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment request for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress.

## VPK Attendance



- VPK program regulations do not limit how many days a child can be absent or tardy
- Providers can set their own attendance policies for their VPK programs, which must be given to parents at the time of enrollment
- Though there are no limitations on how many days a child is absent, attendance does impact payment as follows—
  - VPK allows a provider to be paid for up to 20 percent of a child's absences\*.
  - If a child attends at least 80 percent of the VPK instructional hours, they will be reimbursed for the full amount of the VPK allocation
  - In each month, a provider will not get paid for a child's absences that exceed 20 percent of the instructional hours in that month
  - At the end of the VPK Program, this payment is adjusted if that child still attended at least 80 percent of the overall instructional hours

## VPK Monitoring

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- Compliance staff monitor a random sample of VPK providers in their respective regions
- We review specific key components of the VPK Contract using the same VPK Monitoring Tool
- Monitors usually spend less time on site if providers have uploaded all the relevant documentation (COEs, Substitute Tracking Form, Changes to Instructors/Aids, etc.)
- ELC staff must report ratio non-compliances to CCL
- If the monitor discovers a non-compliance, you will be issued a Corrective Action Plan



# Substitute Tracking Forms for VPK Programs

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- Per Rule 6M-8.410:
  - When can a substitute be placed in the VPK classroom:
    - A VPK provider can place a substitute instructor in the VPK classroom when the lead teacher is absent from the provider's premises.
    - A substitute cannot be put in the VPK classroom while the VPK lead is on-site
  - How long can a substitute be in a VPK classroom:
    - Substitute instructors cannot be assigned to substitute for absent lead instructor in excess of 30% of the VPK program hours.
    - A new lead teacher must be assigned to replace the absent instructor if the lead teacher's absence will exceed 30% of the VPK program hours.
  - A VPK Provider **MUST** maintain a record (substitute tracking form) of the number of hours a substitute instructor has been assigned to each VPK classroom.
    - Provider Supports Specialists will review this document during a VPK Monitoring.
    - The ELCHC has provided the Substitute Tracking Form for VPK programs on our website under Providers/Provider Resources: [Provider Resources - The Early Learning Coalition of Hillsborough County \(elchc.org\)](https://elchc.org/provider-resources)

## VPK Instructional Hours

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- Instructional hours are the times instructors are actively working with children to promote the VPK performance standards and a developmentally appropriate curriculum. Snack times are considered instructional time if VPK staff sit with and interact with the children, and it is included in the lesson plan.
- Naptime cannot be counted as instructional time during the VPK program.

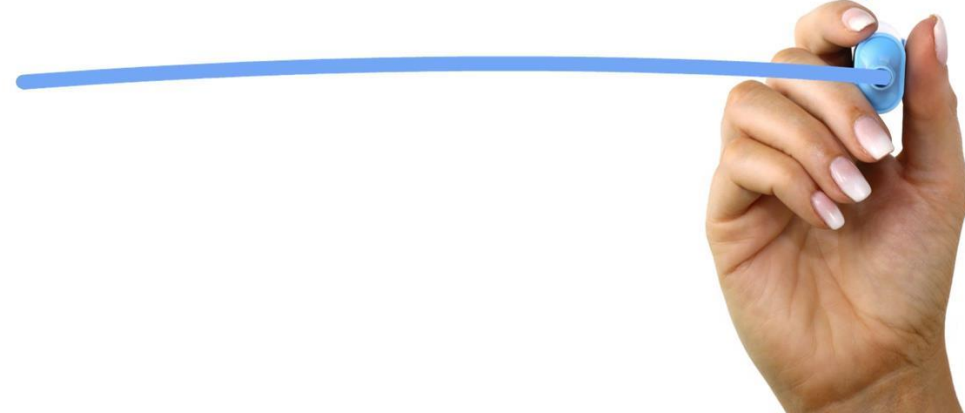
\*During Summer VPK hours breakfast and lunch can be counted as instructional hours if the VPK instructor is offering instruction during mealtime. In addition, they must be listed on the lesson plan showing the enhancement and nurturing of children's development.

## Corrective Action Plans

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- Corrective Action Plans (CAP) are issued when it is discovered a provider did not meet VPK requirements
- Most CAPs are issued with a timeline for the provider to complete and submit to the ELCHC
- Usually, CAPs will request that the Provider submit their plan or procedures to correct the issue and prevent it from happening again

POLICY



# Progressive Enforcement



## PROGRESSIVE ENFORCEMENT PROCEDURES FOR NON-COMPLIANCE WITH PROGRAM REQUIREMENTS VOLUNTARY PREKINDERGARTEN (VPK) PROGRAM

### INTRODUCTION

This document establishes the ELCHC's standardized progressive enforcement procedures to be implemented if a VPK Provider fails to comply with the VPK program requirements outlined in Chapter 6M-8 of the Florida Administrative Code (F.A.C) and Chapter 1002, Part V, of the Florida Statutes (F.S). The ELCHC reserves the right to take any action deemed in the best interest of the ELCHC and the public based upon the severity of the violation or the number of violations. In addition, pursuant to Paragraph 54, of Form OEL-VPK 20, Rule 6M-8.301, F.A.C., the ELCHC may terminate a provider's contract for cause at any time due to the failure to comply with one or more of the terms of the VPK Provider Contract. This includes action or lack of action that threatens the health and/or safety of children, failure to implement corrective action and reasonable or probable cause to suspect fraud.

### TIMEFRAME

Consequences for non-compliance occurrences are based on a 2-year period. If providers have more than 3 non-compliances in a 2-year period for the same requirement, the 3<sup>rd</sup> non-compliance consequence applies. In these cases, the ELC will review all non-compliances and may choose to revoke the provider's eligibility to deliver the VPK program for a period of 5 years.

### DEFINITIONS

- ❖ **AP1:** Assessment Period One which is the first thirty (30) calendar days of the VPK class schedule beginning with the first VPK instructional day and including non-instructional days.
- ❖ **AP3:** Assessment Period Three which is the last thirty (30) calendar days of the VPK class schedule ending on the last VPK instructional day and including non-instructional days.
- ❖ **CAP:** Corrective Action Plan as defined by Rule 6M-8.301, Form OEL-VPK 20, Paragraph 53, which states that corrective action means implementation of specific action(s) designed to correct the failure to meet a specific requirement and specifies specific elements. Providers must successfully complete corrective action due to noncompliance determinations from prior Contracts, as applicable.
- ❖ **Disallowed Costs:** Is an action taken by the ELC, per Paragraph 46, Form OEL-VPK 20, in which expenditures submitted for reimbursement shall be disallowed if the provider did not adhere to the provisions governing the VPK Program.
- ❖ **TA:** Technical Assistance offered by the ELCHC designed to facilitate better understanding of the requirement and implementation of best practices.

APPROVAL DATE 9-17-18

VPK Progressive Enforcement Procedures

- When Providers are non-compliant more than once on the same issue, the ELCHC follows the VPK Progressive Enforcement Procedures
- Common consequences include CAPs, additional onsite monitoring, additional training/courses and in-person meetings
- In some cases, if a Provider continues to be non-compliant on the same issue, their contract will be terminated

# Florida's Assessment of Student Thinking (FAST) using Star Early Literacy

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- **WHAT IS THE COORDINATED SCREENING & PROGRESS MONITORING PROGRAM?**

- is the statewide, standardized program implemented in all VPK programs as required by Section 1002.68, F.S.
- Identify student learning gains, index development learning outcomes upon program completion relative to the performance standards in early literacy and mathematics established in Section 1002.67(1)(a), F.S
- Representative norms and inform a private prekindergarten provider's and public school's performance metric.

## FAST using Star Early Literacy (cont.)

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- Test Administration
  - Florida Statute 1002.68 & Rule 6M-8.620, F.A.C. requires VPK Programs to administer the assessment three times a year
  - VPK students take the assessment using a touchscreen device
  - It must be administered individually or in a small group **with no more than five students**
  - It must be administered in English
- Technology Requirements
  - Minimum Technology Requirements for FAST:
  - Device must be 7+ inches, a touchscreen & have audio capabilities
  - Internet connection is needed
  - Headphones must be used in group sizes of 2 to 5 students

# SYSTEM TO ADMINISTER

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- Hillsborough VPK Programs can access the Renaissance System by following this link:
  - <https://global-zone05.renaissance-go.com/welcomeportal/7957988>
  - This is the new link that all sites will use for 2023-2024
  - If your previous log in credentials do not work, please click forgot password and follow steps in the email received.
- Technical assistance for Renaissance can be provided by the Early Learning Coalition of Hillsborough County or by Renaissance themselves.
  - Renaissance Contact Information
    - Renaissance Help Desk
      - 1-800-338-4204
    - Please make sure you fill out the following form prior to calling Renaissance for technical assistance
      - <https://www.renaissance.com/request-support/>
- Be sure [vpkfast@del.fldoe.org](mailto:vpkfast@del.fldoe.org) is added as known email address so the messages are not blocked
  - This will be your VPK contact email for VPK FAST questions.



## System to Administer (cont.)

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- The Renaissance system is linked to the DEL Provider Portal VPK APP and VPK Enrollment
- DEL will send VPK Program information/data in the DEL Provider Portal to the Renaissance system nightly This information will include **APPROVED** students enrolled in VPK and **APPROVED** information about classrooms and instructors
- This allows the Renaissance system to setup the site for VPK Programs to administer the Star Early Literacy Assessment
- All program changes must be made in the Provider Portal and it may take up to 48 hours to reflect in the Renaissance site
- Changes cannot be made in the Renaissance site
- **Very Important: Please make sure that you keep your VPK Program's [DEL Portal](#) up to date**

# VPK FAST Administrator Accounts 2023-2024 Contract Year



- For the 2023-2024 contract year, providers will be able to specify in the DEL Portal who they would like to have administrator access in Renaissance.
  - To access the Manage External Service Users page in the Provider Portal, a Business Administrator navigates to the Business menu → External Service Users → Renaissance.
  - Users who are authorized to have access to the Renaissance VPK FAST system are listed.
- **Adding An Authorized User**
  - To add a user, Click the Add User button. For multi-site providers, this will add a user to the selected site only.
  - In the pop-up window, enter the user's first name, last name, and email address. The provider ID, accountability ID, and vendor's service name are pre-populated. Then, click Continue. Or click Cancel to close the window without adding the user.
- **NOTE: If an email address is attempted to be used for a new account but it belongs to an already created account, a message will display that "This email address is already in use." The user will need to:**
  - **Enter a different email address, or**
  - **Assign the existing user account to their center, or**
  - **Cancel to quit**
- When Continue is selected, the Confirm Add User pop-up displays. Click OK to add the user or Cancel to quit.
- The added user displays on the external service users list for the selected provider and can be edited or deleted. The user now has a unique "Service User ID."

## VPK FAST Administrator Accounts 23-24 Contract Year (cont.)

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- **Associating A User to Multiple Providers**

- The same name and email combination can be used to authorize that user to access multiple providers on Renaissance. For example, if “John Doe [johndoe@provider.com](mailto:johndoe@provider.com)” is an existing Renaissance user for Site A, and that same user should also have access to Site B, Site B must be selected from the Sites dropdown to add the user.
- Then, click the Add User button and repeat the steps to add “John Doe [johndoe@provider.com](mailto:johndoe@provider.com)” to Site B.
- **NOTE: This user will have the same Service User ID across all providers for which they are an authorized user.**

# Training Requirement to Administer FAST Star Early Literacy

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- The Division of Early Learning defines a **‘Qualified Administrator’** for FAST as an individual that:
  - is employed by a private VPK provider or school district; **AND**
  - has successfully completed the State’s professional development training that is designed to ensure the proper administration of FAST; **AND**
  - can provide documentation of the successful completion of the required training
- **This training is now required annually.**
- Any staff administering the assessment needs to have the training requirement listed on their DCF Transcript.
- This training requirement can be taken through Renaissance-U using the following link:
  - <https://www.renaissance-u.com?KeyName=VPKFLCSPM>
- If you wish to have this training reflected on your DCF transcript you must provide the same first and last name and email address as in your DCF account and the below information.
  - In the Employee Number field, enter your DCF Student ID.
  - In the Location field, enter your Early Learning Coalition.
- The following trainings meet the requirement for the test administrator:
  - VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (English) – New as of June 1<sup>st</sup>, 2023
  - VPK Test Administrators Getting Started with FAST Star Early Literacy Assessment (Spanish) – New as of June 1<sup>st</sup>, 2023
  - Florida FAST- Administrator Professional (no longer available to be taken)
  - Florida FAST- Teacher Professional Learning (no longer available to be taken)

# Documentation Accepted for Training Requirement Compliance

- Option A: New Renaissance Training Certificate



- Option B: Renaissance Certificate



- Option C: DCF Transcript

TRAINING/COURSE	Hours	CEUs	Certificate	Training Start Date	Completion/ Cert Date
IMPORTED COURSES					
Florida Assessment of Student Thinking (FAST) Star Early Literacy	0	0.0	7623510		09/22/2022

# Renaissance-U Account Updates

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- Renaissance-U Account Changes
  - You will need to email [fast\\_star@renaissance.com](mailto:fast_star@renaissance.com) with a **subject** of “Update Renaissance-U Profile”, which must include your first and last name, email address, DCF Student ID, and early learning coalition location. This is so that your profile can be updated with the Employee Number field being updated to your DCF Student ID and the Location field to be updated to your early learning coalition (that your VPK Program is contracted with).
- Please make sure when registering for a Renaissance-U account that all information is accurate and matches what is listed in your DCF Account for easy transfer.

# REQUIRED ADMINISTRATION WINDOWS FOR SCHOOL YEAR VPK

PROGRESS MONITORING WINDOW	PM1	PM2	PM3
DESCRIPTION	The first 30 instructional days of the VPK class schedule beginning with the first VPK instructional day	Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed	The last 30 instructional days of the VPK class schedule ending on the last VPK instructional day
BEGINS	On the first day of VPK	Once 40% or 214 Instructional Hours have taken place •For 3 hour VPK programs that started 8/10/22 this begins around Nov 10	30 days before the last day of VPK
ENDS	On the 30 <sup>th</sup> day of VPK	Once 60% or 324 Instructional Hours have taken place •For 3 hour VPK programs that started on 8/10/22 this ends around January 25	On the last day of VPK

**Important: Renaissance has default windows listed in your account. Please use the following link to find your specific Progress Monitoring Windows for the current school year: [VPK](#)**

**[Florida's Assessment of Student Thinking \(FAST\) using Star Early Literacy - The Early Learning Coalition of Hillsborough County \(elchc.org\)](#)**



## REQUIRED ADMINISTRATION WINDOWS FOR SUMMER VPK

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All Summer VPK Programs will follow the below Test Adminsitration Schedule:	
<b>PM1 of Star Early Literacy</b>	Is the first ten (10) instructional days of the VPK class schedule beginning with the first VPK instructional day.
<b>PM2 of Star Early Literacy</b>	Is the period of time in a VPK class schedule where at least 40% of the instructional hours have been completed and no more than 60% of the instructional hours have been completed
<b>PM3 of Star Early Literacy</b>	Is the last ten (10) instructional days of the VPK class schedule ending on the last VPK instructional day.

# Accommodations for the FAST Star Early Literacy Assessment

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- Testing accommodations shall be made in accordance with a student's current Individual Educational Plan (IEP) or 504 Plan issued by the local school district
- For children with special needs in which the assessment is not appropriate, this can be marked in the system for a reason under Non-Participation Status.
- Providers should have English Language Learners attempt the assessment, but if they cannot pass practice assessment they do not need to proceed after three attempts. There's the ability to mark that they are a Non-English Speaker under Non-Participation Status.
- The assessment can also be paused for any child for up to 8 days
- The link to the instructions on how to mark a child as Non-Participation Status can be found here: [Student Information, Non-Participation Status – Accelerated Reader \(renaissance.com\)](#)

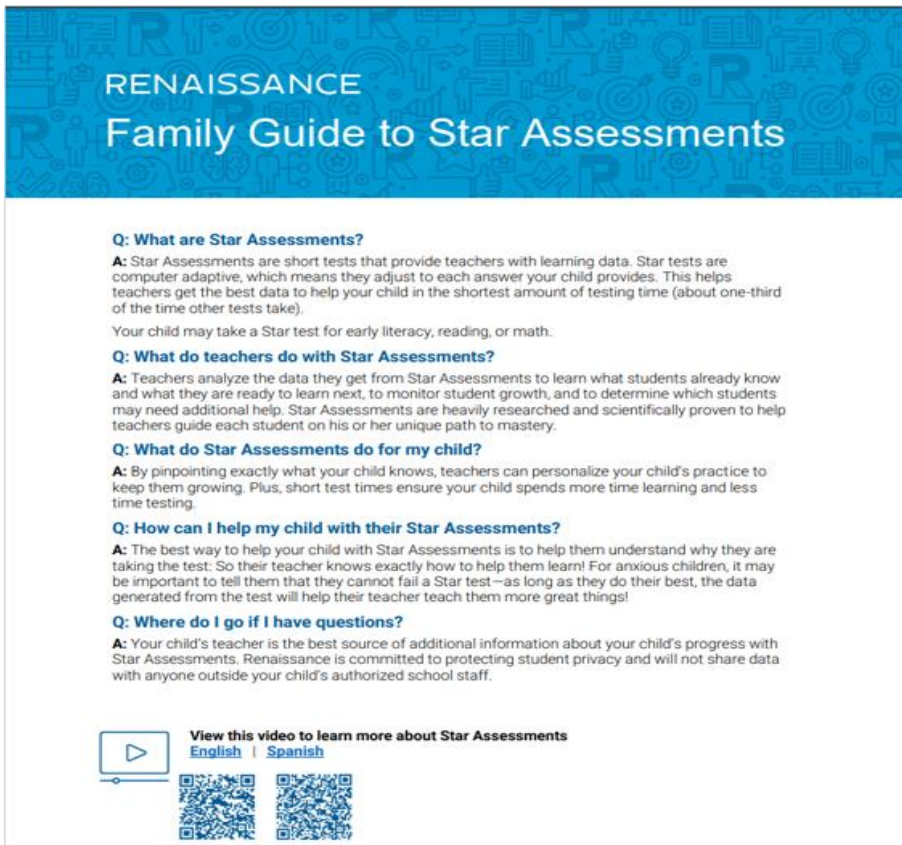
## Sharing Results with Parents

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- VPK Programs must share the **Star Parent Report** with a VPK student's parent/guardian **within 7 calendar days** after the administration of the assessment
- The Star Parent Report provides a printable informational letter for parents or guardians and is available in English and Spanish. The link to running instructions can be found here: <https://help2.renaissance.com/reports/25027>
- The report also has a place for the parent/guardian to sign. We recommend that VPK programs have parents/guardians sign and retain a copy for the VPK Program records. Please ensure parents also have a copy they can keep. (It is not a requirement to have the parent sign the parent report)

# Sharing Information with about FAST with Parents

- The [Family Guide to Star Assessments](#) along with the [Florida's Assessment of Student Thinking \(FAST\) using Star Early Literacy Family Letter - Aug 3, 2022](#) can be used to provide families with information related to implementation



**RENAISSANCE**  
**Family Guide to Star Assessments**


**Q: What are Star Assessments?**  
**A:** Star Assessments are short tests that provide teachers with learning data. Star tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take).  
Your child may take a Star test for early literacy, reading, or math.



**Q: What do teachers do with Star Assessments?**  
**A:** Teachers analyze the data they get from Star Assessments to learn what students already know and what they are ready to learn next, to monitor student growth, and to determine which students may need additional help. Star Assessments are heavily researched and scientifically proven to help teachers guide each student on his or her unique path to mastery.

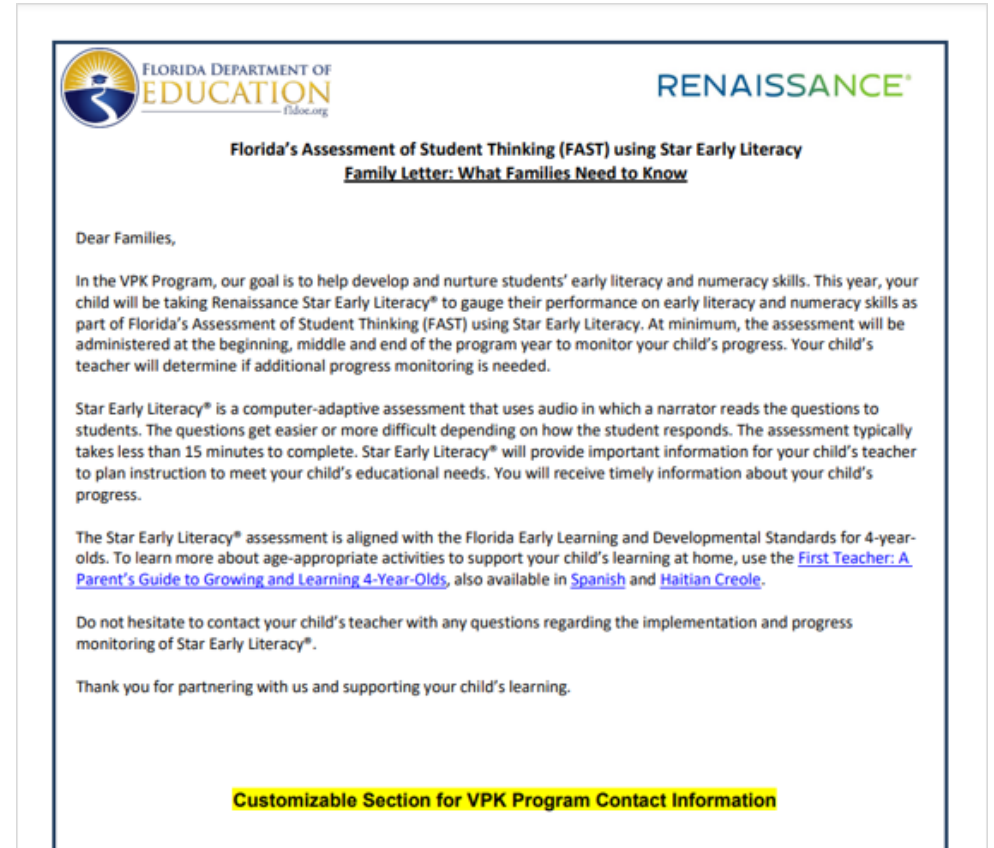
**Q: What do Star Assessments do for my child?**  
**A:** By pinpointing exactly what your child knows, teachers can personalize your child's practice to keep them growing. Plus, short test times ensure your child spends more time learning and less time testing.


**Q: How can I help my child with their Star Assessments?**  
**A:** The best way to help your child with Star Assessments is to help them understand why they are taking the test: So their teacher knows exactly how to help them learn! For anxious children, it may be important to tell them that they cannot fail a Star test—as long as they do their best, the data generated from the test will help their teacher teach them more great things!

**Q: Where do I go if I have questions?**  
**A:** Your child's teacher is the best source of additional information about your child's progress with Star Assessments. Renaissance is committed to protecting student privacy and will not share data with anyone outside your child's authorized school staff.

 **View this video to learn more about Star Assessments**  
[English](#) | [Spanish](#)



 **FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

**RENAISSANCE®**

**Florida's Assessment of Student Thinking (FAST) using Star Early Literacy**  
**Family Letter: What Families Need to Know**

Dear Families,

In the VPK Program, our goal is to help develop and nurture students' early literacy and numeracy skills. This year, your child will be taking Renaissance Star Early Literacy® to gauge their performance on early literacy and numeracy skills as part of Florida's Assessment of Student Thinking (FAST) using Star Early Literacy. At minimum, the assessment will be administered at the beginning, middle and end of the program year to monitor your child's progress. Your child's teacher will determine if additional progress monitoring is needed.

Star Early Literacy® is a computer-adaptive assessment that uses audio in which a narrator reads the questions to students. The questions get easier or more difficult depending on how the student responds. The assessment typically takes less than 15 minutes to complete. Star Early Literacy® will provide important information for your child's teacher to plan instruction to meet your child's educational needs. You will receive timely information about your child's progress.

The Star Early Literacy® assessment is aligned with the Florida Early Learning and Developmental Standards for 4-year-olds. To learn more about age-appropriate activities to support your child's learning at home, use the [First Teacher: A Parent's Guide to Growing and Learning 4-Year-Olds](#), also available in [Spanish](#) and [Haitian Creole](#).

Do not hesitate to contact your child's teacher with any questions regarding the implementation and progress monitoring of Star Early Literacy®.

Thank you for partnering with us and supporting your child's learning.

**Customizable Section for VPK Program Contact Information**

## Monitoring & Contract Compliance

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- During assessment windows, DEL requires that ELC's verify which VPK Programs have administered the assessment for PM1, PM2, and PM3. ELCs will notify VPK programs that have not administered the assessment for PM1, PM2, and PM3 of their responsibility to do so.
- ELC's are also required to verify that test administrators meet minimum requirements of a Qualified Administrator
- Proper administration of the assessment will also be monitored during onsite VPK monitoring visits.

# VPK Test Administration Requirements Reminder

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- According to DEL:
  - Most Test Deactivation Requests have been around the wrong student being logged in and completing the test under another student's ID.
  - Please make sure prior to testing a child, you have logged in under the correct student's account
    - You can see this in the top right corner of the screen when you are logged into the account
  - Prior to typing in the monitor password, please verify the student sitting in front of the tablet is the student who is logged into Renaissance.
  - Teachers (who meet the requirement to administer the assessment) are required to be in the room with the student while they are being given the assessment, so this does not continue to happen.
- If you have any further questions, please use the following link as a resource directly from DEL:
  - [Florida Assessment of Student Thinking \(FAST\) Star Early Literacy \(fldoe.org\)](https://fldoe.org)

# Contacts for Questions & Technical Assistance

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- **ELC of Hillsborough County**

- Contact our team for questions regarding the FAST Star Early Literacy Assessment by emailing [vpkproviderinfo@elchc.org](mailto:vpkproviderinfo@elchc.org)

- **Renaissance System Report**

- Users that need FAST/Renaissance System support should contact the Renaissance Help Desk at 1-800-338-4204 or by email at [FAST\\_Star@renaissance.com](mailto:FAST_Star@renaissance.com).
  - Make sure to fill out the following form prior to reaching out to them by phone or email: [Renaissance US Customer Support | Renaissance](#)

- **DEL Support for Policy Questions**

- Contact the Division of Early Learning with questions related to FAST using Star Early Literacy implementation requirements. Submit your questions to the following email: [vpkfast@del.fldoe.org](mailto:vpkfast@del.fldoe.org)



# Program Assessment (CLASS®) for VPK

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## Program Assessment Requirements:

- Rule 6M-8.621 requires all private and public school VPK providers to participate in a program assessment of each VPK classroom for both the school-year and summer VPK programs.
- All program assessments must occur during VPK instructional hours. All program assessments must occur with at least one (1) enrolled VPK student present.

## Program Assessment Administration:

- For school-year programs, program assessments shall be conducted no earlier than fifteen **(15)** instructional days after the program start date.
- For summer programs, program assessments shall be conducted no earlier than five **(5)** instructional days after the program start date.
- VPK providers will be notified of their scores for each observed VPK classroom within fourteen **(14)** calendar days of the observation being completed.
- Multi-class group, will have one (1) classroom observation completed, and the resulting classroom observation score shall be duplicated for each classroom in the Composite Program Assessment Score calculation.

## Program Assessment (CLASS®) for VPK

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### Contract Minimum Threshold:

- The minimum Composite Program Assessment Score a VPK program must achieve is **4.00**. School-year and summer VPK programs are considered separately.

### What happen if my score is below the Contract Minimum Threshold?

- May not participate in the VPK Education Program beginning in the consecutive program year and thereafter until the private or public school provider meets the Contract Minimum Threshold
- May request from the Early Learning Coalition in writing within thirty (30) days a second program assessment within the same program type and year at the provider's expense. A single classroom will be observed, and its score will replace the previous score to calculate a new Composite Program Assessment Score if the VPK instructor previously observed is still actively teaching in the classroom being observed

# Program Assessment (CLASS®) for VPK

## Before

- An observer from the ELCHC or contractor, will notify via email private and public school providers of upcoming program assessments at least two (2) weeks prior to the scheduled program assessment date.
- Provider must notify ELCHC of any changes, temporary foreclosures, unexpected events on the day it is scheduled to be assessed and request to reschedule the program assessment within two weeks of the original day

## During the assessment

- Assessment will be conducted during instructional hours
- Each observation typically consists of 4 cycles
- Each observation cycle is 20 minutes with 10 minutes between cycles to complete the scoring process for that cycle. During the scoring process, no observation is conducted
- Each cycle is scored independently

## After the Assessment

- The FDOE shall notify private and public school VPK providers via the Provider Portal of their score for each observed VPK classroom within fourteen (**14**) calendar days of the observation being completed
- The Composite Program Assessment Score shall be calculated using the combined average of the dimension scores, excluding negative climate scores, from each VPK classroom's observation and will be rounded to two (2) decimal places.

# Readiness Rates to Performance Metric

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- What is going on?
  - Changes to House Bill 419:
  - As we transition from VPK Readiness Rates to a Performance Metric, sites will not receive Readiness Rates after the 2020-2021 rates. Providers will now receive a Performance Metric for their VPK Programs coming in the Summer of 2024.
  - VPK Providers who were put on probation from the 2020-2021 readiness rates will remain on probation for the 2023-2024 VPK Contract and will remain on probation until the Performance Metric is produced and the specific designation is met to come off probation.
  - At this time, DEL is working on what the performance metric will look like based off data from Renaissance.

# VPK Provider on Probation

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- What is a Provider on Probation?
  - Providers that were on probation from an older Readiness Rate remained on probation if they did not meet the minimum 2020-21 Readiness Rate. These providers are defined by DEL as “Providers of Probation.” Providers in this group will be required to implement an VPK Improvement Plan.
- Providers on Probation Going Forward
  - At this time, we do not have guidance from DEL on what the Providers on Probation Improvement Plan will look like after the Performance Metric is released.
  - As we receive more information, this will be shared with all VPK Providers.

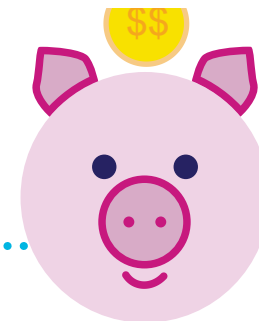
# New World's Reading Initiative for VPK Students!

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- New Worlds Reading Initiative (NWRI) • House Bill 7039 (2023) expands to prekindergarten
- Provides books to children not yet on grade level (under 40th percentile) as determined by CSPM
- Check out the **district toolkits** and **educator toolkits** for easy, pre-prepared messaging to tell families of eligible students about New Worlds Reading.
- Families of eligible students can apply at **[newworldsreading.com](https://newworldsreading.com)**. To be eligible, students must be either a VPK student who is not making age-appropriate progress according to state assessment results or a K-5th grade student who is not yet reading on grade level in a public or charter school.
  - Can become eligible after any PM assessment (1, 2 or 3)

## VPK Rates 2023-2024

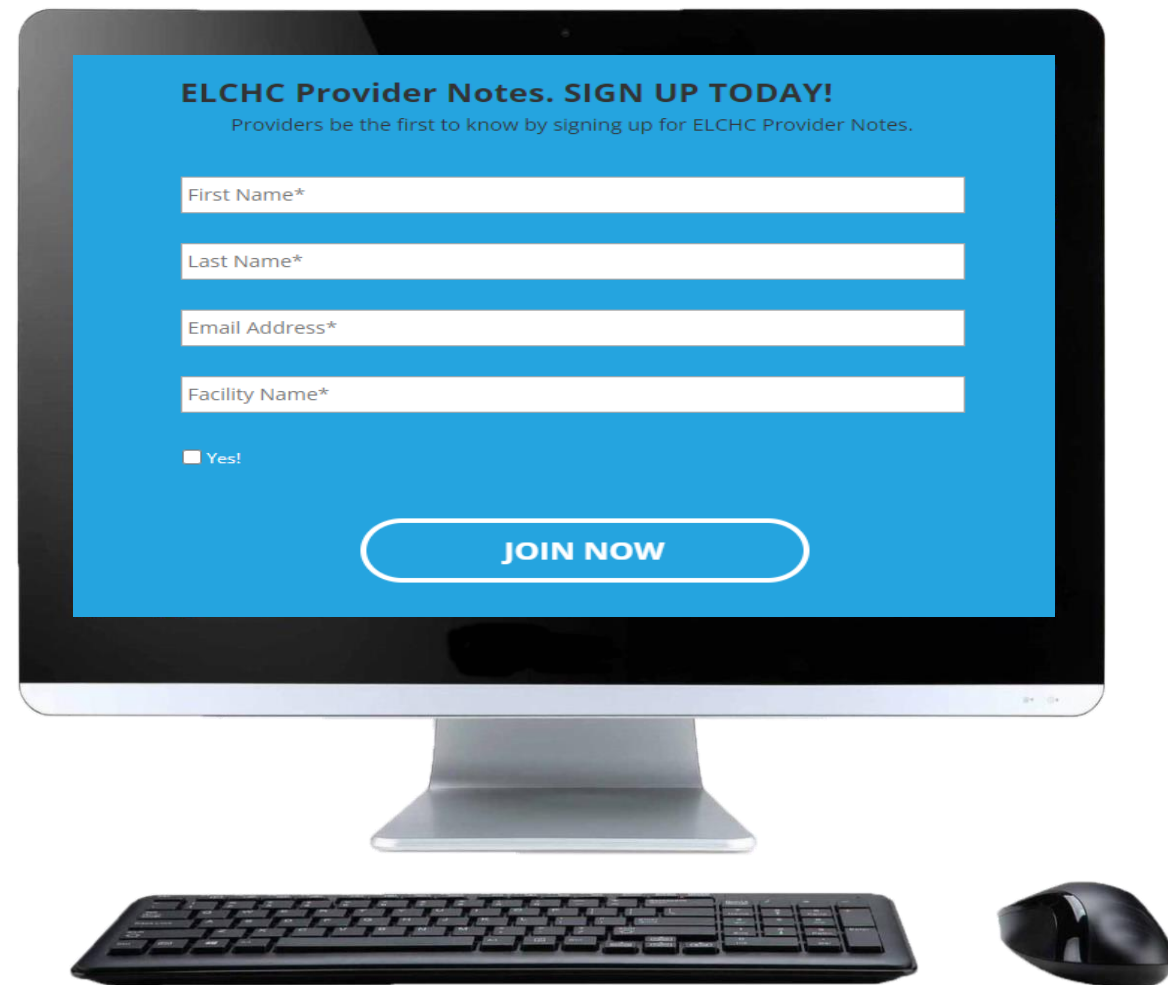


VPK Rates (7/1/-6/30)	County	Base Student Allocation	X District Cost Differential	Maximum Provider Payment	Hourly Rate (excludes SIS)
23-24	Hillsborough	\$2,941.00	1.0098	\$2,970.00	\$5.50
22-23	Hillsborough	\$2,803.00	1.0072	\$2,824.20	\$5.23
21-22	Hillsborough	\$2,486.00	1.0047	\$2,500.20	\$4.63
20-21	Hillsborough	\$2,486.00	1.0045	\$2,494.80	\$4.62
19-20	Hillsborough	\$2,437.00	1.0058	\$2,451.60	\$4.54

## Best Ways for Staying up-to-date...

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- Ensure you read your Provider Notes emails (usually sent on Monday mornings)
  - Sign up for Provider Notes here: [Provider Notes Signup - The Early Learning Coalition of Hillsborough County \(elchc.org\)](#)
- Webinars
- Follow us on Facebook





# Contact Information

## MANAGERS

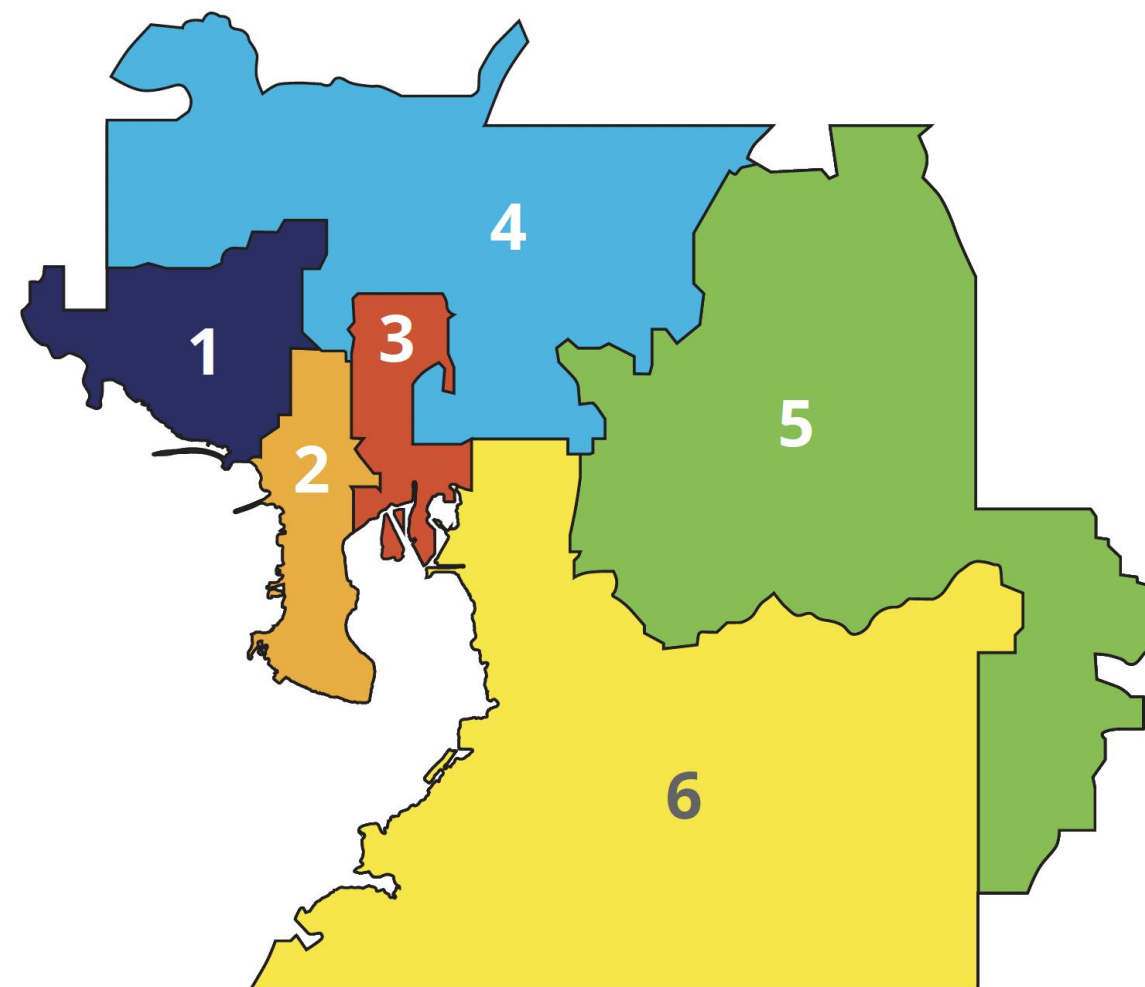
- Program Supports, Lisette Godwin, ext. 411
- Education & Policy, Monica Selleri, ext. 131
- Provider Supports, Lauren Morgan ext. 224

## VPK QUALITY IMPROVEMENT COORDINATOR

- Ally Provau, 813-515-2340 ext. 449

## DIRECTOR, PROGRAM INITIATIVES & EDUCATION

- Stacey Francois, 813-515-2340 ext. 310



**Region 1** 33559, 33626, 33625, 33624, 33635, 33615, 33634

**Region 2** 33614, 33607, 33609, 33629, 33611, 33616, 33621

**Region 3** 33602, 33603, 33604, 33605, 33606, 33612

**Region 4** 33556, 33558, 33548, 33549, 33647, 33613, 33620, 33617, 33592, 33618, 33637, 33610, 33675

**Region 5** 33565, 33584, 33527, 33563, 33566, 33510, 33594, 33567, 33511, 33596

**Region 6** 33619, 33578, 33534, 33569, 33579, 33572, 33573, 33598, 33570, 33547