

ELCHC VPK Contract Requirements

- All School Readiness and VPK providers are required to create an account.
- School Readiness, VPK, and CCR&R providers must keep their provider profiles current and up to date.
- Active License with DCF childcare licensing
- Required DCF Training (Director's Credential, 45 Hrs., Early Literacy, etc.)
- VPK Training Requirements for Lead Teacher
- VPK Training Requirements for Aide (45 hours)
- VPK Florida Assessment of Student Thinking (FAST) Star Early Literacy
- VPK FAST Star Early Literacy Test Administrator Required Training (Annual)
- Complete child assessments within each testing window (PM1, PM2, PM3)
 - Summer VPK requires PM1 and PM3
 - Remain in compliance with FAST testing windows
- Remain in VPK ratio during instructional hours (1:11 or 2:20-the approved lead must be present during VPK hours while on site) Summer VPK 1:12
- Submitting Long Forms for monthly attendance (keep at least 5 years)
- Submit monthly substitute tracking (even if a substitute was not used)
- Submitting VPK closures within 2 business days
- Submit Direct Deposit form in the ELCHC portal in the document library – (Labeled Banking and Finance)
- Background Screenings for all staff (non-expired-Clearinghouse)
- Attestation of Good Moral Character for all staff
- DCF Transcript for all staff
- Comply with CLASS and VPK monitoring.
- VPK program must equal 540 instructional hours or 300 instructional hours for Summer VPK.

- VPK providers cannot require supplemental fees associated with the VPK program.
- Must comply with VPK monitoring and CLASS observations.
- Developmentally appropriate curriculum that supports learning.
- Must have and complete VPK COE's) (Certificate of Enrollments) filled out entirely and kept 5 years. They will be uploaded by classroom in the ELC portal at the beginning of the school year.
- Appropriate Curriculum. Lesson plans will be posted in the classroom weekly.
- Keeping all required documents current and up to date in the provider portal. List of documents that *may* apply:
 - Gold Seal Cert.
 - Accreditation Cert.
 - License
 - Pay Rate sheet (pdf)
 - [E-verify](#)
 - [W9](#)
 - Liability Insurance (w/ELCHC listed as additional insured)
 - Unemployment Insurance
 - Workers Comp Insurance
 - Auto Insurance
 - Sunbiz/Fictitious Name