

## ELCHC VPK Contract Requirements | Rev. 9.8.26

To contract with the **Early Learning Coalition of Hillsborough County (ELCHC)** as a Voluntary Prekindergarten (VPK) provider, providers must meet and maintain all applicable VPK requirements.

### 1. Licensing & Provider Eligibility

☐ Maintain an **active childcare license with the Florida Department of Children and Families (DCF)**, as applicable.

#### Florida DCF Licensing

☐ Complete the **ELCHC VPK Orientation** <https://lxm.cc/78bbxt>

☐ Maintain all required provider documents as **current and up to date** in the provider portal.

Documents that may apply include:

- Gold Seal Certificate
- Accreditation Certificate
- DCF Child Care License
- Pay Rate Sheet (PDF)
- E-Verify documentation
- W-9
- Liability Insurance with **ELCHC listed as an additional insured**
- Unemployment Insurance
- Workers' Compensation Insurance
- Auto Insurance
- Sunbiz and/or Fictitious Name documentation

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## 2. Staff Training & Credential Requirements

☐ Ensure all staff meet applicable **DCF training and credential requirements**, including requirements such as:

- Director Credential
- 45-Hour Child Care Training
- Early Literacy Training
- Other required VPK/DCF training based on the employee's position

Florida Early Childhood Professional Development Registry

☐ Meet the **VPK training requirements for the Director.**

VPK Training Requirements for Director

☐ Meet the **VPK training requirements for the Lead Teacher.**

VPK Training Requirements for Lead Teacher

☐ Ensure VPK aides meet applicable training requirements, including the required **45 hours of DCF training**, as applicable.

☐ Maintain a **current DCF Child Care Training Transcript for all applicable staff.**

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## 3. Background Screening Requirements

☐ Maintain current **Clearinghouse background screenings** for all required staff. Screenings must not be expired.

☐ Maintain an **Attestation of Good Moral Character** for all applicable staff.

#### 4. VPK FAST Star Early Literacy Requirements

- ☐ Participate in the **VPK Florida Assessment of Student Thinking (FAST) using Star Early Literacy**.

FAST Star Early Literacy Information

- ☐ Ensure individuals administering the assessment complete the required **VPK FAST Star Early Literacy Test Administrator Training annually**.

VPK FAST Star Early Literacy Test Administrator Required Training

- ☐ Complete child assessments during each required progress-monitoring window:
  - **PM1**
  - **PM2**
  - **PM3**

For **Summer VPK**, complete the required **PM1 and PM3** assessments.

VPK FAST Assessment Requirements

ELCHC VPK FAST Star Early Literacy Information

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#### 5. VPK Classroom & Instructional Requirements

- ☐ Maintain the required **VPK staff-to-child ratio during all VPK instructional hours**:
  - **1 instructor to 11 children (1:11), or**
  - **2 instructors to 20 children (2:20)**
- ☐ The **approved VPK Lead Instructor must be present during VPK instructional hours while the VPK class is operating on site**, as required.
- ☐ Provide a **developmentally appropriate curriculum** that supports children's learning and development.

- ☐ Maintain and post **weekly lesson plans in the VPK classroom.**
- ☐ Ensure the VPK program provides the required instructional hours:
  - **School-Year VPK: 540 instructional hours**
  - **Summer VPK: 300 instructional hours**
- ☐ VPK providers **cannot require parents to pay supplemental fees associated with participation in the VPK-only program.**

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## 6. Attendance & Enrollment Documentation

- ☐ Complete and submit required **VPK Long Form attendance documentation each month.**
- ☐ Maintain VPK attendance records for **at least five (5) years.**

VPK Child Attendance and Parental Choice Certificate – Long Form

- ☐ Submit the **VPK Substitute Tracking Form monthly**, even when a substitute was **not used.**

VPK Substitute Tracking Form

- ☐ Maintain completed **VPK Certificates of Eligibility/Enrollment (COEs)** for enrolled children, ensuring all required sections are completed.
- ☐ Maintain COE records for **five (5) years.**
- ☐ Upload COEs by classroom in the **ELCHC portal at the beginning of the program year**, as required.

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## 7. VPK Closures

- ☐ Report VPK temporary closures to ELCHC **within two (2) business days.**

VPK Temporary Closure/Resumption Notice

## 8. Banking & Payment Documentation

☐ Submit the **Vendor Direct Deposit Form** through the ELCHC Provider Portal Document Library.

Upload the form under the appropriate **Banking and Finance** document category.

Vendor Direct Deposit Form

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## 9. Monitoring & CLASS Requirements

☐ Comply with all applicable **VPK monitoring requirements**.

☐ Participate in required **CLASS observations** and meet applicable VPK CLASS requirements.

CLASS and VPK Information

☐ Maintain required records and documentation so they are available for review during **ELCHC and/or state monitoring**.

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## Important Reminder

VPK providers are responsible for ensuring that their **license, staff credentials, background screenings, training records, insurance, corporate documentation, classroom records, attendance records, assessments, and other required documents remain current and compliant throughout the contract period.**