

## Becoming a VPK Provider

To be eligible to deliver the VPK program, the provider must:

- Be either a licensed child care facility, a licensed family day care home, a licensed large family child care home, or a non-public school or faith-based child care provider that is exempt from licensure, or a child development program that is accredited by a national accrediting body and operates on a military installation that is certified by the United States Department of Defense.

Exempt from licensure providers must hold one of the options below:

- Be accredited by an accrediting association that is a member of the National Council for Private School Accreditation, Southern Association of Colleges and Schools, or the Florida Association of Academic Nonpublic Schools; **OR**
- Hold a current Gold Seal Quality Care designation.

***Unlicensed, Registered family day care homes and informal child care providers are NOT eligible to participate in the program.***

The childcare provider must also demonstrate to the Early Learning Coalition that it meets the VPK program requirements, including, but not limited to, credentials and background screenings of instructors, minimum and maximum class sizes, director credentials, and developmentally appropriate curriculum.

- A VPK provider must have Director that holds an Endorsed VPK Director's credential.
- The VPK Lead teacher must hold an accreditation of a CDA or higher along with Emergent Literacy and Standards Course Requirements for the Fall program. To teach Summer VPK, the teacher must be certified or hold a BA degree.
- For Aide requirements, please see the Child Care Facility Training Requirements form below.
- Only DCF Childcare Transcripts are accepted.  
<https://training01-dcf.myflorida.com/studentsite/admin/signin>
- All instructors must be background screened thru the DCF Clearinghouse and sign a notarized Affidavit of Good Moral form.  
[www.myflfamilies.com/service-programs/background-screening/clearinghouse/](http://www.myflfamilies.com/service-programs/background-screening/clearinghouse/)
- VPK Classroom ratio teacher-student is 1:11 or 2:20 for Fall and 1:12 for Summer.
- A Fall VPK program consists of 540 instructional hours. A Summer VPK program consists of 300 hours.

## **Trainings and Resources for VPK Providers:**

[www.fldoe.org/schools/early-learning/providers/vpk-providers](http://www.fldoe.org/schools/early-learning/providers/vpk-providers)

[www.myflfamilies.com/service-programs/child-care/training](http://www.myflfamilies.com/service-programs/child-care/training)

[www.myflfamilies.com/about/dcf-training](http://www.myflfamilies.com/about/dcf-training)

[www.myflfamilies.com/services/background-screening](http://www.myflfamilies.com/services/background-screening)

[www.ncpsa.org/accreditation](http://www.ncpsa.org/accreditation)

[www.faans.org/SERVICES/#accreditation](http://www.faans.org/SERVICES/#accreditation)

***There is a mandatory contract meeting before contracting. Information will be emailed when dates become available.***

## **Available Forms and Flyers:**

VPK Director Credential Flyer

VPK Instructor Flyer

Formal Education Credential on DCF Training Website

Childcare Facility Training Requirements

Affidavit of Good Moral form

IRS W-9 form

Enrolling in E-Verify

E-Verify Form (must be notarized)

Certificate of Liability Sample

For questions or inquiries please email: [providercontracts01@elcslc.org](mailto:providercontracts01@elcslc.org)

If you need assistance creating your login please email: [Leahelpdesk01@elcslc.org](mailto:Leahelpdesk01@elcslc.org)