



Early Learning  
Coalition of the  
Big Bend Region

# VPK Provider Guide



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## **History of the VPK Program**

In 2004, the Florida Legislature enacted legislation to implement the Voluntary Prekindergarten Education Program (VPK) in accordance with the State Constitution. This legislation assigned the responsibilities for the day-to-day management of the program to the Agency for Workforce Innovation (AWI), which is now called the Florida's Office of Early Learning (FOEL); licensing and credentialing to the Department of Children and Families (DCF); and the creation of standards, curriculum, and accountability to the Florida Department of Education (FDOE).

All three Agencies work together to provide leadership and support to the local Early Learning Coalitions (ELC). Providers who wish to deliver the VPK program must register on forms prescribed by OEL with the ELC in the provider's service area. The ELC is responsible for determining providers eligible to offer VPK.

The VPK program is designed to provide a strong early learning foundation for all four-year-olds to ensure that they enter kindergarten fully prepared to succeed. As a VPK provider, it is your responsibility to ensure that your VPK program is high quality and that it is designed to meet the VPK performance standards as established by the Department of Education. In order to achieve these objectives, you are required to use a developmentally appropriate curriculum with a character development component that effectively addresses the eight domains of development; physical health, approaches to learning, social and emotional development, language and communication, emergent literacy, mathematical and scientific thinking, social studies and the arts, and motor development.

The VPK Education Program is a state administered program. It is important for you, the VPK provider, to follow the legislative requirements as well as the policies and procedures established by the State of Florida. This will ensure that you are in compliance with the VPK Program requirements and will ensure consistency in how the VPK program is implemented throughout the State.



## **Provider Requirements**

To participate in the VPK program, providers are required to be **one** of the following provider types:

- A licensed child care facility
- A licensed family child care home
- A large licensed family child care home
- A non-public school or faith based provider that is exempt from licensure and accredited by an accrediting association that is a member of the National Council for Private School Accreditation, the Commission of International and Trans-Regional Accreditation, or the Florida Association of Academic Non-Public Schools.
- A charter school as long as VPK is included in the charter
- A public school district

**Registered family child care homes and informal child care providers are not eligible to participate in the VPK program.**

## **VPK Program Types**

### School Year

- 540 Hours of VPK Instruction
- Program can start no earlier than public school district's first day of school and must end by June 30
- Staff to child ratio for VPK instruction can be 1 instructor to 11 children or 2 instructors (or one lead instructor and an aide) to 20 children.

### Summer

- 300 Hours of VPK Instruction
- Program can start no earlier than May 1 and must end prior to the public school district's first day of school
- Maximum staff to child ratio for VPK instruction is 1 instructor to 12 children; addition of an aide or secondary instructor does not increase this ratio.
- Higher educational requirements for lead VPK instructors

### Calendars

VPK providers are required to submit their program calendar indicating the start and end dates of the program, instructional days and hours. This calendar should not change except under



emergency circumstances and with prior approval from the ELC. The program calendar must be planned carefully as only two calendar changes are permitted pursuant to Rule 6M-8.204 which states:

(a) Temporary Closures Caused by Emergency Circumstances.

1. A student is considered to have attended all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of five (5) instructional days for each VPK class if the private provider or school district submits notification in writing to the coalition the dates which the provider was closed.

a. A closure is temporary if the provider resumes instruction following the closure.

b. A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the area in which the provider is located.

2. A temporary closure caused by emergency circumstances is not payable for any student who does not attend a VPK instructional day following the closure.

3. A private provider or school district shall revise its class schedule to restore VPK instructional days which are lost due to temporary closures caused by emergency circumstances in excess of a total of five (5) instructional days for a VPK class.

4. A private provider or school district may revise its class schedule to restore the instructional days lost as a result of a temporary closure caused by emergency circumstances instead of accepting payment for a temporary closure.

(b) Temporary Closures Caused by Other Circumstances. A temporary closure is not payable unless it is caused by emergency circumstances (see subsection 1.b. for definition). A private provider or school district shall revise its VPK class schedule and receive payment for days it restores in accordance with subsection (4) following a closure.

The following calendars are suggestions for school year and summer VPK programs.



**School Year VPK Program: 540 Hours**

<b>Hours of VPK Instruction Per Day</b>	<b>Number of Days Per Week</b>	<b>Total Number of Instructional Days</b>	<b>Total Instructional Hours</b>
3	5	180	540
4	5	135	540
4.5	5	120	540
5	5	108	540
6	6	90	1540
5	3	180	540
4	4	135	540

**Summer Program: 300 Hours**

<b>Hours of VPK Instruction Per Day</b>	<b>Number of Days Per Week</b>	<b>Total Number of Instructional Days</b>	<b>Total Instructional Hours</b>
6	5	50	300
6.25	5	48	300
7.5	5	40	300

**Program Structure**

**Instructional Days**

During VPK instructional days instructors must be actively engaged with children to promote progress in the Florida Early Learning and Developmental Standards for Four Year Olds during identified and approved instructional hours. Activities may include snack and meal times. Field



trips may also be taken as long as an alternative activity is available for children whose families choose not to have their children participate. Providers cannot require VPK families to pay for field trips. Nap/rest time cannot be scheduled during VPK instructional hours.

### Non-Instructional Days

VPK non-instructional days are days that the provider chooses not to operate VPK classrooms. The program may remain open on non-instructional days to serve children enrolled in other programs including but not limited to private or school readiness funded child care.

### Curriculum

Each VPK provider must use curriculum that is developmentally appropriate, designed to prepare a student for early literacy, enhance the age-appropriate progress of students in attaining the state-adopted performance standards, and prepare students to be ready to learn based on the statewide kindergarten screening (Section 1002.67(2) (b), Florida Statutes). VPK providers may select or design the curriculum for their classrooms unless on probation for failure to meet kindergarten readiness rates.

## **School Year VPK Program Requirements**

### Instructional Hours

A school year program must be comprised of 540 instructional hours. School year programs can begin VPK instruction on or after the uniform start date of the public school district's program year and must end instruction by the following June 30.

### Class Size

Each VPK class must be composed of at least four (4) children enrolled in the VPK program before it can officially begin and it may not exceed twenty (20) children at any time. If your contract is approved but you do not have valid VPK Certificates of Enrollment for the minimum four students, your VPK class cannot begin. Please contact your Contracts case manager at the ELC for assistance with your calendar if this should occur.

Providers may organize their VPK classes to combine VPK and non-VPK children as a blended class, but each VPK class cannot exceed the maximum class size, the teacher to child ratio, or the licensed room capacity.

A blended class may include children of any age; however, these multi-age arrangements must not interfere with the provider's obligation to implement developmentally appropriate curriculum for children enrolled in the VPK program.





## Ratio

Each VPK classroom of up to eleven (11) children must have at least one (1) lead instructor. A secondary instructor is required for each VPK class with twelve (12) or up to twenty (20) children enrolled; however, the secondary instructor is not required to meet the same instructor educational requirements.

## **Staff Qualifications**

### Background Clearance

All VPK staff including directors, instructors, secondary instructors (aides), and substitute instructors must be background screened in accordance with section 435.04, Florida Statutes, before employment and rescreened at least once every five (5) years. Each private prekindergarten instructor employed by all VPK providers must sign an Affidavit of Good Moral Character (CF-FSP 1649A Child Care Affidavit of Good Moral Character, 2014 edition), and must not be ineligible to teach in public school because his or her educator certificate is suspended or revoked.

### VPK Director

All private VPK providers must have a VPK director that meets the following requirements:

- Current Level II Background Clearance including Affidavit of Good Moral Character
- Current Director Credential
  - Must have VPK Exemption or VPK Endorsement

A Director's Credential without a VPK Exemption or VPK Endorsement does not meet the VPK program requirements and will not be accepted.

The requirements for a VPK Director Credential are as follows:

- 30 Hour Part 1 Department of Children and Families' Introductory Child Care Training
- A minimum of eight hours in-service training regarding children with disabilities
- Active Staff Credential Verification (DCF form CF-FSP 5206)
- Completion of an approved "Overview of Child Care Management" course
- Completion of the DOE approved Emergent Literacy Course
- Completion of the Florida Standards for Four-Year-Olds course
- Completion of the VPK Specific Competencies Course

For more information about how to obtain a VPK Director Credential, please visit <http://www.myflfamilies.com/service-programs/child-care/director-credential>



### Lead VPK Instructor Credentials

A private prekindergarten provider must have, for each VPK classroom, at least one (1) lead VPK instructor who holds, at a minimum, one of the following credentials:

- An active Florida Child Care Professional Credential/Child Development Associate (CDA) credential issued by the National Credentialing Program or a credential approved by the Florida Department of Children and Families (DCF), as being equivalent to the national CDA credential, such as an NECC or FCCPC.
- Evidence of completion of the “VPK Standards for 4-Year-Olds” training\*
- Evidence of completion of the “Emergent Literacy” training\*

\*Both of these courses are online courses available through DCF’s training website.

In lieu of the minimum credentials and courses listed above, an instructor may hold one of the following educational credentials:

- A Bachelor’s degree or higher in Early Childhood Education, Prekindergarten or Primary Education, Preschool Education, or Family and Consumer Sciences (formerly Home Economics)
- A Bachelor’s degree or higher in Elementary Education, with certification to teach children any age from birth through grade six (6)
- An Associate’s degree or higher in Child Development
- An Associate’s degree or higher in an unrelated field, with at least (6) hours in Early Childhood Education or Child Development and at least 480 hours of experience teaching or providing care for children ages birth through eight (8)
- An educational credential approved by the Department of Education as being equivalent to or greater than the educational credentials described above

The ELC cannot evaluate college transcripts or degrees. All VPK lead instructors must provide a DCF Staff Credential Verification Form (DCF form CF-FSP 5206) with the VPK contract as verification they are qualified to teach VPK. For more information about how to obtain a Staff Credential, please visit <http://www.myflfamilies.com/service-programs/child-care/staff-credential>



### Secondary Instructor

A secondary instructor or aide is required in each VPK class with twelve (12) to twenty (20) children enrolled. The secondary instructor must be eighteen (18) years of age or older and must have completed a Level II background screening as well as the Affidavit of Good Moral Character. The secondary instructor is not required to have an educational credential or to have completed an Emergent Literacy or VPK Standards for Four Year Olds courses, but are encouraged to participate.

### Substitute Instructor

All substitute instructors must have current Level II background screening clearances as well as their Affidavit of Good Moral Character along with their applicable credentials, before a provider may assign them to a VPK classroom.

- All VPK providers are required to document each time a substitute instructor is used.
- If a lead instructor or secondary instructor assigned to a VPK class must be temporarily replaced by a substitute instructor, the substitute must be 18 years or older.

The substitute instructor will need to submit one of the following credentials in order for them to qualify to be in a VPK classroom:

- Completion of a 30-clock-hour Family Child Care Home training for an operator of a large family child care home or for an operator of a family child care home
- Completion of a 40-clock-hour Introductory Child Care training course for personnel of a child care facility
- Completion of a Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition
- Completion of a credential approved by DCF as being equivalent to or greater than the national CDA
- Completion of an Associate's degree or higher in any field of study

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of the program hours; 162 hours for the school year and 90 hours for the summer VPK program.



### Maintaining Accurate Program Information

Any changes to the VPK program must be reported to your ELC Contracts case manager. Changes involving the program’s principal address, provider type, or addition of a new location require amendment of the VPK contract. All other changes must be reported as follows:

<b>CHANGE OR ACTION REQUIRING ELC NOTIFICATION</b>	<b>PROVIDER MUST NOTIFY ELC CONTRACT CASE MANAGER</b>
UNUSUAL INCIDENT	BY CLOSE OF BUSINESS ON NEXT BUSINESS DAY
OWNERSHIP CHANGE	30 CALENDAR DAYS IN ADVANCE
CHANGES TO LIABILITY INSURANCE POLICY	10 CALENDAR DAYS IN ADVANCE
CANCELLATION OF LIABILITY INSURANCE POLICY	10 CALENDAR DAYS IN ADVANCE
TEMPORARY OR EMERGENCY CLOSURE	WITHIN 2 CALENDAR DAYS OF REOPENING
USDA DISQUALIFICATION	WITHIN 5 CALENDAR DAYS
FRAUD	WITHIN 5 CALENDAR DAYS
CHANGES TO REQUIRED FORMS	PRIOR TO CHANGE
ADMITTING A CHILD INTO VPK PROGRAM	UPON ADMITTANCE
TERMINATION OF CONTRACT BY PROVIDER	30 CALENDAR DAYS IN ADVANCE
CLASS TRANSFERS OF CHILDREN AT SAME LOCATION	WITHIN 14 CALENDAR DAYS OF CHANGE
CHANGES TO INFORMATION PROVIDED ON OEL-VPK 10	WITHIN 14 CALENDAR DAYS OF CHANGE
CHANGES TO INFORMATION PROVIDED ON OEL-VPK 11A	WITHIN 14 CALENDAR DAYS OF CHANGE



CHANGES TO INFORMATION PROVIDED ON OEL-VPK 11B	WITHIN 14 CALENDAR DAYS OF CHANGE
DOCUMENTATION SPECIFYING REASONS FOR DISMISSAL OF CHILDREN	WITHIN 14 CALENDAR DAYS OF DISMISSAL

## **Summer VPK Program**

### **Instructional Hours**

A summer program must be comprised of 300 instructional hours. Summer programs can begin VPK instruction on or after May 1, and must end instruction by the uniform start date of the public school district's program year.

### **Class Size**

Each VPK class must be composed of at least four (4) children enrolled in the VPK program before it can officially begin and it may not exceed twelve (12) children at any time. If your contract is approved but you do not have valid VPK Certificates of Enrollment for the minimum four students, your VPK class cannot begin. Please contact your Contracts case manager at the ELC for assistance with your calendar if this should occur.

Providers may organize their VPK classes to combine VPK and non-VPK children as a blended class, but each VPK class cannot exceed the maximum class size, the teacher to child ratio, or the licensed room capacity.

A blended class may include children of any age; however, these multi-age arrangements must not interfere with the provider's obligation to implement developmentally appropriate curriculum for children enrolled in the VPK program.

### **Ratio**

Each VPK classroom of up to twelve (12) children must have at least one (1) lead instructor. Additional staff in a VPK classroom does not increase the instructor to child ratio in summer VPK programs.



## **Staff Qualifications**

### Background Clearance

All VPK staff including directors, instructors, secondary instructors (aides), and substitute instructors must be background screened in accordance with section 435.04, Florida Statutes, before employment and rescreened at least once every five (5) years. Each private prekindergarten instructor employed by all VPK providers must sign an Affidavit of Good Moral Character (CF-FSP 1649A Child Care Affidavit of Good Moral Character, 2014 edition), and must not be ineligible to teach in public school because his or her educator certificate is suspended or revoked.

### VPK Director

All private VPK providers must have a VPK director that meets the following requirements:

- Current Level II Background Clearance including Affidavit of Good Moral Character
- Current Director Credential
  - Must have VPK Exemption or VPK Endorsement

A Director's Credential without a VPK Exemption or VPK Endorsement does not meet the VPK program requirements and will not be accepted.

The requirements for a VPK Director Credential are as follows:

- 30 Hour Part 1 Department of Children and Families' Introductory Child Care Training
- A minimum of eight hours in-service training regarding children with disabilities
- Active Staff Credential Verification (DCF form CF-FSP 5206)
- Completion of an approved "Overview of Child Care Management" course
- Completion of the DOE approved Emergent Literacy Course
- Completion of the Florida Standards for Four-Year-Olds course
- Completion of the VPK Specific Competencies Course

For more information about how to obtain a VPK Director Credential, please visit <http://www.myflfamilies.com/service-programs/child-care/director-credential>

### Lead VPK Instructor Credentials

Each summer VPK classroom must have an instructor who holds **one** or more of the following educational credentials:

- A Temporary or Permanent Florida Educator Certificate



- A Bachelor's degree or higher in Early Childhood Education, Pre-kindergarten or Primary Education, Preschool Education, or Family and Consumer Science
- A Bachelor's degree of higher in Elementary Education, with certification to teach children any age from birth through grade six (6), with a Florida Educator's Certificate, regardless of whether the instructor's educator certificate is current or not, and has not had this educator certificate suspended or revoked. Certificate does not have to be from Florida, however it cannot have been suspended or revoked.

The ELC cannot evaluate college transcripts or degrees. All VPK lead instructors must provide a DCF Staff Credential Verification Form ([DCF form CF-FSP 5206](#)) with the VPK contract as verification they are qualified to teach VPK. For more information about how to obtain a Staff Credential, please visit <http://www.myflfamilies.com/service-programs/child-care/staff-credential>

### Substitute Instructor

All substitute instructors must have current Level II background screening clearances as well as their Affidavit of Good Moral Character along with their applicable credentials, before a provider may assign them to a VPK classroom.

- All VPK providers are required to document each time a substitute instructor is used.
- If a lead instructor or secondary instructor assigned to a VPK class must be temporarily replaced by a substitute instructor, the substitute must be 18 years or older.

The substitute instructor will need to submit one of the following credentials in order for them to qualify to be in a VPK classroom:

- An Associate degree or higher in any field
- A Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition
- A Child Development Associate Equivalency credential as approved by the Department of Children and Families (DCF)

Substitute instructors may not be assigned for an absent credentialed instructor in excess of 30% of the program hours; 162 hours for the school year and 90 hours for the summer VPK program.



### Maintaining Accurate Program Information

Any changes to the VPK program must be reported to your ELC Contracts case manager. Changes involving the program’s principal address, provider type, or addition of a new location require amendment of the VPK contract. All other changes must be reported as follows:

<b>CHANGE OR ACTION REQUIRING ELC NOTIFICATION</b>	<b>PROVIDER MUST NOTIFY ELC CONTRACT CASE MANAGER</b>
UNUSUAL INCIDENT	BY CLOSE OF BUSINESS ON NEXT BUSINESS DAY
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CHANGES TO REQUIRED FORMS	PRIOR TO CHANGE
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CHANGES TO INFORMATION PROVIDED ON OEL-VPK 10	WITHIN 14 CALENDAR DAYS OF CHANGE
CHANGES TO INFORMATION PROVIDED ON OEL-VPK 11A	WITHIN 14 CALENDAR DAYS OF CHANGE





CHANGES TO INFORMATION PROVIDED ON OEL-VPK 11B	WITHIN 14 CALENDAR DAYS OF CHANGE
DOCUMENTATION SPECIFYING REASONS FOR DISMISSAL OF CHILDREN	WITHIN 14 CALENDAR DAYS OF DISMISSAL

## **Child Eligibility & Enrollment**

### **Child Eligibility Requirements**

- A child must be four years old on or before September 1st of the VPK school year.
- A child must be a resident of Florida

### **How to Apply for VPK**

- A Parent/Guardian must apply online using the Parent Portal <https://familyservices.floridaearlylearning.com/Account/Login>
- Families of children who have been certified eligible must select an approved VPK program

### **Certificate of Eligibility (COE)**

When a child is determined to be eligible a VPK Certificate (COE) is issued to the parent/guardian. When a family chooses to enroll in your program, ask for the COE. All sections of the COE must be completed by both the parent and the provider. The child's VPK attendance start date cannot be before the certificate issue date. State law requires that eligibility be determined before a certificate can be issued and the child can begin attending a VPK program.

Once complete, upload your VPK COE's to the Provider Portal to ensure your VPK students are enrolled in your program.

### **Enrollment Priorities**

A private Voluntary Prekindergarten provider or public school may not require a parent to enroll his or her child in, or require payment of fees or charges for supplemental services (i.e. extended- day, extended-year, wrap-around, or full-day services) as a condition of enrolling the child in the VPK program.

A VPK provider may develop an Enrollment Priority Policy for their program. As an example, the policy may prioritize the enrollment of currently enrolled (3 year old) children, children with siblings enrolled, working families, congregation members, etc.



### Delayed Enrollment

A child may enroll in a VPK program at any point in the year as long as there is still 10% or more remaining of your program. The parent/guardian of the child will be required to sign the “Informed Parental Consent for Delayed Enrollment” form.

### Re-Enrollment Application

A parent/guardian must complete a “Re-Enrollment Application” prior to transferring their child to a new VPK provider. Any movement of a child from one (1) provider to another within the state of Florida is considered a Re-Enrollment. Each child will be allowed one re-enrollment to a new provider within the state of Florida.

### Informed Parental Consent for Class Transfers

A student enrolled in the VPK program may transfer to a different class at the same provider if the transfer is within the same program type. A class transfer allows a child to change VPK classes and receive his/her remaining instructional hours even if the new class’ instructional hours extend beyond the child’s remaining hours.

“The Class Transfer Form” must be completed in full by the provider and signed by the parent/guardian. The completed form, including the effective date of the transfer should be submitted to the ELC Family Services Department before the child has transferred from one VPK classroom to another.

### Enrollment Fees

VPK is a **FREE** program. VPK providers may not charge parents for any materials or activities used in the VPK program. Fees or materials required for services provided outside of the VPK Program (wrap care) are at the discretion of the provider. A VPK provider may not charge a registration fee, a fee to “hold a space” for VPK enrollment, or require materials for VPK only children.

VPK providers may charge for early drop off or late pick up fees to parents/guardians of children enrolled in VPK only. These fees should be outlined in your policy handbook and given to parents before they enroll.

### Attendance Policy

Upon enrollment of the child, the private VPK provider or public school must provide parents of VPK students a copy of the provider’s or school’s attendance policy. A copy of the attendance policy must also be submitted to ELC as supporting contract documentation. The attendance policy may address topics including, but not limited to, tardiness, late pick-up fees, child behavior, child suspension, child termination, attire, number of allowable absences, and other



attendance related issues. Providers are also encouraged to keep a signed acknowledgement of the parent or guardian’s receipt of the provider’s attendance policy in the child’s file.

### **VPK Accountability**

Florida Statute 1002.69 requires the Office of Early Learning to adopt a minimum readiness rate that demonstrates a Provider has delivered the VPK program satisfactorily.

Providers who score below the minimum, 70%, are required to submit an improvement plan.

Providers on probation are required to:

- **Year 1**—Submit an improvement plan for approval by the coalition or school district and implement the plan. The Provider must select two target areas for improvement. The first target area is mandatory; Providers must purchase and implement a DOE-approved curriculum or complete the DOE-Approved Staff Development Plan for Providers on Probation.
- **Year 2**—Remain on probation and submit updated provider improvement plan.
- **Year 3**—Apply for and be granted a good cause exemption or be removed from the VPK program for five years.

Providers must complete ALL steps of the improvement process electronically on the VPK Provider Kindergarten Readiness Rate website: <https://vpk.fldoe.org>

### **VPK Assessment**

VPK Assessment: VPK providers are required to administer the VPK Assessment. Assessment Period 1 and Assessment Period 3 are mandatory. Assessment Period 2 is recommended for all providers and mandatory for Providers on Probation who selected the Staff Development improvement plan. All assessment results must be submitted using the online assessment reporting system by the prescribed deadlines.

Providers are required to order assessment kits from the assessment publisher at the beginning of each VPK program. Providers who are new to VPK must order a new assessment kit, while returning providers should order a replacement kit. Providers must order a kit for each VPK classroom. Kits are ordered through the Bright Beginnings online assessment reporting system. Providers must have an approved VPK contract prior to ordering a kit and kits must be ordered a minimum of 30 days prior to the VPK program start date.



The Florida VPK Assessment		
Ordering Assessment Material	Administration Deadlines	Online Submission Deadlines
<p><b>Required: Based on Need (see question 11)</b>            Provider must place the initial order on Bright Beginnings for needed materials at least <b>30 calendar days</b> before the first day of the VPK class schedule.</p> <p>Coalitions must approve or disapprove orders within <b>seven calendar days</b>.</p> <p>If order is disapproved, provider shall resubmit within <b>five calendar days</b>.</p>	<p><b>Required:</b>            Assessment Period 1 (AP1) – Administer within the first <b>30 calendar days</b> of the VPK class schedule.</p>	<p><b>Required:</b>            Assessment Period 1 (AP1) – Submit within <b>45 calendar days</b> of the VPK class schedule.</p>
	<p><b>Optional*</b> (see question 7):            Assessment Period 2 (AP2) – middle of the VPK class's scheduled hours</p>	<p><b>Optional*:</b> Assessment Period 2 (AP2) – Submit no later than <b>15 calendar days</b> after the last day of the VPK class schedule.</p>
	<p><b>Required:</b>            Assessment Period 3 (AP3) – Administer within the last <b>30 calendar days</b> of the VPK class schedule.</p>	<p><b>Required:</b>            Assessment Period 3 (AP3) – Submit no later than <b>15 calendar days</b> after the last day of the VPK class schedule.</p>

\*Providers on probation that have chosen the [OEL-Approved Staff Development Plan](#) are required to administer AP2. AP2 is optional for all other VPK providers.

## Questions?

Questions related to becoming a VPK provider or the VPK program can be directed to [contracts@elcbigbend.org](mailto:contracts@elcbigbend.org)

If you are currently a VPK provider, please contact your contract case manager for any questions related to your VPK program.