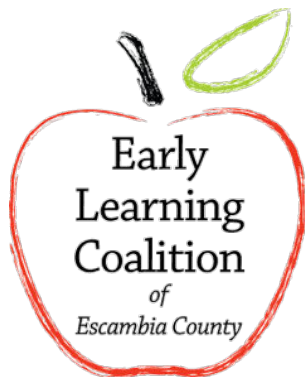




Florida **VPK**



Voluntary Prekindergarten Contract Briefing FY 2026-2027

SSO, EFS Modernization and Provider Portal – Contracting Prerequisites

- **You are eligible for a School Readiness or VPK contract for the 2026-2027 contract year because you have registered in the SSO and Provider Portal, completed a provider profile and submitted a contract application.**
- **A contract cannot be granted to any Provider until their contract application, provider profile, and VPK APP in the portal have been approved.**
- **Payments are calculated from EFS MOD.**
 - **However, paper copies of attendance verification (daily sign-in/sign-out or equivalent) are still required.**

VPK Rate Changes

2026/2027 Rates has been approved.

- **School-Year Rate: \$2,953.80 = \$5.47 per hour**
- **Summer Rate: \$2,526.00 = \$8.42 per hour**

VPK Program Requirements

Provider must have an Attendance Policy

- **Must provide parents copy of policy**
- **Must require parents to verify attendance**

Cannot charge anything for VPK.

- **No school Enrollments Fees**
- **No supplemental services as a condition of enrollment**
- **No breaks in class, with mandatory fees, no field trip charges**
- **No mandatory charges for VPK graduation activities**

Parents are not responsible for financial consequences

VPK Enrollments - Parents

- Online mandatory for all VPK enrollments
- All Parents must register at <https://familyservices.floridaeearlylearning.com/>
- Must upload two documents or cannot submit:
 - Proof of residence, bills, leases, etc.
 - Birth certificate, shot record, passport, etc.
- Parents print COE once approved and take to Provider
- Can be done anywhere: home, library, Provider, Coalition

VPK Enrollments Provider

- **You may not enroll a child without a printed and signed COE from the parent. Please ensure this is completed prior to the first day of attendance.**
- **COE/Enrollment must be entered into EFS MOD prior to ANY payment for attendance. No back dating allowed.**
- **Child transfers: only one allowed even if child attends only one day.**
- **Providers must retain copy of signed COE in child file.**
- **During August phone calls will only be returned once daily**

VPK Terminations Provider

- **Prior to termination of a child, please contact Hope to ensure the termination is coded properly is EFSMOD.**
- **If you terminate via the Provider Portal, please contact Hope informing her of the termination.**
- **All terminations must be recorded immediately to ensure timely processing during the reimbursement cycle.**
- **To terminate a child correctly, please provide the following?**
 - **Child's name or VPK number**
 - **Last day child attended their VPK program (not date the parent informed you child was not returning or last day they attended under SR services).**
 - **Reason child is being terminated. Examples: transportation issues, illness, behavior issues, etc.**
- **When communicating via email, please ensure you sign your name. This verifies we are communicating with an approved staff member via your Owner/Operator page.**

Hope Wilson: 850-607-8556, hwilson@elcescambia.org

VPK Program Requirements



Rosters need to be submitted as soon as possible. Please update regularly.



Maintain your declared hours



Lesson plans are mandatory



Lead teacher must be in class, including outdoors



Outdoor activities are allowed but must be instructional, planned and reflected on your Lesson Plans

VPK Program Requirements

- **For a VPK Director endorsement must have:**
 - **(a) Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (instructor-led or online);**
 - **(b) Emergent Literacy for VPK Instructors (online);**
 - **(c) Mathematical Thinking for Early Learners (online);**
 - **(d) Language and Vocabulary in the VPK Classroom (online);**
 - **(e) VPK Director Credential course (online);**

VPK Program Requirements Continued

- **Lead Instructors must have the 5-hour Emergent Literacy for VPK Instructors – 2021 Course**
- **Lead instructors must complete a 5-hour emergent literacy training every 5 years.**
- **Directors and lead instructors must complete “Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (instructor-led or online)”**
- **Keep qualifications, including background screenings, current.**
- **Put qualifications and training on DOE website whenever possible**

School Year Coordinated Screening and Progress Monitoring STAR Early Learning

- **Each teacher/assessor is required annually to complete training tailored to administration of the assessment to sign a VPK contract.**
- **You must submit documentation of completed progress monitoring training and signed copies of the Test Administration and Security Agreement and Test Administrator Prohibited Activities Agreement to the VPK provider for uploading via the Provider Portal.**
- **The Coalition will monitor to ensure the training has been completed.**

Note: New Rule 6M-8.620 governs this program.

School Year Coordinated Screening and Progress Monitoring STAR Early Learning

Mandatory Progress Monitoring (PM 1, 2, 3) will be completed 3 times annually, for all VPK children.

- Progress Monitoring is online only assessment therefore it is automatically input into the system. There is no paper copy of this assessment.
- This assessment is completed by the child - **no coaching**
- Must complete during testing windows, or noncompliance notification will be issued
- DEL collects data from the first test taken, therefore, if you test a student twice it will be strictly informational and not count towards the students official scaled score.

Note: New Rule 6M-8.620 governs this program.

School Year Coordinated Screening and Progress Monitoring STAR Early Learning Continued

School Year VPK Program Assessment Periods are as follows:

- PM1 administered the first 30 instructional days of your VPK class beginning
- PM2 administered after 40% of the instructional hours have been completed
- PM3 administered during the last 30 instructional days of your VPK class ending
- DEL sends PM window dates to the coalition, VPK staff ensures these windows are given to the providers.

Note: New Rule 6M-8.620 governs this program.

Coordinated Screening and Progress Monitoring STAR Early Learning

Factors to keep in mind once your VPK program begins

- PM windows are based on the instructional VPK calendar provider submitted
- **Testing must be started AND completed during VPK instructional hours**
- **If a child is in providers care for wrap around services, this is not a qualifying event for testing before/after VPK hours**
- **Noncompliance will be issued if tested outside of VPK hours and you will be required to retest during VPK**

Note: New Rule 6M-8.620 governs this program



Summer Coordinated Screening and Progress Monitoring STAR Early Learning

Summer VPK Program Assessment Periods are as follows:

- PM1 administered the first 10 instructional days of your VPK class beginning
- **PM2 is not required**
- PM3 administered during the last 10 instructional days of your VPK class ending

ELC offers technical assistance on assessment administration and entering data to the DOE website

Note: New Rule 6M-8.620 governs this program.



VPK Program Assessments

- Every VPK class will have a program assessment annually (VPKPA).
- Program Assessments will not begin until after the 15th day of class beginning.
- Providers receive one free assessment annually for contracting.
- The Contract Minimum Threshold to be eligible to participate in the VPK program is 4.00.
- If a provider falls below a 4.00, they may request a second observation at their expense.
- If a second assessment is not requested, the provider will be allowed to complete the VPK school year, however, they will not be eligible to contract the following year.
- Provider may request an assessment the following year for contract eligibility in the next fiscal year contract.

Note: New Rule 6M-8.621 governs this program



Prohibited Forms of Discipline

- **Standards in s. 1002.88(1)(i), F.S. and s. 402.305(12), F.S.**
- **No discipline that is severe, humiliating or frightening**
- **Discipline may not be associated with food, rest or toileting**
- **Spanking or other forms of physical punishment is prohibited**
- **May not deny active play as a consequence of misbehavior**
- **Must have documented Discipline policy per contract and monitoring tool**



Workers Compensation

- **Provider must obtain and maintain any required workers compensation insurance under Chapter 440, F.S. and unemployment compensation coverage under Chapter 443, F.S.**
- **Provider must have evidence of coverage, waiver or exception.**
- **Must provide proof on site as part of monitoring.**



E-Verify Requirements

- **Providers must use the I-9 and E-Verify system for all new employees effective January 1, 2021.**
- **Provider must provide evidence of using E-Verify.**
- **This will be part of the SR contract documents each year.**
- **Providers shall also be required to attest that all employees hired before January 1, 2021, are cleared to work in the United States.**
- **An attestation form is provided.**



Information Changes

- Coalition must receive updates on all changes in business information, such as changes in owner, director, teachers, business name, banking info, or phone number, within 14 calendar days.
- ***NOTE: If you change your FEIN number, this will require a whole new profile and a new contract. Please consult with the Contracts Administrator before make this change.***
- Temporary emergency closings reported by the close of business the first day that the closing occurs.
- Closing permanently, changing location or ownership must be reported at least 30 days prior to changes.



Unusual Incidents

- All unusual incidents are to be reported to the Coalition by close of business next business day and a written report is to be submitted within 3 business days.
- You may go to www.elcescambia.org/families/incidents/ to complete an incident report online.
- Anything illness related that is considered an outbreak is a reportable incident.
- Use PIU@elcescambia.org or call 850-595-5400 for incident reporting.



Child Abuse Hotline

- Comply with state child abuse and neglect reporting requirements.
- All employees are required to call 1-800-962-2873 if child abuse is suspected. (F.S.S. section 39.201)

Closures for Illnesses

- Any type of outbreak is considered a reportable incident.
- The current outbreak definition according to FLDOH is three or more unrelated non-household sharing staff or attendees becoming positive for an illness within a 14-day period.
- A variety of options in response to closures. Contact the coalition to determine which option is best.
 - Currently no provision for an 80/20 waiver.
 - Calendar changes always an option.
- Child absence days for outbreaks will be counted toward a child's absences just like all other absences.
- 80/20 Rule a concern for all closures and absences
- Use Covid@elcescambia.org or call 850-595-5400 for incident reporting.



VPK Monitoring

- The Provider agrees the Coalition has the right to monitor the Provider's compliance with the contract, statutes and regulations and Coalition policies.
- Provider agrees to allow open access to its' facilities and records upon request, and cooperation with the Coalition for all monitoring's or audits.
- ALL VPK Providers shall be monitored EVERY year.
- Daily sign-in/out is critical for payment verification. No sign-in/out sheet, = no payment.
- Every child required to have a Certificate of Eligibility prior to any payment authorization. Back dating is not allowed.
- Monitoring may result in less disallowed payments, but more CAPs. However, multiple CAPs may result in contract termination.
- Use PIU@elcescambia.org for CAP responses, incident reporting, parent and provider complaints, and dispute resolution correspondence.
 - Dispute requests must be by letter but can attach to an email.

VPK Provider Performance Metric and Designation

(Former VPK Readiness Rate)

Positive teacher child interactions is important for your CLASS observation.

- It is 50% of your score.
- 5.5 or higher automatically gives you 30 points which places you in the safe zone.
- Of the three components the metric designation is made of this is the one YOU have control over.

Take Educator Essentials or other important CLASS trainings to get a full understanding of what an observer is looking for.

Designation for FY2026-2027 will be published on ELC website

Performance Metric and Designations

50% Quality + 30% Learning Gains + 20% Achievement		
CLASS Composite Score	FAST Star Early Literacy	
50% Quality	30% Learning Gains	20% Achievement

61 points or higher	Excellent
46 – 60 points	Above Expectations
28 – 45 points	Meets Expectations
16 – 27 points	Below Expectations
15 points or fewer	Unsatisfactory

Providers receiving the designations of

Meets Expectations, **Above Expectations**, and **Excellent** have successfully implemented the VPK program.

Providers receiving the designations of **Below Expectations** and **Unsatisfactory** are identified as needing improvement and placed on probation.

Providers that do not have data to receive a score for all three components will receive a designation of incomplete.

Component One of the Metric Designation

PROGRAM QUALITY

VPK providers can earn up to 50 points in the Program Quality component.

The actual points earned depends on a VPK provider's Composite Program Assessment Score.

Composite Program Assessment Score	Percentage of Possible Points Earned	Number of Points Earned
Below 4.00	0%	0
4.00 – 4.49	10%	5
4.50 – 4.99	20%	10
5.00 – 5.49	40%	20
5.50 – 5.99	60%	30
6.00 – 6.49	80%	40
6.50 – 7.00	100%	50

Component Two of the Metric Designation

STUDENT ACHIEVEMENT

Student Achievement is measured by the FAST Star Early Literacy assessment.

The metric looks at what percentage of eligible children demonstrated Kindergarten Readiness during PM3.

VPK providers can earn up to 20 points in the Student Achievement component

Eligible Children

“Eligible children” means children who have completed more than 50% of the instructional hours at a provider’s VPK program.

A provider must have at least 4 eligible children with a PM 3 assessment to receive points for the student achievement component.

Kindergarten Readiness

“Kindergarten Readiness” means a student obtained a Unified Scaled Score (USS) of 707 during the Progress Monitoring 3 window.

Kindergarten Readiness is not a new concept, but the cut score did change from 690 to 707 in September 2024.

Component Three of the Metric Designation

STUDENT LEARNING GAINS

Student Learning Gains is measured by the FAST Star Early Literacy Assessment.

The metric looks at what percentage of eligible children demonstrated sufficient gains between PM1 and PM3.

VPK providers can earn up to 30 points in the Student Learning Gains component.

A provider must have at least 4 eligible children with both PM1 and PM 3 assessments to receive points for the student learning gains component.

$$(\# \text{ EC}^* \text{ achieving } 707 \div \# \text{ EC taking PM3}) \times 100 \times .20 \\ = \# \text{ Achievement Points}$$

*EC = Eligible Children

Staying Funded and Contracted

- **Provider Year-End Reimbursement Reconciliation Verification Letter must be done.**
- **VPK contracts for the new VPK year will be issued but they can be terminated for failure to submit the Reconciliation letter before classes start.**
- **Coalition Contracting Eligibility Policy addresses statutory changes regarding Class 1 DCF violations.**



Compliance – Failure to Comply

- **Provider agrees the Coalition may require corrective action, withhold funds, or terminate this Contract if the Provider fails to comply with the requirements of federal, state, and local laws, federal regulations, Agency rules, regulations and policies, or this Contract.**
- **“If a private prekindergarten provider or public school fails or refuses to comply with this part, or if a provider or school engages in misconduct, the office shall require the early learning coalition to remove the provider and require the school district to remove the school from eligibility to deliver the Voluntary Prekindergarten Education Program and receive state funds under this part for a period of 5 years.” s. 1002.67.(4)(b)**
- **Corrective Action Plans (CAPs)**
 - **Primary Areas of Concern: Sign-in/Sign-out forms irregularities such as initials instead of signature; staff signing child in and out; exact same time in and out every day**
- **Suspected of fraud or being under governmental investigation may be cause for termination.**

Due Process

- The Provider may request a review of determinations made by the Coalition using procedures detailed in Exhibit 2.
- While a review for termination is being examined a Provider may not offer services.
- Exhibit 2 has detailed steps to follow and starts with a request in writing for a review hearing.
 - Request must be within 5 business days of receipt of notice.
 - Name and contact information individual authorized by Provider.
 - Specific action by Coalition that Provider disputes and specific reasons.
 - Whether Provider will be represented by an attorney.
 - Include supporting documentation.
- Dispute requests must be by signed letter but can attach to email. Use PIU@elcescambia.org for dispute resolution correspondence.
- Decision of Review Hearing Committee is final.



Coalition VPK Support Contacts

- **Theresa Hoang:**
VPK Contracts Administrator
850-741-8390
- **Millie Fre:**
VPK Reimbursement Specialist
850-741-8354
- **Hope Wilson:**
VPK Eligibility Specialist
850-607-8556
- **Stephanie Richardson:**
VPK Provider Support Specialist
850-755-7177



Marco Polo Learning

The Coalition is still offering 2 free tablets to each VPK Classroom upon successful completion of MarcoPolo for Educators Training. Reach out to Brooke Watkins for more information or scan the QR code on the next slide.

What is MarcoPolo Learning?

MarcoPolo For Educators + **MarcoPolo** For Families

- A curriculum-aligned video and resource library that simplifies planning
- Content in English, Spanish, and Modified (ELL) versions to meet and respond to diverse student learning needs
- Aligned to the CLASS Framework and FAST/STAR Assessment
- MarcoPolo For Families supports and strengthens family engagement



© MarcoPolo Learning

Marco Polo Learning Cont.

Get signed up today!

"I like that the students can explore videos of their interest. They enjoy having the freedom of choice to learn about what they want."

"I find the share video aspect very nice to engage families. It is personalized and allows the children to feel special."

"I use the letter videos each week and my kids absolutely love drawing the different animals each week."



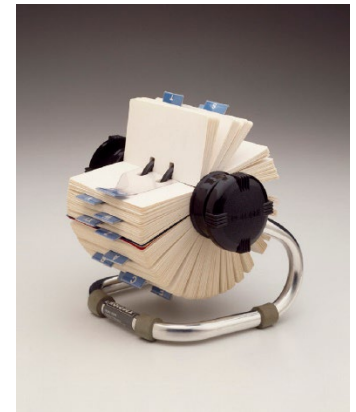
"Honestly, we were preparing a folder with each theme. On each folder, we added photos, videos and other resources to help our kids with their knowledge, concepts and skills. WE SAW IN MARCOPOLLO SOMETHING AMAZING! We are going to prepare our "playlists" to keep and share good resources also with the parents."

© MarcoPolo Learning

Coalition Email Contacts

To ensure your email reaches the correct department for immediate assistance, please refer to the email list below. These go directly to staff working in these areas.

- Absence Reporting: www.elcescambia.org/providers/absent-child/ or email absent@elcescambia.org
- Ask a general question: askelc@elcescambia.org
- Program Assessment questions: classhelp@elcescambia.org
- Child Care Resource & Referral: ccrr@elcescambia.org
- Closure reporting: thoang@elcescambia.org
- Contract questions: contracts@elcescambia.org
- Illness/Outbreak reporting: covid@elcescambia.org
- Inclusion/Behavior questions: inclusion@elcescambia.org
- Incident reporting: www.elcescambia.org/families/incidents/ or email piu@elcescambia.org
- Submit Corrective Action Plans: piu@elcescambia.org
- VPK Child Eligibility questions: VPKeligibility@elcescambia.org
- VPK Attendance questions: VPKAttendance@elcescambia.org



Questions Email: AskELC@elcescambia.org



The “If All Else Fails” Contact

Alphonsa Henderson

Executive Director

ahenderson@elcescambia.org

850-595-5400

1720 West Fairfield Dr.

Suite 100/400

Pensacola, FL 32501