

## **Voluntary Pre-Kindergarten (VPK) Plan**

**Subject:** Voluntary Pre-Kindergarten Plan

**Goal:** Tri -County Head Start will partnership with Florida Voluntary Pre-Kindergarten (VPK) Program to provide a quality extended care service for families.

**Objective:** To provide families of four year olds who need or want their child to receive additional instructional hours at no cost to them.

Center Coordinators will submit a registration application to the Early Learning Coalition in their county. This application is a request to become a Voluntary Pre-Kindergarten (VPK) Provider. The following documents must accompany the application, Director's Credential, Accreditation Certificate, Gold Seal and current Center License. The Center will be eligible to accept qualified VPK children, once it is an approved as a VPK Provider.

### **Child Enrollment**

Families will complete an enrollment packet. (see attached packet) The children are required to have a current Physical and current Immunization Record on file.

The Voluntary Pre-Kindergarten (VPK) Program is for children who turn four years old by September 1 of the program year. Families who need extended care for working, going to school or just wanting their child to receive additional instructional hours are encouraged to sign up for the Voluntary Pre-Kindergarten (VPK) Program.

The Centers will provide the children with 540 instructional hours during the program year. This will be 3 instructional hours per day. The teachers will use the Voluntary Pre-Kindergarten (VPK) Performance Standards to serve as guide for developing goals for the children to attain. The Creative Curriculum for Preschooler is the curriculum that will be used in each VPK classroom.

### **Screening/Assessments**

#### **Holmes and Washington Counties**

The children will be screened three times a year pre, mid, and post using 4 Success Assessments which includes: Phonological Awareness Literacy Screening (PALS), DIAL-3, Ages & Stages (ASQ), and Get it Got it Go. The Education/Disabilities Coordinator will complete the screening/assessment on the children.

#### **Walton County**

The children will be screened two times using the DIAL-3. The teacher will complete the

screening/assessment on the children.

### **Lead Teachers**

According to the Florida Statute Chapter 1002.65 Voluntary Pre-Kindergarten (VPK) teachers must meet the following minimum requirements, have a Child Development Associate (CDA) or Child Development Associate Equivalency (CDAE) and complete the VPK Standards training. The teacher must also complete a 5 Hour literacy course. The teacher must have the following screening:

Level II Background Information  
Affidavit of Good Moral Character  
Local Law  
FDLE  
FBI

Each Center must maintain the following information on file:

Physical and Immunization Record	Monthly Attendance
Screening	Monthly Parental Choice Certificate
Daily Attendance	Daily lesson Plans
Proof of Operating Days	VPK daily hours, class size,
A copy AWI-VPK Form 10 & 11	Child enrollment packet

Personnel File (VPK teacher assistant and Center Coordinator)

Enrollment packet (include Attendance policy, Discipline Policy, Signature Authorization)

### **Staff Responsibility:**

Education/Disabilities Coordinator, Center Coordinator, Teaching Staff