

GENERAL GUIDELINES

Provider agrees that it shall follow all the requirements of law with respect to notifying Coalition of any changes to the AWI-VPK 10 and AWI VPK 11. Provider may comply with the requirements of law by submitting a revised Form AWI-VPK 10 or AWI-VPK 11, accompanied by the VPK Notification Form and supporting documents. Supporting documents are identified below.

All changes should be submitted for review prior to implementation. Implementation of changes prior to review which Coalition later determines to be out of compliance with the requirements of the VPK Program may result in withholding of reimbursement, non-reimbursement, or termination of the Agreement

The Early Learning of Miami-Dade/Monroe must be notified if any of these changes are made to your VPK program or if any information submitted on the AWI-VPK 10 or AWI-VPK 11 A or B changes:

- Instructors
- Disenrollment or Enrollment of Students
- Schedule
- Director
- Ownership/Corporation
- Facility Name/Address
- Number of Classrooms
- Curriculum

All changes must be submitted to the Coalition within 14 calendar days of the change. The Provider must ensure that any new VPK instructor or director meets all the requirements of law before implementing any changes. Failure to do so will cause your program to be out of compliance, and payment may be withheld.

All forms may be downloaded from www.vpkhelp.org.

For Miami-Dade Providers

All forms should be uploaded to the Provider Portal- <http://providers.elcmdm.org/Login.aspx>. *Forms that are faxed, copied, mailed or brought in person will not be accepted.*

Supporting documentation may be uploaded to the portal, mailed, brought in person or faxed to the Miami-Dade Office: Early Learning Coalition of Miami-Dade/Monroe, 2555 Ponce de Leon Blvd., Suite 500, Coral Gables FL 33134.

For Monroe Providers

Applications and/or changes may be submitted electronically to mwilliams@elcmdm.org or mailed to the Monroe office: Early Learning Coalition of Miami-Dade/Monroe, 1100 Simonton St., Suite 1-204, Key West, FL 33040. *Faxes or copies will not be accepted.*

INSTRUCTOR CHANGE PROCESS

A complete AWI-VPK 11A and VPK Notification Form should be submitted with the legal name and social security number of the instructor. A complete set of supporting documents (educational credential & Level 2 Background Screening, including local screening and Affidavit of Good Moral Character) must also be submitted if the individual's information is not already on file with the Coalition. The new instructor cannot be placed in the classroom until the ELC verifies that the instructor has the appropriate credentials.

CHANGE IN VPK CAPACITY

Box #21 on the new AWI-VPK 10 indicates the total number of students you will serve in your VPK program. If during the school year you want to increase that number, you should submit an amended AWI-VPK 10 and a VPK Notification Form. Remember, the maximum number of students in a classroom with one instructor is eleven. If a secondary instructor is in the classroom, the maximum number of students allowed is twenty. Instructors should be indicated on Form AWI-VPK 11A.



Miami-Dade County
2555 Ponce de Leon Blvd
5th Floor
Coral Gables, FL 33134
Tel 305-646-7220
Fax 305-447-1608

Monroe County
1100 Simonton St.
Suite 1-204
Key West, FL 33040
Tel 305-296-5557
Fax 305-296-5588

www.elcmdm.org



SCHEDULE CHANGE

An amended AWI-VPK 11B and VPK Notification Form should be submitted with the new dates/times that comply with the 540 hours (school year), or 300 hours (summer) requirement. No more than two schedule changes are permitted, unless there has been a temporary closure due to emergency circumstances.

CHANGE OF DIRECTOR

An amended AWI-VPK 10 and VPK Notification Form should be submitted with the legal name, copy of Director Credential (plus VPK Director Endorsement, VPK Emergent Literacy, and VPK Standards if completed after December 31, 2006), and Level 2 Background Screening (including a local screening), and Affidavit of Good Moral Character.

CHANGE OF OWNERSHIP/CORPORATION

VPK certification cannot be transferred.

Change of ownership: The person holding the original VPK certification must notify the Coalition within 14 calendar days prior to the completion of the sale. A completed AWI-VPK 10, AWI-VPK 11A & B, Provider Agreement, the Notification Guidelines (Attachment A) must be submitted to the Early Learning Coalition of Miami-Dade/Monroe as soon as the sale process is initiated. The new owner will not be certified until the new license is issued in his/her name and all other documentation have been received and approved by the Coalition.

Change of facility name and/or address: In case of any of these changes, a new AWI-VPK 10, AWI-VPK 11A & B, and a copy of the new license must be submitted.

CHANGE IN NUMBER OF CLASSROOMS

If a new VPK classroom is added, you should submit an Amended AWI-VPK 11A and VPK Notification Form, reflecting the names of the staff for the classroom. Supporting documentation for the new instructor(s) (as described above) is required if not already on file with the coalition.

If the number of VPK classrooms is being reduced, please submit a VPK Notification Form indicating the change in the Classroom Cancellation section.

CHANGE IN CURRICULUM

You should submit an amended AWI-VPK 11A and VPK Notification Form indicating the new curriculum to be used in your VPK program.

MONITORING OF VPK PROGRAM

Provider agrees to allow Coalition's monitors to visit their VPK programs during VPK hours.
Provider agrees to allow Coalition's monitors to review their attendance, lesson plans, and observe their classrooms.

Provider understands they may lose payment if found out of compliance during a monitoring visit.

Signature of Coalition Executive Director or Authorized Representative

Print Name & Title

Date

Signature of Director/Operator/Principal or Authorized Representative

Print Name & Title

Date

School or Center Name