

STATE BOARD OF EDUCATION

Action Item

October 9, 2012

SUBJECT: Approval of New Rule 6A-1.099825, Voluntary Prekindergarten (VPK) Curriculum Approval Process

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Sections 1002.67(2)(c), (3), Florida Statutes

EXECUTIVE SUMMARY

This is a new rule to identify the process to be used to approve and maintain a list of curricula for required use by those Voluntary Prekindergarten providers that are placed on probation as a result of readiness rates falling below the minimum rate adopted by the State Board of Education. Voluntary Prekindergarten providers on probation must choose either a DOE approved curriculum or the DOE-Approved Staff Development Plan as a part of the improvement plan. This rule incorporates by reference: Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications 2012; Florida Voluntary Prekindergarten (VPK) Education Program: Policies and Procedures for Curriculum Approval 2012; Form VPK-Curr1, Committee Member Agreement; VPK-Curr3, Publisher Registration Form; VPK-Curr4, Publisher Agreement; and VPK-Curr5, Curriculum Evaluation Form.

Supporting Documentation Included: Proposed Rule 6A-1.099825, Voluntary Prekindergarten (VPK) Curriculum Approval Process; Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications 2012; Florida Voluntary Prekindergarten (VPK) Education Program: Policies and Procedures for Curriculum Approval 2012; Form VPK-Curr1, Committee Member Agreement; VPK-Curr3, Publisher Registration Form; VPK-Curr4, Publisher Agreement; and VPK-Curr5, Curriculum Evaluation Form

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6A-1.099825 Voluntary Prekindergarten (VPK) Curriculum Approval Process. The specifications, policies and procedures for the VPK curriculum approval process are contained in the documents, Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications 2012 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01632>) and Florida Voluntary Prekindergarten (VPK) Education Program: Policies and Procedures for Curriculum Approval 2012 (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01633>) which are hereby incorporated by reference in this rule. Copies of the publications may be obtained by contacting the Office of Early Learning, Department of Education, 325 West Gaines Street, Tallahassee, Florida or from the Department's website at <http://www.fldoe.org/earlylearning/>. In addition, to the Curriculum Approval Specifications and the Policies and Procedures for Curriculum Approval 2012, the following forms are incorporated by reference to become effective November 2012: VPK-Curr1, Committee Member Agreement (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01643>); VPK-Curr2, Publisher's Intent to Submit Form (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01644>); VPK-Curr3, Publisher Registration Form (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01645>); VPK-Curr4, Publisher Agreement (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01646>); and VPK-Curr5, Curriculum Evaluation Form (<http://www.flrules.org/Gateway/reference.asp?No=Ref-01647>).

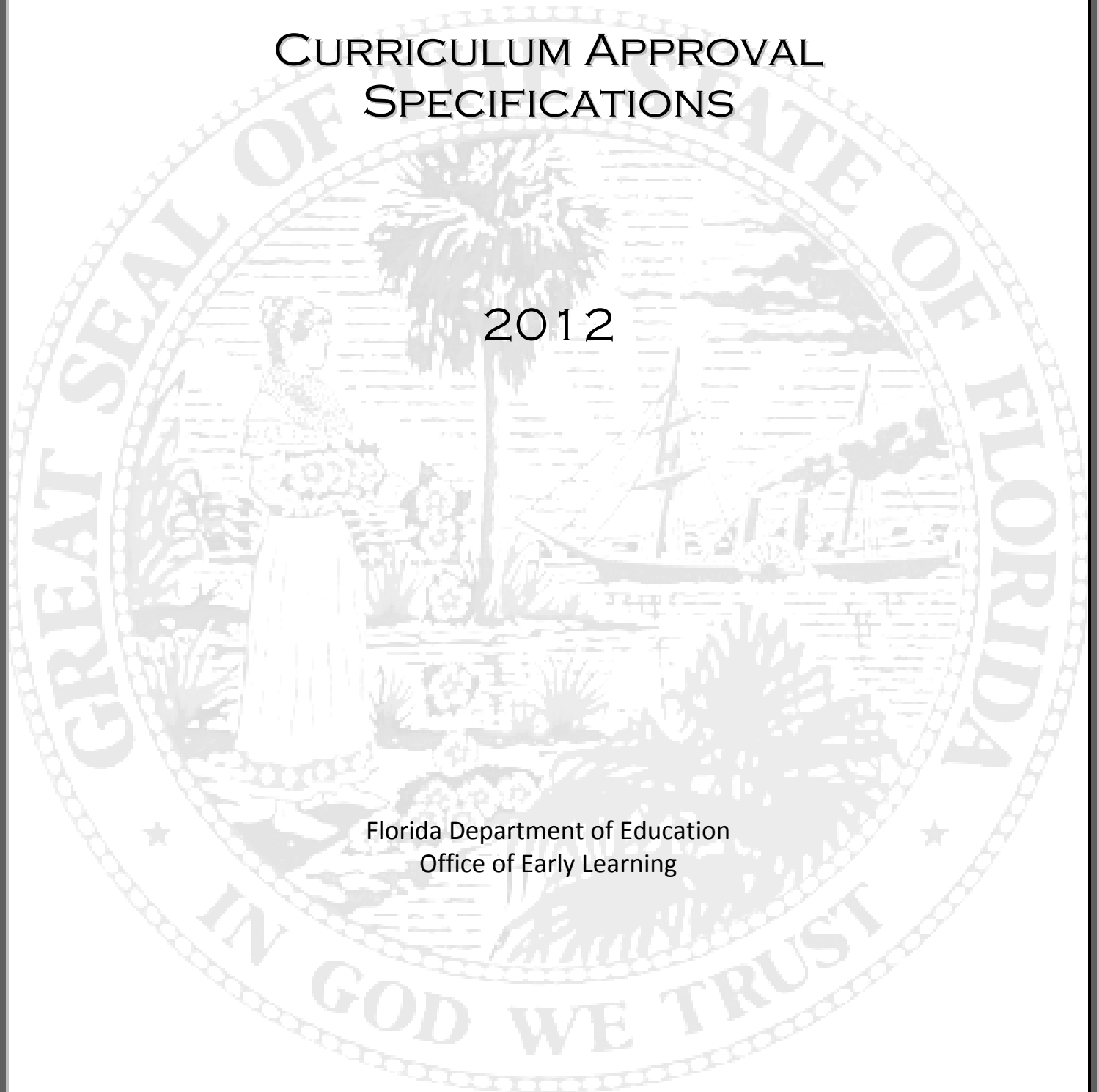
Rulemaking Authority 1002.67(2)(c) and (3) F.S. Law Implemented 1002.67(2)(c) and (3) F.S. History – New

FLORIDA VOLUNTARY
PREKINDERGARTEN (VPK) EDUCATION
PROGRAM:

CURRICULUM APPROVAL
SPECIFICATIONS

2012

Florida Department of Education
Office of Early Learning



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Table of Contents

I. Florida’s Voluntary Prekindergarten Education Program	1
A. Background	1
B. Developmentally Appropriate Curricula	1
1. Comprehensiveness	2
2. Integration	2
3. Alignment with the Florida Early Learning and Developmental Standards for Four-Year-Olds	2
C. Access to the Curriculum	3
II. Submissions for VPK Curriculum Approval: General Description	4
A. Publishers’ Submissions	4
B. Comprehensive Core Curricula	4
C. Learning Opportunities in the VPK Classroom	5
D. Assessment	6
III. Major Priorities for VPK Curriculum	7
A. Content	7
A.1. Alignment with the Florida Early Learning and Developmental Standards for Four-Year-Olds ...	7
A.1.a. Physical Development	7
A.1.b. Approaches to Learning	7
A.1.c. Social and Emotional Development	7
A.1.d. Language, Communication, and Emergent Literacy	8
A.1.e. Cognitive Development and General Knowledge	8
A.2. Level of Treatment of Content: Scope and Sequence; Skills Trace	8
A.2.a. Scope and Sequence: Alphabetic Knowledge	10
A.2.b. Skills Trace: Alphabetic Knowledge	10
A.2.c. Scope and Sequence: Phonological Awareness	10
A.2.d. Skills Trace: Phonological Awareness	10
A.2.e. Scope and Sequence: Vocabulary Development	10
A.2.f. Skills Trace: Vocabulary Development	10
A.2.g. Scope and Sequence: Mathematical Thinking	10
A.2.h. Skills Trace: Number Sense and Operations	10
A.3. Language-Rich Classroom	10
A.4. Accuracy of Content	11
A.5. Relevance of Content	11
A.6. Authenticity of Content	11
A.7. Multicultural Representation	12
A.8. Humanity and Compassion	12
B. Presentation	13
B.1. Comprehensiveness of Teacher and Student Resources	13
B.1.a. Comprehensiveness of Teacher Resources	13
B.1.b. Comprehensiveness of Student Resources	14
B.2. Alignment of Instructional Components	14
B.3. Organization of Curriculum	14
B.3.a. Access to Content	14
B.3.b. Visual Features	14
B.3.c. Visible Structure and Format	15
B.3.d. Logical Organization	15
B.4. Readability of Instructional Materials/Language Style	15

B.5. Pacing of Content.....	16
B.6. Ease of Use of Materials.....	16
B.6.a. Use.....	16
B.6.b. Durability.....	16
C. Learning.....	17
C.1. Motivational Strategies.....	17
C.1.a. Expectations.....	17
C.1.b. Feedback.....	17
C.2. Explicit Instruction.....	17
C.3. Guidance and Support.....	18
C.3.a. Level.....	18
C.3.b. Adaptability.....	18
C.4. Active Participation of Children.....	19
C.4.a. Activities.....	19
C.4.b. Child Responses.....	19
C.5. Assessment.....	19
C.5.a. Alphabet Knowledge.....	19
C.5.b. Phonological Awareness.....	19
C.5.c. Number Sense and Operations.....	19
C.5.d. Linking Assessment Results Back to Instruction.....	19
D. Professional Development.....	20
D.1. Initial Professional Development.....	20
D.2. Ongoing Professional Development.....	20
D.3. Supporting High Quality, Consistent Teaching.....	20
E. Materials for Parents and Families.....	21
E.1. Support Materials for Parents and Families.....	21
E.2. Materials Available in Multiple Languages.....	21
F. Research Base.....	22
F.1. Expertise for Content Development.....	22
IV. Criteria for Evaluation.....	23

I. Florida's Voluntary Prekindergarten Education Program

A. Background

The state constitution was amended in 2004 to include Section 1(b), Article IX:

Every four-year old child in Florida shall be provided by the State a high quality prekindergarten learning opportunity in the form of an early childhood development and education program which shall be voluntary, high quality, free, and delivered according to professionally accepted standards. An early childhood development and education program means an organized program designed to address and enhance each child's ability to make age appropriate progress in an appropriate range of settings in the development of language and cognitive capabilities and emotional, social, regulatory and moral capacities through education in basic skills and such other skills as the Legislature may determine to be appropriate.

The legislation implementing the VPK Education Program includes the requirement for an accountability measure for providers offering the VPK program. [Section 1002.67\(2\)\(c\), Florida Statutes \(F.S.\)](#), directs the Department of Education (DOE) to approve curricula for use by private prekindergarten providers and public schools that are placed on probation as a result of their kindergarten readiness rates falling below the minimum rate adopted by the State Board of Education (SBE) for two consecutive years. The DOE maintains a list of such approved curricula. The curriculum approval process described in this document has been developed in accordance with this statutory requirement.

B. Developmentally Appropriate Curricula

Section [1002.67, F.S.](#), requires that all curricula used in VPK classrooms must be developmentally appropriate, be designed to prepare a student for early literacy, enhance the age-appropriate progress of children in attaining the Florida Early Learning and Developmental Standards for Four-Year-Olds, and prepare children to be ready for kindergarten based upon the statewide kindergarten screening (i.e., Florida Kindergarten Readiness Screening (FLKRS)). Developmentally appropriate curriculum should be appropriate for four-year-olds and flexible enough to modify for individual four-year-olds who have skills at either end of a developmental continuum (individually appropriate).

For the purposes of this approval process, curricula was defined as a set of written materials that

- is replicable
- addresses the use of materials, scheduling, arranging the environment, and interaction between children and adults either separately or in combination
- includes more than activity suggestions and more than theory and pedagogy
- is aligned with the VPK Education Standards (note: as of October 18, 2011, the standards used in VPK Education Programs are titled: *Florida Early Learning and Developmental Standards for Four-Year-Olds*)
- is aligned with scientifically-based research.

The following is a description of characteristics expected of curricula, including professional development, submitted for consideration.

1. Comprehensiveness

A comprehensive core curriculum is one that contains a mix of instruction and practice activities sufficient to build strong skills in each of the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds (also known as the Standards for Four-Year-Olds).

2. Integration

The curriculum used in any VPK education classroom used to teach skills in any of the domains must be authentic and support and reinforce the Florida Early Learning and Developmental Standards for Four-Year-Olds in other subject areas. Research emphasizes the importance of connecting classroom learning to real-life situations which is accomplished most effectively when children are able to move seamlessly from one activity to the next.

3. Alignment with the Florida Early Learning and Developmental Standards for Four-Year-Olds

Section 1002.67, F.S., requires that DOE develop and adopt performance standards for children in the VPK program that address emergent literacy, including oral communication, knowledge of print and letters, phonemic and phonological awareness, and vocabulary and comprehension development, in addition to the specific capabilities, capacities, and skills referenced in the Constitution. High-level child performance standards, originally called the Voluntary Prekindergarten (VPK) Education Standards, were initially adopted by the State Board of Education (SBE) on March 15, 2005. These Standards were revised in 2008, and most recently in 2011, when they were renamed the Florida Early Learning and Developmental Standards for Four-Year-Olds. The purpose of the Florida Early Learning and Developmental Standards for Four-Year-Olds is to describe skills that four-year-old children should know and be able to do by the end of their prekindergarten year, when entering kindergarten.

The Florida Early Learning and Developmental Standards for Four-Year-Olds are grouped around the following five domains:

- physical development
- approaches to learning
- social and emotional development
- language, communication, and emergent literacy
- cognitive development and general knowledge (includes mathematical thinking, scientific inquiry, social studies, and creative expression through the arts).

The five domains comprise 96 individual standards. There are 81 benchmarks in the domain of language, communication, and emergent literacy, and the component of mathematical thinking. All submitted curricula and instructional methods must align with and support these standards. The Standards for Four-Year-Olds can be viewed at: <http://www.flrules.org/Gateway/reference.asp?No=Ref-00589>, as incorporated by reference in Rule 6A-1.099823, FAC.

4. Use of Scientifically-Based Research: Emergent Literacy

The National Early Literacy Panel (NELP), funded by the National Center for Family Literacy (NCFL) and the National Institute for Literacy (NIFL), has worked to synthesize scientific research of emergent literacy skills in young children. Among empirical research studies reviewed, five emergent literacy skills have been found to consistently and uniquely predict children's later (conventional) reading skills. These skills include alphabet knowledge, phonological awareness, rapid automatic naming of letters and digits or naming of objects and colors, writing/writing name, and phonological short-term memory. Several of these skills relate directly to the Florida Early Learning and Developmental Standards for Four-Year-Olds

and require specific attention by publishers and reviewers in this approval process. (Alphabet knowledge: IV.F.3., Phonological Awareness: IV.F.2., Writing/Writing Name: IV.G.2.b. and IV.G.3.). For further information on the final report, Developing Early Literacy: Report of the National Early Literacy Panel, visit <http://www.nifl.gov/earlychildhood/NELP/NELPreport.html>.

5. Use of Scientifically-Based Research: Mathematical Thinking

The National Mathematics Advisory Panel (NMAP), funded by the U.S. Department of Education, has worked to synthesize the factors that will lead to success in mathematics education for individual citizens. Though the bulk of the report is dedicated to higher-level mathematics, there are several relevant elements for teachers of young children. The NMAP report identifies that though children acquire considerable knowledge of numbers and other aspects of mathematics prior to kindergarten, this acquisition varies greatly, based on children's experiences. The curriculum in the VPK classroom, through attention to the Florida Early Learning and Developmental Standards for Four-Year-Olds in the sub-domain of Mathematical Thinking, should ensure that children are introduced to mathematical skills and have significant opportunity for practicing skills and discussing mathematics in developmentally appropriate ways. For further information on the final report, Foundations for Success, visit <http://www2.ed.gov/about/bdscomm/list/mathpanel/report/final-report.pdf>.

C. Access to the Curriculum

Florida's VPK Education Program ensures four-year-olds access to a high quality prekindergarten learning opportunity. It is important to note the great diversity of four-year-olds residing in Florida, including children with special developmental, behavioral, or physical needs, who are English language learners (ELLs), or who may be at-risk of future learning or school difficulties for a variety of reasons. Evaluating the extent to which a curriculum can accommodate a wide range of children's needs and/or skill levels and be implemented across a variety of settings is part of the curriculum approval process.

Accommodations implemented to foster access to the program do not lessen achievement expectations; they should, however, provide a wide range of techniques and support systems to help children work around areas of special need. Frequently, accommodations that may be required to ensure meaningful participation by a given child are found to benefit many other children in the classroom. Accommodations include changes in instructional methods and materials, learning activities and assessments, time demands and scheduling, the learning environment, and the use of special communication systems, among others.

II. Submissions for VPK Curriculum Approval: General Description

A. Publishers' Submissions

The Department of Education will accept for review and approval submissions of comprehensive early childhood curricula for four-year-old children that address the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds. In order to be considered comprehensive, the materials submitted must “stand alone” and cover the Florida Early Learning and Developmental Standards for Four-Year-Olds in all five domains.

B. Comprehensive Core Curricula

A VPK approved curriculum must cover all five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds. Development of many skills requires explicit instruction in the particular skill area, strategies or steps to follow, and scaffolding of instruction by the teacher. The curriculum must provide explicit, systematic instruction, assessment, and intervention that leads to children’s growing proficiency at each stage of skill development. To support success in learning, a VPK curriculum should include clear presentation and explanations of the following:

- purposes, goals, and expected outcomes
- concepts, processes, rules, information, and terms
- models, examples, questions, and feedback.

The overall instructional design should include the following:

- a clear ‘road map’ or ‘blueprint’ for teachers to get an overall picture of the program (i.e., a scope and sequence)
- clearly stated goals and objectives
- resources to help the teacher understand the rationale for the instructional approach and strategies utilized in the program (e.g., articles, explanations in the teacher manuals, references, reliable websites)
- a coherent instructional design
- explicit instruction in
- consistently systematic and intentional instruction
- a logical organization to the materials so that it’s clear how the curriculum proceeds over the course of the program (day, week, month, year)
- consistent ‘teacher friendly’ instructional routines
- student materials aligned with the Florida Early Learning and Developmental Standards for Four-Year-Olds
- examples of constructive feedback
- scaffolding with specific instructions
- differentiated instruction
- guidelines and materials for flexible grouping
- enrichment activities for advanced children
- guidelines for use with diverse populations such as English Language Learners and children with disabilities
- components that foster intrinsic motivation in children (Approaches to Learning domain)
- ample opportunities for practice.

As stated in the Florida Early Learning and Developmental Standards for Four-Year-Olds (2011, pg. 13), “Work sheets, drills, or simply allowing children to play without teacher planning and reflection **will not** facilitate optimal progress for children.” Brief, frequent practice activities and games must be provided within the curriculum to attain mastery of each of the Florida Early Learning and Developmental Standards for Four-Year-Olds. Activities should include options for children of disparate abilities and backgrounds, providing teachers with alternatives to teach all children the required skills and content.

C. Learning Opportunities in the VPK Classroom

In order to provide Florida’s four-year-olds with a high-quality, developmentally appropriate learning opportunity, several things are of critical importance.

Children need one-on-one interactions with classroom teachers and classmates each day. Through one-on-one interactions with children, teachers scaffold children’s activities and can provide feedback and support. Additionally, they build rapport and a trusting relationship. When children are given many daily experiences to interact with classmates, they begin to develop skills in negotiating, turn-taking, and cooperative play.

Four-year-old children are very curious and inquisitive by nature. The curriculum used in a VPK classroom should include active learning experiences that are child-initiated, as well as those planned and initiated by the teacher. As stated previously, the curriculum should be developmentally appropriate, meaning that it is appropriate for four-year-olds and can be modified for individual four-year-olds who have skills throughout the developmental continuum (i.e., individually appropriate). Also, when planning and implementing the curriculum the teacher should take into account the children’s personal knowledge, often related to culture (culturally appropriate), and then use this information to build on their strengths and skills. It is developmentally inappropriate to use a kindergarten curriculum with prekindergarteners.

Throughout the course of the day, the curriculum should include instruction in varying formats, such as large group, small group, and learning centers. Teachers have a very distinct role in facilitating and scaffolding the activities of the classroom, but it is not developmentally appropriate for four-year-olds to spend extended amounts of time in teacher-directed activities. Of course, children’s attention spans will grow over the year and will be longer when engaged by an enthusiastic, invigorating teacher.

As a part of active learning within a VPK classroom, children should be engaged in many hands-on experiences throughout the day. Children should not learn about concepts through paper and pencil activities, work sheets, or coloring pages. Learning occurs when the child is engaged in the activity (teacher- or child-directed), and a child’s attention span tends to be longer in activities and topics that are of interest to the child.

Early literacy skills are critical to children’s success in K-12, and curricula used in VPK classrooms must be designed to prepare a student in this area. There is a large body of empirical research in the area of emergent literacy, specifically phonological awareness and letter knowledge, which shows that daily attention to these skills, as little as twenty minutes a day, can make a huge impact on children’s emergent literacy skills.

Research shows that young children learn best through hands-on, intentional learning experiences (e.g., “play with a purpose”) that have been planned by knowledgeable teachers. When young children

explore things directly with their senses and practice new skills through play, they are learning in ways that are meaningful to them at their stage of development.

D. Assessment

Publishers are required to include assessment(s) that teachers can use to guide student instruction. The assessment should measure progress in the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds. The assessment should identify children who are at-risk or are experiencing difficulty with learning and/or development.

Ideally, the curriculum should then include strategies for the teacher to use to guide instruction, based on how each child, as well as the group did on the assessment.

III. Major Priorities for VPK Curriculum

VPK curriculum selections must be effective in six major priority areas: content, presentation, learning, professional development, parent/family materials, and research base. The following sections describe essential features for each of these priority areas. These features generally apply to all formats of VPK curriculum, whether print or other media/multiple media formats.

Any item that is starred with an asterisk (*) MUST receive an average score of 1, across reviewers, in order to be further considered for curriculum approval.

A. Content

A.1. Alignment with the Florida Early Learning and Developmental Standards for Four-Year-Olds

Content must align with the Florida Early Learning and Developmental Standards for Four-Year-Olds for each of the five domains. The Standards for Four-Year-Olds can be accessed at <http://www.flrules.org/Gateway/reference.asp?No=Ref-00589>. This document includes the standards and benchmarks where applicable, by domain as well as related skills; descriptions of child skills; environmental considerations; supportive instructional strategies; and, other information pertinent to the curricular implementation of a VPK program. Each domain is scored separately. The following requirements apply to alignment with each of the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds:

- **Correlations** – Publishers are expected to provide information that identifies exactly where and to what extent (e.g., included in one or more activities, in-depth coverage across multiple activities and/or domains) the VPK curriculum addresses each of the Florida Early Learning and Developmental Standards for Four-Year-Olds and benchmarks. If a particular standard is not addressed, the information provided should also indicate this. However, since the VPK curriculum approval process is only for the review of comprehensive curricula, all five domains should be adequately covered, even if each individual standard may not be addressed directly.
- **Scope** – The content should address the Florida Early Learning and Developmental Standards for Four-Year-Olds for each domain and associated learning outcomes, including thinking and learning skills.
- **Completeness** – The content of the curriculum should be complete enough to “stand on its own,” without additional curricular supports. To be useful for classroom instruction, the curriculum must be adaptable to the instructional goals of individual VPK providers. There should be no major omissions in the required content coverage. The curriculum may include concepts and topics that enrich and extend children’s knowledge and learning, but should be free of unrelated facts and information that would detract from achievement of the Florida Early Learning and Developmental Standards for Four-Year-Olds.
- **Curriculum Integration** – The curriculum should include integration across subject areas/domains, and over the course of the program year. Young children do not separate their activities and learning by subject area, and it is necessary that the curriculum used for four-year-olds should not be separated. Integration that allows children to be engaged, active learners provides a positive learning environment that builds the foundational skills needed for kindergarten entry.

A.1.a. Physical Development

A.1.b. Approaches to Learning

A.1.c. Social and Emotional Development

<p>A score of 3, averaged across reviewers, is needed for items A.1.a. – A.1.c. in order for the submission to be considered for approval.</p>

A.1.d. Language, Communication, and Emergent Literacy

A score of 1, averaged across reviewers, is needed for item A.1.d. in order for the submission to be considered for approval.

A.1.e. Cognitive Development and General Knowledge

A score of 1, averaged across reviewers, is needed for item A.1.e. in order for the submission to be considered for approval.

A.2. Level of Treatment of Content: Scope and Sequence; Skills Trace

Scope and Sequence: The level of complexity or difficulty of content must be appropriate for the Florida Early Learning and Developmental Standards for Four-Year-Olds, developmental levels of the children, and the time periods allowed for teaching (540 hours for the school-year VPK program and 300 hours for the summer VPK program). Level of Treatment of Content pertains to the skills outlined below. Publishers should submit a document for each area requiring a scope and sequence. The document may include narrative, tables, or other means to demonstrate month-by-month, an overview of pertinent skills and/or teaching strategies introduced. Because VPK programs can vary in length, publishers should include the scope and sequence for use in both 300-hour programs (e.g., summer programs) and 540-hour (e.g., typical school year program of 3-hours daily for 180 days or 6-hours daily for 90 days).

Reviewers will review the following four elements to determine if the curriculum's scope and sequence relates fully to the skills outlined when compared to the Standards for Four-Year-Olds and recommendations by the National Early Literacy Panel (NELP) and the National Mathematics Advisory Panel (NMAP).

- **Objectives** – Content should be sufficiently simple or complex, technical or non-technical, to match the objectives and developmental levels of a typical group of four-year-old children.
- **Children** – Content should be developmentally appropriate for four-year old children, while still allowing for individual and cultural differences. It should contain sufficient details for children to understand the significance of the information presented and to engage in reflection and discussion.
- **Time** – The level of complexity or difficulty of content also should allow for its coverage during the time periods available for teaching, given the daily schedule and the hour requirements of the VPK program year.
- **Coverage** – The Emergent Literacy domain must be adequately covered to ensure the comprehensively cover the Emergent Literacy standards and benchmarks throughout the curriculum. Skills should be introduced and practiced throughout the year, in varying group settings (whole group, small groups, and one-on-one) as well as throughout the program day (transitions, center time, routine times, planned small groups, whole group time, and outdoor play).

Skills Trace

For each of the skill areas outlined below, reviewers will receive a completed skills trace form templates for the beginning of the year (first month of program), mid-year, and end of the year (last month of program). These template forms, completed by the publisher, serve to highlight how a curriculum incorporates a particular skill area, identifying how portions of the skill are introduced and practiced with children, including teacher-directed instruction, child-initiated centers and play, transitions, and other time periods of the day.

- **Completeness** – The skills trace should be complete in detail for the reviewer to determine how a skill is introduced and practiced, including options for varying group settings (whole group, small group, one-on-one, centers, transitions). Opportunities for individualizing instruction and presenting in small groups should be given.
- **Compatibility with Scope and Sequence Presented** – Reviewers will compare the skills trace’s time period (beginning, mid-year, end of year) with the scope and sequence.
- **Developmental Appropriateness** – The developmental appropriateness of how a skill is introduced and developed will be assessed.

Reviewers will compare the skills trace and related scope and sequence with the Standards for Four-Year-Olds and recommendations by the National Early Literacy Panel (NELP) and the National Mathematics Advisory Panel (NMAP). The skills identified by the skills trace are those that are the best known predictors of later literacy or math competence.

Emergent Literacy

The National Early Literacy Panel (NELP), funded by the National Center for Family Literacy (NCFL) and the National Institute for Literacy (NIFL), has worked to synthesize scientific research of emergent literacy skills in young children. Among empirical research studies reviewed, five emergent literacy skills have been found to consistently and uniquely predict children’s later (conventional) reading skills. These skills include alphabet knowledge, phonological awareness, rapid automatic naming of letters and digits or naming of objects and colors, writing/writing name, and phonological short-term memory. Several of these skills relate directly to the Florida Early Learning and Developmental Standards for Four-Year-Olds and require specific attention by publishers and reviewers in this approval process. (Alphabet knowledge: IV.F.3., Phonological Awareness: IV.F.2., Writing/Writing Name: IV.G.2.b. and IV.G.3.).

Vocabulary and oral language development are moderate predictors of later literacy skills (Knowing how to put concepts, thoughts and ideas into spoken words, and understanding other people when they talk). These skills relate directly to the Florida Early Learning and Developmental Standards for Four-Year-Olds and require specific attention by publishers and reviewers in this approval process (Vocabulary: IV. C., Oral Language: IV.A., IV.B., IV.D., IV.E.). For further information on the final report, *Developing Early Literacy: Report of the National Early Literacy Panel*, visit <http://www.nifl.gov/earlychildhood/NELP/NELPreport.html>.

Mathematical Thinking

The National Mathematics Advisory Panel (NMAP), funded by the U.S. Department of Education, has worked to synthesize the factors that will lead to success in mathematics education for individual citizens. Though the bulk of the report is dedicated to higher-level mathematics, there are several relevant elements for teachers of young children. The NMAP report identifies that though children acquire considerable knowledge of numbers and other aspects of mathematics prior to kindergarten, this acquisition varies greatly, based on children’s experiences. The curriculum in the VPK classroom, through attention to the Florida Early Learning and Developmental Standards for Four-Year-Olds in the sub-domain of Mathematical Thinking (V.A.), should ensure that children are introduced to mathematical skills and have significant opportunity for practicing skills and discussing mathematics in developmentally appropriate ways. For further information on the final report, *Foundations for Success*, visit <http://www2.ed.gov/about/bdscomm/list/mathpanel/report/final-report.pdf>.

A.2.a. Scope and Sequence: Alphabetic Knowledge

A systematic way of ensuring that *all alphabet letter names* and at least *the most common sounds associated with each letter* are introduced and revisited throughout the year in meaningful, developmentally-appropriate ways should be included.

A.2.b. Skills Trace: Alphabetic Knowledge

Skills trace forms for beginning, middle, and end of the year will be used to determine appropriateness, completeness, and compatibility with related scope and sequence.

A.2.c. Scope and Sequence: Phonological Awareness

A systematic way of ensuring that phonological awareness skills are introduced and revisited throughout the year, to include a minimum of ten- to twenty-minutes per day, and occur in meaningful, developmentally-appropriate ways, should be included. These skills include addition and deletion of compound words, syllables, and onset and rime (alliteration and rhyme).

A.2.d. Skills Trace: Phonological Awareness

Skills trace forms for beginning, middle, and end of the year will be used to determine appropriateness, completeness, and compatibility with related scope and sequence.

A.2.e. Scope and Sequence: Vocabulary Development

A systematic way to introduce new vocabulary words, and provide opportunities for children to incorporate the use of vocabulary words should be included. This should occur during the program day and across the program year.

A.2.f. Skills Trace: Vocabulary Development

Skills trace forms for beginning, middle, and end of the year will be used to determine appropriateness, completeness, and compatibility with related scope and sequence.

A.2.g. Scope and Sequence: Mathematical Thinking

A systematic way of ensuring that mathematical thinking skills are introduced and revisited throughout the year, with particular attention on number sense and operations should be included. Skills in these areas should be integrated with geometry, patterns, seriation, measurement, and data collection.

A.2.h. Skills Trace: Number Sense and Operations

Skills trace forms for beginning, middle, and end of the year will be used to determine appropriateness, completeness, and compatibility with related scope and sequence (number sense and number and operations).

A score of 1, averaged across reviewers, is needed for each of the following individual items: A.2.a., A.2.b., A.2.c., A.2.d., A.2.e., A.2.f., A.2.g., A.2.h., in order for the submission to be considered for approval.

A.3. Language-Rich Classroom

The curriculum should provide many opportunities to foster a language-rich classroom. This will be evident in teacher materials that encourage opportunities to:

- Engage children in extended conversations
- Encourage children to tell and retell stories and describe events
- Discuss a wide range of topics
- Model use of new and unusual words
- Discuss word meanings
- Ask open-ended questions
- Give explicit guidance on vocabulary, syntax, and pronunciation
- Challenge children to justify their thinking
- Focus on the expression of ideas

A score of 1, averaged across reviewers, is needed for item A.3. in order for the submission to be considered for approval.

A.4. Accuracy of Content

Content must be accurate in historical context and contemporary facts and concepts.

- **Objectivity** – Content that is included in the materials should accurately represent the domain of knowledge and events. It should be factual and objective. It should be free of mistakes, errors, inconsistencies, contradictions within itself, and biases of interpretation. It should be free of the biased selection of information. Materials should distinguish between facts and possible interpretations or opinions expressed about factual information. Visuals or other elements of instruction should contribute to the accuracy of the text or narrative.
- **Representativeness** – The selection of content should not misrepresent the domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds. It should include the generally accepted and prevalent theories, major concepts, laws, standards, and models used within prekindergarten education.
- **Correctness** – Presentation of content should be free of typographical and visual errors. It should include correct grammar, spelling, linguistics, terminology, definitions, descriptions, visuals, graphs, sounds, videos, and all other components of the VPK curriculum.

A.5. Relevance of Content

Content must be up-to-date for the academic discipline and the context in which the content is presented.

- **Dates or editions** – Copyright dates for photographs and other materials and editions should suggest sufficient currency of content. Copyright dates and editions serve as indicators about currency. However, neither the copyright date nor the edition guarantees currency. Subsequent editions should reflect more up-to-date information than earlier editions. Informed examination of the text, narrative, and visuals contained in the materials provides the most direct information about currency of the materials.
- **Context** – Text or narrative, visuals, photographs, and other features should reflect the time periods appropriate for the objectives and the intended learners. Sometimes context should be current. For example, a photograph used to show stages of human growth and development will be more relevant when the clothing, hairstyles, and activities reflect present-day styles. Sometimes context should be historical. For example, illustrations and photographs of historical events should reflect the historical time period. Sometimes context should be both current and historical. For example, historic images alongside modern ones would convey changes in styles over time. At all times the context should be relevant to the learner, to the Florida Early Learning and Developmental Standards for Four-Year-Olds, and to the concept presented.

A.6. Authenticity of Content

Content should include problem-centered connections to life in a context that is meaningful to children.

- **Life connections** – VPK curriculum should include connections to the child's life situations in order to make the content meaningful. Children might be expected to deal with time constraints, consider risks and trade-offs in decision-making, and work with teams. Connections may be made to children's situations in daily home life, family, their local community, community events, and services.
- **Interdisciplinary treatment** – VPK curriculum also should include interdisciplinary connections in

order to make content meaningful. Examples of situations that connect a variety of subject areas include building projects, playing sports or games, retrieving information or objects, creating products, and researching information. In addition to subject area connections, VPK curriculum should connect themes or lessons taught to other disciplines. Examples of approaches to interdisciplinary connections include:

- Explanations and activities for using skills and knowledge from other domains
- Projects and activities that require children to relate learning from other domains rather than to isolate knowledge or skills
- The focus on common themes across several subject areas (infusion, parallel, transdisciplinary, or multidisciplinary instruction)

A.7. Multicultural Representation

Portrayal of gender, ethnicity, age, work situations, and various social groups must include multicultural fairness and advocacy.

- **Multicultural fairness** – Through balanced representation of cultures and groups in multiple settings, occupations, careers, and lifestyles, the materials should support equal opportunity without regard for age, color, gender, disability, national origin, race, or religion. It is not the number of pages devoted to diversity, equity, or work roles, but the substance of what is stated and portrayed that matters most. For this reason, it can be misleading to count the number of pages or illustrations devoted to a social issue or group. It is more important to focus on the integration of social diversity throughout a set of VPK curriculum. In addition to balanced representations, the portrayal of individuals and situations must exclude biases and stereotypes. These portrayals must promote an understanding and appreciation of the importance and contributions of diverse cultures and heritage.
- **Multicultural advocacy** – The understanding and appreciation of multiple cultures extends beyond fair representation. It involves embracing a multicultural context, not just through pictures, but through information about ways to honor differences and deal with conflicts, promote a positive self-image for members of all groups, and provide for the development of healthy attitudes and values. Effective treatment of multicultural issues requires consideration of the age and ability levels of children and whether or not it is appropriate to include multicultural issues in the study of a particular topic. Overall, however, materials should reflect both multicultural fairness and advocacy.

A.8. Humanity and Compassion

Portrayal of the appropriate care and treatment of people and animals must include compassion, sympathy, and consideration of their needs and values.

- **Inclusion of compassion** – When providing examples in narrative or visuals, materials sometimes depict the care and treatment of people and animals. Generally, this means showing in some way a measure of compassion, sympathy, or consideration of their needs and feelings.

B. Presentation

Features of presentation affect the practical usefulness of materials and the ease of finding and understanding content.

B.1. Comprehensiveness of Teacher and Student Resources

Resources must be complete enough to address the targeted learning outcomes without requiring the teacher to prepare additional teaching materials for the classroom beyond those available in a typical preschool classroom.

Materials should contain support for children in completing instructional activities and assessments and for teachers in implementing all of the instructional elements. A variety of components can accomplish this purpose. Typically, materials will include outlines and strategies for teaching, media supplements, learning activities, and projects.

All curricula will likely include activities that use additional materials that are not a part of the curriculum, such as play dough, blocks, or puppets, which are typically available in a preschool classroom. Activities of this sort should explain in detail, possibly with illustration, the material(s) needed to include alternate ways of making or substituting the material.

The major components generally expected for teacher and student resources are listed below.

B.1.a. Comprehensiveness of Teacher Resources

Teacher materials typically include a teacher's manual, so that the teacher has to use only one guide, or one guide per unit/theme. The materials for the teacher should support continued teacher learning. Support, guidelines, resources, or features such as the ones described below should be available to help teachers effectively implement materials in classroom and school settings.

- **Components and materials are easy to use:** Examples include clearance, license, or agreement for copying and use of materials; clear description and accurate directions for use of required equipment, facilities, resources, and environment; clearly labeled grade, lesson, content, and other information to identify components; correct specifications for making instructional media and electronic programs work effectively.
- **Materials support lesson planning, teaching, and learning:** Teacher materials should support lesson planning, teaching, and learning. Examples include overview of components and objectives; background for group time and discussions; vocabulary, and reinforcement and review strategies; scope and sequence chart for activities and planning; sample lesson plans; suggestions for learning centers, individualized study, small-group and large-group presentations and discussions, opportunities for community-based experiences, safety procedures, and other extension activities; suggestions for integrating themes across the subject area or course curriculum and forming connections to other disciplines; and suggestions for parental and community involvement.
- **Suggestions are provided for adapting instruction for varying needs:** This section includes children with disabilities, English language learners, children who may benefit from additional challenges, etc... Examples include alternative approaches to teaching, pacing, and options for varied delivery of instruction such as media, tools, equipment, and emerging technology; strategies for engaging all children, such as open-ended questions to stimulate thinking, pictorial journaling, hands-on investigations, explorations, and multisensory approaches; suggestions for addressing common student difficulties or adapting to multiple learning styles; and alternative reteaching, enrichment, and remediation strategies.

- **Guidelines and resources are provided on how to implement and evaluate learning:** Examples include suggestions for using learning tasks for classroom assessment; guidelines for alternative assessments, such as sample project guides and checklists, rubrics, and portfolios.
- **Resources are provided to use in classroom activities:** Examples include technology resources; lists of resources and references, reading strategies, materials to use for displays or photocopies, classroom management strategies and documentation on how to manage the entire instructional program; in-service workshops or consultation support from the publisher.

B.1.b. Comprehensiveness of Student Resources

Student materials could include a variety of materials, such as children’s trade books, manipulatives, posters, games, puzzles, CDs or computer software, puppets, and other props. Formats may include print, audio, visual, computer, or other media, but *should not include work sheets and ditto-type activities, as they will not facilitate optimal progress for children.* The student resources should be complete enough, labeled correctly, and have directions that are easily followed. Review and practice activities might include participation activities such as role-playing activities, opportunities for hands-on practice. Review works best as a logical extension of content, goals, objectives, and lessons, with increased similarity to real-life situations. Review activities should require children to recall or apply previously taught knowledge and skills. Frequent short reviews over time or space improve learning more than a concentrated review after a longer period of time.

B.2. Alignment of Instructional Components

All components of an instructional package must align with each other, as well as with the curriculum. All components of an instructional package—teacher’s edition and materials, any student materials, and supplementary materials—must be integrated and interdependent and must correspond with each other. For example, support materials in the teacher’s edition should align with student activities or projects. They must match in content and progression of instructional activities across the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds and over the course of the program year.

B.3. Organization of Curriculum

The structure and format of materials must have enough order and clarity to allow children and teachers to access content and explicitly identify ideas and sequences. Providing an explicit and teachable structure can double the amount of information remembered. Clear organization allows teachers to discriminate important pieces of information through skimming, reading, or browsing. Clear organization may be accomplished through a combination of features, but generally not through one feature alone.

B.3.a. Access to Content – Some features help in searching and locating information, such as a table of contents; menu or map of content; directions on how to locate information; an index for quick reference; goals and/or objectives, outlines, lists, or checklists for major sections; bibliographies and lists of resources; glossaries for quick access to major terms; introductions, key concepts and themes, visual cues, illustrations, labeled examples, and labeled reviews or summaries.

B.3.b. Visual Features – Visual features that improve readability include print that is dark and clear, with good contrast, on paper with clean-cut edges and without glare; or computer screens without glare; or, margins wide enough on a page or screen to allow easy viewing of the text. Other features are more important in establishing the readability of the curriculum, such as

- chunking text (e.g., sentence ends on same page as it begins)

- visuals that are relevant, clear, vivid, and simple enough for children to understand
- quantity of visuals suitable for the intended children—both lower ability children and higher ability children tend to require more visuals
- left-justified text (ragged on the right) rather than full-justified (lined up on the left and right)
- visuals that contain information in a form different from the text
- graphs, charts, maps, and other visual representations integrated at their point of use
- colors, size of print, spacing, quantity, and type of visuals suitable for the abilities and needs of the intended children.

B.3.c. Visible Structure and Format – At-a-glance features should signal the organization of content. The following features are desirable:

- theme or unit titles and/or frames; headings and subheadings
- typographic cues such as bold, italics or changes in size of type
- divisions of content such as borders, boxes, circles, highlighting, visual signposts, icons, or color cues
- diagrams, labels, and visuals placed near the related content; and numbering of pages and other components.

Objectives or a content outline may serve a similar purpose by introducing main ideas, providing guideposts to use in searching for key information, or serving as a checklist for self-assessment. Certain types of brief narrative sections also contribute to clear organization. For example, the statement of a clear purpose with content organized around main ideas, principles, concepts, and logical relationships supports the unity and flow of information. Introductions also play a major role when they include anchoring ideas, a list of key points, or conceptual schemes such as metaphors. Summaries also can assist children in understanding the logical order of topics presented.

B.3.d. Logical Organization – The pattern of organization of the content should be consistent and logical for the type of domain or topic. Patterns of organization may include compare and contrast, time sequence, cause-effect or problem-solution-effect, concrete to abstract, introduction-review-extension (spiral structure), simple-to-complex, whole-part or part-whole, generalization-examples-review-practice, and conflict-inside view-structure.

B.4. Readability of Instructional Materials/Language Style

Narrative and visuals should engage children in an activity as well as in understanding of the content. Language style and visual features can influence the readability of materials. A popular tool for assessing readability has been the use of a *readability formula* of one type or another. However, these formulas tend to focus only on a few *countable* characteristics of language style such as the length of words, sentences, and/or paragraphs. Other features are more important in establishing the readability of, such as:

- organized, coherent text
- language and concepts familiar to the teacher
- language that clarifies, simplifies, and explains information
- transition words such as “yet,” “also,” “next,” “for example,” “moreover,” or “however”
- other phrases that create logical connections
- words with concrete and specific images
- active rather than passive voice
- varied sentence structures and avoiding both choppy sentences and unnecessary words
- specific questions or directions to guide student attention to visuals or key information.

B.5. Pacing of Content

The amount of content presented at one time or the pace at which it is presented must be of a size or rate that allows children to perceive and understand it. It is important that materials contain “bite-size” chunks or blocks of information. The chunks should not be so large, nor the pacing so fast, as to overwhelm children. Neither should the chunks be so small, nor the pacing so slow, as to bore them.

B.6. Ease of Use of Materials

Both print and other formats of the curriculum must be easy to use and replace and be durable enough for multiple uses over time.

B.6.a. Use – Materials must be designed for practical use in the classroom and school environments. They must be easy to identify and store. Teachers and children must be able to access and use the materials. Some of the factors influencing their ease of use include number of components, size of components, packaging, and quality of materials, equipment requirements, and cost to purchase or replace components.

The best choice about weight, size, and number of volumes depends on several factors, such as the organization of the content, how well separate volumes may fit time periods for instruction, and the ages of children. Technical production requirements, such as page limits or different types of bindings, may lead to multiple volumes.

Examples of classroom use include repeated copying of consumable materials and repeated use of other materials by children over time. Technology-rich resources should work properly without the purchase of additional software and run without error. Electronic media for student use should be encoded to prevent accidental or intentional erasure or modification. As with textbooks, electronic media should allow teachers to easily access and interact with them without extensive supervision or special assistance.

The physical and technical qualities of materials should match with the resources of VPK programs. Materials such as videos, software, CD-ROMs, Internet sites, and transparencies may serve instructional purposes well, but have little value unless they can be implemented with the program’s equipment. Publishers should include training, inservice, and consultation to help in effective use of the materials.

B.6.b. Durability – Children and teachers should be able to have materials that will be durable under conditions of expected use. For example, boxes, books, or other materials should not fall apart after normal classroom use. The packaging and form of materials should be flexible and durable enough for multiple uses over time. Durability includes considerations such as

- high-quality paper, ink, binding, and cover
- back, joints, body block, and individual pages
- worry-free technology that runs properly, with easy to hear, see, and control audio and visuals
- teaching materials that have been tested for use in real-world classrooms
- the publisher’s guarantee for replacement conditions and agreements for reproduction needed to effectively use the materials

C. Learning

Several features have been found to promote learning and apply to most types of learning outcomes. The following sections describe the learning features expected for each of these priority areas.

C.1. Motivational Strategies

The curriculum must include features to maintain learner motivation.

C.1.a. Expectations – Materials should positively influence the expectations of children. Examples include

- positive expectations for success
- novel tasks or other approaches to stimulate intellectual curiosity
- meaningful tasks related to student interests, cultural backgrounds, and developmental levels
- activities with relevance to the student's life
- thought-provoking challenges such as paradoxes, dilemmas, problems, controversies, and questioning of traditional ways of thinking
- challenges that are neither too difficult to achieve nor so easy that children become bored
- hands-on tasks in a concrete context, and images, sounds, analogies, metaphors, or humorous anecdotes
- variety, including the opportunity for children to ask their own questions, set their own goals, and make other choices during learning.

C.1.b. Feedback – Materials should include informative and positive feedback on progress. Examples include

- frequent checks on progress, including assessment
- explanatory feedback with information about asking questions to further the accurateness of responses, how to avoid or correct common mistakes (problem-solving approach), and/or different approaches to use
- varied forms of assessments (self-assessment, peer assessment, and some learning tasks without formal assessments).

C.2. Explicit Instruction

The curriculum must contain clear statements of information and outcomes. To support success in learning, the curriculum should include clear directions and explanations of

- purposes, goals, and expected outcomes
- concepts, rules, information, and terms
- models, examples, questions, and feedback.

For example, development of specific thinking skills requires an explicit statement of the particular *thinking skills* to be learned, along with the *strategies* or *steps to follow*. Explicit instruction for thinking skills might also involve showing *examples* of successful thinking contrasted with examples of poor thinking processes.

Similarly, the development of learning skills requires explicit directions about *when* and *how* to do activities such as problem-solving, note taking, outlining, paraphrasing, abstracting and analyzing, summarizing, self-coaching, memory strategies, persistence, preview and questioning, reading and listening, reflecting, and reciting.

C.3. Guidance and Support

The curriculum must include guidance and support to help children safely and successfully become more independent learners and thinkers.

C.3.a. Level – The type of guidance and support that helps children to become more independent learners and thinkers is sometimes referred to as *scaffolding*. Scaffolding is a solid structure of support that can be removed after a job has been completed. As children gain proficiency, support can diminish, and children can encounter more complex, life-centered problems. Information and activities should provide guidance and support at the level that is needed—no more and no less. Too much can squelch student interest, and too little can lead to failure.

Guidance and support can be accomplished by a combination of the following features:

- organized routines
- advance organizers or models such as
 - simplified views of information
 - visual representations of new information during initial instruction
 - questions to focus on key ideas or important features
 - explanations of how the problems were solved
 - analogies, metaphors, or associations to compare one idea to another
 - prompts or hints during initial practice
- step-by-step instructions
- feedback that fosters and supports the learning of skills
- simulations with features for realistic practice
- opportunities for children to do research, and to organize and communicate results.

C.3.b. Adaptability – Guidance and support must be adaptable to developmental differences and various learning styles. For example, young children tend to understand concepts in concrete terms and over-generalize new concepts. Some children need more time, some tend to be more impulsive than reflective, some have trouble distinguishing relevant from irrelevant information, and some have better written than spoken language skills.

Approaches for developmental differences and learning styles of children, include

- a variety of *activities* such as
 - structured and unstructured activities
 - independent and group work
 - teacher-directed and discovery learning
 - visual and narrative instruction
 - hands-on activities
 - open-ended activities
 - practice without extrinsic rewards
 - simple, complex, concrete, and abstract examples
 - variable pacing or visual breaks

C.4. Active Participation of Children

C.4.a. Activities – The curriculum must engage the physical and mental activity of children during the learning process. The curriculum should include organized activities of periodic, frequent, short projects that are logical extensions of content, goals, and objectives.

C.4.b. Child Responses – Projects and activities should include questions and application activities during learning that give children opportunities to respond. Active participation of children can be accomplished in a variety of ways. For example, information and activities might require children to

- respond orally or through drawing and emergent writing
- create visual representations (block structures, emergent writing, puppet shows, dramatic play scenarios, drawings, two- and three-dimensional artwork)
- generate their own questions or examples
- think of new situations for applying or extending what they learn
- complete discovery activities
- add details to concepts from prior knowledge
- form their own analogies and metaphors
- practice lesson-related tasks, procedures, behaviors, or skills
- choose from a variety of activities.

C.5. Assessment

Publishers are required to include assessment(s) that teachers can use to guide instruction. Assessments may be curriculum-specific, but they are not required to be. The assessment(s) should measure progress in at least alphabet knowledge, phonological awareness, and number sense and operations, as related to the Florida Early Learning and Developmental Standards for Four-Year-Olds. The assessment should identify children who are at-risk or are experiencing difficulty with learning and/or development in one or more areas.

The curriculum should then include strategies for the teacher to use to guide instruction, based on how each child, as well as the group did on the assessment. These strategies or “next steps” should be linked directly to the curriculum.

C.5.a. Alphabet Knowledge

C.5.b. Phonological Awareness

C.5.c. Number Sense and Operations

C.5.d. Linking Assessment Results Back to Instruction

Assessment results should link back to strategies and activities for the teacher to use to guide instruction, based on assessment results, in at least the areas of alphabet knowledge, phonological awareness, and number sense and operations.

<p>A score of 1, averaged across reviewers, is needed for <u>each</u> individual item listed: C.5.a., C.5.b., C.5.c., C.5.d., in order for the submission to be considered for approval.</p>

D. Professional Development

Publishers must submit a *Professional Development Plan* for use with the curriculum. Inservice training, workshops, and consulting services should be made available by publishers to support teachers in implementing the VPK curriculum. Professional development is essential to the success of any program, especially when a program contains non-traditional elements. Publishers should clearly indicate the recommended amount and types of professional development that they will provide, and they should work with local early learning coalitions and VPK providers to ensure that teachers receive the support that they need.

D.1. Initial Professional Development

There must be initial professional development that provides adequate opportunities for teachers to learn new concepts and practice what they learn. Teachers must also be instructed in the administration and interpretation of assessments that accompany the program.

D.2. Ongoing Professional Development

After initial professional development, ongoing professional development must be offered to provide support and a deeper level of knowledge of the curriculum, including how the curriculum enhances children's development and skills in the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds.

D.3. Supporting High Quality, Consistent Teaching

The professional development must emphasize implementation of high quality, consistent teaching. The professional development must meet the needs of both program teachers and directors. The professional development plan should outline how teachers will learn to differentiate their instruction based on assessment data (see item C.5. Assessment), adjust pace based on the group being taught, and to individualize instruction as needed. The professional development should also provide support (e.g., principal/director checklists, follow up in class modeling, a CD for teachers to view model lessons) to facilitate application of content.

<p>A score of 3, averaged across reviewers, is needed across these items in D. in order for the submission to be considered for approval.</p>
--

E. Materials for Parents and Families

The VPK Education Program is a parent choice program; as such, it is recognized that parents are an important component in the child's education. Parents are the child's first teacher. The National Early Literacy Panel (NELP) identified that there have been some research to indicate that supportive parental involvement is related to children's oral language and cognitive development (See [Chapter 5 of Developing Early Literacy: Report of the National Early Literacy Panel, 2009](#) for more information).

E.1. Support Materials for Parents and Families

Curriculum materials that provide information for VPK providers on the importance of family involvement, tips and ideas for involving family members, as well as materials that are sent home with parents and families are desirable. Designs for parent involvement are endless and could include, for example, materials to send home, family workshop materials, and/or access to online resources.

A score of 1, averaged across reviewers, is needed for item E.1. in order for the submission to be considered for approval.

E.2. Materials Available in Multiple Languages

In a state such as Florida, where there is great diversity of children, it is recognized that there is as much or more diversity among children's families. Parent/Family materials should be available in multiple languages to ensure that the child's family can participate as actively as possible in their child's learning.

F. Research Base

Each publisher should submit a resume or curriculum vitae for each author of the curriculum.

F.1. Expertise for Content Development

Expertise in the content area and in education of the intended children must be reflected in the authors, reviewers, and sources that contributed to the development of the materials. The authors, consultants, and reviewers must have actually contributed to the development of the VPK curriculum and should have credentials that reflect expertise in the subject area, course, course category, grade level, pedagogy, education, teaching, or classroom instruction. Qualifications may include expertise in educational psychology or instructional design.

A score of 1, averaged across reviewers, is needed for item F.1. in order for the submission to be considered for approval.

IV. Criteria for Evaluation

The VPK Curriculum Approval Process for Low Performing Providers must be fair to all publishers. Applying evaluation criteria consistently to each submission assures that the materials will be judged fairly.

Regardless of format or technology, effective materials have certain characteristics in common, and the basic issues, important for the evaluation of VPK curriculum, apply to all subject areas and all formats. These issues are addressed in Florida's Vision for Voluntary Prekindergarten Education and the criteria as detailed in the previous pages of this document. Committee members will evaluate each curriculum using Form VPK-Curr5, Curriculum Evaluation Form, Effective November 2012, incorporated by reference in Rule 6A-1.099825, FAC. Committee members will use the criteria-based instrument to engage in systematic reflection of the processes they follow and decisions they make about the quality of materials submitted by publishers.

The extensive research base and review processes used to identify these criteria establish their validity as an integral part of Florida's VPK curriculum approval process. Applying these criteria consistently to each submission helps assure that the materials submitted by publishers will be judged fairly.



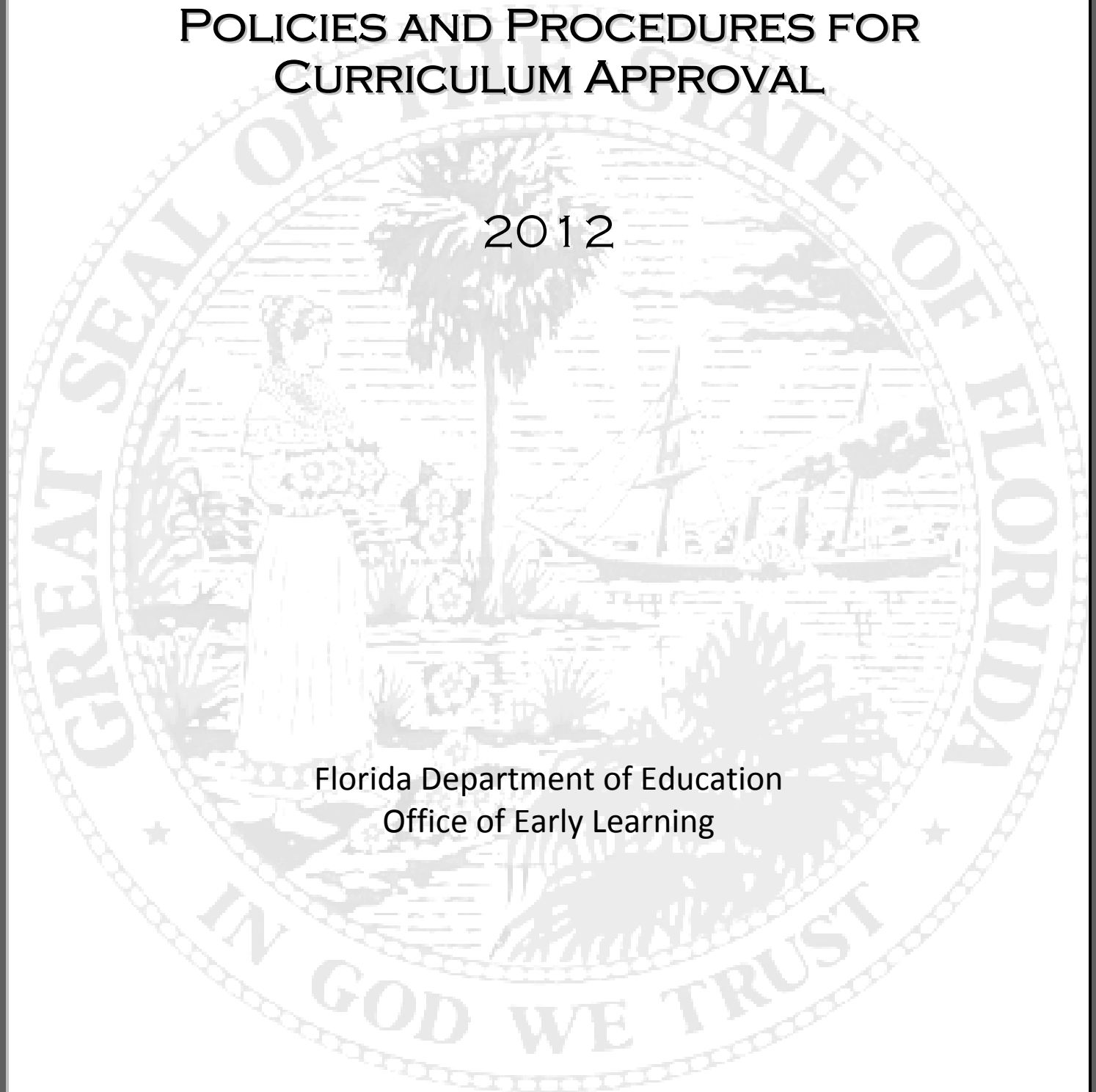
**Pam Stewart,
Commissioner of Education**

**FLORIDA VOLUNTARY
PREKINDERGARTEN (VPK) EDUCATION
PROGRAM:**

**POLICIES AND PROCEDURES FOR
CURRICULUM APPROVAL**

2012

Florida Department of Education
Office of Early Learning



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Table of Contents

I. Introduction	1
II. Relationship between Publishers and VPK Curriculum Approval Committee Members	2
A. Committee Member Agreement.....	2
III. VPK Curriculum Approval Committee	3
A. Membership	3
1. Credential Requirements	3
2. Removal and Replacement of Members	4
3. Reimbursement.....	4
B. Committee Training.....	4
C. Evaluation Process	4
1. Evaluation Forms.....	4
2. Curriculum Materials.....	4
3. Assessment Materials.....	4
4. Publisher’s Written Correlation	4
5. Scope and Sequence	5
6. Skills Trace	5
7. Professional Development Plan	5
8. Publisher’s Presentation (optional).....	5
IV. Instructions to Publishers	6
A. General Information	6
B. Procedures for Submitting Curricula for Approval	6
1. Intent to Submit.....	7
2. Publisher Registration.....	7
3. Publisher Agreement	7
4. Publisher’s Written Correlation	7
5. Scope and Sequence.....	7
6. Skills Trace	7
7. Publisher’s Professional Development Plan	8
8. Publisher’s Overview Document.....	8
9. Publisher’s Presentation (optional).....	9
C. Procedures for Providing Evaluation Materials.....	9
1. Curriculum Materials.....	9
2. Classroom Kits or Libraries.....	9
3. Deadline for Receipt of Curriculum Materials	9
4. Checklist	10
5. Packaging	10
6. Shipping Cartons	10
7. Delivery	10
8. Return of Materials.....	10
V. Finalization of List of Approved Curricula for Low Performing Providers.....	12
A. General Procedures.....	12
B. Curriculum Approval.....	12
1. State Approval of Materials.....	12
2. Disqualification of Submissions	12
C. Maintenance of List: Approved Curricula for VPK Providers on Probation	12
1. List of Approved Curricula	12
2. Length of Approval.....	12

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I. Introduction

The following policies and procedures have been approved pursuant to section 1002.67(2), Florida Statutes (F.S.), for use by the Voluntary Prekindergarten (VPK) Education Program Curriculum Approval Committee (VPK Curriculum Approval Committee or Committee).

The legislation implementing the VPK Education Program requires the Department of Education (DOE) to approve curricula for use by private prekindergarten providers and public schools that are placed on probation as a result of their kindergarten readiness rates falling below the minimum rate adopted by the State Board of Education. The DOE maintains a list of such approved curricula.

The Department of Education (DOE) has developed curriculum specifications that align with the Florida Early Learning and Developmental Standards for Four-Year-Olds (2011) (also known as Standards for Four-Year-Olds). These specifications outline the criteria that the comprehensive curricula being solicited are expected to meet. The VPK Curriculum Specifications document incorporated by reference in Rule 6A-1.099825, FAC., may be found at <http://www.flrules.org/Gateway/reference.asp?No=Ref-01632>, and the Standards for Four-Year-Olds as incorporated by reference in Rule 6A-1.099823, FAC., may be found at <http://www.flrules.org/Gateway/reference.asp?No=Ref-00589>.

For the purposes of this approval process, curricula is defined as a set of written materials that

- is replicable
- addresses the use of materials, scheduling, arranging the environment, and interaction between children and adults either separately or in combination
- includes more than activity suggestions and more than theory and pedagogy
- is aligned with the standards approved for use in VPK classrooms (Standards for Four-Year-Olds)
- is aligned with scientifically-based research.

Only comprehensive curricula will be considered. In order to be considered comprehensive, the materials submitted must “stand alone” and cover the Standards for Four-Year-Olds in all five domains. If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive, those additional materials must be submitted with the basic curriculum as a packaged set (i.e., “curriculum package”) and must be made available to providers as a complete curriculum.

This document contains information relative to the duties and responsibilities of each member of the Committee and each publisher submitting curricula for approval.

II. Relationship between Publishers and VPK Curriculum Approval Committee Members

A. Committee Member Agreement

Each member of the Committee must agree to the following terms and sign an agreement, (Committee Member Agreement, Form VPK-Curr1, Effective November 2012, incorporated by reference in Rule 6A-1.099825, FAC.), to be filed with the Department of Education, that:

1. The member will faithfully discharge the duties imposed upon him or her as a member of the Committee.
2. The member has no interest, and while a member of the Committee he or she will assume no interest, in any publishing or manufacturing organization which produces or sells instructional materials.
3. The member is in no way connected with, and while a member of the Committee he or she will assume no connection with, the distribution of the instructional materials.
4. The member is not pecuniary interested, and while a member of the Committee he or she will assume no pecuniary interest, directly or indirectly, in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
5. The member will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
6. The member will not discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the Committee has been called into session for the purpose of evaluating curricular materials submitted for adoption. Such discussions shall be limited to official meetings of the Committee and in accordance with procedures prescribed by the commissioner for that purpose.

III. VPK Curriculum Approval Committee

A. Membership

Committee members are appointed by the Department and include, at a minimum, the following:

- Executive directors of early learning coalitions or their designee(s)
- Directors of VPK education programs
- Instructors of VPK education programs
- Representatives of a public school district
- Representatives of an institute of higher education
- Representative(s) from Florida's Office of Early Learning
- Other interested stakeholders meeting relevant, equivalent criteria

The DOE may also identify alternate committee members to ensure a sufficient number of reviewers.

1. *Credential Requirements*

Each member of the Committee must complete the DOE-approved Standards for Four-Year-Olds training and the Emergent Literacy for VPK Instructors online course. Each member shall be currently employed in their representative capacity. In addition, the minimum requirements for each of the Committee membership positions are as follows:

- The executive directors of early learning coalitions or their designee(s) must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The directors of VPK education programs must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of director for a prekindergarten education program for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The instructors of VPK programs must hold a Child Development Associate (CDA) credential, associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program (public or private).
- The representatives of a public school district must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- The representatives of an institute of higher education must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (doctoral degree preferred).
- The representative from Florida's Office of Early Learning must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.
- Any other interested stakeholders chosen must meet relevant, equivalent criteria to other committee members.

2. Removal and Replacement of Members

It is the responsibility of the DOE to ensure that all members of the Committee take an active role in the approval process. If a member is unable to fulfill the obligations of Committee membership, a replacement will be designated.

3. Reimbursement

Though no face-to-face meetings are anticipated, committee members will be reimbursed by the Department of Education at the state rate that includes mileage and/or airfare to and from the meetings, meals, and lodging, if such meetings are required and if funds are available. Travel and expense forms would be completed at each meeting for reimbursement of expenses paid by participant's sponsoring agencies.

B. Committee Training

The training may be conducted by webinar. All committee members must have a reliable landline phone and computer with internet access to participate. Virtual attendance and participation during one of these training sessions is mandatory for committee members. Committee members will receive login and conference call-in information. Only committee members may participate in the training, though it is open to the public for viewing/listening purposes. Interested public should contact the Department of Education staff via email (earlylearning@fldoe.org) to receive login information.

No additional training is planned at this time, but additional sessions may be scheduled by the DOE as needed.

C. Evaluation Process

To complete the evaluation process, Committee members will receive the following materials:

1. Evaluation Forms

The evaluation forms are based on the VPK Curriculum Approval Specifications document. The DOE will furnish an electronic copy of the evaluation form to each Committee member.

2. Curriculum Materials

Committee members are required to evaluate all materials and documents submitted as part of a comprehensive curriculum. Committee members are obligated to return curriculum materials if requested by publishers in a manner prescribed in this document (see Instructions to Publishers section).

3. Assessment Materials

The curriculum must include assessment(s) that teachers can use to guide instruction as required in the VPK Curriculum Specification (In Specifications document, see C.5.). As outlined above, assessment materials are submitted to committee members and the DOE.

4. Publisher's Written Correlation

The Written Correlation, showing alignment of the submission to the Standards for Four-Year-Olds (2011), prepared by the publisher, may be submitted on the form developed by the DOE for this purpose or may be submitted in a format determined by the publisher. The correlation assists the Committee members in determining the degree to which submitted materials align with the

Standards for Four-Year-Olds and/or intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications (In Specifications document, see A.1.).

5. *Scope and Sequence*

The publisher will submit their own scope and sequence document for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.a., A.2.c., A.2.e., A.2.g.).

6. *Skills Trace*

The publisher will submit three skills trace documents (one each for beginning, middle, and end of year) for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.b., A.2.d., A.2.f., A.2.h.). DOE has provided a sample skills trace template for publisher use, available on the DOE website: <http://www.fldoe.org/earlylearning/curric.asp>.

7. *Professional Development Plan*

The publisher will submit their Professional Development Plan, including any materials needed to evaluate the quality and completeness of said plan.

8. *Publisher's Presentation (optional)*

The publisher has the option of providing a recorded presentation for the committee member's review. If the publisher chooses this option, the committee member will receive the link for the recorded presentation. There is no penalty if the publisher does not opt to provide a presentation.

IV. Instructions to Publishers

A. General Information

Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2012) includes information about the kinds of materials that are desired, the age-level and domains for which the materials should be designed, and research findings regarding effective and developmentally appropriate instructional materials.

Publishers should examine the *Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2012)* to determine whether they have products that cover the Standards for Four-Year-Olds and that represent a comprehensive curriculum or curriculum package as referenced in the introduction to this document.

The DOE will approve only comprehensive curricula that address the Standards for Four-Year-Olds in their entirety. Again, a comprehensive curriculum may include a single item or may include a number of items bundled together, which, when combined, meet the required standards. Submissions that comprise two or more independent, stand-alone programs are not acceptable for approval consideration.

B. Procedures for Submitting Curricula for Approval

Only comprehensive curricula or curricula packages will be considered. In order to be considered comprehensive, the materials submitted must stand alone and cover all five domains of the Standards for Four-Year-Olds, with particular attention to emergent reading and mathematical thinking (See the Specifications document, under A. Content for information regarding this). If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive those additional materials must be submitted with the basic curriculum as a curricula package set and must be made available to providers as a complete curriculum.

Questions regarding these requirements should be directed to the Office of Early Learning, Suite 514, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399 or via email at earlylearning@fldoe.org.

Hard copies of all forms and documents required in this process should be mailed to the Office of Early Learning, Suite 514, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399. Electronic copies should be submitted to earlylearning@fldoe.org.

The deadline(s) for receipt of necessary forms and submissions must be set by the Department and posted on the Office of Early Learning's website (www.fldoe.org/earlylearning).

The timeline must allow a minimum of 30 calendar days notice for receipt of the following: Intent to Submit, Publisher's Registration, and Publisher's Agreement.

The timeline must allow a minimum of 60 calendar days notice for receipt of the following: Publisher's Written Correlation, Scope and Sequence, Skills Trace, Publisher's Professional Development Plan, Publisher's Overview Document, and Publisher's Presentation (optional). A full set of curriculum materials will also be due at this time.

The Department will publicly notify the beginning of the curriculum approval process, using Florida Administrative Weekly and its website (www.fldoe.org/earlylearning). A publisher can request that they be notified of published deadlines by sending contact information to the Department via email to: earlylearning@fldoe.org.

1. Intent to Submit

Intent to Submit forms must be received in the DOE no later than the published deadline. The intent must be submitted on the *Publisher's Intent to Submit Form* (Publisher's Intent to Submit Form, Form VPK-Curr2, Effective November 2012, incorporated by reference in Rule 6A-1.099825, FAC.).

2. Publisher Registration

The DOE requires publishers submitting curricula for approval to register the names and addresses of representatives, agents, or other persons retained for legal or other services to which there will be paid any salary, commission, or royalty for representing the publisher in the State of Florida during the period of approval. The *Publisher Registration* form (Publisher Registration Form, Form VPK-Curr3, Effective November 2012, incorporated by reference in Rule 6A-1.099825, FAC.) must be received by the DOE no later than the published deadline.

3. Publisher Agreement

Publishers and their representatives shall submit to the DOE a signed agreement acknowledging and agreeing to adhere to Florida's Statutes as a standard code of ethics. The *Publisher Agreement* (Publisher Agreement, Form VPK-Curr4, Effective November 2012, incorporated by reference in Rule 6A-1.099825, FAC.) must be received by the DOE no later than the published deadline.

4. Publisher's Written Correlation

Publishers are required to provide written correlation to the Standards for Four-Year-Olds. There is no required format for the correlation document; however the entirety of the Standards for Four-Year-Olds must be encompassed in the correlation. The correlation assists the Committee members in determining the degree to which submitted materials align with the Standards for Four-Year-Olds and/or intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications (In Specifications document, see A.1.).

Publishers are required to send one copy of the correlation to the DOE. The correlation must be received by the DOE no later than the published deadline. In addition, publishers are required to send a printed copy of the *Written Correlation* to **each Committee member specified by the DOE** no later than the published deadline.

5. Scope and Sequence

The publisher will submit their own scope and sequence document for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.a., A.2.c., A.2.e., A.2.g.), no later than the published deadline.

6. Skills Trace

The publisher will submit three skills trace documents (one each for beginning, middle, and end of program year) for each of the relevant items in the VPK Curriculum Specifications (In Specifications document, see A.2.b., A.2.d., A.2.f., A.2.h.), no later than the published deadline. DOE will post a sample skills trace template for publisher use, available on the DOE website:

<http://www.fldoe.org/earlylearning/curric.asp>.

7. Publisher's Professional Development Plan

Publishers must submit a professional development plan that outlines initial and ongoing professional development that would be most beneficial for a VPK provider on probation that needs to use a curriculum with fidelity. The VPK provider may need to choose a curriculum for a summer program (300 hours) or a school year program (540 hours), so the plan may have variation for these two types of programs, if the publisher deems necessary.

Information about evaluative criteria for the plan can be found in the Specifications document. There is no required format for the professional development plan, but must include written narrative about the plan as well as any materials that are a part of the professional development plan.

The professional development plan and associated materials must be received by the DOE no later than the published deadline. In addition, publishers are required to send a printed copy of the plan and associated materials to **each Committee member specified by the DOE** no later than the published deadline. These materials should be bound together and packaged separately from the curriculum materials. Please clearly mark the package as *Professional Development Plan*.

8. Publisher's Overview Document

The overview document will be formatted and placed on the DOE's Curriculum Web page for all approved curricula, outlining approved curricula for low-performing providers. The Publisher's Overview Document must be received by the DOE no later than the published deadline.

The document should be no more than five pages. It must include only the following:

- Title of Curriculum Submission
- Logo for Curriculum Submission
- Contact information for those interested in purchasing the curriculum
- Cost for the curriculum package submitted (curriculum materials + professional development), **including how long the stated cost is expected to remain effective.**
- A detailed list of all materials that have been submitted for review (teacher's guide, manipulatives, books, assessment, etc.). EACH book/manual should include the ISBN number and publication date.
- A detailed list of all professional development that has been submitted for review, including format options (e.g., instructor led, webinar, etc.), if applicable (overview what professional development the provider would receive if this curriculum is chosen).
- The overview document must be received **electronically**, in Microsoft Word format, in the office of the DOE no later than the published deadline.
- The overview document may also indicate if there are materials that would not be needed for a summer program (300 hours). Exclusion of any materials may not substantively change the content, scope and sequence (items rated as outlined in the Specifications document). For example, if there are monthly book sets included, perhaps not all are needed, since the summer program is only two to three months versus a traditional nine-month calendar.

9. *Publisher's Presentation (optional)*

The publisher has the option of providing a recorded presentation for the committee member's review. If the publisher chooses this option, the committee member will receive the link for the recorded presentation. There is no penalty if the publisher does not opt to provide a presentation.

Each publisher or the publisher's representative will be allowed to present, via web-based recording. Presentations are not required and a publisher's decision to decline the opportunity shall not disqualify or penalize submitted materials from consideration. Publishers who would like to take part in the publisher presentations must do so by following the following rules:

- No longer than 30 minutes.
- Developed and posted electronically by the publisher or publisher's representative.
- Available online no later than the published deadline and available until the curriculum approval process is finalized.
- Open to the public, and DOE must have all necessary contact and login information for each scheduled Webinar.
- Recorded and electronically available to DOE, committee members, and the general public.

DOE will post links to the web-based recordings on the DOE website. The DOE reserves the right to ask questions of the publisher after each presentation. Publishers are reminded that paid promotional endorsements of their products by Florida teachers or other persons connected with the government of or direction of programs receiving public funds.

C. Procedures for Providing Evaluation Materials

Publishers and manufacturers of instructional materials, or their representatives, must deliver a full specimen copy of all instructional materials submissions to each member of the Committee specified by the DOE, as well as a copy to the DOE. Contact information for each Committee member will be provided by the DOE to publishers who have complied with all requirements noted above related to the intent to submit, publisher registration, and publisher agreement.

Publishers and manufacturers shall comply with the following instructions for packaging and delivering evaluation curriculum materials and related materials to Committee members.

1. *Curriculum Materials*

Publishers must submit for review all components of the comprehensive curriculum or curriculum package under consideration, including teacher editions. These materials must be in final form. Failure to comply with these requirements may result in rejection of the bid.

2. *Classroom Kits or Libraries*

If your submission includes a classroom kit or library with multiple copies of the same materials, please create a sampler that would include only **one** copy of each of the items. The Overview Document will specify the number of each item that would be included with purchase.

3. *Deadline for Receipt of Curriculum Materials*

All designated Committee members, as well as the DOE, must receive a complete set of curriculum materials by no later than the published deadline. The DOE reserves the right to disqualify any materials not received by the Committee members by the published deadline.

4. Checklist

The publisher shall prepare a **separate checklist for each member** of the Committee. The checklist **must** include the following information:

- publisher information (must be listed on Master List and separate lists in each carton)
- name and address of the Committee member
- master list of the exact titles with ISBN's for each item in the shipment. If a curriculum package or kit has been put together and has an ISBN different from the one listed on the bid form, **please indicate this**
- identification of all items to be returned, if any
- instructions for returning the materials, if required
- number of cartons in the shipment.

A copy of the checklist must be placed in the package with the *Written Correlation*.

A packing list in each separate carton of only those items in that carton, with exact titles and ISBN's, also are required of publishers. Acknowledgment of receipt of the materials should not be expected.

5. Packaging

The publisher shall

- package each submission separately; for example, if a publisher submits two or more curricula titles that will be sent to a Committee member, each submission is to be in a separate package (two or more packages may be placed in a large carton for shipping)
- clearly identify each item in the package with its ISBN and identifying title (i.e., make it easy for the Committee member to check items off the checklist)
- label each returnable item "to be returned"
- enclose at least one copy of the checklist; enclose a checklist in each carton of a multi-carton shipment.

6. Shipping Cartons

The publisher shall

- pack materials in durable, reusable carton; if materials are to be returned, mark the outside shipping carton "to be returned" and include a self-addressed label
- enclose a packing slip in each carton of a multi-carton shipment of only those items in that carton
- number the cartons; indicate total number of cartons in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3).

7. Delivery

The materials must be shipped by common carrier (UPS, US Postal Service, etc.). Use a service that allows tracking of delivery. Ship all curricular materials related to a submission at the same time. If an item must be shipped separately, a notice to that effect must be in the carton with the first shipment. However, the published deadline is for receipt of all instructional materials.

8. Return of Materials

Committee members are obligated to return curriculum materials **if the publisher has so indicated**.

Publishers who wish to have their materials returned must comply with the following:

- The publisher or manufacturer shall label each returnable piece of material. The label shall be affixed to the item and shall clearly indicate that the item is to be returned. **In the absence of the labeling of each returnable piece, Committee members will assume that the materials are not to be returned.**

- The publisher shall arrange for pickup of materials from the delivery site at the publisher's expense. Materials to be returned shall be shipped in durable, reusable containers with self-addressed labels and detailed instructions for return shipment to the publisher or manufacturer. The outside container shall be clearly marked "to be returned." **In the event the publisher or manufacturer fails to provide means for returning the evaluation materials, Committee members shall not be liable for return or payment.**

V. Finalization of List of Approved Curricula for Low Performing Providers

A. General Procedures

Unsolicited correspondence directly related to the approval process or materials submitted for evaluation received by any Committee member shall be forwarded to the DOE. It is inappropriate for publishers or other parties to contact Committee members regarding the approval process.

B. Curriculum Approval

1. State Approval of Materials

The results of the committee members' reviews will be compiled. The Commissioner of Education will identify curricula for approval from the list of suitable, usable, and desirable comprehensive curriculum titles reviewed by the Committee. The State reserves the right to reject any or submissions. It also may call for new submissions.

2. Disqualification of Submissions

The DOE may waive minor formalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not substantially prejudicial to other publishers. Minor irregularities are defined as those that do not have an adverse affect on the Department's interest and do not give a publisher an advantage or benefit not enjoyed by other publishers.

C. Maintenance of List: Approved Curricula for VPK Providers on Probation

1. List of Approved Curricula

The DOE will maintain a list of approved curricula for VPK providers on probation on the DOE website. Listed titles will be linked to a document that includes information about the approved submission (all materials and professional development required), including ISBN numbers and publication dates for books.

2. Length of Approval

Curricula approved remain on the list of approved curricula until the Department finalizes a superseding list in a subsequent approval cycle. Curricula are approved for a minimum of three calendar years. If a vendor cannot support the approved curricula package (all materials and professional development required), the approved curriculum title will be removed from the list, even if within the minimum three calendar years of approval.

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**Pam Stewart,
Commissioner of Education**

Committee Member Agreement

Florida Department of Education VPK Curriculum Approval Process

_____ agrees that he/she

(Print first and last name)

- will faithfully discharge the duties imposed upon him or her as a member of the Committee
- has no interest, and while a member of the Committee he/ she will assume no interest, in any publishing or manufacturing organization which produces or sells instructional materials
- is in no way connected with, and while a member of the Committee he/she will assume no connection with, the distribution of the instructional materials
- is not pecuniary interested, and while a member of the Committee he/she will assume no pecuniary interest, directly or indirectly, in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the Voluntary Prekindergarten Education programs
- will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted
- will not discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the Committee has been called into session for the purpose of evaluating curricular materials submitted for adoption. Such discussions shall be limited to official meetings of the Committee and in accordance with procedures prescribed by the commissioner for that purpose.

Dated: _____

Signature: _____
(Title)

Publisher's Intent to Submit Form

Florida Department of Education
VPK Curriculum Approval Process

Please provide the following information regarding your intent to submit a curriculum for review through the VPK Curriculum Approval Process. Please type responses into the shaded boxes below, which will expand to accept information. **Note: If submitting more than one curriculum, a separate form is required for each submission.** This form may be submitted via mail, fax, or email, and must be returned no later than the published deadline to:

Florida Department of Education, Office of Early Learning
325 West Gaines Street, Suite 514
Tallahassee, Florida 32399-0400
Fax: 850-245-5105
earlylearning@fldoe.org

Curriculum:

Title:	
Edition:	
Author(s):	
Copyright:	

Company:

Name of Company:	
Name of Contact:	
Title of Contact:	
Email:	
Company's FEID#:	
Mailing Address:	
City/State/Zip Code:	
Phone:	
Fax:	

This represents an intention to submit only, and in no way obligates this company to participate in this approval process.

Signature of Person Submitting (name if emailed): _____

Title of Person Submitting: _____

Publisher Registration Form

Florida Department of Education
VPK Curriculum Approval Process

Publishers submitting material(s) for the VPK Curriculum Approval Process are required to complete this form. The form must be returned no later than the published deadline to:

Florida Department of Education, Office of Early Learning
325 West Gaines Street, Suite 514
Tallahassee, Florida 32399-0400
Fax: 850-245-5105

Company Contact Information

Name of Company:	
Company's FEID #: xx-xxxxxxx	
Street Address (no post office box):	
City, State, ZIP:	

Company Administrator's Contact Information:

First Name:	
Last Name:	
Phone: xxx-xxx-xxxx	
Fax Number: xxx-xxx-xxxx	
Email Address:	

Alternative Company Contact Information

First Name:	
Last Name:	
Phone: xxx-xxx-xxxx	
Fax Number: xxx-xxx-xxxx	
Email Address:	

Signature or Name: _____

Title: _____

Publisher Agreement

Florida Department of Education VPK Curriculum Approval Process

I hereby agree that I will faithfully adhere to the spirit and intent of Florida's stated procedures as they pertain to the ethical standards for selection of curriculum materials as outlined in the VPK Curriculum Approval Process. Furthermore, the ethical standards outlined in statute related to instructional materials adoption and applied to VPK curriculum, and made a part of the Submission Packet, as well as the signing of this agreement, have been shared in writing with all company representatives registered to do business in Florida.

In order to maintain the ethical standards for the approval of curriculum materials, publishers will adhere to guidelines that follow Florida statutes as follows:

- I. Neither offer nor accept requests of inducements to Committee members that might influence professional judgment in the approval process.
- II. Coordinate activities relating to approval of a publisher's product.
- III. Direct questions concerning appropriate conduct to the DOE VPK curriculum materials administrator and if unresolved, to the appropriate state or industry authority.

In witness whereof he/she has hereto set his hand and seal.

Title of curriculum submission: _____

Name of person signing form: _____

Title of person signing form: _____

Signature: _____

Date: _____

Curriculum Evaluation Form
 Florida Department of Education
 VPK CURRICULUM REVIEW COMMITTEE

Curriculum/Publisher: _____
 Reviewer's Name: _____ Date of Evaluation: _____

Curriculum Evaluation Form

CRITERIA		RATING VALUE			
A. CONTENT		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion.			
		Notes:		Rating Value:	
A.1.	Alignment with Standards for Four-Year-Olds – How well does the content align with each domain of the Florida Early Learning and Developmental Standards for Four-Year-Olds? <ul style="list-style-type: none"> • Correlations • Scope • Completeness • Curriculum Integration 				
A.1.a.	I. Physical Development *		2	1	0
A.1.b.	II. Approaches to Learning *		2	1	0
A.1.c.	III. Social and Emotional Development *		2	1	0
A.1.d.	IV. Language, Communication, and Emergent Literacy *		2	1	0
A.1.e.	V. Cognitive Development and General Knowledge *		2	1	0

Please note: As outlined in the Specifications, certain items (starred in the rubric) must receive a specific averaged score among reviewers in order for the submission to be considered for approval. This information is also summarized at the end of this rubric.

Curriculum Evaluation Form
 Florida Department of Education
 VPK CURRICULUM REVIEW COMMITTEE

Curriculum/Publisher: _____
 Reviewer's Name: _____ Date of Evaluation: _____

CRITERIA		RATING VALUE			
A. CONTENT		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: _____ Rating Value: _____			
A.2.	Level of Treatment of Content: Scope and Sequence; Skills Trace - Does the level (complexity or difficulty) of the treatment of content match the Standards for Four-Year-Olds, the abilities of four-year-olds, and time periods allowed for teaching? Three skills traces per area (beginning, middle, end of program) highlighting how a skill is introduced and practiced. Skills traces should include: <ul style="list-style-type: none"> • Completeness • Compatibility with Scope and Sequence presented Developmental Appropriateness				
A.2.a.	Scope and Sequence: Alphabetic Knowledge *		2	1	0
A.2.b.	Skills Trace: Alphabetic Knowledge *		2	1	0
A.2.c.	Scope and Sequence: Phonological Awareness *		2	1	0
A.2.d.	Skills Trace: Phonological Awareness *		2	1	0
A.2.e.	Scope and Sequence: Vocabulary Development *		2	1	0
A.2.f.	Skills Trace: Vocabulary Development *		2	1	0
A.2.g.	Scope and Sequence: Mathematical Thinking *		2	1	0

Please note: As outlined in the Specifications, certain items (starred in the rubric) must receive a specific averaged score among reviewers in order for the submission to be considered for approval. This information is also summarized at the end of this rubric.

Curriculum Evaluation Form
 Florida Department of Education
 VPK CURRICULUM REVIEW COMMITTEE

Curriculum/Publisher: _____
 Reviewer's Name: _____ Date of Evaluation: _____

CRITERIA		RATING VALUE			
A. CONTENT		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: _____ Rating Value: _____			
A.2.h.	Skills Trace: Number Sense and Operations *		2	1	0
A.3.	Language-Rich Classroom * – curriculum materials should emphasize the teacher's role in providing opportunities to: <ul style="list-style-type: none"> • Engage children in extended conversations • Encourage children to tell and retell stories and describe events • Discuss a wide range of topics • Model use of new and unusual words • Discuss word meanings • Ask open-ended questions • Give explicit guidance on vocabulary, syntax, and pronunciation • Challenge children to justify their thinking • Focus on the expression of ideas 				
A.4.	Accuracy of Content - Is the content presented accurately?		2	1	0
A.5.	Relevance of Content - Is the content up-to-date for the academic discipline and the context in which the content is presented?		2	1	0
A.6.	Authenticity of Content – Does the content include problem-centered connections to life in a context that is meaningful to students?		2	1	0
A.7.	Multicultural Representation – Is the portrayal of gender, ethnicity, age, work situations, and various social groups been fair and unbiased?		2	1	0

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Curriculum Evaluation Form
 Florida Department of Education
 VPK CURRICULUM REVIEW COMMITTEE

Curriculum/Publisher: _____

Reviewer's Name: _____ Date of Evaluation: _____

CRITERIA		RATING VALUE			
A. CONTENT		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion.			
		Notes:		Rating Value:	
A.8.	Humanity and Compassion – Are people and animals portrayed with compassion, sympathy, and consideration of their needs and values?		2	1	0

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CRITERIA		RATING VALUE		
B. PRESENTATION		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: _____ Rating Value: _____		
B.1.	Comprehensiveness of Teacher and Student Resources			
B.1.a.	Comprehensiveness of Teacher Resources – Do resources address the targeted learning outcomes without requiring the teacher to prepare additional teaching materials for the classroom beyond those available in a typical preschool classroom? <ul style="list-style-type: none"> • Components and materials are easy to use • Materials support lesson planning, teaching, and learning • Suggestions for adapting instruction • Guidelines and resources provided to implement and evaluate learning • Resources provided to use in classroom activities 	2	1	0
B.1.b.	Comprehensiveness of Student Resources – Are the student resources complete? Are directions easy to follow? Are there included review and practice opportunities to help children recall or apply previously taught knowledge and skills?	2	1	0
B.2.	Alignment of Instructional Components – Do the components of the instructional package align with each other, as well as with the curriculum? Does the content and progression of the instructional activities correspond within instructional components across the Florida Early Learning and	2	1	0

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Reviewer's Name: _____ Date of Evaluation: _____

CRITERIA		RATING VALUE		
B. PRESENTATION		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: _____ Rating Value: _____		
	Developmental Standards for Four-Year-Olds domains and over the course of the year? Do the materials provided by the publisher integrated and interdependent with each other?			
B.3.	Organization of Instructional Materials			
B.3.a.	Access to content – Are there features to help search and locate information in texts?	2	1	0
B.3.b.	Visual features – Are visual features to help improve readability included?	2	1	0
B.3.c.	Visible structure and format – Do texts include at-a-glance features to signal organization of the content?	2	1	0
B.3.d.	Logical organization – Is the pattern of organization of the content consistent and logical?	2	1	0
B.4.	Readability of Instructional Materials/ Language Style – Do the narratives and visuals engage students in an activity/lesson appropriate to the student's abilities? Do the language style and visuals guide students' understanding of the content?	2	1	0

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CRITERIA		RATING VALUE		
B. PRESENTATION, cont.		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
B.5.	Pacing of Content – Does the amount of content presented at one time or the pace at which it is presented of a size or rate that allows students to perceive and understand it?	2	1	0
B.6.	Ease of Use of Materials			
B.6.a.	Use - Are the print and other media formats of the materials easy to use and replace?	2	1	0
B.6.b.	Durability - Will the materials be durable for multiple uses over time?	2	1	0

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Curriculum/Publisher: _____

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CRITERIA		RATING VALUE		
C. LEARNING		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
C.1.	Motivational Strategies			
C.1.a.	Expectations – Do the materials positively influence the expectations of children?	2	1	0
C.a.b.	Feedback – Do the materials include informative and positive feedback on progress?	2	1	0
C.2.	Explicit Instruction – Are directions and explanations clear?	2	1	0
C.3.	Guidance and Support - Do the materials provide guidance and support to help students safely and successfully become more independent learners and thinkers?			
C.3.a.	Level – Does the curriculum use appropriate scaffolding features to help children become more independent learners and thinkers?	2	1	0
C.3.b.	Adaptability – Does the guidance and support have adaptability for children's developmental differences and various learning styles?	2	1	0
C.4.	Active Participation of Children - Do the materials engage the physical and mental activity of children during the learning process?			
C.4.a.	Activities – Do the curriculum activities engage children physically and mentally, including organized activities and logical extensions of content, goals, and objectives?	2	1	0

Form VPK-Curr5, Rule 6A-1.099825, Effective November 2012

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Curriculum/Publisher: _____
 Reviewer's Name: _____ Date of Evaluation: _____

CRITERIA		RATING VALUE		
C. LEARNING		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
C.4.b.	Child Responses – Do projects and activities include opportunities for children to respond and actively participate?	2	1	0
C.5.	Assessment			
C.5.a.	Alphabet Knowledge * - Does the assessment(s) measure progress in the area of alphabet knowledge, as it relates to the Standards for Four-Year-Olds?	2	1	0
C.5.b.	Phonological Awareness * - Does the assessment(s) measure progress in the area of phonological awareness, as it relates to the Standards for Four-Year-Olds?	2	1	0
C.5.c.	Number Sense and Operations * - Does the assessment(s) measure progress in the area of number sense and operations, as they relate to the Standards for Four-Year-Olds?	2	1	0
C.5.d.	Linking Assessment Results Back to Instruction * - Do assessment results link back to strategies and activities for the teacher to use to guide instruction, based on assessment results, in at least the areas covered by C.5.a., C.5.b., and C.5.3.?	2	1	0

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CRITERIA		RATING VALUE		
D. PROFESSIONAL DEVELOPMENT		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
D.1.	Initial Professional Development * – Does the initial professional development provide adequate opportunities for teachers to learn new concepts and practice what they learn, including administration and interpretation of assessment(s).	2	1	0
D.2.	Ongoing Professional Development * Does the ongoing professional development provided to support and a deeper level of knowledge of the curriculum, including how the curriculum enhances children’s development and skills in the five domains of the Florida Early Learning and Developmental Standards for Four-Year-Olds.	2	1	0
D.3.	Supporting High Quality, Consistent Teaching * – Does the professional development emphasize implementation of high quality, consistent teaching, including <ul style="list-style-type: none"> • differentiating instruction based on assessment data (see item C.5. Assessment) • adjusting pace based on the group being taught • individualizing instruction as needed. 	2	1	0

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CRITERIA		RATING VALUE		
E. PARENT/FAMILY MATERIALS		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
E.1.	Support Materials for Parents and Families *- To what extent do the teacher/parent materials focus on family involvement and provide parent involvement opportunities (e.g., materials to send home, family workshop materials, access to online resources)?	2	1	0
E.2.	Materials Available in Multiple Languages - To what extent are materials available in multiple languages?	2	1	0

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CRITERIA		RATING VALUE		
F. RESEARCH BASE		2: Exceeds – The curriculum thoroughly addresses the criterion. 1: Adequate – The curriculum adequately meets the criterion. 0: Unsatisfactory – The curriculum does not adequately meet the criterion. Notes: Rating Value:		
F.1.	Expertise for Content Development * - To what extent do the authors, reviewers, and sources that contributed to the development of the materials have credentials that reflect expertise in the subject area, course, course category, grade level, pedagogy, education, teaching, or classroom instruction?	2	1	0

*** Overview of specific scores needed for a submission to be considered for approval:**

A.1. Alignment with the Standards for Four-Year-Olds

- A score of 3, averaged across reviewers, is needed across items in A.1.a, A.1.b., A.1.c.)
- A score of 1, averaged across reviewers, is needed for each of the following individual items: A.1.d., A.1.e.

A.2. Level of Treatment of Content: Scope and Sequence; Skills Trace

- A score of 1, averaged across reviewers, is needed for each of the following individual items: A.2.a., A.2.b., A.2.c., A.2.d., A.2.e., A.2.f., A.2.g., A.2.h.

A.3. Language-Rich Classroom

- A score of 1, averaged across reviewers, is needed for item A.3.

C.5. Assessment

- A score of 1, averaged across reviewers, is needed for each of the following individual items: C.5.a., C.5.b., C.5.c., C.5.d.

D. Professional Development

- A score of 3, averaged across reviewers, is needed across the items in D. (D.1., D.2., D.3.)

E.1. Support materials for parents and families

- A score of 1, averaged across reviewers, is needed for item E.1.

F.1. Research Base

- A score of 1, averaged across reviewers, is needed for item F.1.