

# SUMMER VPK PLANNING TOOL



May 2009

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May 2009

Florida Department of Education  
Office of Early Learning

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\* \* \*

## **II. Timelines**

Planning for the Summer VPK program should always be a collaborative effort between the early learning coalitions and VPK providers, specifically school districts and private providers. Within school districts, it is important to identify all of the key program areas to be involved in Summer VPK planning discussions. Although the questions below are directed to early learning coalitions and school districts separately, they should be considered in tandem and critical timelines should be established jointly.

The following planning questions may be used to fill in important dates on the calendar on pages 3-5.

### **A. Identify Major Timelines – Early Learning Coalitions**

- 1) When will Summer VPK Provider Registration meetings be scheduled?
- 2) How soon will you know the number of private providers participating in Summer VPK?
- 3) What sources are being considered for the Summer VPK Public Relations campaign?
  - Newspaper
  - Radio
  - Direct Mail
  - Fliers
  - Website promotion
  - Other
- 4) When will Summer VPK Parent Sign-Up Days be scheduled?
- 5) Will Summer VPK registration be conducted at public school sites?
- 6) When will meeting(s) be scheduled with school district personnel to coordinate Summer VPK?

### **B. Identify Major Timelines – Districts**

- 1) When are district school board meetings scheduled prior to the start of Summer VPK?
- 2) When will the approximate number of Summer VPK students anticipated to participate be determined?
- 3) When will the number of days available to provide Summer VPK be determined?
  - How many pre- and post-Summer VPK planning days will be required?

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- 4) When will the number of instructional hours per day be determined?
  - Will offering a portion of the 300-hours outside of the regular school day, such as Family Literacy Nights and weekend programs, be considered?
- 5) When will Summer VPK model decisions be made?
  - What blended models have been proposed?
  - Are partnerships with Head Start being considered?
  - Is contracting with private providers an option?
- 6) When will curriculum be selected and training scheduled?
- 7) When will public school sites be identified for Summer VPK?
- 8) When will materials and supplies be distributed to VPK school sites?
- 9) When will principals/support staff be assigned?
- 10) When will recruiting for Summer VPK teachers begin?
- 11) When will meetings with coordinators of Exceptional Student Education (ESE), English Speakers of Other Languages (ESOL), and Student Services be held?
- 12) When will meetings be held to make decisions regarding the Summer VPK food program?
- 13) When will meetings be held to make decisions regarding transportation for Summer VPK?
- 14) When will meetings occur with Human Relations/Personnel to discuss the impact of Summer VPK on hiring?
- 15) When will the district meet with the early learning coalition to communicate and coordinate?
  - Summer VPK public school sites
  - Summer VPK Public Relations campaign
  - Summer VPK Provider Registration
  - Summer VPK Parent Sign-Up Days

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<b>November</b>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
<b>2008</b>							

<b>December</b>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
<b>2008</b>	30	31					

<b>January</b>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
<b>2009</b>							

<b>February</b>	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	
<b>2009</b>							

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<b>March</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
	<b>2009</b>						

<b>April</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
	<b>2009</b>						

<b>May</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	<b>2009</b>						

<b>June</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
	<b>2009</b>						

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<b>July</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
<b>2009</b>							

<b>August</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
	<b>2009</b>						

<b>September</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
<b>2009</b>							

<b>October</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
<b>2009</b>							

### III. Participation Estimates

Determining an accurate estimate for Summer VPK participation by county is critical as this planning estimate drives the number of classrooms and teachers needed along with materials and supplies.

The data in this section are intended to help complete the following estimates. Please note that some data is only available from the local early learning coalition.

#### A. Participation Estimates

- 1) Total four-year-olds in district/coalition \_\_\_\_\_
- 2) Number estimated to participate in 2009-10 VPK  
(both programs) \_\_\_\_\_
- 3) Number currently enrolled \_\_\_\_\_
- 4) Number projected to be enrolled in the 540-hour/School  
Year programs\* \_\_\_\_\_
- 5) Number projected to be served by private providers\* \_\_\_\_\_
- 6) Projected summer VPK participants  
(6 = Item 1 – (Items 3 + 4 + 5)) \_\_\_\_\_

#### B. Sub-Population Participation Estimates

##### Students with Disabilities (SWD)

- 1) Total number of four-year-olds with disabilities  
enrolled in district programs \_\_\_\_\_
- 2) Total number of four-year-olds with disabilities  
receiving Extended School Year (ESY) service  
(2 = Item 1 x X percent (insert individual district  
percentage from Figure 6)) \_\_\_\_\_
- 3) Projected number of SWD's  
(3 = Item 1 – Item 2) \_\_\_\_\_

\*Data available from the local early learning coalition.

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**Figure 1: 2008-09 Estimated VPK Population at Various Rates by District\***

Districts	Total 4-year-olds 2008-09*	Number to be Served 2008-09	Percent To be Served 2008-09	90%	80%	70%	60%	50%	40%	30%	20%	10%
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
Alachua	2,700	1,709	63.30%	2,430	2,160	1,890	1,620	1,350	1,080	810	540	270
Baker	354	387	109.32%	319	283	248	212	177	142	106	71	35
Bay	2,096	1,366	65.17%	1,886	1,677	1,467	1,258	1,048	838	629	419	210
Bradford	313	276	88.18%	282	250	219	188	157	125	94	63	31
Brevard	5,608	4,483	79.94%	5,047	4,486	3,926	3,365	2,804	2,243	1,682	1,122	561
Broward	22,591	14,541	64.37%	20,332	18,073	15,814	13,555	11,296	9,036	6,777	4,518	2,259
Calhoun	146	73	50.00%	131	117	102	88	73	58	44	29	15
Charlotte	1,174	923	78.62%	1,057	939	822	704	587	470	352	235	117
Citrus	1,135	771	67.93%	1,022	908	795	681	568	454	341	227	114
Clay	2,319	1,742	75.12%	2,087	1,855	1,623	1,391	1,160	928	696	464	232
Collier	3,838	2,059	53.65%	3,454	3,070	2,687	2,303	1,919	1,535	1,151	768	384
Columbia	843	567	67.26%	759	674	590	506	422	337	253	169	84
Dade	33,963	19,452	57.27%	30,567	27,170	23,774	20,378	16,982	13,585	10,189	6,793	3,396
DeSoto	453	300	66.23%	408	362	317	272	227	181	136	91	45
Dixie	172	121	70.35%	155	138	120	103	86	69	52	34	17
Duval	12,878	9,192	71.38%	11,590	10,302	9,015	7,727	6,439	5,151	3,863	2,576	1,288
Escambia	4,053	2,383	58.80%	3,648	3,242	2,837	2,432	2,027	1,621	1,216	811	405
Flagler	854	736	86.18%	769	683	598	512	427	342	256	171	85
Franklin	111	96	86.49%	100	89	78	67	56	44	33	22	11
Gadsden	690	458	66.38%	621	552	483	414	345	276	207	138	69
Gilchrist	203	134	66.01%	183	162	142	122	102	81	61	41	20
Glades	96	89	92.71%	86	77	67	58	48	38	29	19	10
Gulf	126	102	80.95%	113	101	88	76	63	50	38	25	13
Hamilton	168	106	63.10%	151	134	118	101	84	67	50	34	17
Hardee	434	360	82.95%	391	347	304	260	217	174	130	87	43
Hendry	724	364	50.28%	652	579	507	434	362	290	217	145	72
Hernando	1,500	1,338	89.20%	1,350	1,200	1,050	900	750	600	450	300	150
Highlands	1,028	761	74.03%	925	822	720	617	514	411	308	206	103
Hillsborough	16,464	10,920	66.33%	14,818	13,171	11,525	9,878	8,232	6,586	4,939	3,293	1,646
Holmes	240	171	71.25%	216	192	168	144	120	96	72	48	24
Indian River	1,359	1,043	76.75%	1,223	1,087	951	815	680	544	408	272	136
Jackson	551	321	58.26%	496	441	386	331	276	220	165	110	55
Jefferson	153	42	27.45%	138	122	107	92	77	61	46	31	15
Lafayette	79	66	83.54%	71	63	55	47	40	32	24	16	8
Lake	3,026	2,374	78.45%	2,723	2,421	2,118	1,816	1,513	1,210	908	605	303
Lee	7,362	4,543	61.71%	6,626	5,890	5,153	4,417	3,681	2,945	2,209	1,472	736
Leon	3,122	2,108	67.52%	2,810	2,498	2,185	1,873	1,561	1,249	937	624	312
Levy	511	225	44.03%	460	409	358	307	256	204	153	102	51
Liberty	80	112	140.00%	72	64	56	48	40	32	24	16	8

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**Figure 1: 2008-09 Estimated VPK Population at Various Rates by District**

District	Total 4-year-Olds* 2008-09	Number To be Served 2008-09	Percent To be Served 2008-09	90%	80%	70%	60%	50%	40%	30%	20%	10%
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
Madison	225	106	47.11%	203	180	158	135	113	90	68	45	23
Manatee	3,667	2,593	70.71%	3,300	2,934	2,567	2,200	1,834	1,467	1,100	733	367
Marion	3,583	2,332	65.09%	3,225	2,866	2,508	2,150	1,792	1,433	1,075	717	358
Martin	1,298	967	74.50%	1,168	1,038	909	779	649	519	389	260	130
Monroe	737	407	55.22%	663	590	516	442	369	295	221	147	74
Nassau	879	492	55.97%	791	703	615	527	440	352	264	176	88
Okaloosa	2,566	1,711	66.68%	2,309	2,053	1,796	1,540	1,283	1,026	770	513	257
Okeechobee	522	342	65.52%	470	418	365	313	261	209	157	104	52
Orange	16,642	10,221	61.42%	14,978	13,314	11,649	9,985	8,321	6,657	4,993	3,328	1,664
Osceola	3,776	2,808	74.36%	3,398	3,021	2,643	2,266	1,888	1,510	1,133	755	378
Palm Beach	14,927	8,952	59.97%	13,434	11,942	10,449	8,956	7,464	5,971	4,478	2,985	1,493
Pasco	4,760	3,834	80.55%	4,284	3,808	3,332	2,856	2,380	1,904	1,428	952	476
Pinellas	9,642	6,096	63.22%	8,678	7,714	6,749	5,785	4,821	3,857	2,893	1,928	964
Polk	7,824	3,429	43.83%	7,042	6,259	5,477	4,694	3,912	3,130	2,347	1,565	782
Putnam	972	590	60.70%	875	778	680	583	486	389	292	194	97
Santa Rosa	1,902	1,241	65.25%	1,712	1,522	1,331	1,141	951	761	571	380	190
Sarasota	3,214	2,427	75.51%	2,893	2,571	2,250	1,928	1,607	1,286	964	643	321
Seminole	1,758	1,019	57.96%	1,582	1,406	1,231	1,055	879	703	527	352	176
St. Johns	3,112	2,044	65.68%	2,801	2,490	2,178	1,867	1,556	1,245	934	622	311
St. Lucie	5,327	3,891	73.04%	4,794	4,262	3,729	3,196	2,664	2,131	1,598	1,065	533
Sumter	779	491	63.03%	701	623	545	467	390	312	234	156	78
Suwannee	442	299	67.65%	398	354	309	265	221	177	133	88	44
Taylor	237	124	52.32%	213	190	166	142	119	95	71	47	24
Union	146	108	73.97%	131	117	102	88	73	58	44	29	15
Volusia	5,170	3,466	67.04%	4,653	4,136	3,619	3,102	2,585	2,068	1,551	1,034	517
Wakulla	350	173	49.43%	315	280	245	210	175	140	105	70	35
Walton	591	188	31.81%	532	473	414	355	296	236	177	118	59
Washington	275	136	49.45%	248	220	193	165	138	110	83	55	28
<b>Total</b>	<b>228,840</b>	<b>146,307</b>	<b>63.93%</b>	<b>205,956</b>	<b>183,072</b>	<b>160,188</b>	<b>137,304</b>	<b>114,420</b>	<b>91,536</b>	<b>68,652</b>	<b>45,768</b>	<b>22,884</b>

\* Data Source: March 9, 2009 VPK Estimating Conference

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Figure 2: Number of Students Enrolled in 2008-09 VPK by District

District	Total Population of 4-Year-Olds* 2008-09	Expected Enrollment 2008-09*	2008-09 SY as of Jan. 2009 *	DIFFERENCE Expected Enrollment Less Actual	Option 1 Distribute On Basis Of Not Enrolled but Expected		Option 2 Distribute On Basis of Prior Year Participation		
					Ratio of Not Enrolled	Expected SUMMER Enrollment Based on Ratio Not Enrolled	Prior Year Children in Summer Program *	Ratio of Prior Year Summer Program Enrollment	Current Year Anticipated Enrollment Based on Prior Year Served
	-A-	-B-	-C-	-D-	-E-	-F-	-G-	-H-	-I-
Alachua	2,700	1,709	1,604	105	0.9%	77	53	0.6%	50
Baker	354	387	328	59	0.5%	43	55	0.6%	52
Bay	2,096	1,366	1,269	97	0.8%	71	84	0.9%	79
Bradford	313	276	273	3	0.0%	2	0	0.0%	0
Brevard	5,608	4,483	4,247	236	1.9%	174	178	1.9%	167
Broward	22,591	14,541	13,183	1,358	11.1%	1,000	1,178	12.3%	1,107
Calhoun	146	73	71	2	0.0%	1	2	0.0%	2
Charlotte	1,174	923	862	61	0.5%	45	32	0.3%	30
Citrus	1,135	771	730	41	0.3%	30	30	0.3%	28
Clay	2,319	1,742	1,675	67	0.5%	49	48	0.5%	45
Collier	3,838	2,059	1,698	361	3.0%	266	338	3.5%	318
Columbia	843	567	544	23	0.2%	17	10	0.1%	9
Dade	33,963	19,452	18,460	992	8.1%	731	674	7.0%	633
DeSoto	453	300	276	24	0.2%	18	8	0.1%	8
Dixie	172	121	121	0	0.0%	0	0	0.0%	0
Duval	12,878	9,192	8,688	504	4.1%	371	373	3.9%	351
Escambia	4,053	2,383	2,265	118	1.0%	87	72	0.8%	68
Flagler	854	736	656	80	0.7%	59	75	0.8%	70
Franklin	111	96	74	22	0.2%	16	4	0.0%	4
Gadsden	690	458	446	12	0.1%	9	0	0.0%	0
Gilchrist	203	134	121	13	0.1%	10	12	0.1%	11
Glades	96	89	82	7	0.1%	5	3	0.0%	3
Gulf	126	102	95	7	0.1%	5	3	0.0%	3
Hamilton	168	106	106	0	0.0%	0	0	0.0%	0
Hardee	434	360	236	124	1.0%	91	64	0.7%	60
Hendry	724	364	270	94	0.8%	69	82	0.9%	77
Hernando	1,500	1,338	1,242	96	0.8%	71	77	0.8%	72
Highlands	1,028	761	713	48	0.4%	35	43	0.4%	40
Hillsborough	16,464	10,920	9,203	1,717	14.0%	1,264	1,422	14.8%	1,336
Holmes	240	171	161	10	0.1%	7	7	0.1%	7
Indian River	1,359	1,043	908	135	1.1%	99	122	1.3%	115
Jackson	551	321	270	51	0.4%	38	44	0.5%	41

**Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool**

District	Total Population of 4-Year-Olds* 2008-09	Expected Enrollment 2008-09*	2008-09 SY as of Jan. 2009 *	DIFFERENCE Expected Enrollment Less Actual	Option 1 Distribute On Basis Of Not Enrolled but Expected		Option 2 Distribute On Basis of Prior Year Participation		
					Ratio of Not Enrolled	Expected SUMMER Enrollment Based on Ratio Not Enrolled	Prior Year Children in Summer Program	Ratio of Prior Year Summer Program Enrollment	Current Year Anticipated Enrollment Based on Prior Year Served
	-A-	-B-	-C-	-D-	-E-	-F-	-G-	-H-	-I-
Jefferson	153	42	41	1	0.0%	1	0	0.0%	0
Lafayette	79	66	64	2	0.0%	1	0	0.0%	0
Lake	3,026	2,374	2,267	107	0.9%	79	64	0.7%	60
Lee	7,362	4,543	4,098	445	3.6%	328	343	3.6%	322
Leon	3,122	2,108	1,989	119	1.0%	88	69	0.7%	65
Levy	511	225	211	14	0.1%	10	9	0.1%	8
Liberty	80	112	111	1	0.0%	1	0	0.0%	0
Madison	225	106	83	23	0.2%	17	23	0.2%	22
Manatee	3,667	2,593	2,396	197	1.6%	145	138	1.4%	130
Marion	3,583	2,332	1,871	461	3.8%	339	424	4.4%	398
Martin	1,298	967	890	77	0.6%	57	63	0.7%	59
Monroe	737	407	382	25	0.2%	18	17	0.2%	16
Nassau	879	492	475	17	0.1%	13	8	0.1%	8
Okaloosa	2,566	1,711	1,571	140	1.1%	103	84	0.9%	79
Okeechobee	522	342	307	35	0.3%	26	30	0.3%	28
Orange	16,642	10,221	9,344	877	7.2%	646	494	5.2%	464
Osceola	3,776	2,808	2,527	281	2.3%	207	190	2.0%	179
Palm Beach	14,927	8,952	8,162	790	6.5%	582	615	6.4%	578
Pasco	4,760	3,834	3,637	197	1.6%	145	101	1.1%	95
Pinellas	9,642	6,096	5,569	527	4.3%	388	492	5.1%	462
Polk	7,824	3,429	3,051	378	3.1%	278	290	3.0%	273
Putnam	972	590	586	4	0.0%	3	0	0.0%	0
Saint Johns	1,902	1,241	1,187	54	0.4%	40	32	0.3%	30
Saint Lucie	3,214	2,427	2,231	196	1.6%	144	136	1.4%	128
Santa Rosa	1,758	1,019	958	61	0.5%	45	43	0.4%	40
Sarasota	3,112	2,044	1,900	144	1.2%	106	111	1.2%	104
Seminole	5,327	3,891	3,525	366	3.0%	270	185	1.9%	174
Sumter	779	491	471	20	0.2%	15	0	0.0%	0
Suwannee	442	299	273	26	0.2%	19	23	0.2%	22
Taylor	237	124	99	25	0.2%	18	25	0.3%	23
Union	146	108	101	7	0.1%	5	6	0.1%	6
Volusia	5,170	3,466	3,123	343	2.8%	253	306	3.2%	288
Wakulla	350	173	123	50	0.4%	37	49	0.5%	46
Walton	591	188	83	105	0.9%	77	106	1.1%	100
Washington	275	136	125	11	0.1%	8	8	0.1%	8
<b>Total</b>	<b>228,840</b>	<b>146,307</b>	<b>134,086</b>	<b>12,221</b>	<b>100.0%</b>	<b>9,000</b>	<b>9,576</b>	<b>100.0%</b>	<b>9,000</b>

\* Data Source: March 9, 2009 VPK Estimating Conference

# Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

**Figure 3: Number of Students Enrolled in 2008-09 VPK by Coalition**

Coalition	Total Population of 4-Year- Olds 2008-09*	Expected Enrollment 2008-09*	2008-09 SY as of Jan. 2009 *	DIFFERENCE Expected Enrollment Less Actual	Option 1 Distribute On Basis Of Not Enrolled but Expected		Option 2 Distribute On Basis of Prior Year Participation		
					Ratio of Not Enrolled	Expected SUMMER Enrollment Based on Ratio Not Enrolled	Prior Year Children in Summer Program*	Ratio of Prior Year Summer Program Enrollment	Current Year Anticipated Enrollment Based on Prior Year Served
	-1-	-2-	-3-	-4-	-5-	-6-	-8-	-9-	-10-
ELC of Alachua	2,700	1,709	1,604	105	0.86%	77	53	0.55%	50
ELC of Big Bend	4,857	3,123	2,892	231	1.89%	170	166	1.73%	156
ELC of Brevard	5,608	4,483	4,247	236	1.93%	174	178	1.86%	167
ELC of Broward	22,591	14,541	13,183	1,358	11.11%	1000	1,178	12.30%	1107
ELC of CNBB	3,865	2,897	2,751	146	1.19%	108	111	1.16%	104
ELC of Duval	12,878	9,192	8,688	504	4.12%	371	373	3.90%	351
ELC of Escambia	4,053	2,383	2,265	118	0.97%	87	72	0.75%	68
ELC of Flagler, Volusia	6,024	4,202	3,779	423	3.46%	312	381	3.98%	358
ELC of Florida's Gateway	1,678	1,146	1,088	58	0.47%	43	39	0.41%	37
ELC of Florida's Heartland	3,089	2,344	2,087	257	2.10%	189	147	1.54%	138
ELC of Hillsborough	16,464	10,920	9,203	1,717	14.05%	1264	1,422	14.85%	1336
ELC of IRMO	3,179	2,352	2,105	247	2.02%	182	215	2.25%	202
ELC of Lake	3,026	2,374	2,267	107	0.88%	79	64	0.67%	60
ELC of Manatee	3,667	2,593	2,396	197	1.61%	145	138	1.44%	130
ELC of Marion	3,583	2,332	1,871	461	3.77%	339	424	4.43%	398
ELC of Miami-Dade /Monroe	34,700	19,859	18,842	1,017	8.32%	749	691	7.22%	649
ELC of Nature Coast	2,800	1,742	1,654	88	0.72%	65	51	0.53%	48
ELC of Northwest Florida	3,545	2,265	2,065	200	1.64%	147	152	1.59%	143
ELC of Okaloosa, Walton	3,157	1,899	1,654	245	2.00%	180	190	1.98%	179
ELC of Orange	16,642	10,221	9,344	877	7.18%	646	494	5.16%	464
ELC of Osceola	3,776	2,808	2,527	281	2.30%	207	190	1.98%	179
ELC of Palm Beach	14,927	8,952	8,162	790	6.46%	582	615	6.42%	578
ELC of Pasco, Hernando	6,260	5,172	4,879	293	2.40%	216	178	1.86%	167
ELC of Pinellas	9,642	6,096	5,569	527	4.31%	388	492	5.14%	462
ELC of Polk	7,824	3,429	3,051	378	3.09%	278	290	3.03%	273
ELC of Putnam & St. Johns	2,874	1,831	1,773	58	0.47%	43	32	0.33%	30
ELC of Santa Rosa	1,758	1,019	958	61	0.50%	45	43	0.45%	40
ELC of St. Lucie	3,214	2,427	2,231	196	1.60%	144	136	1.42%	128
ELC of Sarasota	3,112	2,044	1,900	144	1.18%	106	111	1.16%	104
ELC of Seminole	5,327	3,891	3,525	366	2.99%	270	185	1.93%	174
ELC of SW Florida	12,020	7,055	6,148	907	7.42%	668	766	8.00%	720
<b>Total</b>	<b>228,840</b>	<b>146,307</b>	<b>134,086</b>	<b>12,221</b>	<b>100.00%</b>	<b>9,000</b>	<b>9,576</b>	<b>100.00%</b>	<b>9,000</b>

\* Data Source: March 9, 2009 VPK Estimating Conference

# Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

**Figure 4: Percent of Children Not Enrolled in 2008-09 School Year VPK**

	Estimate of Total 4-Year-Olds 2008-09*	Children Enrolled in 2008-09 School Year*	Percent of School-Year Enrolled	Percent of Children NOT Enrolled in 2008-09 School Year VPK Compared to Estimated Total Number of 4-Year-Olds									
				100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
				-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-
<b>Districts</b>	<b>-1-</b>	<b>-2-</b>	<b>-3-</b>										
Alachua	2,700	1,604	59%	1,096	986	877	767	658	548	438	329	219	110
Baker	354	328	93%	26	23	21	18	16	13	10	8	5	3
Bay	2,096	1,269	61%	827	744	662	579	496	414	331	248	165	83
Bradford	313	273	87%	40	36	32	28	24	20	16	12	8	4
Brevard	5,608	4,247	76%	1,361	1,225	1,089	953	817	681	544	408	272	136
Broward	22,591	13,183	58%	9,408	8,467	7,526	6,586	5,645	4,704	3,763	2,822	1,882	941
Calhoun	146	71	49%	75	68	60	53	45	38	30	23	15	8
Charlotte	1,174	862	73%	312	281	250	218	187	156	125	94	62	31
Citrus	1,135	730	64%	405	365	324	284	243	203	162	122	81	41
Clay	2,319	1,675	72%	644	580	515	451	386	322	258	193	129	64
Collier	3,838	1,698	44%	2,140	1,926	1,712	1,498	1,284	1,070	856	642	428	214
Columbia	843	544	65%	299	269	239	209	179	150	120	90	60	30
Dade	33,963	18,460	54%	15,503	13,953	12,402	10,852	9,302	7,752	6,201	4,651	3,101	1,550
DeSoto	453	276	61%	177	159	142	124	106	89	71	53	35	18
Dixie	172	121	70%	51	46	41	36	31	26	20	15	10	5
Duval	12,878	8,688	67%	4,190	3,771	3,352	2,933	2,514	2,095	1,676	1,257	838	419
Escambia	4,053	2,265	56%	1,788	1,609	1,430	1,252	1,073	894	715	536	358	179
Flagler	854	656	77%	198	178	158	139	119	99	79	59	40	20
Franklin	111	74	67%	37	33	30	26	22	19	15	11	7	4
Gadsden	690	446	65%	244	220	195	171	146	122	98	73	49	24
Gilchrist	203	121	60%	82	74	66	57	49	41	33	25	16	8
Glades	96	82	85%	14	13	11	10	8	7	6	4	3	1
Gulf	126	95	75%	31	28	25	22	19	16	12	9	6	3
Hamilton	168	106	63%	62	56	50	43	37	31	25	19	12	6
Hardee	434	236	54%	198	178	158	139	119	99	79	59	40	20
Hendry	724	270	37%	454	409	363	318	272	227	182	136	91	45
Hernando	1,500	1,242	83%	258	232	206	181	155	129	103	77	52	26
Highlands	1,028	713	69%	315	284	252	221	189	158	126	95	63	32
Hillsborough	16,464	9,203	56%	7,261	6,535	5,809	5,083	4,357	3,631	2,904	2,178	1,452	726
Holmes	240	161	67%	79	71	63	55	47	40	32	24	16	8
Indian River	1,359	908	67%	451	406	361	316	271	226	180	135	90	45
Jackson	551	270	49%	281	253	225	197	169	141	112	84	56	28
Jefferson	153	41	27%	112	101	90	78	67	56	45	34	22	11
Lafayette	79	64	81%	15	14	12	11	9	8	6	5	3	2
Lake	3,026	2,267	75%	759	683	607	531	455	380	304	228	152	76
Lee	7,362	4,098	56%	3,264	2,938	2,611	2,285	1,958	1,632	1,306	979	653	326
Leon	3,122	1,989	64%	1,133	1,020	906	793	680	567	453	340	227	113

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				Percent Of Children NOT Enrolled in 2008-09 School Year VPK									
				Compared to Estimated Total Number of 4-Year-Olds									
	Estimate of Total 4-Year-Olds 2008-09*	Children Enrolled In 2008-09 School Year*	Percent Of School-Year Enrolled	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
Districts	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-	-13-
Levy	511	211	41%	300	270	240	210	180	150	120	90	60	30
Liberty	80	111	139%	-31	-28	-25	-22	-19	-16	-12	-9	-6	-3
Madison	225	83	37%	142	128	114	99	85	71	57	43	28	14
Manatee	3,667	2,396	65%	1,271	1,144	1,017	890	763	636	508	381	254	127
Marion	3,583	1,871	52%	1,712	1,541	1,370	1,198	1,027	856	685	514	342	171
Martin	1,298	890	69%	408	367	326	286	245	204	163	122	82	41
Monroe	737	382	52%	355	320	284	249	213	178	142	107	71	36
Nassau	879	475	54%	404	364	323	283	242	202	162	121	81	40
Okaloosa	2,566	1,571	61%	995	896	796	697	597	498	398	299	199	100
Okeechobee	522	307	59%	215	194	172	151	129	108	86	65	43	22
Orange	16,642	9,344	56%	7,298	6,568	5,838	5,109	4,379	3,649	2,919	2,189	1,460	730
Osceola	3,776	2,527	67%	1,249	1,124	999	874	749	625	500	375	250	125
Palm Beach	14,927	8,162	55%	6,765	6,089	5,412	4,736	4,059	3,383	2,706	2,030	1,353	677
Pasco	4,760	3,637	76%	1,123	1,011	898	786	674	562	449	337	225	112
Pinellas	9,642	5,569	58%	4,073	3,666	3,258	2,851	2,444	2,037	1,629	1,222	815	407
Polk	7,824	3,051	39%	4,773	4,296	3,818	3,341	2,864	2,387	1,909	1,432	955	477
Putnam	972	586	60%	386	347	309	270	232	193	154	116	77	39
Santa Rosa	1,902	1,187	62%	715	644	572	501	429	358	286	215	143	72
Sarasota	3,214	2,231	69%	983	885	786	688	590	492	393	295	197	98
Seminole	1,758	958	54%	800	720	640	560	480	400	320	240	160	80
St. Johns	3,112	1,900	61%	1,212	1,091	970	848	727	606	485	364	242	121
St. Lucie	5,327	3,525	66%	1,802	1,622	1,442	1,261	1,081	901	721	541	360	180
Sumter	779	471	60%	308	277	246	216	185	154	123	92	62	31
Suwannee	442	273	62%	169	152	135	118	101	85	68	51	34	17
Taylor	237	99	42%	138	124	110	97	83	69	55	41	28	14
Union	146	101	69%	45	41	36	32	27	23	18	14	9	5
Volusia	5,170	3,123	60%	2,047	1,842	1,638	1,433	1,228	1,024	819	614	409	205
Wakulla	350	123	35%	227	204	182	159	136	114	91	68	45	23
Walton	591	83	14%	508	457	406	356	305	254	203	152	102	51
Washington	275	125	45%	150	135	120	105	90	75	60	45	30	15
Total	228,840	134,086	59%	94,754	85,279	75,803	66,328	56,852	47,377	37,902	28,426	18,951	9,475

\* Data Source: March 9, 2009 VPK Estimating Conference

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Figure 5: Number of Four-Year-Olds\*\* by Exceptionality by District 2008-09\*\*\*

District	ORTHO-PEDICALLY IMPAIRED	SPEECH IMPAIRED	VISUALLY IMPAIRED	HOSPITAL HOMEBOUND	AUTISM SPECTRUM DISORDER	DEVELOPMENTALLY DELAYED	OTHER HEALTH IMPAIRED	LANGUAGE IMPAIRED	INTELLECTUAL DISABILITY	DEAF OR HARD OF HEARING	EMOTIONAL/BEHAVIORAL DISABILITY	TRAUMATIC BRAIN INJURY	SPECIFIC LEARNING DISABILITY	DUAL-SENSORY IMPAIRED	Total
Alachua	*	11	*	*	*	50	*								78
Baker		19				10		*	*						32
Bay	*	39	*		*	48	*	30	*	*	*				133
Bradford	*	*				*	*	10							19
Brevard	*	184			11	235	*	85		*		*			528
Broward	*	209	*	10	164	817	*	123	11	15		*			1,368
Calhoun		20			*	*		*							30
Charlotte		24	*		*	30	*	*		*			*		76
Citrus	*	15				44		*							68
Clay	*	51	*		*	124	*	18		*			*		205
Collier		41		*	13	124	*	23	*	*					211
Columbia	*	13			*	40	*		*				*		65
Dade	*	68	*	*	101	604	*	66	18	11	*		96	*	992
DeSoto	*	*	*			*		16						*	31
Dixie		20				35		*							64
Duval	15	142	*	*	56	240	*	25	17	*	*				511
Escambia	*	65		*	13	96	11	18	*	*	*				220
Flagler		*			*	16		18							42
Franklin		*	*		*	*		*							11
Gadsden		*	*		*	35		*							49
Gilchrist		*			*	31		*		*					40
Glades					*	*		*							8
Gulf		*			*	*	*	*							15
Hamilton		*				11	*	*							17
Hardee		*				11		11							23
Hendry		*				*		*		*					17
Hernando	*	19			*	*	*	51		*					88
Highlands	*	*	*		*	17	*	10	*	*					45
Hillsborough	*	225	*	*	32	349	*	220	*	13	*				873
Holmes		10			*			*							18
Indian River	*	41			*	26		*		*					81
Jackson	*	10	*			21	*	*							37
Jefferson						28									28
Lafayette						*			*						7
Lake	*	43		*	*	64	*	24	*	*	*	*			152
Lee	*	62	*	*	10	199	13	32	*	*	*	*			333
Leon	*	26	*		*	267		57	*	*					357

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District	ORTHOPEDICALLY IMPAIRED	SPEECH IMPAIRED	VISUALLY IMPAIRED	HOSPITAL HOMEBOUND	AUTISM SPECTRUM DISORDER	DEVELOPMENTALLY DELAYED	OTHER HEALTH IMPAIRED	LANGUAGE IMPAIRED	INTELLECTUAL DISABILITY	DEAF OR HARD OF HEARING	EMOTIONAL/BEHAVIORAL DISABILITY	TRAUMATIC BRAIN INJURY	SPECIFIC LEARNING DISABILITY	SENSORY IMPAIRED	Total
Levy		16			*	10	*	*							35
Liberty		11					*	*							14
Madison		*			*	42									49
Manatee	*	103			22	77	*	43	*	*					259
Marion	*	70		*	*	78	*	20		*					176
Martin		33			*	33		14	*						83
Monroe		*			*	38		*							46
Nassau		19			*	39		*	*						65
Okaloosa	*	33		*	*	76		15		*					134
Okeechobee		18			*	17		*		*					44
Orange	22	84	*		48	354	12	34	*	10			*		572
Osceola		23			*	207		16	*	*					253
Palm Beach	*	291	*		49	195	*	338	20	*					904
Pasco	*	91	*		13	113	*	37	*	*	*	*			267
Pinellas	*	143	*	*	13	261	*	49	11	*		*			499
Polk	*	36			*	188	*	60	*	*	*	*			308
Putnam		16				48	*	11							76
St. Johns		35			*	66		*		*					109
St. Lucie	*	58			*	40	*	34	4	*					145
Santa Rosa	*	21			*	43	*	56		*					127
Sarasota	*	34	*		19	76		39	*	*			*		180
Seminole	*	43		*	15	114	*	14	*			*			196
Sumter		*			*	18		*							30
Suwannee		*	*			34		*		*					44
Taylor		*				25	*								32
Union		*				*		*							13
Volusia	*	38		*	16	126		30	*	*					221
Wakulla		*				179	*	*							186
Walton		*			*	16		*	*	*					34
Washington		*				*	*	*		*					14
FSDB			*							*					7
State	136	2,687	49	35	688	6,135	113	1,745	141	130	15	10	108	2	11,994

\*Indicates cell size less than 10, but greater than 0.

\*\*Includes children who were four years old between 9/1/2008 and 8/31/2009

\*\*\*Data Source: Survey 2, 2008-09

**Definitions of Primary Exceptionalities as Depicted in Figure 5**

<b>Data Entry Code</b>	<b>Acronym</b>	<b>Exceptionality</b>
C	OI	Orthopedically Impaired
D	OT	Occupational Therapy
E	PT	Physical Therapy
F	SI	Speech Impaired
G	LI	Language Impaired
H	DHH	Deaf or Hard-of-Hearing
I	VI	Visually Impaired
J	EBD	Emotional/Behavioral Disability
K	SLD	Specific Learning Disability
L	G	Gifted
M	H/H	Hospital/Homebound
N	PMH	Profoundly Mentally Handicapped
O	DSI	Dual-Sensory Impaired
P	AUT	Autism Spectrum Disorder
Q	SED	Severely Emotionally Disturbed
S	TBI	Traumatic Brain Injured
T	DD	Developmentally Delayed
U	EC	Established Conditions
V	OHI	Other Health Impaired
W	ID	Intellectual Disability
Z	NA	Not Applicable

**Florida Department of Education/Office of Early Learning – Summer VPK Planning Tool**

**Figure 6: Extended School Year Services (ESY) for Four-Year Old\*\* Children with Disabilities by District 2008-09\*\*\*\***

	<b>Children Who Received ESY</b>	<b>Percent</b>	<b>Children Who Did Not Receive ESY</b>	<b>Percent</b>	<b>Total</b>
<b>District</b>	<b>-1-</b>	<b>-2-</b>	<b>-3-</b>	<b>-4-</b>	<b>-5-</b>
Alachua	0	0%	78	100%	78
Baker	8	25%	24	75%	32
Bay	0	0%	133	100%	133
Bradford	2	11%	17	89%	19
Brevard	0	0%	528	100%	528
Broward	164	12%	1,204	88%	1,368
Calhoun	7	23%	23	77%	30
Charlotte	8	11%	68	89%	76
Citrus	9	13%	59	87%	68
Clay	60	29%	145	71%	205
Collier	2	1%	209	99%	211
Columbia	2	3%	63	97%	65
Dade	205	21%	787	79%	992
DeSoto	12	39%	19	61%	31
Dixie	0	0%	64	100%	64
Duval	3	1%	508	99%	511
Escambia	8	4%	212	96%	220
Flagler	11	26%	31	74%	42
Franklin	3	27%	8	73%	11
Gadsden	26	53%	23	47%	49
Gilchrist	0	0%	40	100%	40
Glades	0	0%	8	100%	8
Gulf	1	7%	14	93%	15
Hamilton	5	29%	12	71%	17
Hardee	0	0%	23	100%	23
Hendry	1	6%	16	94%	17
Hernando	5	6%	83	94%	88
Highlands	11	24%	34	76%	45
Hillsborough	185	21%	688	79%	873
Holmes	0	0%	18	100%	18
Indian River	7	9%	74	91%	81
Jackson	0	0%	37	100%	37
Jefferson	1	4%	27	96%	28
Lafayette	0	0%	7	100%	7
Lake	2	1%	150	99%	152
Lee	67	20%	266	80%	333
Leon	5	1%	352	99%	357
Levy	1	3%	34	97%	35
Liberty	0	0%	14	100%	14

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	<b>Children Who Received ESY</b>	<b>Percent</b>	<b>Children Who Did Not Receive ESY</b>	<b>Percent</b>	<b>Total</b>
<b>District</b>	<b>-1-</b>	<b>-2-</b>	<b>-3-</b>	<b>-4-</b>	<b>-5-</b>
Madison	0	0%	49	100%	49
Manatee	14	5%	245	95%	259
Marion	63	36%	113	64%	176
Martin	13	16%	70	84%	83
Monroe	2	4%	44	96%	46
Nassau	16	25%	49	75%	65
Okaloosa	1	1%	133	99%	134
Okeechobee	2	5%	42	95%	44
Orange	0	0%	572	100%	572
Osceola	25	10%	228	90%	253
Palm Beach	312	35%	592	65%	904
Pasco	9	3%	258	97%	267
Pinellas	60	12%	439	88%	499
Polk	6	2%	302	98%	308
Putnam	0	0%	76	100%	76
St. Johns	10	9%	99	91%	109
St. Lucie	8	6%	137	94%	145
Santa Rosa	10	8%	117	92%	127
Sarasota	0	0%	180	100%	180
Seminole	6	3%	190	97%	196
Sumter	9	30%	21	70%	30
Suwannee	1	2%	43	98%	44
Taylor	0	0%	32	100%	32
Union	0	0%	13	100%	13
Volusia	0	0%	221	100%	221
Wakulla	3	2%	183	98%	186
Walton	0	0%	34	100%	34
Washington	0	0%	14	100%	14
FSDB	0	0%	7	100%	7
State	1,391	12%	10,603	88%	11,994

\*Indicates cell size less than 10, but greater than 0.

\*\*Includes children who were four years old between 9/1/2008 and 8/31/2009

\*\*\*Data Source: Survey 5, 2008-09 (EDR465)

#### IV. Classrooms, Schools, and Contracting with Private Providers

The Summer VPK planning estimates calculated in Section III. Participation Estimates, will be used to determine the number of classrooms needed and then for the number of schools. To determine the number of classrooms needed a ratio of 2 teachers:24 children may be used; the VPK program is not subject to the Class Size Reduction requirement.

The selection of schools for the Summer VPK program should be made by identifying the schools with the highest number of age-appropriate classrooms available and those where other summer programs (e.g., summer reading camps, summer food lunch program, etc.) will also be provided. Then those schools should be matched to the areas with the largest number of expected Summer VPK participants. Consideration should also be given to identifying high schools and technical center campuses with early childhood education classrooms.

Another option to consider is contracting with licensed and qualified private providers to meet the district’s obligation to, “...provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school....” Many school district exceptional student education programs already contract with private providers for services and/or contract to place public school personnel in private facilities.

##### A. Classrooms

- 1) Based on the number of students anticipated for Summer VPK, approximately how many classrooms will be needed?

$$\text{Classrooms Needed} = \frac{\text{Total Projected Number of Summer VPK Participants (Page 8)}}{12 \text{ or } 24 \text{ children}^*}$$

\*For VPK, the ratio of teachers to children must be 1:12; to determine classrooms needed, the ratio may be 2:24 for classrooms large enough to accommodate more children.

##### B. Schools

- 1) Which schools have the most number of age-appropriate classrooms? (Typically can use prek, kindergarten and first grade classrooms that have age-appropriate furniture/facilities.) \_\_\_\_\_
- 2) Where are summer reading camps or other planned summer elementary programs being offered? Is there additional space for VPK? \_\_\_\_\_
- 3) Where is the largest cluster of potential VPK students? (The number of potential VPK Summer participants can be determined by zip code area with assistance from the local early learning coalition.) \_\_\_\_\_



Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

Figure 7: Number of Schools by Type 2008-09

District	Elementary	Middle	Senior High	Combination	Adult	Total
	-1	-2-	-3-	-4-	-5-	-6-
Alachua	29	10	7	4	1	51
Baker	4	1	1	0	1	7
Bay	20	7	6	2	3	38
Bradford	4	1	1	3	1	10
Brevard	62	12	15	5	12	106
Broward	173	56	41	3	4	277
Calhoun	1	1	1	2	1	6
Charlotte	11	4	3	0	1	19
Citrus	11	4	4	0	0	19
Clay	25	5	7	1	1	39
Collier	30	11	5	5	3	54
Columbia	8	2	2	0	1	13
Miami-Dade	225	75	69	59	24	452
Desoto	4	1	1	0	1	7
Dixie	2	1	1	0	1	5
Duval	104	27	22	5	0	158
Escambia	37	10	8	2	0	57
Flagler	6	3	3	1	1	14
Franklin	1	0	0	2	1	4
Gadsden	11	2	2	1	1	17
Gilchrist	2	0	2	0	0	4
Glades	3	0	1	1	1	6
Gulf	2	2	2	0	1	7
Hamilton	3	0	1	0	1	5
Hardee	5	1	1	0	1	8
Hendry	6	2	2	0	2	12
Hernando	9	5	4	3	5	26
Highlands	10	4	3	0	0	17
Hillsborough	152	49	28	4	17	250
Holmes	2	1	2	2	0	7
Indian River	17	4	3	0	1	25
Jackson	5	1	4	3	2	15
Jefferson	3	0	1	0	1	5
Lafayette	1	0	1	0	1	3
Lake	25	10	8	2	1	46
Lee	46	19	16	12	4	97
Leon	24	11	6	2	1	44
Levy	4	3	4	4	0	15
Liberty	1	0	1	2	1	5
Madison	3	0	1	1	0	5
Manatee	38	11	8	2	1	60
Marion	30	8	10	2	1	51
Martin	14	5	4	1	4	28

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<b>District</b>	<b>Elementary</b>	<b>Middle</b>	<b>Senior High</b>	<b>Combination</b>	<b>Adult</b>	<b>Total</b>
	<b>-1-</b>	<b>-2-</b>	<b>-3-</b>	<b>-4-</b>	<b>-5-</b>	<b>-6-</b>
Monroe	8	1	4	3	0	16
Nassau	9	3	4	0	1	17
Okaloosa	19	8	6	7	0	40
Okeechobee	6	2	2	0	0	10
Orange	126	33	31	9	11	210
Osceola	23	7	5	14	1	50
Palm Beach	119	33	30	8	27	217
Pasco	47	15	11	3	15	91
Pinellas	89	22	17	3	10	141
Polk	81	22	21	5	2	131
Putnam	12	4	3	0	1	20
St. Johns	17	8	8	5	0	38
St. Lucie	19	3	7	10	0	39
Santa Rosa	18	7	7	0	1	33
Sarasota	26	10	7	2	2	47
Seminole	40	12	7	2	0	61
Sumter	5	2	2	1	0	10
Suwannee	4	1	3	0	0	8
Taylor	3	1	1	1	1	7
Union	1	1	1	0	1	4
Volusia	50	12	11	5	0	78
Wakulla	6	2	1	1	1	11
Walton	6	4	3	1	0	14
Washington	2	2	2	0	1	7
<b>Total</b>	<b>1,909</b>	<b>584</b>	<b>506</b>	<b>216</b>	<b>179</b>	<b>3,394</b>
Source: Florida Department of Education Master School ID File						

## V. Personnel and Training

The Summer VPK planning estimates calculated in Section III. Participation Estimates, will be used to determine the number of teachers needed with a new for 2008-09 Summer VPK is the requirement for a ratio of 1 teacher:12 children. Planning should also include the number of principals needed for supervision of the summer program.

Activities related to recruiting, hiring and training Summer VPK teachers and principals must be done in collaboration with the district's Human Resources/Personnel Department. Districts will need to verify that Summer VPK teachers are qualified and meet the fingerprinting and level 2 screening requirements (see page 27).

Details regarding contracts for Summer VPK teachers should be finalized in the fall of the year preceding the summer program. District activities to recruit Summer VPK teachers should begin in early 2009.

### A. Personnel/Teachers

- 1) Based on the number of students anticipated for Summer VPK, approximately how many teachers will be needed?  
(1 teacher:12 students) \_\_\_\_\_
  
- 2) How many teachers are certified in Early Childhood Education, Prekindergarten Education, Primary Education, Preschool Education, Exceptional Student Education, or Family and Consumer Science Education? \_\_\_\_\_
  
- 3) How many current (certified) teachers are available to teach Summer VPK? \_\_\_\_\_
  
- 4) What types of staffing patterns are being considered for the Summer VPK Program?
  - Job sharing for the day, week, or term
  - Use of special area teachers (Art, Music, and PE) for scheduled sessions each day for each class
  - Coverage of breaks for Summer VPK teachers with other program/area staff at school

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### C. Training

Summer VPK teachers are strongly encouraged to take advantage of all available training on the VPK Education Standards, emergent literacy, and the district's selected curriculum prior to the start date of the VPK Summer Program. Training on the VPK Education Standards currently is offered in a facilitator-led format throughout the state by the DOE VPK Regional Facilitators.

The Department of Education's Five-Hour Emergent Literacy course is available online at <http://www.flvpkonline.org/ellInfo.htm>, and through independent study packets. You may request independent study packets through your local regional facilitator.

For contact information regarding your local regional facilitator and to determine dates of available training, please view the contact information at <http://www.fldoe.org/earlylearning/regionalfacilitators.asp>

Additional training opportunities for Summer VPK teachers may be provided through the early learning coalitions.

- 1) What training will be provided for Summer VPK instructors? Is it included in the district's inservice plan so that teachers can use it towards recertification?
  - Curriculum Training
  - VPK Standards Training
  - DOE Emergent Literacy Training
  - Other?

- 2) When will training be offered?

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- 3) How will training be delivered?

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**D. Summer VPK Instructor Credential Qualifications: Public and Private Providers\***

**Applicant Name:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

**Reviewer Name:** \_\_\_\_\_ **Eligible/Not Eligible:** \_\_\_\_\_

**Instructions:** An applicant must meet at least one of the following options (1-6) in order to be eligible. For option 6, the applicant must have “yes” checked in both components.  
 Note: The term “degree” means an educational credential awarded by an institution of higher education, not an educator certificate or other professional license.

Options	Florida Statutes	Requirement(s)	Y	N	Comments
1	s. 1002.61(4)(a)	A Temporary or Professional Florida Educator Certificate <ul style="list-style-type: none"> <li>• certification may be in any area</li> <li>• school district shall give priority to teachers who have experience or coursework in early childhood education</li> </ul>			
2	s. 1002.61(4)(b) s. 1002.55(4)(a)	A bachelor’s or higher degree in early childhood education			
3	s. 1002.61(4)(b) s. 1002.55(4)(a)	A bachelor’s or higher degree in prekindergarten or primary education			
4	s. 1002.61(4)(b) s. 1002.55(4)(a)	A bachelor’s or higher degree in preschool education			
5	s. 1002.61(4)(b) s. 1002.55(4)(a)	A bachelor’s or higher degree in family and consumer science			
6	s. 1002.61(4)(b) s. 1002.55(4)(b)	A bachelor’s or higher degree in elementary education <b>if the prekindergarten instructor has been certified to teach children any age from birth through 6<sup>th</sup> grade</b> <ul style="list-style-type: none"> <li>• certificate need not be current</li> <li>• certificate need not be from Florida, but may not be suspended or revoked</li> </ul>			

\*Source: Technical Assistance Paper: #07-01: Voluntary Prekindergarten (VPK) Instructor Qualifications

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**Figure 8: Number of Teachers by Position Type\*/Certification, 2008-09**

	Prek Teachers	Prek Teachers Certified in Any Area	KG Teachers	KG Teachers Certified in Any Area	Teachers of SWD	Teachers of SWD Certified in Any Area	Gifted Teachers	Gifted Teachers Certified in Any Area	All Instructional Staff	All Instructional Staff Certified in Any Area
District	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-
ALACHUA	5	4	110	110	281	254	65	65	2,372	2,069
BAKER	8	1	20	20	30	29	1	1	322	305
BAY	1	1	107	107	346	297	8	8	1,933	1,853
BRADFORD	10		15	15	35	35	2	2	276	249
BREVARD	38	38	284	283	791	694	85	85	5,552	5,296
BROWARD	10	10	884	881	1,658	1,558	78	77	16,819	16,058
CALHOUN	1	1	10	10	33	33	2	2	191	189
CHARLOTTE	3	3	55	55	173	160	12	12	1,242	1,180
CITRUS	17	17	59	59	161	149	7	7	1,229	1,181
CLAY			152	152	409	381	35	35	2,863	2,797
COLLIER	31	31	194	193	376	348	10	10	3,091	3,001
COLUMBIA	4	4	46	46	98	94	2	2	751	730
DADE			1,040	1,030	3,231	3,073	528	526	24,582	23,794
DESOTO			22	22	31	30	2	2	374	365
DIXIE	2	2	9	9	15	15			140	138
DUVAL	30	30	569	565	1,038	991	58	58	8,925	8,750
ESCAMBIA	23	23	186	186	458	415	32	32	3,294	3,191
FLAGLER	3		51	50	121	104	13	13	1,027	883
FRANKLIN			4	4	9	9			83	80
GADSDEN	23	22	31	30	67	58	1	1	535	474
GILCHRIST	1	1	11	11	23	23	2	2	193	187
GLADES			8	8	10	10			111	109
GULF			7	7	18	18			161	155
HAMILTON			9	9	18	18			148	138
HARDEE	2	2	26	26	42	41	1	1	378	364
HENDRY			30	30	56	53	2	2	555	465
HERNANDO			91	91	199	187	17	17	1,756	1,693
HIGHLANDS	3	3	55	55	110	106	2	2	937	914
HILLSBOROUGH	45	44	825	819	1,570	1,517	197	195	15,005	14,569

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	Prek Teachers	Prek Teachers Certified in Any Area	KG Teachers	KG Teachers Certified in Any Area	Teachers Of SWD	Teachers Of SWD Certified in Any Area	Gifted Teachers	Gifted Teachers Certified in Any Area	All Instructional Staff	All Instructional Staff Certified in Any Area
Districts	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-
HOLMES			16	16	26	26			261	258
INDIAN RIVER	3	3	76	76	144	124	10	10	1,335	1,231
JACKSON	19	15	32	32	78	73	2	2	615	605
JEFFERSON	2	2	8	8	9	9			93	87
LAFAYETTE			4	4	7	7			81	80
LAKE	31	31	171	171	331	310	10	10	2,996	2,898
LEE	48	46	343	340	616	597	111	111	5,513	5,346
LEON	8	7	132	131	343	315	25	25	2,344	2,251
LEVY			29	29	56	52	4	4	443	428
LIBERTY			8	8	23	20			135	120
MADISON	1	1	5	5	28	28			198	192
MANATEE	2	2	175	175	257	240	8	8	2,941	2,757
MARION	14	14	165	165	435	429	26	26	2,997	2,894
MARTIN			67	67	201	177	16	16	1,347	1,239
MONROE	8	7	27	27	102	93	4	4	712	658
NASSAU	1	1	43	43	116	108	4	4	741	719
OKALOOSA	4	4	116	116	185	180	4	4	1,902	1,839
OKEECHOBEE	3	3	31	31	76	75	2	2	499	486
ORANGE	89	89	631	631	1,299	1,202	104	104	12,811	12,439
OSCEOLA	3	1	188	188	400	372	5	5	3,611	3,471
PALM BEACH	15	15	655	653	1,387	1,250	273	273	12,686	12,233
PASCO	36	36	2	2	821	764	46	46	5,226	5,095
PINELLAS			404	403	1,279	1,173	121	120	8,303	8,059
POLK	69	64	419	419	898	830	61	61	7,505	7,097
PUTNAM	2	2	49	49	128	121	7	7	820	788
ST. JOHNS			105	105	201	183	32	32	1,885	1,752
ST. LUCIE	12	12	156	156	304	272	30	30	2,740	2,662
SANTA ROSA	13	13	96	96	212	212	10	10	1,805	1,780
SARASOTA			152	152	442	408	73	73	3,100	2,985
SEMINOLE	18	1	229	228	506	479	61	61	4,481	4,352

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	Prek Teachers	Prek Teachers Certified in Any Area	KG Teachers	KG Teachers Certified in Any Area	Teachers Of SWD	Teachers Of SWD Certified in Any Area	Gifted Teachers	Gifted Teachers Certified in Any Area	All Instructional Staff	All Instructional Staff Certified in Any Area
Districts	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-
SUMTER			27	27	45	45	3	3	543	525
SUWANNEE	3	3	25	25	27	26	1	1	383	370
TAYLOR	9		20	19	36	31	1	1	243	213
UNION	2	2	10	10	26	23			219	175
VOLUSIA	2	1	245	245	766	749	77	77	4,508	4,443
WAKULLA	1	1	20	20	62	59	1	1	355	347
WALTON	1	1	32	32	59	55	3	3	598	570
WASHINGTON			18	18	33	32	1	1	320	281
DEAF/BLIND					128	125			190	155
DOZIER/OKEEC					4	3			33	29
FL VIRTUAL									806	752
FAU LAB SCH			12	12	10	8			148	143
FSU LAB SCH			3	2	8	6			196	182
FAMU LAB SCH			2	2					56	41
UF LAB SCH			4	3	9	8	3	3	118	101
CONNECTIONS			2	1					25	22
FLVA			2	2					14	14
STATE	679	614	9,866	9,827	23,530	21,999	2,301	2,295	193,726	186,341

\*Teachers are selected by district-assigned Job Codes  
 Source: DOE K-12 Staff Data Base, Survey 2, 2008-09

## VI. Materials and Supplies

### A. Materials/Supplies

- 1) Based on the number of teachers you anticipate, how many copies of Florida *Voluntary Prekindergarten (VPK) Education Standards* will you need?

\_\_\_\_\_

For information regarding training and ordering of the *Florida Voluntary Prekindergarten (VPK) Education Standards*, please contact your designated regional facilitator. For regional facilitator contact information and available training dates, please refer to:

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

- 2) Do additional materials/supplies need to be purchased?
- What materials are needed to support the chosen curriculum?

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- What other materials are needed for Summer VPK classrooms?

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Materials/Supplies	X	# Per Classroom	X	Classrooms (Item 6)) on page 20)	=	Number Needed	X	Cost
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
_____	X	_____	X	_____	=	_____	X	_____
<b>Total</b>								_____

## VII. Meals and Transportation

### A. Meals

- 1) Is the district planning to offer summer Free/Reduced-Price Lunch/Breakfast to VPK students?

Note: All districts are eligible to provide summer Free/Reduced Price Lunch/Breakfast. Beginning in July 2006 all districts must provide a summer food program via the district or private sponsor, according to [Section 1006.0606, F.S.](#) (Ms. Willie Ann Glenn Act.).

For more information regarding the summer food program:  
<http://www.fns.usda.gov/cnd/summer/about/faq.html>.

- 2) Has the district determined which school sites are eligible to operate under the Summer Food Service Program?
  - Can VPK be provided at the eligible sites?
  - Do the eligible sites meet the requirements of the Ms. Willie Ann Glenn Act?
- 3) Do the school sites identified above have cafeterias that are available for the summer food program? If no cafeteria is available at a VPK Summer Program site, is there a central cafeteria available for preparation of food to be delivered to other sites?
- 4) Have you contacted your district food service director regarding the summer food program?
- 5) Has your district considered the “Seamless Summer” program, which is part of the National School Lunch Program?

Note: For more information regarding Seamless Summer Option:  
[http://www.fns.usda.gov/cnd/seamless\\_summer.htm](http://www.fns.usda.gov/cnd/seamless_summer.htm). See also **Appendix E: National School Lunch Program and School Breakfast Program - Seamless Summer Option: Questions and Answers for State Agencies and School Districts.**

- 6) How many cafeterias will you need to have available and staffed?  
\_\_\_\_\_
- 7) How many staff will be required to provide VPK breakfast, lunch and/or snacks at each site?  
\_\_\_\_\_

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- 8) How many cafeteria staff will you need for Summer VPK? (Number of Sites (Item 8) on page 8) x Number of Staff (Item 7) on page 33) \_\_\_\_\_

For more information, please refer to questions 12 through 26 of **Appendix D: TAP #06-04: Selected Questions and Responses: Summer Voluntary Prekindergarten (VPK) Education Program Learning.**

**B. Transportation**

- 1) Is transportation offered for other summer programs, such as Extended School Year services?

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- 2) Will transportation be available for Summer VPK students?

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Note: If a provider or school chooses to transport students to and from the program, only funds from AWI payments (\$2,190 per pupil) based upon verification of VPK enrollment and attendance may be used for this purpose. (s. 1002.71(9), F.S.)

- 3) If transportation is provided for Summer VPK students
- How many students will be transported? \_\_\_\_\_
  - How many school sites will be drop off/pick up sites? \_\_\_\_\_
  - How many buses will be needed? \_\_\_\_\_
  - How many drivers? \_\_\_\_\_
  - How many attendants? \_\_\_\_\_
  - Are child safety restraint systems (CSRSs) in place? \_\_\_\_\_

- 4) How will parents be informed that transportation will or will not be provided?

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## VIII. Beginning and Ending Dates, and Instructional Time

### A. Beginning and Ending Dates

Note: According to s.1002.62(2), F.S., "Each summer prekindergarten program delivered by a public school or private prekindergarten provider must: (a) Comprise of at least 300 instructional hours; (b) Not begin earlier than May 1 of the school year; and (c) Not deliver the program for a child earlier than the summer immediately before the school year for which the child is eligible for admission to kindergarten in a public school under s. 1003.21(1)(a)2."

- 1) According to your district calendar for the 2008-09 school year, what is the last day of school? \_\_\_\_\_
- 2) How many post-planning days does your district have? \_\_\_\_\_
- 3) When is the first day of the 2009-10 school year? \_\_\_\_\_
- 4) How many pre-planning days does your district have? \_\_\_\_\_
- 5) Is the district on a four-day or five-day schedule? \_\_\_\_\_
- 6) How many days are available for Summer VPK, not counting holidays, based on a four- or five-day schedule? \_\_\_\_\_

### B. Instructional Time

The goal of the VPK program is to have all children enter kindergarten ready to learn. While the focus of any quality prekindergarten program is on the "whole" child, special attention must be paid to the areas of language and communication and emergent literacy.

The State Board of Education adopted performance standards in March 2005 that identifies what all four-year-olds should know and be able to do at the end of VPK. The Department of Education worked with a wide range of experts and stakeholders to develop these standards and the subsequent benchmarks.

The areas of the standards are:

- Physical Health
- Approaches to Learning
- Social and Emotional Development
- Language and Communication
- Emergent Literacy
- Mathematical and Scientific Thinking
- Social Studies and The Arts
- Motor Development.

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Instruction for four-year-olds in the VPK program must focus on the above standards/benchmarks. Teachers' lesson plans should identify the standard/benchmark that classroom activities are targeting. Planned instructional activities such as outdoor activities, field trips, walking trips, center time, family-style meals, and those associated with art and music are appropriate for four-year-olds and contemplated in the above standards.

Family involvement activities, such as such as literacy nights and training on appropriate topics, may be included as instruction for the Summer VPK program as long as certain requirements are met.\*

Instructional time for the Summer VPK program is not limited to weekdays.

- 1) How many hours of instruction may be delivered alternatively, such as during Family Literacy Nights, Saturday programs, or afterhours Field Trips?\* \_\_\_\_\_
- 2) How many hours per day will be available for VPK instruction?  
(2 = 300 – Item 1)/(Number of Summer VPK Days) \_\_\_\_\_
- 3) How much rest time (in hours) will be scheduled each day? \_\_\_\_\_
- 4) How long will the VPK Summer program day be?  
(4 = Item 2 + Item 3) \_\_\_\_\_

\* In June 200, the Agency for Workforce Innovation issued the following memo in response to provider's questions related to "enrichment activities"  
<http://www.floridajobs.org/earlylearning/policies/Enrichment%20Activities%20Memo.pdf>

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**Figure 9: 2009 Summer VPK District Poll**

DISTRICT NAME	SUMMER 2009 START DATE	SUMMER 2009 END DATE	TOTAL # OF ACTUAL INSTRUCTIONAL DAYS	FOUR OR FIVE DAY WEEK	NUMBER OF HOURS OF INSTRUCTION PER DAY	NUMBER OF HOURS OF INSTRUCTION OUTSIDE OF SCHOOL DAY	# OF CHILDREN PROJECTED FOR 2009 SUMMER VPK	# OF CHILDREN REGISTERED FOR 2009 SUMMER VPK AS OF	# OF SCHOOLS PLANNED FOR 2009 SUMMER VPK	CONTRACTING SUMMER SITES?
ALACHUA	9-Jun	31-Jul	37	5	8.00		50	2	7	No
BAKER	8-Jun	6-Aug	36	4	8.00	12	35	10	1	No
BAY	8-Jun	7-Aug	43	5	7.00	0	24	0	1	No
BRADFORD										
BREVARD	3-Jun	29-Jul	40	5	7.50	0	100	17	6	No
BROWARD										
CALHOUN	3-Jun	5-Aug	36	4	8.50		10	1	1	No
CHARLOTTE	8-Jun	24-Jul	34	5	9.00		24	2	1	No
CITRUS	15-Jun	31-Jul	34		9.00		34	5	1	No
CLAY	15-Jun	31-Jul	30	4	8.50		36	4	3	No
COLLIER	8-Jun	13-Aug	40	4	7.50		250	50	5	No
COLUMBIA										
DADE	9-Jun	4-Aug	40	5	7.50		100		3	Yes
DESOTO	8-Jun	31-Jul	40	5	7.50		10	1	1	No
DIXIE	4-May	9-Jul	43	4.5	7.00	2			1	No
DUVAL			0							
ESCAMBIA	8-Jun	6-Aug		4	8.00					No
FLAGLER										
FRANKLIN	15-Jun	11-Aug	33.5	4	9.00		6	1	1	No
GADSDEN	15-Jun	31-Jul	34	5	9.00		5		1	No
GILCHRIST	15-Jun	6-Aug	32	4	9.50		12		1	No
GLADES	15-Jun	6-Aug	38	5	8.00		6		1	Yes
GULF										
HAMILTON	4-Jun	30-Jul	32	4	9.50		20		1	No
HARDEE							60		2	No
HENDRY	8-Jun	30-Jul	38		8.00		60	21	2	No

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**Figure 9: 2009 Summer VPK District Poll**

DISTRICT NAME	SUMMER 2009 START DATE	SUMMER 2009 END DATE	TOTAL # OF ACTUAL INSTRUCTIONAL DAYS	FOUR OR FIVE DAY WEEK	NUMBER OF HOURS OF INSTRUCTION PER DAY	NUMBER OF HOURS OF INSTRUCTION OUTSIDE OF SCHOOL DAY	# OF CHILDREN PROJECTED FOR 2009 SUMMER VPK	# OF CHILDREN REGISTERED FOR 2009 SUMMER VPK AS OF April 2, 2009	# OF SCHOOLS PLANNED FOR 2009 SUMMER VPK	CONTRACTING SUMMER SITES?
HERNANDO	15-Jun	7-Aug	40	5	7.5	0	80	0	0	Yes
HIGHLANDS										
HILLSBOROUGH	10-Jun	30-Jul	30	4	10	0	1100	180	24	No
HOLMES	8-Jun	31-Jul	40	5	7.5		8	1	1	No
INDIAN RIVER	9-Jun	24-Jul	34	5	9	0	75	26	2	No
JACKSON	8-Jun	23-Jul	33	5	9.1	0	35	27	1	No
JEFFERSON	8-Jun	30-Jul	31	4	9.5	5.5	10	0	1	No
LAFAYETTE	10-Jun	13-Aug	38	4	8	0				Yes (1)
LAKE	15-Jun	13-Aug	35.5	4	8.5	0	48	7	4	No
LEE	16-Jun	31-Jul	33	5	9.09	0	200	40	8	No
LEON	8-Jun	6-Aug	32	4	9	12	36	0	1	No
LEVY	8-Jun	6-Aug	40	4	8.3	0	0	0	1	Maybe
LIBERTY										
MADISON	8-Jun	31-Jul	31	4	9.5	4	24	10	1	Yes (Headstart)
MANATEE	9-Jun	6-Aug	44	5	7	0	100	11	4	No
MARION	9-Jun	30-Jul	31	4	9.75		350	98	9	No
MARTIN	10-Jun	31-Jul	37	5	8	0	60	36	2	No
MONROE	10-Jun	22-Jul	31	5	9.75	0	44	10	3	No
NASSAU	17-Jun	6-Aug	30	4	9	30	12	0	1	No
OKALOOSA	10-Jun	6-Aug	40	5	7.5		108	1	3	No
OKEECHOBEE	8-Jun	31-Jul	40	5			50	13	1	Yes
ORANGE	8-Jun	31-Jul	38	5	8	0	200	0	5	No
OSCEOLA	10-Jun	6-Aug	34	4	9	0	30	12	3	No
PALM BEACH	11-Jun	7-Aug	40	5	7.5	0	288	56	5	No
PASCO	4-Jun	26-Jul	38	5	7.5		170	34	3	No
PINELLAS	9-Jun	5-Aug	42	5	7.15		180	37	6	No
POLK	8-Jun	30-Jul	31	4	9.75	0	124	10	5	No
PUTNAM	8-Jun	11-Aug	38	4	8	0	0	0	1	No
SAINT JOHNS	15-Jun	18-Aug								Yes (2)

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DISTRICT NAME	SUMMER 2009 START DATE	SUMMER 2009 END DATE	TOTAL # OF ACTUAL INSTRUCTIONAL DAYS	FOUR OR FIVE DAY WEEK	NUMBER OF HOURS OF INSTRUCTION PER DAY	NUMBER OF HOURS OF INSTRUCTION OUTSIDE OF SCHOOL DAY	# OF CHILDREN PROJECTED FOR 2009 SUMMER VPK	# OF CHILDREN REGISTERED FOR 2009 SUMMER VPK AS OF April 2, 2009	# OF SCHOOLS PLANNED FOR 2009 SUMMER VPK	CONTRACTING SUMMER SITES?
SAINT LUCIE	16-Jun	6-Aug	32	4	9	12	100	29	2	No
SANTA ROSA										
SARASOTA	4-May	9-Jul	47	5	6.5	0	96	14	3	No
SEMINOLE	15-Jun	6-Aug	34	4	9.5	0	100	8	2	No
SUMTER	1-May	25-Jun	40	5	8.35	0		0	1	No
SUWANNEE	4-Jun	6-Aug	36	4	8.3	0	30	2	1	No
TAYLOR	8-Jun	3-Aug	33	4	9	3	30	0	1	No
UNION	11-Jun	7-Aug	34	4	8.5	2.5	12	0	1	No
VOLUSIA	22-Jun	13-Aug	32	4	9.5	0	225	70	7	No
WAKULLA										
WALTON	10-Jun	30-Jul	32	4	9.5	0	100	57	3	No
WASHINGTON										
<b>TOTALS</b>						83	4867	903	156	
<b>AVERAGES</b>			35.4	4.5	8.4	1.9	93.6	17.0	3	

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**Figure 10: Available Instructional Days for Summer 300-Hour VPK Based on a Five-Day Week**

**Summer VPK (300 hours)  
Hours per Day Based on Available Instructional Days  
Based on 5-day Week**

Available Instructional Days	# of Weeks	Hours: Minutes per Day @ 300 Hours	1 Hour/Week Outside School Day	2 Hours/Week Outside School Day	3 Hours/Week Outside School Day	4 Hours/Week Outside School Day	5 Hours/Week Outside School Day
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
33	6	9:05	8:54	8:43	8:32	8:21	8:10
34	6	8:49	8:38	8:28	8:17	8:07	7:56
35	7	8:34	8:22	8:10	7:58	7:46	7:34
36	7	8:20	8:08	7:56	7:45	7:33	7:21
37	7	8:06	7:55	7:43	7:32	7:21	7:09
38	7	7:53	7:42	7:31	7:20	7:09	6:58
39	7	7:41	7:30	7:20	7:09	6:58	6:47
40	8	7:30	7:18	7:06	6:54	6:42	6:30
41	8	7:19	7:07	6:55	6:43	6:32	6:20
42	8	7:08	6:57	6:45	6:34	6:22	6:11
43	8	6:58	6:47	6:36	6:25	6:13	6:02
44	8	6:49	6:38	6:27	6:16	6:05	5:54
45	9	6:40	6:28	6:16	6:04	5:52	5:40
46	9	6:31	6:19	6:07	5:56	5:44	5:32
47	9	6:22	6:11	6:00	5:48	5:37	5:25
48	9	6:15	6:03	5:52	5:41	5:30	5:18

**Figure 11: Available Instructional Days for Summer 300-Hour VPK Based on a Four-Day Week**

**Summer VPK (300 hours)  
Hours per Day Based on Available Instructional Days  
Based on 4-day Week**

Available Instructional Days	# of Weeks	Hours:Minutes per Day @ 300 Hours	1 Hour/Week Outside School Day	2 Hours/Week Outside School Day	3 Hours/Week Outside School Day	4 Hours/Week Outside School Day	5 Hours/Week Outside School Day
-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-
28	7	10:42	10:27	10:12	9:57	9:42	9:27
29	7	10:20	10:06	9:51	9:37	9:22	9:08
30	7	10:00	9:46	9:32	9:18	9:04	8:50
31	7	9:40	9:27	9:13	9:00	8:46	8:32
32	8	9:22	9:07	8:52	8:37	8:22	8:07
33	8	9:05	8:50	8:36	8:21	8:07	7:52
34	8	8:49	8:35	8:21	8:07	7:52	7:38
35	8	8:34	8:20	8:06	7:53	7:39	7:25
36	9	8:20	8:05	7:50	7:35	7:20	7:05
37	9	8:06	7:51	7:37	7:22	7:08	6:53
38	9	7:53	7:39	7:25	7:11	6:56	6:42
39	9	7:41	7:27	7:13	7:00	6:46	6:32
40	10	7:30	7:15	7:00	6:45	6:30	6:15
41	10	7:19	7:04	6:49	6:35	6:20	6:05
42	10	7:08	6:54	6:40	6:25	6:11	5:57
43	10	6:58	6:44	6:30	6:16	6:02	5:48
44	11	6:49	6:34	6:19	6:04	5:49	5:34

### C. Attendance Policy for the VPK Program

#### **60BB-8.204 Uniform Attendance Policy for Funding the VPK Program.**

- (1) Payment for the VPK program. An early learning coalition shall pay a private provider or public school for the VPK program in accordance with this rule.
- (2) Payment for attendance. An instructional day on which a child attends the VPK program, either in whole or in part, is payable.
- (3) Payment for absences.
  - (a) An instructional day from which a child is absent is payable if the child's absence is excused. If a child's absence is unexcused, the absence is payable, not to exceed three unexcused absences per calendar month.
  - (b) A child's absence is excused if the child does not attend the VPK program on an instructional day due to one of the following reasons:
    1. Illness or injury of the child or the child's family member which requires hospitalization or bed rest;
    2. Physician or dentist appointment;
    3. Infectious disease or parasitic infestation;
    4. Funeral service, memorial service, or bereavement upon the death of the child's family member;
    5. Life-threatening illness or injury of the child's family member;
    6. Compliance with a court order (e.g., visitation, subpoena);
    7. Special education or related services as defined in 20 U.S.C. § 1401 for the child's disability;
    8. Observance of a religious holiday or service, or because the child's or parent's religion forbids secular activity on the instructional day;
    9. Family vacation, not to exceed five excused absences per program year; or
    10. Extraordinary circumstances beyond the control of the child and the child's parent.
  - (c) An excused absence is not payable unless the reason for the absence is documented in writing and submitted to the VPK provider. A VPK provider must keep the documentation for at least 1 year, allow the Agency for Workforce Innovation or the coalition to inspect the documentation during normal hours of operation, and submit a copy of the documentation to the coalition upon request.
    1. A child's parent may document (e.g., parent's note) seven or fewer excused absences per calendar month.
    2. Beyond seven excused absences, a person other than the child's parent must document the excused absence, the person must be unrelated to the child or the child's parent, and the documentation must show that the person has personal knowledge of the reason for the child's absence (e.g., letter from a physician).
  - (d) An absence is not payable for an instructional day before a child's first day of attendance or after the child's last day of attendance.
  - (e) Payment for a child shall be suspended if the child does not attend at least 1 instructional day during a calendar month. Payment for the child, including payment for absences accruing while payment is suspended, shall resume when the child subsequently attends the program. If a child does not resume

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- attendance, an absence is not payable for an instructional day after the child's last day of attendance.
- (4) Payment for temporary closures.
- (a) A temporary closure is payable if a VPK provider submits written documentation to the coalition which demonstrates that the closure is temporary and caused by circumstances beyond the provider's control.
  - (b) Documentation of the circumstances causing a temporary closure is not required if the private provider's or public school's VPK site is located in a county in which government offices normally open to the public are closed by the county, state, or federal governments, or public schools are closed by the school district, because a state of emergency is declared to exist in the county by the county government, the Governor, or the President of the United States. Documentation is required if government offices remain open or a state of emergency is not declared to exist.
  - (c) A temporary closure is payable for the amount otherwise payable (as if each child enrolled in a private provider's or public school's VPK program attends the program), not to exceed 10 instructional days per closure. If circumstances cause more than one temporary closure, the closures are payable for a combined total of 10 instructional days.
  - (d) If the combined instructional days of one or more temporary closures extend beyond 10 instructional days, the private provider or public school shall revise its class schedule to restore each instructional day after the 10th instructional day. The revised schedule must not extend beyond the last day by which the VPK class is required to complete instruction. When revising its schedule, a private provider or public school is not required to change the instructional hours per instructional day or instructional days per week of the current class schedule.
  - (e) A temporary closure is not payable if the closure is caused by circumstances within a private provider's or public school's control. If a temporary closure is caused by circumstances within a private provider's or public school's control, the provider or school must revise its class schedule in accordance with paragraph (d).
  - (f) A temporary closure is not payable if a VPK provider does not reopen and resume instruction after the closure. A coalition shall assist a child with reenrollment if the child's VPK program does not resume instruction after a temporary closure.
  - (g) If a child does not resume attendance in the VPK program after a temporary closure, notwithstanding paragraph (3)(d), the closure is payable, but the child's absence from an instructional day after the temporary closure is not payable.
  - (h) A private provider or public school, instead of requesting payment for a temporary closure, may revise its class schedule to restore the instructional days that the closure affects.

*Specific Authority 1002.79(2) FS. Law Implemented 1002.71(6)(d) FS. History--New 8-17-06, Amended 5-24-07.*

For the complete text on VPK rules, please refer to: [http://www.floridajobs.org/earlylearning/oel\\_program\\_guid.html](http://www.floridajobs.org/earlylearning/oel_program_guid.html).

For more information on policies and rules for VPK, please refer to: <http://www.floridajobs.org/earlylearning/IMPI.html>.

## IX. Budget

### A. Revenue

- 1) State  
 \$2,190 X DCD X Projected Summer VPK participants (Item 5) on page 6  
 Adjustment to round up to nearest 12 students \_\_\_\_\_  
\_\_\_\_\_
- 2) Federal  
 School Breakfast/Lunch Reimbursement \_\_\_\_\_
- Total \_\_\_\_\_

### B. Expenditures

- 1) Salaries
  - Administrators \_\_\_\_\_
  - Classroom Teachers \_\_\_\_\_
  - Substitutes \_\_\_\_\_
  - Aides \_\_\_\_\_
  - Other Support Personnel \_\_\_\_\_
- 2) Benefits
  - Retirement \_\_\_\_\_
  - Social Security \_\_\_\_\_
  - Group Insurance \_\_\_\_\_
  - Worker's Compensation \_\_\_\_\_
  - Unemployment Compensation \_\_\_\_\_
  - Other Employee Benefits \_\_\_\_\_
- 3) Purchased Services
  - Rentals \_\_\_\_\_
  - Communications \_\_\_\_\_
  - Public Utility Services other than Energy  
 (water, sewage, garbage) \_\_\_\_\_
  - Other (printing, pest control, other nonprofessional  
 services) \_\_\_\_\_
- 4) Energy Services
  - Natural Gas \_\_\_\_\_
  - Electricity \_\_\_\_\_
  - Gasoline \_\_\_\_\_
  - Other Energy Services \_\_\_\_\_

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- 5) Materials and Supplies
  - Consumables \_\_\_\_\_
  - Curriculum \_\_\_\_\_
  - Food \_\_\_\_\_
  - Other Materials and Supplies \_\_\_\_\_

- 6) General Support Services
  - Central Administration \_\_\_\_\_
  - School Administration \_\_\_\_\_
  - Fiscal Services \_\_\_\_\_
  - Food Services \_\_\_\_\_
  - Staff Services \_\_\_\_\_
  - Information Services \_\_\_\_\_

- 7) Pupil Transportation Services
- Total \_\_\_\_\_

**C. Balance (Revenue minus Expenditures)**

Total \_\_\_\_\_

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Figure 12a: 2008-09 VPK Funding Allocations by District\*

County	Total VPK Students -1-**	Total Paid FTE 88.72% Payout Rate -2-	Less: Feb. 1 to End of School Year FTE -3-	Subtotal -4-	Less: May/June Summer FTE -5-	FTE Paid to Feb. 1 -6-	July to Feb. 1 Base Funding BSA \$2,628 -7-
Alachua	1,700	1,508	656	852	17	835	2,194,380
Baker	410	364	83	281	19	262	688,536
Bay	1,361	1,207	437	770	31	739	1,942,092
Bradford	250	222	97	125	0	125	328,500
Brevard	4,459	3,956	1,668	2,288	62	2,226	5,849,928
Broward	14,460	12,829	5,221	7,608	365	7,243	19,034,604
Calhoun	70	62	9	53	1	52	136,656
Charlotte	931	826	292	534	12	522	1,371,816
Citrus	760	674	213	461	8	453	1,190,484
Clay	1,736	1,540	687	853	17	836	2,197,008
Collier	2,078	1,844	674	1,170	116	1,054	2,769,912
Columbia	572	507	201	306	3	303	796,284
Dade	19,272	17,098	7,847	9,251	220	9,031	23,733,468
De Soto	297	263	101	162	2	160	420,480
Dixie	117	104	41	63	0	63	165,564
Duval	9,098	8,072	3,337	4,735	111	4,624	12,151,872
Escambia	2,376	2,108	864	1,244	26	1,218	3,200,904
Flagler	730	648	210	438	24	414	1,087,992
Franklin	92	82	42	40	1	39	102,492
Gadsden	453	402	219	183	0	183	480,924
Gilchrist	136	121	51	70	4	66	173,448
Glades	102	90	30	60	1	59	155,052
Gulf	106	94	31	63	1	62	162,936
Hamilton	108	96	44	52	0	52	136,656
Hardee	325	288	87	201	17	184	483,552
Hendry	381	338	70	268	32	236	620,208
Hernando	1,334	1,184	478	706	25	681	1,789,668
Highlands	789	700	288	412	14	398	1,045,944
Hillsborough	11,121	9,867	3,290	6,577	281	6,296	16,545,888
Holmes	164	146	61	85	2	83	218,124
Indian River	1,028	912	367	545	51	494	1,298,232
Jackson	318	282	82	200	21	179	470,412
Jefferson	86	76	21	55	0	55	144,540
Lafayette	90	80	34	46	0	46	120,888
Lake	2,387	2,118	901	1,217	18	1,199	3,150,972
Lee	4,450	3,948	1,598	2,350	99	2,251	5,915,628
Leon	2,077	1,843	854	989	25	964	2,533,392
Levy	225	200	107	93	0	93	244,404
Liberty	113	100	42	58	0	58	152,424
Madison	100	89	30	59	7	52	136,656
Manatee	2,706	2,401	842	1,559	41	1,518	3,989,304
Marion	2,253	1,999	714	1,285	124	1,161	3,051,108
Martin	953	846	339	507	25	482	1,266,696

Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

County	Total VPK Students -1-*	Total Paid FTE 88.72% Payout Rate -2-	Less: Feb. 1 to End of School Year FTE -3-	Subtotal -4-	Less: May/June Summer FTE -5-	FTE Paid to Feb. 1 -6-	July to Feb. 1 Base Funding BSA \$2,628 -7-
Monroe	398	353	155	198	11	187	491,436
Nassau	477	423	178	245	2	243	638,604
Okaloosa	1,716	1,522	597	925	26	899	2,362,572
Okeechobee	335	297	105	192	11	181	475,668
Pinellas	6,123	5,432	2,194	3,238	172	3,066	8,057,448
Polk	3,335	2,959	1,368	1,591	103	1,488	3,910,464
Putnam	572	507	244	263	0	263	691,164
St. Johns	1,211	1,074	460	614	7	607	1,595,196
St. Lucie	2,278	2,021	835	1,186	52	1,134	2,980,152
Santa Rosa	1,080	958	308	650	13	637	1,674,036
Sarasota	2,018	1,790	735	1,055	40	1,015	2,667,420
Seminole	3,887	3,449	1,542	1,907	55	1,852	4,867,056
Sumter	509	452	141	311	0	311	817,308
Suwannee	302	268	113	155	8	147	386,316
Taylor	124	110	43	67	9	58	152,424
Union	106	94	51	43	2	41	107,748
Volusia	3,445	3,056	1,269	1,787	83	1,704	4,478,112
Wakulla	191	169	48	121	20	101	265,428
Walton	180	160	24	136	28	108	283,824
Washington	134	119	44	75	3	72	189,216
<b>Total</b>	<b>146,277</b>	<b>129,777</b>	<b>52,976</b>	<b>76,801</b>	<b>2,899</b>	<b>73,902</b>	<b>194,214,456</b>

\*2008-09 Revised VPK Allocations (<http://www.fldoe.org/earlylearning/xls/VPK-Calc200809.xls> )

Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

Figure 12b: 2008-09 VPK Funding Allocations by District  
2% BSA Reduction for Balance of School Year Program\*

County	Feb. 1 to End of School Yr Paid Hours -1-**	Feb. 1 to End of School Year FTE -2-	BSA 2% Reduction To \$2,575 -3-
Alachua	354,203	656	1,689,200
Baker	44,624	83	213,725
Bay	235,995	437	1,125,275
Bradford	52,523	97	249,775
Brevard	900,606	1,668	4,295,100
Broward	2,819,253	5,221	13,444,075
Calhoun	4,886	9	23,175
Charlotte	157,704	292	751,900
Citrus	115,208	213	548,475
Clay	370,827	687	1,769,025
Collier	363,824	674	1,735,550
Columbia	108,390	201	517,575
Dade	4,237,198	7,847	20,206,025
De Soto	54,794	101	260,075
Dixie	22,264	41	105,575
Duval	1,801,865	3,337	8,592,775
Escambia	466,585	864	2,224,800
Flagler	113,523	210	540,750
Franklin	22,520	42	108,150
Gadsden	118,422	219	563,925
Gilchrist	27,746	51	131,325
Glades	16,074	30	77,250
Gulf	16,569	31	79,825
Hamilton	23,702	44	113,300
Hardee	47,195	87	224,025
Hendry	37,875	70	180,250
Hernando	258,367	478	1,230,850
Highlands	155,612	288	741,600
Hillsborough	1,776,368	3,290	8,471,750
Holmes	32,947	61	157,075
Indian River	198,194	367	945,025
Jackson	44,293	82	211,150
Jefferson	11,463	21	54,075
Lafayette	18,602	34	87,550
Lake	486,553	901	2,320,075
Lee	862,696	1,598	4,114,850
Leon	461,332	854	2,199,050
Levy	57,847	107	275,525
Liberty	22,609	42	108,150
Madison	16,372	30	77,250
Manatee	454,812	842	2,168,150
Marion	385,427	714	1,838,550
Martin	183,232	339	872,925

Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

County	Feb. 1 to End of School Yr Paid Hours -1-**	Feb. 1 to End of School Year FTE -2-	BSA 2% Reduction To \$2,575 -3-
Monroe	83,867	155	399,125
Nassau	96,204	178	458,350
Okaloosa	322,245	597	1,537,275
Okeechobee	56,781	105	270,375
Orange	1,935,547	3,584	9,228,800
Osceola	514,903	954	2,456,550
Palm Beach	1,817,101	3,365	8,664,875
Pasco	733,953	1,359	3,499,425
Pinellas	1,184,837	2,194	5,649,550
Polk	738,817	1,368	3,522,600
Putnam	131,904	244	628,300
St. Johns	248,346	460	1,184,500
St. Lucie	451,165	835	2,150,125
Santa Rosa	166,313	308	793,100
Sarasota	396,770	735	1,892,625
Seminole	832,641	1,542	3,970,650
Sumter	76,359	141	363,075
Suwannee	61,096	113	290,975
Taylor	23,472	43	110,725
Union	27,446	51	131,325
Volusia	685,521	1,269	3,267,675
Wakulla	26,149	48	123,600
Walton	12,798	24	61,800
Washington	23,641	44	113,300
<b>Total</b>	<b>28,608,977</b>	<b>52,976</b>	<b>136,413,200</b>

\* 2008-09 Revised VPK Allocations  
(<http://www.fldoe.org/earlylearning/xls/VPK-Calc200809.xls> )

\*\* AWI Estimate consistent with Enrollment Estimate

Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

Figure 12c: 2008-09 VPK Funding Allocations by District  
 May/June Summer Program Reduced BSA for 12:1 Class Size\*

County	May/June Summer School Paid Hours -1-**	May/June Summer School FTE -2-	BSA Reduced by 16.67% to \$2,190 -3-
Alachua	5,128	17	37,230
Baker	5,715	19	41,610
Bay	9,362	31	67,890
Bradford	0	0	0
Brevard	18,547	62	135,780
Broward	109,457	365	799,350
Calhoun	275	1	2,190
Charlotte	3,706	12	26,280
Citrus	2,505	8	17,520
Clay	5,153	17	37,230
Collier	34,844	116	254,040
Columbia	872	3	6,570
Dade	66,034	220	481,800
De Soto	584	2	4,380
Dixie	0	0	0
Duval	33,162	111	243,090
Escambia	7,799	26	56,940
Flagler	7,276	24	52,560
Franklin	240	1	2,190
Gadsden	0	0	0
Gilchrist	1,072	4	8,760
Glades	251	1	2,190
Gulf	307	1	2,190
Hamilton	0	0	0
Hardee	5,247	17	37,230
Hendry	9,470	32	70,080
Hernando	7,515	25	54,750
Highlands	4,289	14	30,660
Hillsborough	84,333	281	615,390
Holmes	641	2	4,380
Indian River	15,418	51	111,690
Jackson	6,238	21	45,990
Jefferson	0	0	0
Lafayette	0	0	0
Lake	5,308	18	39,420
Lee	29,691	99	216,810
Leon	7,367	25	54,750
Levy	51	0	0
Liberty	0	0	0
Madison	2,144	7	15,330
Manatee	12,383	41	89,790

## Florida Department of Education/Office of Early Learning - Summer VPK Planning Tool

County	May/June Summer School Paid Hours -1-**	May/June Summer School FTE -2-	BSA Reduced by 16.67% to \$2,190 -3-
Okeechobee	3,306	11	24,090
Orange	49,872	166	363,540
Osceola	17,022	57	124,830
Palm Beach	53,740	179	392,010
Pasco	8,827	29	63,510
Pinellas	51,622	172	376,680
Polk	31,026	103	225,570
Putnam	0	0	0
St. Johns	2,143	7	15,330
St. Lucie	15,483	52	113,880
Santa Rosa	4,003	13	28,470
Sarasota	12,107	40	87,600
Seminole	16,643	55	120,450
Sumter	0	0	0
Suwannee	2,312	8	17,520
Taylor	2,582	9	19,710
Union	520	2	4,380
Volusia	24,776	83	181,770
Wakulla	6,085	20	43,800
Walton	8,383	28	61,320
Washington	904	3	6,570
<b>Total</b>	<b>870,459</b>	<b>2,899</b>	<b>6,348,810</b>

\*2008-09 Revised VPK Allocations  
[http://www.fldoe.org/earlylearning/xls/VPK-  
 Calc200809.xls](http://www.fldoe.org/earlylearning/xls/VPK-<br/>
  Calc200809.xls) )

\*\* AWI Estimate consistent with Enrollment Estimate



**X. Appendices**

FLORIDA DEPARTMENT OF EDUCATION/OFFICE OF EARLY LEARNING  
STRATEGIC CONTACTS

**Appendix A: Florida Department of Education Strategic Contacts**

<b>Office of Early Learning</b>	<b>Office of Educational Facilities</b>
<a href="http://www.fldoe.org/earlylearning">www.fldoe.org/earlylearning</a>	<a href="http://www.fldoe.org/edfacil/">http://www.fldoe.org/edfacil/</a>
Shan Goff, Executive Director	Spessard Boatright, Director
<a href="mailto:shan.goff@fldoe.org">shan.goff@fldoe.org</a>	<a href="mailto:spessard.boatright@fldoe.org">spessard.boatright@fldoe.org</a>
(850) 245-0445	(850) 245-9229
<b>Educator Recruitment, Development, and Retention</b>	<b>Education Information and Accountability Services</b>
<a href="http://www.fldoe.org/profdev/">http://www.fldoe.org/profdev/</a>	<a href="http://www.fldoe.org/eias/">www.fldoe.org/eias/</a>
Kathryn S. Hebda, Chief	Lavan Dukes, Bureau Chief
<a href="mailto:kathy.hebda@fldoe.org">kathy.hebda@fldoe.org</a>	<a href="mailto:lavan.dukes@fldoe.org">lavan.dukes@fldoe.org</a>
(850) 245-0435	850) 245-0400
<b>Bureau of Exceptional Education &amp; Student Services</b>	<b>Food &amp; Nutrition Management</b>
<a href="http://www.fldoe.org/ese/">http://www.fldoe.org/ese/</a>	<a href="http://www.fldoe.org/FNM/">http://www.fldoe.org/FNM/</a>
Bambi J. Lockman, Bureau Chief	Cathy Reed, Administrator
<a href="mailto:bambi.lockman@fldoe.org">bambi.lockman@fldoe.org</a>	<a href="mailto:cathy.reed@fldoe.org">cathy.reed@fldoe.org</a>
Cathy Bishop	Michelle Morris
<a href="mailto:cathy.bishop@fldoe.org">cathy.bishop@fldoe.org</a>	<a href="mailto:michelle.morris@fldoe.org">michelle.morris@fldoe.org</a>
(850) 245-0478	(850) 245-0460
<b>Office of Funding and Financial Reporting</b>	<b>School Transportation Management</b>
<a href="http://www.fldoe.org/feftp/">http://www.fldoe.org/feftp/</a>	<a href="http://www.fldoe.org/transportation/">http://www.fldoe.org/transportation/</a>
Martha Haynes, Administrator	Charles Hood, Administrator
<a href="mailto:Martha.Haynes@fldoe.org">Martha.Haynes@fldoe.org</a>	<a href="mailto:charlie.hood@fldoe.org">charlie.hood@fldoe.org</a>
(850) 245-0405	(850) 245-9795
<b>Bureau of Educator Certification</b>	<b>Just Read, Florida!</b>
<a href="http://www.fldoe.org/edcert/">http://www.fldoe.org/edcert/</a>	<a href="http://www.justreadflorida.org/">http://www.justreadflorida.org/</a>
Beverly Gregory, Bureau Chief	Evan Lefsky, Executive Director
<a href="mailto:beverly.gregory@fldoe.org">beverly.gregory@fldoe.org</a>	<a href="mailto:evan.lefsky@fldoe.org">evan.lefsky@fldoe.org</a>
(850) 245-9796	(850) 245-0503

# Appendix B: Voluntary Prekindergarten (VPK) Education Program: An Overview of Implementing Legislation

Florida Department of Education  
Office of Early Learning

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## VOLUNTARY PREKINDERGARTEN EDUCATION (VPK) PROGRAM AN OVERVIEW OF IMPLEMENTING LEGISLATION (HB 1A)

### CONSTITUTIONAL AMENDMENT

Passed by Florida's voters in November 2002 and requires for every four-year-old-child in Florida,

"...a high quality prekindergarten learning opportunity...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...."

"...shall be implemented no later than the beginning of the 2005 school year through funds generated in addition to those used for existing education, health, and development programs."

### STUDENT ELIGIBILITY

▪ Children who have "attained the age of 4 years on or before September 1 of the school year...."

Eligible until "...the beginning of the school year for which the child is eligible for admission to kindergarten or...admitted to kindergarten, whichever occurs first."

### STATE

#### **Department of Education**

- Standards, Assessments, and Curricula
- Accountability
- Professional Development and Articulation
- Technical Assistance

#### **Agency for Workforce Innovation**

- Day-to-Day Operations
- Early Learning Advisory Committee
- Early Learning Coalitions

### GOVERNANCE

#### LOCAL

#### **Early Learning Coalitions**

- Reduced to 30 or fewer by April 1, 2005 (s. 411.01, F.S. allows three coalitions not to be counted within this limit)
- Revised membership
- Single point of entry for VPK enrollment
- Responsible for local coordination, implementation, and fiscal accountability for school readiness and VPK programs

## Department of Children and Families

- Licensing
- Awarding of CDA-Equivalents (CDAEs)

### PROGRAM OPTIONS

#### SCHOOL-YEAR BY PUBLIC SCHOOLS OR PRIVATE PROVIDER

- Prek classes of at least 4 but not more than 18 children
- Comprised of at least 540 instructional hours
- For classes with 11+, in addition to a qualified prek instructor, one additional adult instructor
- Prek instructor with
  - A CDA or CDA-Equivalent who has completed an emergent literacy training course
  - A bachelor's degree or higher in early childhood ed., prek or primary ed., prek ed., or family and consumer science
  - A bachelor's degree in elementary ed., if the instructor has been certified to teach any age from birth - grade 6
  - An associate's degree or higher in child development
  - An associate's degree or higher in an unrelated field with at least 6 credit hours in early childhood or child development and at least 480 hours of experience
  - An educational credential approved by the DOE as being equivalent or greater
  - Public schools eligibility to provide school-year services determined by DOE based on Class Size Reduction compliance

#### SCHOOL-YEAR BY PRIVATE PROVIDER

- Licensed facility or nonpublic school or family-based exempt provider and
  - Accredited by a member association of the National Council for Private School Accreditation, the Commission on International and Trans-Regional Accreditation, or the Florida Association of Academic Nonpublic Schools
  - Hold a Gold Seal designation
- or
- Be licensed and demonstrate, as verified by the Early Learning Coalition, that each of the requirements of the prek program (e.g., prekindergarten instructor and director credentials, background screenings, minimum and maximum class sizes, and developmentally appropriate curriculum) are met
- Have a prek director with a prek director credential that is approved by DOE as meeting requirements (2006-07)

#### SUMMER PROGRAM BY PUBLIC SCHOOLS AND PRIVATE PROVIDERS

- Not begin earlier than May 1 of the school year
- Not delivered earlier than the summer immediately before the school year for which the child is eligible for admission to kindergarten
- School boards determine which schools will deliver the summer program and will use educational facilities available in the summer
- Private providers must meet each requirement specified for the school-year program
- Comprised of at least 300 instructional hours
- Prek instructor must be a certified teacher or one who holds one of the educational credentials specified for the school-year program (bachelor's degree or higher)
- Certified teacher means one with a valid educator certificate who has the qualifications required by the district school board to instruct students in the summer prek program
- School districts shall give priority to teachers who have experience or coursework in early childhood
- Prek classes of at least 4 but not more than 12 children

## **Appendix C: Summary of 2008 Summer VPK - Program Participation and Survey Results**

Florida Department of Education  
Office of Early Learning

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### **2008 VPK Summer Program Participation**

#### Introduction

In 2004, the Florida Legislature enacted legislation to implement the Voluntary Prekindergarten (VPK) Education Program. Two programs were created for VPK: first, a 540-hour school year program and second, a 300-hour summer program. The purpose of this report is to give an overview of the 2008 Summer VPK Program participation.

Significant differences existed between administering the school year (540-hour) program and the summer (300-hour) program. Most notably, unlike the school year program participation, public schools were required to serve any and all students seeking VPK classes in their district for the summer program. Some districts opted to contract with private providers to alleviate the burden of opening public school sites for a handful of enrolled children.

In addition, due to the time constraints inherent with the summer program, both private and public providers had to condense VPK daily schedules and devise creative strategies for covering the entire 300 hours required for the summer program. Providers could offer evening sessions with parents, such as literacy nights, and/or offer field trips outside the normal classroom schedule.

#### Data Overview

According to the March 7, 2009, VPK estimating conference, the projected number of four-year-olds in Florida as of October 1, 2008 was 231,062. Of those children, the Florida Legislature estimated that 65% of those children would enroll in VPK. The School Year (540-hour) and Summer (300-hour) VPK programs combined served 58% of Florida's total four-year-old population as of March 26, 2009. Sixty-six counties served 44% or more of the total four-year-old population in their area. One county, Liberty, served more than 100% of the children in their county.

#### 2008 Summer VPK Program - Children

According to the Agency for Workforce Innovation, Office of Early Learning (AWI/OEL), as of March 26<sup>th</sup>, 2009, 9,576 children participated in the 2008 VPK Summer Program. Of the 136,861 children that participated in the 2007-08 VPK program, 4% of the children were served during the summer.

Figure 13: 2007-08 Program Year Paid VPK Enrollments

District	School Year Paid Enrollments 2007-08*	Summer Paid Enrollment 07-08 *	Total Paid Enrollments 2007-08*	Estimated Number of VPK Children 2007-08**	Percent of Children Estimated to be Enrolled vs. Total Number of 4-Year-Olds 2007-08	Total 4-Year-Olds 2007-08**	Percent of Children Enrolled vs. Total Number of 4-year-olds 2007-08
	-1-	-2-	-3-	-4-	-5-	-6-	-7-
Alachua	1,556	53	1,595	2,668	58.5%	2,763	58%
Baker	192	55	247	357	67.2%	360	69%
Bay	1,116	84	1,191	2,107	58.1%	2,135	56%
Bradford	242	0	241	313	76.7%	316	76%
Brevard	3,814	178	3,975	5,601	71.6%	5,541	72%
Broward	12,303	1,178	13,427	22,893	59.3%	23,585	57%
Calhoun	66	2	66	147	49.0%	147	45%
Charlotte	776	32	805	1,167	69.1%	1,104	73%
Citrus	692	30	714	1,121	63.6%	1,087	66%
Clay	1,655	48	1,693	2,313	74.2%	2,264	75%
Collier	1,586	303	1,955	3,857	50.3%	4,103	48%
Columbia	515	10	515	845	61.7%	835	62%
DeSoto	18,007	674	18,741	34,175	55.0%	35,395	53%
Dixie	206	8	266	447	60.0%	440	60%
Duval	111	0	110	171	66.1%	177	62%
Escambia	8,172	373	8,513	12,912	66.1%	13,032	65%
Flagler	2,247	72	2,309	4,025	57.9%	3,977	58%
Franklin	518	75	608	841	82.6%	813	75%
Gadsden	71	4	75	114	64.9%	113	66%
Gilchrist	478	0	486	691	71.6%	702	69%
Glades	147	12	157	202	77.7%	202	78%
Gulf	17	3	76	95	89.5%	90	84%
Hamilton	72	3	73	126	60.3%	126	58%
Hardee	107	0	105	169	62.7%	171	61%
Hendry	117	64	240	430	50.7%	422	57%
Hernando	142	82	314	703	45.8%	698	45%
Highlands	1,117	77	1,182	1,487	82.3%	1,442	82%
Hillsborough	549	43	727	1,025	71.4%	1,017	71%
Holmes	7,890	1,422	9,434	16,514	56.9%	16,413	57%
Indian River	147	7	151	236	65.3%	233	65%
Jackson	817	122	985	1,349	69.2%	1,310	75%
Jefferson	202	44	240	546	41.8%	556	43%
Lafayette	37	0	35	154	27.3%	158	22%
Lake	67	0	67	80	81.3%	81	83%
Lee	2,123	64	2,192	3,023	76.6%	2,974	74%
Leon	3,824	343	4,152	7,322	57.5%	6,937	60%
Levy	2,014	69	2,066	3,085	68.6%	3,291	63%
Liberty	267	9	273	507	53.6%	505	54%
Madison	94	0	94	78	119.2%	76	124%
Manatee	76	23	98	222	38.7%	225	44%
Marion	2,051	138	2,185	3,669	62.0%	3,729	59%
Martin	1,741	424	2,153	3,559	63.9%	3,575	60%
Miami-Dade	803	63	862	1,304	63.7%	1,339	64%
Monroe	363	17	377	760	50.7%	848	44%
Nassau	413	8	417	870	49.2%	852	49%
Okaloosa	1,503	84	1,577	2,572	61.2%	2,597	61%

District	School Year Paid Enrollments 2007-08*	Summer Paid Enrollment 07-08 *	Total Paid Enrollments 2007-08*	Estimated Number of VPK Children 2007-08**	Percent of Children Estimated to be Enrolled vs. Total Number of 4-Year-Olds 2007-08	Total 4-Year-Olds 2007-08**	Percent of Children Enrolled vs. Total Number of 4-year-olds 2007-08
	-1-	-2-	-3-	-4-	-5-	-6-	-7-
Okeechobee	239	30	269	516	50.6%	499	54%
Orange	8,566	494	8,975	16,581	54.3%	16,734	54%
Osceola	2,316	190	2,468	3,710	64.9%	3,547	70%
Palm Beach	7,708	615	8,344	15,019	55.8%	15,281	55%
Pasco	3,245	101	3,332	4,740	70.6%	4,620	72%
Pinellas	5,291	492	5,760	9,760	59.8%	9,997	58%
Polk	2,703	290	3,002	7,855	40.1%	7,615	39%
Putnam	534	0	626	970	65.1%	971	64%
Santa Rosa	1,054	32	1,080	1,851	59.2%	1,780	61%
Sarasota	2,022	136	2,124	3,199	67.8%	3,019	70%
Seminole	716	43	753	1,745	44.2%	1,768	43%
St. Johns	1,766	111	1,870	3,121	60.5%	3,046	61%
St. Lucie	3,488	185	3,621	5,337	65.7%	5,389	67%
Sumter	423	0	422	764	54.6%	733	58%
Suwannee	300	23	315	438	71.5%	448	70%
Taylor	107	25	132	238	58.4%	236	56%
Union	113	6	117	146	84.2%	142	82%
Volusia	2,932	306	3,257	5,154	65.3%	5,252	62%
Wakulla	115	49	159	346	39.6%	352	45%
Walton	60	106	165	586	27.5%	610	27%
Washington	123	8	129	269	48.0%	267	48%
Total	125,142	9,576	134,718	229,197	59.2%	231,062	58%

\* Child count is unduplicated.

\*\* Data comes from AWI Fact Book as of April 30, 2009

### 2008 Summer VPK Program – Children and Providers

Included in the monthly statistics from AWI/OEL are the breakdown of children served by the different types of providers such as family child care providers, private centers, private schools and public schools. The same group of information includes statistics on the number and percentage of children served by faith-based providers in the Summer VPK Program.

Figure 14 on the following page shows the number of children served by provider type for summer. Note that this count may be duplicated due to the transferring of children among providers. The spreadsheet indicates that public schools served the largest percentage of children with 56.6% of all children enrolled in VPK this past summer. Private centers served the second largest population of children in VPK with 42.8% of children served. Of the children served, 6% of children enrolled in the 2008 Summer VPK Program were served by faith-based providers.

Figure 14: Summer VPK Children by Provider Type 2007-08\*

District	Total		Faith-Based **		Family Child Care		Private Centers		Private Schools		Public Schools	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
	-1	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
State	9,576		553	6%	69	0.7%	4,095	42.8%	14	0.1%	5,418	56.6%
Alachua	53	0.6%	0	0%	0	0.0%	24	0.3%	0	0.0%	29	0.3%
Baker	55	0.6%	0	0%	0	0.0%	5	0.1%	0	0.0%	50	0.5%
Bay	84	0.9%	0	0%	0	0.0%	0	0.0%	0	0.0%	84	0.9%
Bradford	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Brevard	178	1.9%	5	0%	0	0.0%	89	0.9%	0	0.0%	89	0.9%
Broward	1,178	12.3%	26	0%	4	0.0%	842	8.8%	0	0.0%	335	3.5%
Calhoun	2	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	2	0.0%
Charlotte	32	0.3%	19	0%	0	0.0%	28	0.3%	0	0.0%	10	0.1%
Citrus	30	0.3%	0	0%	0	0.0%	0	0.0%	0	0.0%	30	0.3%
Clay	48	0.5%	0	0%	0	0.0%	16	0.2%	0	0.0%	32	0.3%
Collier	303	3.2%	0	0%	0	0.0%	47	0.5%	0	0.0%	256	2.7%
Columbia	10	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	10	0.1%
Miami-Dade	674	7.0%	53	1%	0	0.0%	653	6.8%	0	0.0%	21	0.2%
Desoto	8	0.1%	0	0%	0	0.0%	8	0.1%	0	0.0%	0	0.0%
Dixie	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Duval	373	3.9%	45	0%	15	0.2%	241	2.5%	0	0.0%	118	1.2%
Escambia	72	0.8%	0	0%	0	0.0%	23	0.2%	0	0.0%	49	0.5%
Flagler	75	0.8%	9	0%	0	0.0%	75	0.8%	0	0.0%	0	0.0%
Franklin	4	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	4	0.0%
Gadsden	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Gilchrist	12	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	12	0.1%
Glades	3	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	3	0.0%
Gulf	3	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	3	0.0%
Hamilton	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hardee	64	0.7%	0	0%	0	0.0%	0	0.0%	0	0.0%	64	0.7%
Hendry	82	0.9%	0	0%	0	0.0%	6	0.1%	0	0.0%	76	0.8%
Hernando	77	0.8%	0	0%	0	0.0%	0	0.0%	0	0.0%	77	0.8%
Highlands	43	0.4%	0	0%	0	0.0%	11	0.1%	0	0.0%	32	0.3%
Hillsborough	1,422	14.8%	65	1%	0	0.0%	227	2.4%	0	0.0%	1,196	12.5%
Holmes	7	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	7	0.1%
Indian River	122	1.3%	0	0%	0	0.0%	29	0.3%	0	0.0%	93	1.0%
Jackson	44	0.5%	0	0%	0	0.0%	6	0.1%	0	0.0%	39	0.4%
Jefferson	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Lafayette	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Lake	64	0.7%	0	0%	0	0.0%	0	0.0%	0	0.0%	64	0.7%
Lee	343	3.6%	10	0%	0	0.0%	101	1.1%	0	0.0%	242	2.5%
Leon	69	0.7%	0	0%	0	0.0%	38	0.4%	0	0.0%	31	0.3%
Levy	9	0.1%	0	0%	0	0.0%	9	0.1%	0	0.0%	0	0.0%
Liberty	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Madison	23	0.2%	0	0%	0	0.0%	23	0.2%	0	0.0%	0	0.0%

District	Total		Faith-Based **		Family Child Care		Private Centers		Private Schools		Public Schools	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
	-1-	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
State	9,576		553	6%	69	0.7%	4,095	42.8%	14	0.1%	5,418	56.6%
Martin	63	0.7%	0	0%	0	0.0%	6	0.1%	0	0.0%	57	0.6%
Monroe	17	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	17	0.2%
Nassau	8	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	8	0.1%
Okaloosa	84	0.9%	0	0%	0	0.0%	0	0.0%	0	0.0%	84	0.9%
Okeechobee	30	0.3%	0	0%	0	0.0%	30	0.3%	0	0.0%	0	0.0%
Orange	494	5.2%	23	0%	4	0.0%	203	2.1%	0	0.0%	289	3.0%
Osceola	190	2.0%	4	0%	4	0.0%	56	0.6%	0	0.0%	130	1.4%
Palm Beach	615	6.4%	171	2%	0	0.0%	394	4.1%	0	0.0%	223	2.3%
Pasco	101	1.1%	0	0%	6	0.1%	53	0.6%	0	0.0%	42	0.4%
Pinellas	492	5.1%	16	0%	0	0.0%	280	2.9%	0	0.0%	213	2.2%
Polk	290	3.0%	50	1%	0	0.0%	197	2.1%	0	0.0%	93	1.0%
Putnam	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Johns	32	0.3%	0	0%	0	0.0%	28	0.3%	0	0.0%	4	0.0%
St. Lucie	136	1.4%	6	0%	10	0.1%	32	0.3%	0	0.0%	94	1.0%
Santa Rosa	43	0.4%	0	0%	0	0.0%	0	0.0%	0	0.0%	43	0.4%
Sarasota	111	1.2%	11	0%	4	0.0%	33	0.3%	0	0.0%	74	0.8%
Seminole	185	1.9%	7	0%	0	0.0%	82	0.9%	14	0.1%	90	0.9%
Sumter	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Suwannee	23	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	23	0.2%
Taylor	25	0.3%	0	0%	0	0.0%	0	0.0%	0	0.0%	25	0.3%
Union	6	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	6	0.1%
Volusia	306	3.2%	33	0%	4	0.0%	107	1.1%	0	0.0%	195	2.0%
Wakulla	49	0.5%	0	0%	0	0.0%	0	0.0%	0	0.0%	49	0.5%
Walton	106	1.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	106	1.1%
Washington	8	0.1%	0	0%	0	0.0%	0	0.0%	0	0.0%	8	0.1%
RCMA	35	0.4%	0	0%	0	0.0%	35	0.4%	0	0.0%	0	0.0%

\*AWI statistics as of 04/01/2009

Faith based providers can be family home care, private schools or private centers.

[Data Extracted on Apr 02, 2009 from FactBook http://www.floridajobs.org/earlylearning/factbook/](http://www.floridajobs.org/earlylearning/factbook/)

### 2008 Summer VPK Program – Provider Types

AWI/OEL also produces monthly statistics illustrating participation in the Summer VPK Program by different types of providers such as family child care providers, private centers, private schools, and public schools. Information presented on providers is based on the most recent payment information at the time the report is generated. The same group of information includes statistics on the number and percentage of faith-based providers offering Summer VPK Program services.

In addition to the number of children served by provider type Figure 15, on the following page shows the count of providers paid by provider type for the summer. A total of 560 providers participated in the 2008 Summer VPK Program. Despite serving over half of all children in the Summer VPK Program, public schools comprised only 31.6% of the total providers offering the program. The Summer VPK Program was offered primarily by private centers, while family child care providers and private schools were 2.3% of the providers offering Summer VPK. Of the total providers offering the Summer VPK program 8% were faith-based.

Figure 15: Summer VPK Providers by Provider Type 2007-08 \*

District	Total		Faith-Based **		Family Child Care		Private Centers		Private Schools		Public Schools	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
	-1	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
State	560		46	8%	13	2.3%	370	66.1%	1	0.0%	177	31.6%
Alachua	3	0.5%	0	0%	0	0.0%	1	33.3%	0	0.0%	2	66.7%
Baker	2	0.4%	0	0%	0	0.0%	1	50.0%	0	0.0%	1	50.0%
Bay	4	0.7%	0	0%	0	0.0%	0	0.0%	0	0.0%	4	100.0%
Bradford	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Brevard	16	2.9%	1	0%	0	0.0%	11	68.8%	0	0.0%	5	31.3%
Broward	83	14.8%	3	0%	1	1.2%	73	88.0%	0	0.0%	9	10.8%
Calhoun	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Charlotte	4	0.7%	2	1%	0	0.0%	3	75.0%	0	0.0%	2	50.0%
Citrus	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Clay	4	0.7%	0	0%	0	0.0%	2	50.0%	0	0.0%	2	50.0%
Collier	7	1.3%	0	0%	0	0.0%	2	28.6%	0	0.0%	5	71.4%
Columbia	2	0.4%	0	0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%
Miami-Dade	56	10.0%	4	0%	0	0.0%	52	92.9%	0	0.0%	4	7.1%
Desoto	1	0.2%	0	0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
Dixie	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Duval	33	5.9%	4	0%	3	9.1%	23	69.7%	0	0.0%	7	21.2%
Escambia	7	1.3%	0	0%	0	0.0%	2	28.6%	0	0.0%	5	71.4%
Flagler	4	0.7%	1	0%	0	0.0%	4	100.0%	0	0.0%	0	0.0%
Franklin	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Gadsden	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Gilchrist	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Glades	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Gulf	2	0.4%	0	0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%
Hamilton	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Hardee	2	0.4%	0	0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%
Hendry	3	0.5%	0	0%	0	0.0%	1	33.3%	0	0.0%	2	66.7%
Hernando	3	0.5%	0	0%	0	0.0%	0	0.0%	0	0.0%	3	100.0%
Highlands	5	0.9%	0	0%	0	0.0%	2	40.0%	0	0.0%	3	60.0%
Hillsborough	42	7.5%	4	0%	0	0.0%	21	50.0%	0	0.0%	21	50.0%
Holmes	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Indian River	5	0.9%	0	0%	0	0.0%	3	60.0%	0	0.0%	2	40.0%
Jackson	2	0.4%	0	0%	0	0.0%	1	50.0%	0	0.0%	1	50.0%
Jefferson	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Lafayette	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Lake	4	0.7%	0	0%	0	0.0%	0	0.0%	0	0.0%	4	100.0%
Lee	21	3.8%	1	0%	0	0.0%	12	57.1%	0	0.0%	9	42.9%
Leon	6	1.1%	0	0%	0	0.0%	5	83.3%	0	0.0%	1	16.7%
Levy	1	0.2%	0	0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
Liberty	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Madison	3	0.5%	0	0%	0	0.0%	3	100.0%	0	0.0%	0	0.0%
Manatee	9	1.6%	0	0%	0	0.0%	5	55.6%	0	0.0%	4	44.4%
Marion	22	3.9%	0	0%	3	13.6%	4	18.2%	0	0.0%	15	68.2%
Martin	3	0.5%	0	0%	0	0.0%	1	33.3%	0	0.0%	2	66.7%
Monroe	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Nassau	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Okaloosa	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Okeechobee	1	0.2%	0	0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%
Orange	37	6.6%	3	0%	1	2.7%	26	70.3%	0	0.0%	10	27.0%
Osceola	9	1.6%	1	0%	1	11.1%	4	44.4%	0	0.0%	4	44.4%

District	Total		Faith-Based **		Family Child Care		Private Centers		Private Schools		Public Schools	
	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
	-1	-2-	-3-	-4-	-5-	-6-	-7-	-8-	-9-	-10-	-11-	-12-
State	560		46	8%	13	2.3%	370	66.1%	1	0.0%	177	31.6%
Polk	20	3.6%	4	0%	0	0.0%	17	85.0%	0	0.0%	3	15.0%
Putnam	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
St. Johns	4	0.7%	0	0%	0	0.0%	3	75.0%	0	0.0%	1	25.0%
St. Lucie	6	1.1%	1	0%	1	16.7%	3	50.0%	0	0.0%	2	33.3%
Santa Rosa	2	0.4%	0	0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%
Sarasota	7	1.3%	2	0%	1	14.3%	5	71.4%	0	0.0%	1	14.3%
Seminole	12	2.1%	1	0%	0	0.0%	8	66.7%	1	0.0%	3	25.0%
Sumter	0	0.0%	0	0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Suwannee	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Taylor	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Union	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Volusia	18	3.2%	4	0%	1	5.6%	12	66.7%	0	0.0%	5	27.8%
Wakulla	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Walton	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
Washington	1	0.2%	0	0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%
RCMA	1	0.2%	0	0%	0	0.0%	1	100.0%	0	0.0%	0	0.0%

\*AWI statistics as of .04/01/2009

Faith based providers can be family home care, private schools or private centers.

Data Extracted on Apr 02, 2009 from FactBook <http://www.floridajobs.org/earlylearning/factbook/>

## **Appendix D: TAP #06-04: Selected Questions and Responses: Summer Voluntary Prekindergarten (VPK) Education Program Learning**

Florida Department of Education  
Office of Early Learning

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### **TECHNICAL ASSISTANCE PAPER #06-04**

#### **SELECTED QUESTIONS AND RESPONSES: SUMMER VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM PLANNING**

##### **Introduction**

This publication is intended to assist school districts and early learning coalitions in their Summer VPK planning efforts. Questions on the following topics have been compiled from conference calls, as well as e-mails and phone calls received from individuals.

- Administration of Medication
- Attendance Policies
- Children with Disabilities or Other Special Needs
- Class Size
- Contracting with Private Providers
- Discipline Policies
- Immunization
- Obligation to Serve Children
- Summer Food Service Program
- School District Medicaid Contact List

##### **Administration of Medication**

- 1. What are the procedures that must be established and staff that are required to insure appropriate administration of medication for children in VPK?**

The district's procedures, as stated in their approved School Health Services Plan, must be followed.

##### **Attendance Policies**

- 2. Can a school district have specific attendance policies for their summer VPK program?**

Yes. Section 1002.71(6)(a), Florida Statutes (F.S.), requires that parents, "...must agree to comply with the attendance policy of the private prekindergarten provider or district school board.... Upon enrollment of the child, the private prekindergarten provider or public school... must provide the

## **Attendance Policies (cont.)**

child's parent with a copy of the...attendance policy....” Additionally, Agency for Workforce Innovation's (AWI) form VPK-01, (available at: <http://www.floridajobs.org/earlylearning/documents/VPKForm01.pdf>), includes a statement for the parents to sign verifying that they will "...follow the provider's or school's attendance policy....”

### **3. How many absences may a child participating in the Summer VPK program have before such absences affect funding?**

Rule 60BB-8.204, F.A.C., (available at: <https://www.flrules.org/gateway/readFile.asp?sid=0&tid=4142887&type=1&file=60BB-8.204.doc> ) replaced AWI's Uniform Attendance Policy for Funding the VPK Program, OEP-PI-0029-05. According to the rule, a child may have up to three unexcused absences per month. In addition, a parent may document up to seven excused absences in a calendar month. The rule specifies ten scenarios for which an absence may be excused. If the excuse is a family vacation, the total excused days shall not exceed five days for the duration of the program. Beyond the absences noted above, someone other than the parent, as detailed by the rule, will need to document the reason for absence in cases of extraordinary need. Payment for the child will be suspended if the child does not attend at least one instructional day in the calendar month. Payment may resume when the child resumes attendance in the program.

## **Children with Disabilities or Other Special Needs**

### **4. Is the district obligated to provide specially designed instruction and related services to children with disabilities in the VPK program?**

No. VPK is not intended to be “special education” and does not provide for specially designed instruction or related services. If a child has an Individual Educational Plan (IEP), those services will be provided by the district during the regular school year and/or through extended school year (ESY) services. However, the district must make the summer VPK program accessible to a child with an IEP or special needs. For example, ramps must be available for a child in a wheelchair, large print or other special materials must be provided for a child with a visual impairment, special supports that are listed on a health plan must be addressed including positioning equipment or specialized dietary restrictions, and specialized communication or visual supports must be provided for a child with communication disorders. For additional information, please review the Technical Assistance Paper regarding VPK and Programs for Children with Disabilities at: [http://info.fldoe.org/docushare/dsweb/Get/Document-3114/tap05\\_02a.pdf](http://info.fldoe.org/docushare/dsweb/Get/Document-3114/tap05_02a.pdf) and the Fact Sheet for Parents of Preschool Children with Disabilities or other Special Needs in English at: <http://www.fldoe.org/earlylearning/pdf/vpkspcialed.pdf> and in Spanish at: <http://www.fldoe.org/earlylearning/pdf/SpecialedSpanish.pdf>

### **Children with Disabilities or Other Special Needs (cont.)**

- 5. What fund source should be used to pay for supports or services that have been determined necessary in order for a child to access the VPK program?**

Such supports or services must be paid for with VPK funds. However, districts are encouraged to work with their local health departments to provide health services needed by children who are Medicaid eligible.

### **Class Size**

- 6. Can school district summer VPK programs have 24 children and two qualified teachers in a classroom to meet the child:teacher ratio requirement of section 1002.61(4), (6) (F.S.)?**

Yes. VPK programs are not subject to the class size requirements and are not included in those calculations.

### **Contracting with Private Providers**

- 7. Do the requirements, in section 1002.61(3)(a), F.S., for each district school board to, "...determine which public schools in the school district are eligible to deliver the summer prekindergarten program..." and to, "...use the educational facilities available in the public schools during the summer term for the summer prekindergarten program" prohibit districts from contracting with private providers for the summer program?**

No. Nothing should be construed to limit the school district's options for contracting with private providers to meet their requirement, under section 1002.53(6)(b), F.S., to, "...provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school."

- 8. If a district provider initially has ten or more VPK students but enrollment drops to less than ten, can the district contract with a private provider and transfer their students to them for the remainder of the program?**

Yes. If a district provider's enrollment is not sufficient to make the summer VPK program cost effective, an alternative is to contract with a private provider. It is advisable to inform parents of the possibility of this occurring when they register their child for Summer VPK.

### **Discipline Policies**

- 9. Should a school district have specific discipline policies for their summer VPK program?**

Yes. Nothing in the implementing legislation prohibits the development and enforcement of such policies. However, such policies should be carefully crafted given the age of these children.

### **Immunization**

#### **10. Must a child who turns five during his or her VPK program have the immunizations required for entry into kindergarten in order to continue in the VPK program?**

No. Although a child must have a valid Certification of Immunization Form (DH 680) to attend VPK, additional immunizations would not be required until the child enters kindergarten.

### **Obligation to Serve Children**

#### **11. Are school districts required to provide a Summer VPK program to every eligible child within the district?**

Yes. Although section 1002.61(6), F.S., states, "Notwithstanding ss. 1002.55(3)(e) and 1002.63(7), each prekindergarten class in the summer prekindergarten program...must be composed of at least 4 students but may not exceed 10 students," section 1002.53(6)(b), F.S., states, "Each school district may limit the number of students admitted by any public school for enrollment in the program; however, the school district must provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school." An option for meeting this requirement is for the school district to contract with a private provider to provide VPK services (see questions 7 and 8).

### **Summer Food Service Program (SFSP)**

Although compliance with section 1002.61, F.S., does not address a summer food service program for VPK students, the Ms. Willie Ann Glenn Act's requirements stipulate that each school district must sponsor a summer nutrition program beginning in the summer of 2006 and must operate sites with specific guidelines based on each school's percentage of students eligible for Free/Reduced Lunch.

#### **12. Is a school district required to operate a summer food program if they only run a VPK program in the summer?**

In accordance with section 1006.0606, F.S., Ms. Willie Ann Glenn (WAG) Act, each school district shall develop a plan by May 1, 2006, to sponsor a summer nutrition program beginning in the summer of 2006 to operate sites in the school district as follows:

- Within five miles of at least one elementary school at which 50% of more of the students are eligible for free or reduced-price school meals and for the duration of 35 consecutive days; **and**

## **Summer Food Service Program (cont.)**

- Within ten miles of each elementary school at which 50% or more of the students are eligible for free or reduced-price school meals.

To comply with this act and the requirements for VPK (s.1002.61, F.S.), it may be advantageous to determine the site(s) that qualify for the WAG Act, and then incorporate your VPK sites there as well. Then all children receiving a meal could receive a free meal, which the district could claim for reimbursement.

For additional information regarding the WAG Act, please contact the DOE Food & Nutrition Management office at 1-800-504-6609. For more information regarding the SFSP, you may call the number listed above and/or access the following link: <http://www.fns.usda.gov/cnd/summer/about/faq.html>

### **13. Can the site running 35 days in accordance with the Willie Ann Glenn Act be a non-school site operated by the school district?**

Yes. The site operated in accordance with this act may be operated by the school district in a school or non-school site. Any not-for-profit entity may serve as a site or sponsor.

### **14. How would VPK be affected by the Seamless Summer program?**

Under the Seamless Summer program option, which is under the NSLP, all sites must be "open sites," which means students who are 0-18 years-of-age and students who may or may not be receiving educational services must be served meals. Seamless Summer is an option to consider, versus the National School Lunch Program (NSLP) or SFSP, because it reduces the amount of paperwork and time necessary to determine eligibility on a one-to-one basis. For more information regarding Seamless Summer, please reference the following link:

[http://www.fns.usda.gov/cnd/seamless\\_summer.htm](http://www.fns.usda.gov/cnd/seamless_summer.htm)

### **15. A school district provides summer education for four weeks and a recreation department goes in conjunction with the district to extend their educational program three weeks. If the SFSP was only contracted for 6 weeks, can a waiver for the seventh week be requested?**

There are no federal guidelines that stipulate how long a site must run under SFSP or Seamless. The only stipulation in reference to length of operation is in the WAG Act which states one site must operate 35 consecutive days. A site may be under the operation of a school district for the first few weeks, and then the same site can later operate under another sponsorship to equal the 35 consecutive days. The state agency cannot grant waivers to the 35 consecutive day requirement under the WAG Act.

## **Summer Food Service Program (cont.)**

**Note:** A site cannot operate under more than one sponsorship at the same time.

**16. If a school district is contracted to provide meals for a local Parks and Recreation Department through the SFSP, and if the Parks & Recreation Department is willing to provide meals for VPK students, would the school district be in compliance with the WAG Act?**

Yes, as long as the mileage requirement(s) is met.

**17. Are the criteria used to determine eligibility for SFSP or Seamless Summer different than the criteria used to determine eligibility under the NSLP?**

Yes. Eligibility under NSLP is based on the individual child's family income. Under NSLP it is determined whether a child will qualify for a free meal, reduced-price meal, or paid. Under Seamless and SFSP, the "site" becomes qualified. Sponsors can qualify a site by using census data, DOE Survey 3 data, or by taking income applications. If the sponsor uses the census data or the survey 3 data and the site qualifies, ALL children will receive a free meal.

**18. Since additional sites are now required under the WAG Act, and with the influx of VPK students, who will be responsible for the food and labor costs?**

That depends on the program; however, funding for summer meals for VPK students is not provided for in statute. The rules and procedures to follow regarding filing claims for reimbursement under NSLP, SFSP, and Seamless Summer are the same for VPK or non-VPK students.

**19. Are the sites used under the SFSP or Seamless Summer limited to those who qualify under these programs?**

If the question is referring to "children who qualify," the answer is yes. Children who qualify (if the site is open, then all children under 18-years-old qualify) would receive a free meal. The sites can only serve children who qualify (age, income if closed enrolled site, etc).

If the question is referring to "sites that qualify," the answer is yes. The sites have to qualify to operate under seamless and SFSP.

**20. Are the nutritional requirements different for VPK students with regard to fats and calories?**

## **Summer Food Service Program (cont.)**

No, the nutritional requirements do not change for VPK students in the summer.

### **21. Does Offer vs. Serve (OVS) have to be implemented for VPK students?**

No, this is optional for lower grades. It is only a requirement for lunch at senior high schools during the school year under NSLP. For more information regarding OVS, please refer to:

[http://teammnutrition.usda.gov/Resources/offer\\_v\\_serve.html](http://teammnutrition.usda.gov/Resources/offer_v_serve.html)

### **22. Can a vended program satisfy the requirements of the WAG Act?**

Yes, as long as the “vended program” means a sponsor which purchases from a food service management company or school district the unitized meals, with or without milk, which it will serve at its sites. “Vended” does not mean a vending machine.

### **23. Are there any circumstances that would allow private VPK providers to participate in the NSLP, SFSP, or Seamless Summer?**

A private provider currently receiving funds through other federal programs administered by the Department of Health would need to discontinue participation in these programs to prevent “double dipping.” For more information, please contact either of the following staff at the Department of Health:

- Renee Kane: [renee\\_kane@doh.state.fl.us](mailto:renee_kane@doh.state.fl.us); or call (850) 245-4444 ext.2866.
- Phil Reeves: [phil\\_reeves@doh.state.fl.us](mailto:phil_reeves@doh.state.fl.us); or call (850) 245-4360.

### **24. If an income eligibility form is received for a child during the summer and the child qualifies for Free/Reduced Price Lunch, does the child’s eligibility carry over through the next school year?**

No. According to federal guidelines, the family would still have to fill out an income application at the beginning of the school year.

## **Summer Food Service Program (cont.)**

**25. If a school district offers VPK in an area that doesn't fulfill the mileage requirement(s) under the WAG Act, can the schools which house VPK still participate in a summer meal program?**

Yes, although the school district may still have to determine whether the school qualifies by using census data, DOE Survey 3 data, or individual income applications.

**26. If a VPK site does not qualify under Seamless or SFSP, can a parent or student be required to pay for lunch if lunch time is part of the instructional day?**

No. Because participation in the 300-hour summer VPK program is free and voluntary, a district may not charge parents for lunch or require parents to bring food products to the VPK program if meals or snack time are reported for funding purposes as instructional time. If lunch and/or snack are not reported as VPK instructional time, the district may charge for the cost of the meal. However, the district cannot require the parent/child to participate in the meal as a condition of enrollment. If a parent/child chooses not to participate, the parent's ability to have his or her child served by the provider or school exclusively in the VPK program must not be affected.

Districts are encouraged, if at all possible, to determine the site(s) that qualify for Seamless Summer or SFSP, and then incorporate their VPK sites there as well. Then all children receiving a meal could receive a free meal, which could be claimed for reimbursement. For more information regarding "Program Instruction," please refer to AWI's policy number OEL-PI-0000-06: <http://www.floridajobs.org/earlylearning/IMPI.html>.

**Appendix E: National School Lunch Program and School Breakfast Program - Seamless Summer Option: Questions and Answers for State Agencies and School Districts**

**National School Lunch Program and School Breakfast Program  
Seamless Summer Option  
Questions and Answers for State Agencies and School Districts**

**FY 2007 Edition**

**General**

**1. Q What is the Seamless Summer Option?**

**A** The purpose of the Seamless Summer Option is to encourage more School Food Authorities (SFAs) to provide meals during summer and other school vacation periods. This option combines features of the National School Lunch Program (NSLP), School Breakfast Program (SBP), and Summer Food Service Program (SFSP). The seamless option reduces paperwork and administrative burden, making it easier for SFAs to feed children in low-income areas during the traditional summer vacation periods and, for year-round schools, school vacation periods of 2 to 3 weeks, but could be shorter with State agency (SA) approval.

**2. Q What organizations may participate in the Seamless Summer Option?**

**A** Only SFAs administering the NSLP or SBP may participate in the Seamless Summer Option. However, with State agency approval, SFAs may sponsor non-profit sites.

**3. Q Are States required to allow seamless operations?**

**A** Yes. The Seamless Summer Option has been formally incorporated into the NSLP and SBP and must be made available to qualifying SFAs.

**State Agency Approval of Seamless Summer Option Applications**

**4. Q What are the criteria for SFA participation in the Seamless Summer Option?**

**A** The SFA must be able to demonstrate administrative capability and financial viability to properly operate during school vacation periods of 2 to 3 weeks, but could be shorter with State agency (SA) approval. The State agency should not approve applications from SFAs that have significant problems operating either the NSLP or SBP, or the site is determined to be seriously deficient in the administration of the SFSP or CACFP. Previous participation in the SFSP is not a requirement for participating in the Seamless Summer Option.

**5. Q What are the requirements for Seamless Summer Option site applications?**

**A** At a minimum, SFAs must submit the following information for each site to the State agency for application approval:

- a. Name, address, and phone number of site.
- b. Indicate if the site operates on a year-round school calendar.
- c. Free/reduced-price data to support site eligibility (at least 50% free/reduced price).
- d. Type of site: open, restricted open, closed enrolled, migrant, or camp.
- e. Organization that will operate the site for the SFA (if applicable).

- f. How meals will be advertised to the community (n/a for enrolled sites or camps).
- g. Types of meals, including day(s) of week and time(s) of day, served.

For the following two types of sites, in addition to the requirements of letters a-g above, SFAs must submit the following:

**For closed enrolled sites:**

- Identify all sites located in eligible areas
- Identify data used to qualify each site (school or census data in eligible areas, income eligibility applications in other areas)
- Explain why the SFA is sponsoring closed sites

**For camps:**

- Indicate type of camp (residential or non-residential)
- Identify all camps located in eligible areas
- Explain why the SFA is sponsoring the camp
- Certify that the camp will only claim reimbursement for children that are determined eligible for free/reduced-price meals

**6. Q Are State agencies required to provide training to SFAs approved to operate the seamless option?**

- A** There is no mandatory training, but FNS encourages State agencies to provide training and technical assistance to SFAs based on their assessment of the need for training.

**Site Eligibility**

**7. Q Can a SFA sponsor a site that is located outside of its district?**

- A** Yes, with State agency approval.

**8. Q Can a SFA sponsor non-school sites operated by other non-profit organizations?**

- A** Yes, with State agency approval.

**9. Q What sites are eligible for participation in the seamless option?**

- A** The following types of sites are allowed. Eligible sites are school or non-school facilities (buildings or outdoor locations) that are:

Open - located in eligible areas and open to all children through age 18 in the community, including sites in year-round schools;

Restricted open - located in eligible areas and open to all children through age 18 in the community but later restricted by the SFA for security, safety, or control reasons, including sites in year-round schools;

Closed enrolled - located in eligible or non-eligible areas that are limited to a group of enrolled children through age 18, of which at least 50 percent are eligible for free or reduced-price school meals (academic summer schools closed to the community are ineligible to participate in the Seamless Summer Option);

Migrant - primarily serving children through age 18 of migrant families, as certified by a migrant coordinator; and

Camps - residential and non-residential camps that offer regularly scheduled food service as part of an organized program for enrolled children. Only meals served to children through age 18 who are eligible for free or reduced-price school meals (based on income eligibility applications) may be reimbursed.

**10. Q May closed enrolled sites located in eligible areas (i.e., those areas where 50 percent or more of the children are eligible for free or reduced-price school meals) qualify for participation based on area data?**

**A** Yes. Closed enrolled sites that are located in eligible areas may qualify for participation in the Seamless Summer Option using area data. This policy does not apply to residential or non-residential camps.

**11. Q Can sites qualify for participation in the Seamless Summer Option by using data other than a school's percentage of free or reduced-price enrollment?**

**A** Yes. The SFA may use census block group data as approved by the State agency. FNS must approve the use of data from other sources, such as departments of welfare and education and zoning commissions, prior to use. Generally, current data must be used.

**12. Q Once approved to operate the seamless option, must site eligibility be redetermined each year? <sup>1</sup>**

**A** Yes, for closed enrolled sites.

No, for area eligible sites. If the Seamless Summer site is located within the geographic boundaries of a school attendance area and the school has 50% or more free and reduced price participation, then the site is eligible to participate in the Seamless Summer Option for 5 years (unless a SFA has significant problems operating either the NSLP or SBP, or the site is determined to be seriously deficient in the administration of the SFSP or CACFP).

**13. Q Will the fact that schools under Provisions 2 or 3 do not have current eligibility data affect a school's eligibility to participate under the Seamless Summer Option?**

**A** No. We will accept data from a school site's base year to determine area eligibility. School sites must use the percent of eligible students, not the claiming percentages.

**14. Q Can a SFA limit its sponsorship just to school sites?**

**A** Yes. A SFA should match its sponsorship of sites with its financial and administrative capabilities. Where feasible, a SFA could expand its summer food service to children in the community by sponsoring non-school sites that are operated by non-profit organizations.

**15. Q Can schools operating an academic summer school, whether private or public, participate in the seamless option as closed enrolled sites?**

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<sup>1</sup> Revised question

**A** No. If the school site provides meals only to enrolled summer school students, it is not eligible to participate in the seamless option. Meal services at academic summer school sites must be open to children in the community in order to qualify for the seamless option. Academic summer school meals remain eligible for reimbursement at free, reduced price and paid rates under the NSLP/SBP.

**16. Q What are the criteria to approve a closed enrolled site under the seamless option?**

**A** An approvable closed enrolled site could include any program for children, other than an academic summer school, provided that at least 50 percent of the enrolled children are eligible for free or reduced-price school meals. Examples of closed enrolled sites include recreation programs and enrichment classes or programs. The SFA could sponsor and operate these sites or sponsor sites that are operated by local government, school, or private non-profit organizations.

**17. Q What are the criteria to approve a restricted open site?**

**A** To qualify, the site must draw children exclusively from eligible area; be open to broad community participation from eligible areas; not charge a fee for children to attend; and not allow children from surrounding non-needy areas to attend. The only limits that can be imposed on participation in restricted open sites are daily limits for reasons of security, safety, or control.

**18. Q Can a year-round school with off-track breaks participate in the seamless option?**

**A** Yes, as long as the school is on a year-round/continuous schedule and the off-track breaks are officially part of the school schedule. Typically, the off-track breaks are of 2 to 3 weeks, but could be shorter with State agency (SA) approval.

**Months of Operation**

**19. Q Can meals be claimed under the seamless option during winter or spring breaks or at other times when school is closed?**

**A** Schools operating on a traditional school calendar may not serve seamless summer meals during winter or spring breaks; schools operating on a year-round calendar may serve seamless summer meals during any scheduled school breaks of 2 to 3 weeks, but could be shorter with State agency (SA) approval. Seamless summer meals may be served at non-school sites sponsored by the SFA during unanticipated school closures (see Q&A #20 for an explanation of this term). The months of operation for seamless summer meals are as follows for schools operating a traditional or year-round calendar.

**Months of Operation for Schools on a Traditional School Calendar**

- May through September, when school is not in session
- October through April for non-school sites that are responding to an unanticipated school closure (see Q&A #20)

**Months of Operation for Schools on a Continuous or Year-Round Calendar**

- During scheduled breaks of 2 to 3 weeks, but could be shorter with State agency (SA) approval.

- Any time during the year for non-school sites that are responding to an unanticipated school closure (see Q&A #20)

**20. Q What is an unanticipated school closure?**

- A** An unanticipated school closure is defined as a natural disaster, unscheduled major building repair, court order relating to school safety or other issues, labor-management dispute, or other similar cause as approved by the State agency. As mandated by the National School Lunch Act, meals provided during an unanticipated school closure must be served at a non-school site.

**Meal Service**

**21. Q What is the age requirement for children participating in the Seamless Summer Option?**

- A** All persons in the community who are 18 years of age and under and those persons over age 18 who meet the State agency definition of mentally or physically disabled may receive meals under the Seamless Summer Option.

**22. Q Can a seamless summer site charge for meals served to eligible children?**

- A** No. Meals at all approved seamless summer sites, except camps, must be served free of charge to all children. SFAs that sponsor camps may charge for the meals served to children who are not eligible to receive free or reduced-price meals.

**23. Q If a site is classified as closed enrolled, does the sponsor claim only the meals served to the children eligible for free or reduced-price meals or does the sponsor claim meals for all children enrolled at that site? <sup>2</sup>**

- A** If a site is classified as closed enrolled, the SFA can claim free meals for all children enrolled at that site. Meals at all approved seamless summer sites, except camps, must be served free of charge to all children.

**24. Q What are the types of meals that may be served under the Seamless Summer Option?**

- A** With the limitations described in Q# 25, a site may serve breakfast, AM snack, lunch, PM snack and supper may be served under the Seamless Summer Option. Menu planning must follow one of the Menu Planning Approaches in section 210.10 for the NSLP and section 220.8 for the SBP.

**25. Q How many meals are reimbursable under the Seamless Summer Option per day?**

- A** A maximum of two meals, such as lunch and breakfast, or lunch and a snack, or breakfast and a snack, may be served per day per child at all sites, except migrant sites and camps. At migrant sites and camps, a maximum of three meals may be served, such as breakfast, lunch, and a snack. Only migrant sites and camps may be reimbursed for lunch and supper served to the same children on the same day. For camps, both residential and non-residential, only the meals served to income eligible children (based on free/reduced-price applications) will be reimbursed.

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<sup>2</sup>New question and answer

- 26. Q What meal pattern/menu planning system is to be used for a supper meal under the Seamless Summer Option?**
- A** SFAs should use the NSLP options, including: the Traditional Food-Based Menu Planning, the Enhanced Food-Based Menu Planning, or the Nutrient Standard or Assisted Nutrient Menu Planning.
- 27. Q Are there designated meal periods for seamless summer sites?**
- A** Yes. Meal times for breakfast and lunch must follow the designated times in the SBP and NSLP regulations. According to section 220.2(b), breakfast must be served to a child in the morning hours. Lunch must be offered between 10:00 am and 2:00 pm, as provided in section 210.10(f). Supper meals must begin before 7:00 p.m. and end by 8:00 p.m. Snacks must be evenly and adequately spaced between other meal service times to minimize food waste and ensure good nutrition practices.
- 28. Q Will a-la-carte sales be allowed at the same time that the seamless option meals are being served?**
- A** Yes. The NSLP meal service rules are in effect, although a-la-carte sales are not encouraged during summer meal service. Children should be encouraged to participate in the meal service being offered before they pay for a-la-carte items.
- 29. Q Can meals be served on weekends under the seamless option?**
- A** Yes, with State agency approval. A SFA that plans to serve weekend meals in the Seamless Summer Option should include this information in its application.
- 30. Q Can a school participating under the Seamless Summer Option as an open site serve meals at staggered times for community children and school children attending summer school?**
- A** Yes, but it must be the same meal service (i.e., food served, length of serving time, eating area, etc.).
- 31. Q Must a school differentiate between meal counts for on-track (NSLP) and off-track (seamless) students in year-round sites?**
- A** Yes. Since all off-track students at seamless summer sites receive meals free of charge, the school must be able to distinguish between them and the on-track students who may be paying reduced or full prices for their meals. The school must also distinguish the different tracks because off-track meals are reimbursed at the free rate and the on-track meals are reimbursed at the free, reduced or paid rates.
- 32. Q Are seamless summer sites required to get permission from the State agency prior to a field trip?**
- A** Only if required by the State agency; there is no Federal requirement in the NSLP or SBP that SFAs must obtain permission prior to serving meals on a field trip.
- 33. Q Is offer versus serve allowed at seamless summer sites?**
- A** Yes. The SFA may allow offer versus serve, but is not required, at seamless summer sites.

**34. Q Are second meals reimbursable at seamless summer sites?**

**A** No. Like the SBP and NSLP, second meals are not reimbursable in the Seamless Summer Option and may not be claimed for reimbursement.

**Local Level Monitoring**

**35. Q When must seamless summer sites be reviewed by the SFA?**

**A** Each year SFAs are required to review all of their seamless summer sites at least once during the site's operation. The SFA must review the site's compliance with meal counting, claiming, menu planning, and food safety requirements.

**36. Q To assure that the menu planning requirements are met, should the school/site have records of food purchases?**

**A** Yes. As set forth in section 210.10(a)(3), schools must keep production records and menu records for the meals they produce. The production records must allow the SA to evaluate how the meals contribute to the required food components or menu items.

**37. Q Do SFAs have to conduct edit checks, as required under section 210.8 of the NSLP regulations, for seamless summer sites?**

**A** No. Edit checks will not be required for the seamless summer sites during the period of time that the SFA is operating the sites under the Seamless Summer Option rules. However, SFAs should ensure that meal counts match participation and claims reflect the number of meals served. When operating the NSLP in summer school, the SFA must conduct edit checks outlined in section 210.8.

**State Level Monitoring**

**38. Q Are State agencies required to review seamless summer sites?**

**A** Yes. State agencies must review at least one seamless site in operation at all SFAs scheduled for CRE review during the previous School Year (SY) or current SY. This may involve a second visit to the SFA to evaluate the seamless summer site in operation.

For example, the review of seamless summer sites could be conducted as follows:

<u>CRE review</u>	<u>Seamless summer site review</u>
SY 2005/2006	summer of 2005 or 2006
SY 2006/2007	summer of 2006 or 2007

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<sup>3</sup>New Question and answer  
<sup>4</sup>Revised question and answer

State agencies are not required to conduct annual reviews of SFAs that operate under the seamless option or any special reviews for SFAs outside the normal CRE review schedule. However, State agencies are encouraged to review seamless summer sites even if a CRE is not scheduled for that SFA, especially if concerns arise about management of the seamless summer operations.

Until revised CRE forms, instructions, and guidance are issued, State agencies may develop their own procedures to review SFAs and sites (See Q35 through Q37, and Q41 to meet program requirements). The School Meals Initiative for Healthy Children (SMI) reviews are not required for seamless summer sites.

**39. Q Can a CRE be scheduled during the summer to avoid making the second visit to the seamless summer site?**

**A** Only if the school is operating the NSLP on a year-round basis.

**40. Q Do findings from seamless summer sites, reviewed on a CRE, contribute to CRE thresholds?**

**A** No. Findings from a review of a seamless summer site should not be incorporated into the CRE report or the annual FNS-640 report; a separate report on these findings should be issued to the SFA as an addendum to the CRE report.

**41. Q How should States review seamless summer sites when conducted during a CRE?**

**A** States should determine the best method to evaluate the certification procedures and results (in closed enrolled sites), meal count, and meal service procedures of the seamless summer site. Although it is not required, the State agency may choose to validate a claim of the seamless summer site.

### **Program Access**

**42. Q What can be done to ensure that SFAs operating an academic summer school make a concerted effort to attract children from the community who are not attending summer school?**

**A** Both in the approval process and in the review of sites, State agencies should ensure that schools approved as seamless summer sites make a reasonable effort to advertise the availability of free meals to children in the community who will not be attending summer school.

SFAs applying for the Seamless Summer Option must describe how each site will advertise the availability of meal services to children in the community. The SFA should provide enough detail in its application so the method of advertising meal services to the public can be documented and confirmed later during a review by the State agency or FNS. For example, if the SFA stated that seamless summer site meals would be advertised in a publication, a copy of the advertisement should be available. Also documentation of public service announcements by radio or television stations, and copies of flyers provided to students or mailed to students' parents.

During a scheduled CRE, the State agency should observe community participation at the site and attempt to confirm whether the school site advertised meals as described in their application.

**43. Q If a school does not want to open its cafeteria to children in the community, can it serve its summer school children in the cafeteria and the other children outside somewhere, for example, in a park across the street or on the school playground?**

**A** No. If the school does not want to open its meal service to children in the community who are not attending summer school, that school is not eligible to participate in the Seamless Summer Option. Regardless of the location of the site, whether in the cafeteria of the school or in the park across the street, the same facilities must be used to feed both groups of children.

### **Reimbursement Rates**

**44. Q Which reimbursement rates are used in the Seamless Summer Option?**

**A** Meals served under the Seamless Summer Option are reimbursed at the “free” rates prescribed by USDA for the NSLP (including snacks) and SBP. Supper meals are reimbursed at the NSLP’s free lunch rate. Meals served at camps that are approved as seamless summer sites are reimbursable only for children who are eligible for free or reduced-price school meals. Camps participating in the Seamless Summer Option may not claim any meals at the NSLP paid rate for campers who are ineligible for free or reduced-price school meals.

**45. Q Will qualifying schools continue to receive the severe need breakfast rates under the seamless summer operations?**

**A** Yes.

**46. Q Will eligible schools participating as seamless summer sites continue to earn the commodity entitlement under NSLP?**

**A** Yes. Schools will receive the full commodity allotment for both lunches and suppers.

**47. Q Will schools participating in the seamless option still receive the extra \$.02 differential for lunch and supper meals?**

**A** Yes. In addition, lunches claimed under the seamless option may count toward the determination of the district’s eligibility for the extra \$.02 differential and the site’s eligibility for the severe need breakfast rate.

**48. Q What rates will non-school sites receive?**

**A** In most cases, the SFA will receive the same reimbursement rates for non-school sites as for the school sites. When different schools within the SFA’s jurisdiction qualify for different rates, such as the severe need breakfast rate, then the non-school site will earn the same reimbursement rates as the nearest school. If the SFA is sponsoring a school that is outside its jurisdiction, the SFA will receive the same NSLP reimbursement rates that the school site earns during the regular

school year.

## **Reporting**

**49. Q How will SFAs report the meals served in the Seamless Summer Option to the State agency?**

**A** SFA's should follow the format of reporting seamless summer meals as prescribed by the State agency, e.g. online reporting.

**50. Q How will meals in the Seamless Summer Option be reported to FNS by State agencies?**

**A** Meals will be counted as the number of reimbursable free meals served monthly under the seamless option. State agencies should report the number of meals served by type on the FNS-10 electronic report as follows:

- Include lunches and suppers served under the seamless option in the meals reported on lines 5a and on line 5b, if applicable, of the FNS-10.
- Include snacks served under the seamless option on line 5c only (do not include them in the subtotal for Area Eligible Snacks on line 5d).
- Include breakfasts served under the seamless option on line 6 and on line 7, if applicable.

**51. Q On which FNS-10 reports should State agencies include Seamless Summer Option activity?**

**A** Seamless Summer Option activity should be reported on both the 30-day and 90-day reports for each month that seamless summer meals are served. For the 30-day, report the total of actual and estimated meals; for the 90-day, report actual meals only.

**52. Q Since the new NSLP and SBP rates for the upcoming SY are effective for July, how would the claims for June and July be handled?**

**A** State agencies should refer to the NSLP regulations, at 7 CFR 210.8(c)(1), for combining claims of months with Seamless Summer Option activity. Since the NSLP rates change on July 1, the June and July claims cannot be combined. June meals served under the seamless option would be included in the same claim as regular NSLP meals for June. If the SFA did not operate the regular NSLP in June but operated the seamless option for 10 days or less, it could combine the June seamless summer meals on the May claim. Conversely, if it operates the seamless option for 10 days or less during July, it could combine the July and August claims.

**53. Q How will State agencies report the seamless site meals on the SF-269 report?**

**A** Since seamless meals are claimed under the NSLP and SBP on the FNS-10, financial activity related to these meals must also be reported under these programs on the SF-269. The seamless summer site meals will be reported on the SF-269 as follows:

- Report Status of Funds for lunches, suppers, and snacks in Column 14 - School Lunch;

- Report Status of Funds for breakfasts in Column 15 – School Breakfast.

**54. Q Can a Food Service Management Company (FSMC) under contract with a SFA for NSLP meal service handle the same administrative tasks for meals served under the Seamless Summer Option?**

**A** Yes, assuming that the contract covers summer meal service under the NSLP. FSMC personnel would follow the NSLP regulations at §210.16, which describe permissible administrative tasks that the company can perform on behalf of the SFA.

## Appendix F: Agency for Workforce Innovation OEL-PI-0040-06 Substitute Instructors for the VPK Program

### PROGRAM INSTRUCTION

**Subject:** Substitute instructors for the VPK program

**Summary:** This program instruction requires a private provider or public school, when the credentialed instructor assigned to a VPK class is absent, to temporarily assign a substitute instructor who has the required credentials. If, however, a private provider or public school is not able to find a substitute instructor who has the required credentials, the program instruction establishes procedures for an early learning coalition or school district to enforce the VPK program's credential requirements. The procedures require a private provider or public school that assigns a substitute instructor who does not have the required credentials to notify the coalition. If, after 10 consecutive instructional days, a private provider or public school does not assign a substitute instructor who has the required credentials, the procedures require the provider or school to give the coalition a written description of efforts to find an instructor who has the credentials. The procedures allow a coalition or school district to take enforcement action on a private provider or public school if, after 20 consecutive instructional days, the provider or school does not assign a substitute instructor who has the required credentials.

**References:** Sections 402.305(2)(d)1., 402.313(4), and 402.3131(3), F.S.  
Sections 1002.55(3)(c)-(e), (4), 1002.61(3)(a), (4)-(6), 1002.63(3), (5)-(7), 1002.67(3)(a) and (b), 1002.75(2)(e), F.S.

**Purpose:** To provide guidance to an early learning coalition or school district for the enforcement of VPK program requirements on a private provider or public school that temporarily assign a substitute instructor who does not have the credentials required for a credentialed instructor

**Background:** The VPK law (Sections 1002.51-1002.79, F.S.) requires a VPK class to have a prekindergarten instructor who has certain educational credentials and training (Sections 1002.55(3)(c), (4), 1002.61(4), and 1002.63(5), F.S.).

The VPK law requires an early learning coalition to verify that a private provider complies with the requirements of the VPK program and requires a school district to verify that a public school complies with the VPK program requirements (Section 1002.67(3)(a), F.S.).

If a private provider fails or refuses to comply with VPK program requirements or engages in misconduct, the VPK law directs the Agency for Workforce Innovation to require the coalition to remove the provider from the VPK program (Section 1002.67(3)(b), F.S.).

Although the VPK law allows a school district to determine which public schools may participate in the VPK program (Sections 1002.61(3)(a) and 1002.63(3), F.S.), the VPK law directs the Department of Education to require a school district to remove a public school from the VPK program for misconduct or failing or refusing to comply with VPK program requirements (Section 1002.67(3)(b), F.S.).

Section 1002.75(2)(e), F.S., requires the Agency for Workforce Innovation to adopt procedures for verifying the compliance of private providers and public schools and removing providers or schools from the VPK program.

**Instructions:**

**(1) Definition.** As used in this program instruction, the term:

- (a) “Credentialed instructor” means a prekindergarten instructor who has the credentials required in Section 1002.55(3)(c) or (4), F.S., Section 1002.61(4), F.S., or Section 1002.63(5), F.S. The term does not include a secondary instructor.
- (b) “Secondary instructor” means a prekindergarten instructor who, in accordance with Sections 1002.55(3)(e), F.S., 1002.61(6), F.S., or 1002.63(7), F.S., must be an adult, but who is not required to have the credentials required for a credentialed instructor.
- (c) “Substitute instructor” means a prekindergarten instructor assigned to temporarily replace a credentialed instructor.

**(2) Substitute instructor.**

- (a) If the credentialed instructor assigned to a VPK class is absent, the private provider or public school must assign a substitute instructor to temporarily replace the credentialed instructor. In accordance with Sections 1002.55(3)(c), (4), 1002.61(4), and 1002.63(5), F.S., a substitute instructor must have the credentials required for a credentialed instructor.
- (b) A private provider or public school that fails to assign a substitute instructor who has the required credentials described in paragraph (a) is not in compliance with the VPK law.
- (c) An early learning coalition may not remove a private provider from the VPK program, or otherwise take enforcement action on a provider, if the provider is not able to find a substitute instructor who has the required credentials but temporarily assigns a substitute instructor who meets the following alternate requirements:
  - 1. School-year program. A substitute instructor assigned to a VPK class in a school-year program must successfully complete one or more of the following before instructing the class:
    - a. An associate’s or higher degree in any field of study;
    - b. A 40-clock-hour introductory course in child care for child care personnel of a child care facility which is approved by the Department of Children and Family Services under Section 402.305(2)(d)1., F.S.;
    - c. A 40-clock-hour introductory course in group child care for an operator of a large family child care home which is approved by the Department of Children and Family Services under Section 402.3131(3), F.S.; or
    - d. A 30-clock-hour introductory course in child care for an operator of a family day care home which is approved by the Department of Children and Family Services under Section 402.313(4), F.S.
  - 2. Summer program. A substitute instructor assigned to a VPK class in a summer program must successfully complete one or more of the following before instructing the class:
    - a. An associate’s or higher degree in any field of study;
    - b. A child development associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition; or
    - c. A credential approved by the Department of Children and Family Services as being equivalent to or greater than the national CDA.
- (d) A school district is not required to remove a public school from the VPK program, or otherwise take enforcement action on a school, if the school is not able to find a substitute instructor who has the required credentials but temporarily assigns a substitute instructor who meets the alternate requirements described in paragraph (c).

- (e) A private provider or public school that assigns a substitute instructor who does not have the required credentials described in paragraph (a) must notify the coalition of the assignment.
- (f) If a credentialed instructor is absent from more than 10 consecutive instructional days, the private provider or public school must also give the coalition a written description of the provider's or school's efforts to find and assign an instructor who has the required credentials.
- (g) If a credentialed instructor is absent from 20 or more consecutive instructional days, the coalition may take enforcement action on the private provider, and the school district may take enforcement action on the public school, if the provider or school does not assign a substitute instructor who has the required credentials described in paragraph (a) for a subsequent consecutive absence.
- (h) A substitute instructor, whether the instructor has the required credentials described in paragraph (a), must comply with the background - screening requirements in Sections 1002.55(3)(d), 1002.61(5), or 1002.63(6), F.S.

**PLEASE DIRECT QUESTIONS AND COMMENTS  
TO THE OFFICE OF EARLY LEARNING AT (850) 921-3171  
OR EMAIL [OEL.Questions@awi.state.fl.us](mailto:OEL.Questions@awi.state.fl.us)**

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**Florida Department of Education  
Dr. Eric J. Smith, Commissioner**