

Florida Voluntary Prekindergarten (VPK)  
Education Program:

Policies and Procedures for  
Curriculum Approval

2007



Florida Department of Education  
Office of Early Learning

Florida Voluntary Prekindergarten (VPK)  
Education Program:

Policies and Procedures for  
Curriculum Approval

2007

This document was developed by the Office of Early Learning, Florida Department of Education.

Copies of this document are available free on request from the Florida Department of Education.

For further information, please contact:

Office of Early Learning  
Florida Department of Education  
325 West Gaines Street, Suite 1524  
Tallahassee, Florida 32399-0400

[earlylearning@fldoe.org](mailto:earlylearning@fldoe.org)

Copyright  
Florida Department of Education  
2007

# Table of Contents

- I. Introduction ..... 1
- II. Relationships between Publishers and VPK Curriculum Approval Committee Members ..... 2
  - A. Committee Member Affidavit ..... 2
- III. VPK Curriculum Approval Committee ..... 3
  - A. Membership ..... 3
    - 1. Credential Requirements..... 3
    - 2. Removal and Replacement of Members ..... 3
    - 3. Reimbursement ..... 4
  - B. Committee Training ..... 4
  - C. Evaluation Process ..... 4
    - 1. Evaluation Forms ..... 4
    - 2. Curriculum Materials ..... 4
    - 3. Publisher’s Written Correlations ..... 4
- IV. Instructions to Publishers ..... 5
  - A. General Information ..... 5
  - B. Procedures for Submitting Curricula for Approval ..... 5
    - 1. Intent to Submit ..... 5
    - 2. Publisher Registration ..... 5
    - 3. Publisher Affidavit..... 6
    - 4. Publisher’s Written Correlations ..... 6
  - C. Procedures for Providing Evaluation Materials ..... 6
    - 1. Materials to Sample..... 6
    - 2. Classroom Kits or Libraries ..... 6
    - 3. Deadline for Receipt of Curriculum Materials ..... 7
    - 4. Checklist..... 7
    - 5. Packaging..... 7
    - 6. Shipping Cartons..... 7
    - 7. Delivery ..... 7
    - 8. Return of Materials ..... 7
    - 9. Materials for Use for Publishers’ Presentations to the VPK Curriculum Approval  
Committee Meeting ..... 7
- V. VPK Curriculum Approval Meeting ..... 9
  - A. General Procedures ..... 9
    - 1. Publisher Presentations ..... 9
    - 2. Public Input..... 9
  - B. Curriculum Approval..... 10
    - 1. State Approval of Materials ..... 10
    - 2. Disqualification of Submissions..... 10
- Appendix A: Member Affidavit..... 11
- Appendix B: Publisher’s Intent to Submit Form ..... 12
- Appendix C: Publisher Registration Form ..... 13
- Appendix D: Publisher Affidavit ..... 14
- Appendix E: Sample Publisher Shipping Checklist..... 15
- Appendix F: Publisher’s Intent to Present Form ..... 16
- Appendix G: Critical Timelines and Publisher’s Checklist..... 17

## I. Introduction

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

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

The Department of Education, Office of Early Learning (DOE/OEL) has developed curriculum specifications that align with the VPK Education Standards. These specifications outline the criteria that the comprehensive curricula being solicited are expected to meet. The VPK Curriculum Specifications document may be found at [www.firn.edu/doe/earlylearning/curric.htm](http://www.firn.edu/doe/earlylearning/curric.htm), and the VPK Education Standards may be found at [www.firn.edu/doe/earlylearning/pdf/vpkedstandard.pdf](http://www.firn.edu/doe/earlylearning/pdf/vpkedstandard.pdf).

For the purposes of this approval process, the State Board of Education defined curriculum as a set of written materials that

- is replicable
- addresses the use of materials, scheduling, arranging the environment, and interaction between children and adults, either separately or in combination
- includes more than activity suggestions and more than theory and pedagogy
- is aligned with the VPK Education Standards
- is aligned with scientifically-based research.

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

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

## **II. Relationship between Publishers and VPK Curriculum Approval Committee Members**

For the purpose of this approval process, to the extent applicable the relationship between the Committee and the publishers shall align with those between the State Instructional Materials Committee and publishers of instructional materials under consideration for statewide adoption in accordance with s. 1006.30, F.S., *Affidavit of state instructional materials committee members*.

### **A. Committee Member Affidavit**

Each member of the Committee must make an affidavit, (see Appendix A), to be filed with the Department of Education, that:

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

### **III. VPK Curriculum Approval Committee**

#### **A. Membership**

Committee members are appointed by the Commissioner of Education and include, at a minimum, the following:

- Three (3) executive directors of early learning coalitions or their designee(s)
- Four (4) directors of VPK education programs
- Three (3) instructors of VPK education programs
- Two (2) representatives of a public school district
- Two (2) representatives of an institute of higher education
- One (1) representative from the Agency for Workforce Innovation (AWI).

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

#### **1. Credential Requirements**

Each member of the Committee must complete the DOE-approved VPK Education Standards training and the Emergent Literacy for VPK Instructors online course. In addition, the minimum requirements for each of the Committee membership positions are as follows:

- The executive directors of early learning coalitions or their designee(s) must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of executive director for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The directors of VPK education programs must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and must have held the position of director for a prekindergarten education program for at least two years. Five years of pertinent employment may substitute for the educational credential requirement.
- The instructors of VPK programs must hold an associates or higher degree in Early Childhood Education, Child Development, or a related field and have at least three years of experience as a teacher in a prekindergarten education program.
- The representatives of a public school district must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field, and have at least three years of experience in early childhood education, curriculum and instruction, or a related area.
- The representatives of an institute of higher education must hold a master's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field (Ph.D. or Ed.D. preferred).
- The representative from the Agency from Workforce Innovation must hold a bachelor's or higher degree in Early Childhood Education, Child Development, Elementary Education, Educational Leadership, or a related field.

#### **2. Removal and Replacement of Members**

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

### **3. Reimbursement**

Committee members will be reimbursed by the Department of Education at the state rate that includes mileage and/or airfare to and from the meetings, meals, and lodging. Travel and expense forms will be completed at each meeting for reimbursement of expenses paid by participant's sponsoring agencies.

### **B. Committee Training**

The initial training session for the Committee is scheduled for **March 26-27, 2007**, in Tallahassee, Florida, and will be repeated on **April 16-17, 2007**. Participation in one of these training sessions is mandatory for committee members. All meetings are open to the public.

### **C. Evaluation Process**

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

#### **1. Evaluation Forms**

The evaluation forms are based on the VPK Curriculum Approval Specifications document. The Department will furnish to each Committee member copies of the evaluation forms.

#### **2. Curriculum Materials**

The deadline for members of the Committee to receive all curriculum materials is no later than **5:00 p.m. (EDT), May 18, 2007**. The Department reserves the right to request curriculum materials as necessary, but publishers are asked **not** to send materials to the Department unless requested.

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

#### **3. Publisher's Written Correlations**

Written correlations that show the alignment of the submission to the VPK Education Standards, prepared by the publisher, are due to each member of the Committee by no later than **5:00 p.m. (EDT), May 18, 2007**. The correlations may be submitted on the form developed by the Department for this purpose or may be submitted in a format determined by the publisher. The correlations assist the Committee members in determining the degree to which submitted materials align with the VPK Education Standards and/or intended outcomes of the VPK Education Program as required in the VPK Curriculum Specifications.

## IV. Instructions to Publishers

### A. General Information

*Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2007)* includes information about the kinds of materials that are desired, the age-level and domains for which the materials should be designed, and research findings regarding effective and developmentally appropriate instructional materials.

Publishers should examine the *Florida Voluntary Prekindergarten (VPK) Education Program: Curriculum Approval Specifications (2007)* to determine whether they have products that cover the VPK Education Standards and that represent a comprehensive curriculum or curriculum package as referenced in the introduction to this document. These specifications may be found at <http://www.firn.edu/doe/earlylearning/curric.htm>.

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

### B. Procedures for Submitting Curricula for Approval

Only comprehensive curricula or curricula “packages” will be considered. In order to be considered comprehensive, the materials submitted must stand alone and cover the VPK Education Standards in all seven domains. If ancillary or supplemental materials are required in order for a given curriculum to be considered comprehensive those additional materials must be submitted with the basic curriculum as a packaged set and must be made available to providers as a complete curriculum at a set price.

Questions regarding these requirements should be directed to the Office of Early Learning, Suite 1524, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399 or via email at [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org).

Hard copies of all forms and documents required in this process should be mailed to the Office of Early Learning, Suite 1524, Turlington Building, 325 West Gaines Street, Tallahassee, Florida 32399. Electronic copies should be submitted to [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org).

#### 1. Intent to Submit

*Intent to Submit* (see Appendix B) forms must be received in the Office of Early Learning of the Florida Department of Education no later than **5:00 p.m. (EDT), May 1, 2007**. After the deadline, publishers will not be allowed to notify the Department of their wish to submit a curriculum for approval. The intent must be submitted on the *VPK Curriculum Approval Intent to Submit Form* (see Appendix B).

#### 2. Publisher Registration

The Department of Education requires publishers submitting curricula for approval to register the names and addresses of representatives, agents, or other persons retained for legal or other services to which there will be paid any salary, commission, or royalty for representing the publisher in the State of Florida during the period of approval. The publisher should register these persons by completing the *Publisher Registration* form (see Appendix C).

A copy of the *Publisher Registration* must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), May 1, 2007**. The mailing address and email to send the Publisher Registration to is the same as the one for proposals.

### **3. *Publisher Affidavit***

Publishers and their representatives shall submit to the DOE/OEL a signed form acknowledging and agreeing to adhere to Florida's Statutes as a standard code of ethics. These forms must be received to the office of the DOE/OEL no later than **5:00 p.m. (EDT), May 1, 2007** (See Appendix D).

### **4. *Publisher's Written Correlations***

Publishers are required to provide written correlations to the individual criteria found in the VPK Curriculum Specifications and the Voluntary Prekindergarten (VPK) Education Standards documents. There is no required format for the *Written Correlations* document.

Publishers are required to send one hard copy and one electronic copy the *Written Correlations* to the Office of Early Learning. These forms must be received in the office of the DOE/OEL no later than **5:00 p.m. (EDT), May 18, 2007**.

In addition, publishers are required to send a printed copy of the *Written Correlations* to **each Committee member specified by the Department** no later than **5:00 p.m. (EDT), May 18, 2007**. These documents should be bound together and packaged separately from the curriculum materials. Please clearly mark the package as *Written Correlations*.

Failure to comply with the requirements for furnishing the *Written Correlations* according to instructions and/or failure to meet the stated deadlines may result in rejection of the submission.

## **C. Procedures for Providing Evaluation Materials**

Publishers and manufacturers of instructional materials, or their representatives, must deliver specimen copies of all instructional materials submissions to each member of the Committee specified by the Department. Contact information for each Committee member will be provided by the Department to publishers who have complied with all requirements noted above related to the intent to submit, publisher registration, and publisher affidavit. In addition, **the publisher must deliver to the site of the Committee meeting one complete set of all curriculum materials submitted.**

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

### **1. *Materials to Sample***

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

### **2. *Classroom Kits or Libraries***

If your submission includes a classroom kit or library with multiple copies of the same materials, please create a sampler that would include only **one** copy of each of the items.

### **3. Deadline for Receipt of Curriculum Materials**

All Committee members must receive a complete set of curriculum materials by no later than **5:00 p.m. (EDT), May 18, 2007**. The DOE/OEL reserves the right to disqualify any materials not received by the Committee members by the stated deadline.

### **4. Checklist**

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

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

A sample checklist that includes all required information is provided in Appendix E of this document. Publishers are encouraged to use this checklist.

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

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

The publisher should also mail a copy of **each individual Committee member's checklist** and a list of shipment tracking numbers (by Committee member) to the Florida Department of Education, to be received no later than **5:00 p.m. (EDT), May 18, 2007**.

### **5. Packaging**

The publisher shall

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

### **6. Shipping Cartons**

The publisher shall

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

### **7. Delivery**

The materials must be shipped by common carrier (UPS, US Postal Service, etc.). Use a service that allows tracking of delivery. Ship all curricular materials related to a submission at the same time. If an item must be shipped separately, a notice to that effect must be in the carton with the first shipment. However, the deadline for receipt of all instructional materials remains **5:00 p.m. (EDT), May 18, 2007**.

### **8. Return of Materials**

Committee members are obligated to return curriculum materials **if the publisher has so indicated**. Publishers who wish to have their materials returned must comply with the following:

- The publisher or manufacturer shall label each returnable piece of material. The label shall be affixed to the item and shall clearly indicate that the item is to be returned. **In the absence of the labeling of each returnable piece, Committee members will assume that the materials are not to be returned.**
- The publisher shall arrange for pickup of materials from the delivery site at the publisher's expense. Materials to be returned shall be shipped in durable, reusable containers with self-addressed labels and detailed instructions for return shipment to the publisher or manufacturer. The outside container shall be clearly marked "to be returned." **In the event the publisher or manufacturer fails to provide means for returning the evaluation materials, Committee members shall not be liable for return or payment.**

### **9. Materials for Use for Publishers' Presentations to the VPK Curriculum Approval Committee Meeting**

If a publisher chooses to participate in this optional process, materials must not be shipped to the site of the Committee meeting.

## V. VPK Curriculum Approval Committee Meeting

### A. General Procedures

A meeting of the VPK Curriculum Approval Committee is scheduled for **May 10-11, 2007**, in Tallahassee, Florida. This meeting is open to the public.

#### 1. *Publisher Presentations*

Each publisher or a representative will be allowed a period of uninterrupted time per submission for a presentation during the hearing conducted by the Committee. A proposed agenda and the order of presentations will be provided to each Committee member and the participating publishers one (1) week prior to the meeting. Time for presentation will be equal for all publishers and determined by the number of curricula titles to be presented. A five minute set-up period will be allowed, and publishers should allow time at the end of their presentation time for committee members' questions. The Department reserves the right to question the publisher after each presentation. Publishers are reminded that paid promotional endorsements of their products by Florida teachers or other persons connected with the government or direction of public schools are prohibited. Presentations are not required and a publisher's decision to decline the opportunity shall not disqualify submitted materials from consideration.

Room accommodations include a screen, LCD projector, and microphone available for publishers' use. Presentations will be videotaped for distribution to committee members that are not able to be in attendance. The publisher must remove all materials at the close of the meeting. Publishers must submit an ***Intent to Present form*** (see Appendix F), and an electronic copy of all handouts to be distributed at the Publishers' Presentations meeting no later than **Tuesday, May 1, 2007**, to [earlylearning@fldoe.org](mailto:earlylearning@fldoe.org). The email should include the curriculum's title in the subject line.

#### 2. *Public Input*

The Committee will review any oral or written evaluations and/or recommendations from the general public or special interest groups as specified below.

A designated time will be set to hear from the general public regarding concerns about specific materials being considered for approval. An individual member of the general public or one representative of each special interest group wishing to speak must register with the DOE/OEL prior to the Committee meeting. Each speaker must furnish an outline and brief written explanation of concerns and recommendations which contains specific references to the materials being considered for approval.

Members of the general public or one representative of each special interest group who wishes to submit written comments should do so at least fifteen (15) days prior to the Committee's hearing date. Written comments should be addressed to the DOE/OEL. All written comments must contain specific references with appropriate page numbers of the materials.

If requested to do so by the Committee, the publisher may respond to comments or recommendations at the Committee meeting.

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

## **B. Curriculum Approval**

### **1. *State Approval of Materials***

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

### **2. *Disqualification of Submissions***

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

**Appendix A**

**Florida Department of Education  
2007 VPK Curriculum Approval Process  
Committee Member Affidavit**

In the State of \_\_\_\_\_, County of \_\_\_\_\_, \_\_\_\_\_, being duly sworn, deposes and affirms that he/she

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

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

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, hereby certify that \_\_\_\_\_ personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Appendix B

### Florida Department of Education 2007 VPK Curriculum Approval Process Publisher's Intent to Submit Form

Please provide the following information regarding your intent to submit a curriculum for review through the VPK Curriculum Approval Process. **Note: If submitting more than one curriculum, a separate form is required for each submission.** This form may be submitted via mail, fax, or email, and must be returned no later than **May 1, 2007** to:

Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 1524  
Tallahassee, Florida 32399-0400  
Fax: 850-245-5105  
[earlylearning@fldoe.org](mailto:earlylearning@fldoe.org)

Please type responses into the shaded boxes below, which will expand to accept information.

#### Curriculum:

Title:	
Edition:	
Author(s):	
Copyright:	

#### Company:

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

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

Signature of Person Submitting (name if emailed): \_\_\_\_\_

Title of Person Submitting: \_\_\_\_\_

**Appendix C**

Florida Department of Education  
**2007 VPK Curriculum Approval Process  
Publisher Registration Form**

Publishers submitting material(s) for the VPK Curriculum Approval Process are required to complete this form. The form must be returned no later than **May 1, 2007**, to:

Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 1524  
Tallahassee, Florida 32399-0400  
Fax: 850-245-5105

**Please print:**

**Company Contact Information**

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

**Company Administrator's Contact Information:**

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

**Alternative Company Contact Information**

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

Signature or Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendix D:**

Florida Department of Education  
**2007 VPK Curriculum Approval Process  
Publisher Affidavit**

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

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

- I. Honor the intent of Florida State Statutes relevant to instructional materials as they are applied to VPK curriculum.
- II. Neither offer nor accept requests of inducements that might influence professional judgment in the approval process.
- III. Neither offer nor accept requests of exclusive sponsorship of professional activities or events within a district or local early learning coalition.
- IV. Coordinate activities directly through the district VPK curriculum materials administrators.
- V. Direct questions concerning appropriate conduct to the DOE/OEL VPK curriculum materials administrator and if unresolved, to the appropriate state or industry authority.

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

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

I, \_\_\_\_\_, a Notary Public of the County and State aforesaid, hereby certify that (Name) \_\_\_\_\_, a representative of (Company) \_\_\_\_\_ personally appeared before me this day and having been by me duly sworn deposes and says that the facts set forth in the above affidavit are true and correct.

Witness my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

## Appendix E:

Florida Department of Education  
**2007 VPK Curriculum Approval Process**  
**Sample Publisher Shipping Checklist**

<b>Checklist of Sample Materials – VPK Curriculum Approval</b>	
<b>Publisher:</b> Everything for Children Publishing Co., Inc.	
<b>Committee Member:</b> Ima Reader Happy-Go-Lucky-Preschool 325 W. Gaines Street Tallahassee, Florida 12345	
<b>Materials:</b>	
Teacher's Annotated Edition*	0-8878-1235-4
Teacher's Resource Package*	0-8888-1212-3
(Sample set of manipulatives)*	0-8898-1234-1**
Student Activity Guide*	0-8898-1323-1
Written Correlations*	
* These items do not need to be returned	
** This is not the ISBN listed on the submission. This is a sample packet put together for Committee members.	
<b>Note:</b> there is one (1) carton in this shipment.	

## Appendix F:

### Florida Department of Education 2007 VPK Curriculum Approval Process Publisher's Intent to Present

Please provide the following information regarding your intent to present a curriculum at the May 10-11, 2007 Publishers' Presentations meeting. **Note: If submitting more than one curriculum, a separate form is required for each submission.** This form must be received no later than **Tuesday, May 1, 2007**, and may be submitted via mail, fax, or email to:

Florida Department of Education, Office of Early Learning  
325 West Gaines Street, Suite 1524  
Tallahassee, Florida 32399-0400  
Fax: 850-245-5105  
earlylearning@fldoe.org

Publishers must also submit an electronic copy of all handouts to be distributed at the Publishers' Presentations meeting no later than **Tuesday, May 1, 2007** to earlylearning@fldoe.org. The email should include the curriculum's title in the subject line.

Please type responses into the shaded boxes below, which will expand to accept information.

**How many persons from your company will be present at the meeting?** \_\_\_\_\_

**Please list the names (first and last) of attendees:** \_\_\_\_\_

#### Curriculum:

Title:	
Edition:	
Author(s):	
Copyright:	

#### Company:

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

Signature of Person Submitting (name if emailed): \_\_\_\_\_

Title of Person Submitting: \_\_\_\_\_

**Appendix G:**

Florida Department of Education  
**2007 VPK Curriculum Approval Process  
Critical Timelines and Publisher's Checklist**

**March 26-27, 2007 - VPK Curriculum Approval Committee Training, Tallahassee, FL**

**April 11, 2007 – Publishers' Information Meeting, Tallahassee, FL**

**April 16-17, 2007 – Repeat VPK Curriculum Approval Committee Training, Tallahassee, FL**

**May 1, 2007, Deadline 5:00 p.m. (EDT)**

\_\_\_\_\_ **Intent to Submit** form to be received by the DOE/OEL

\_\_\_\_\_ **Publisher Registration** form to be received by the DOE/OEL

\_\_\_\_\_ **Publisher Affidavit** form to be received by the DOE/OEL

\_\_\_\_\_ **Publisher Intent to Present Form** and electronic copies of all handouts to be used at Publishers' Presentations meeting on May 10-11 to be received by the DOE/OEL (presentation optional)

**May 10-11, 2007 - Publishers' Presentations to the VPK Curriculum Approval Committee Meeting, Tallahassee, FL**

**May 18, 2007, Deadline 5:00 p.m. (EDT)**

**To be received by each assigned Committee member:**

\_\_\_\_\_ **Curriculum Materials** must be received by each Committee member

\_\_\_\_\_ **Written Correlation** form must be received by each Committee member

\_\_\_\_\_ **Checklists** of materials shipped to Committee members, must be enclosed with *Written Correlations*

**To be received by DOE/OEL:**

\_\_\_\_\_ **Copies of Individuals Checklists** of materials shipped to Committee members must be received by the DOE/OEL

\_\_\_\_\_ **Written Correlation** form to be received by the DOE/OEL (electronic and hard copies)

\_\_\_\_\_ **Checklists** of materials shipped to each Committee member

\_\_\_\_\_ **Shipment Tracking List** of materials sent to Committee members to be received by the DOE/OEL