



DEPARTMENT: Compliance	SUBJECT: VPK Monitoring Procedures
EFFECTIVE: July 1, 2010 REVISED:	AUTHORIZATION APPROVAL: Director of Operations/Executive Director

PURPOSE: To establish consistent procedures for staff when monitoring the VPK provider programs.

PROCEDURES: Voluntary Pre Kindergarten Policies/Procedures effective July 1, 2010

Article 1: Eligible Providers.

1.1 To be eligible to participate in the VPK program in Manatee County, a provider must:

- (a) Have a current license in good standing under s.402.305, s.402.313, or s.402.3131; or
- (b) Be accredited by an accrediting organization recognized by the VPK program; or
- (c) Hold a current Gold Seal designation under s.402.281.

1.2 When a provider applies to participate in the VPK program in Manatee County, the Coalition will not accept providers with licenses that are at the time of application:

- (a) On provisional status; or
- (b) On probation; or
- (c) On Intent to Revoke Status

1.3 If a VPK center is placed on Probationary or Intent to Revoke Status for Non-Compliance w/the Department of Children and Families, the Coalition will take the following actions and shall deliver a letter to the provider stating that:

- (a) The Coalition will monitor the provider's VPK program closely;
- (b) The Coalition will inform VPK parents of the provider's status; and
- (c) If the provider's license is revoked, the Coalition will terminate the VPK contract.

1.4 A letter will be sent to all parents whose children are enrolled with a VPK provider whose license becomes provisional, probationary, or on Intent to Revoke status, informing the parents of the provider's status. At the parent's request a transfer certificate will be issued.

1.5 Parents who enroll their child at a center whose license is provisional, or on probationary or Intent to Revoke status will be informed of the status of the license at the time of enrollment.

Article 2: Developmentally Appropriate Program Length of VPK day.

2.1 The Coalition will have discretion to review and approve programs for school year VPK providers whose program day exceeds six hours.

Article 3: Timelines.

3.1 The Coalition will create necessary and reasonable time lines for programs to apply to be a VPK provider. These time lines will enable the Coalition to process the provider application and complete the necessary compliance verification.

Article 4: School Year Program Timeframe.

4.1 A school year program may not begin instruction more than 14 days prior to Labor Day unless the uniform date fixed by a district school board under Section 1001.42(4) (f), for the opening of public schools for regular school programs occurs in a county more than 14 days before Labor Day. A school year program must complete instruction by June 30th.

Article 5: Monitoring.

5.1 The Coalition will monitor each VPK provider in the school year and summer programs a minimum of one time per program year. The monitoring will address compliance with state law, rules, Coalition procedures and requirements of the VPK program.

5.2 The Coalition will monitor the following requirements, and non-compliance will be deemed a Class 1 violation:

- (a) Verification of appropriate personnel in the classroom as submitted in VPK Form 11 application;
- (b) Staff/child ratio per classroom.

5.3 If a class 1 violation is present, the Coalition will deliver to the provider a Non-compliance Warning Notice giving the school year VPK provider 20 calendar days to correct any such violation, and a summer VPK provider 5 calendar days to correct any such violation. The Coalition will monitor the non-complying provider again within a reasonable time after such cure period has expired.

5.4 The Coalition will monitor the following requirements, and non-compliance will be deemed a Class 2 violation:

- (a) Attendance policy signed by parents;
- (b) Random sample of eligibility certificates;
- (c) Signed Parent Attendance verification forms;
- (d) Use of a developmentally appropriate curriculum.

5.5 If a class 2 violation is present, the Coalition will deliver to the provider a Partial Compliance Warning notice, giving the school VPK provider 20 calendar days to submit missing information to the Coalition, and a summer VPK provider 5 calendar days to submit the missing information to the Coalition.

5.6 Monitoring Frequency

- (a) VPK providers that have three or less funded VPK classrooms will have one classroom monitored per visit.
- (b) VPK providers that have four or more funded VPK classrooms will have two classrooms monitored per visit.
- (c) School year Low Performing Providers will be monitored a minimum of every month following the funded classroom guidelines stated above. Summer low performing providers will be monitored once a week.

- (d) First year VPK providers (providers who have not participated in VPK the previous year) will be monitored at a minimum twice per program year.
- (e) All VPK providers who have had a prior contract terminated by the Coalition and submitted a corrective action plan will be monitored at a minimum of once per month.

Article 6: Compliance Monitoring Consequences and Contract Termination.

6.1 540 Hour Program-School Year

6.1(a) Class 1 Violations

Class 1 violations include failure to meet any of the following requirements: (1) unapproved personnel in the classroom; (2) staff/child ratio.

6.1(a) (I) Initial Monitoring Results

A. Compliance scenario

If the VPK provider is fully compliant at the initial monitoring, the provider will not be monitored again during the program year, subject to the following exceptions:

- (i) All first year (540 hours school year) VPK providers will be monitored a minimum of two times per program year. First visit will be before the end of the calendar year, and the second visit before the end of their program year.
- (ii) All Low Performing Providers (540 hours-school year) will be monitored at a minimum once per month during their program year.
- (iii) All VPK providers who have had a prior contract terminated by the Coalition and submitted a corrective action plan will be monitored a minimum of once per month.

B. Non-compliance scenario

Providers who are out of compliance including the exceptions listed above will be given a 20 Calendar Day Warning Notice by the Coalition to bring their VPK program into full compliance. Such providers will be monitored again following such 20 day period (First follow-up monitoring).

6.1(a) (II) First follow-up monitoring

If required, the first follow-up monitoring will occur after the 20 calendar day period following the initial monitoring has expired.

A. Compliance scenario

If the provider is found to be in full compliance (no class 1 violations are observed) at the first follow-up monitoring, the provider will be monitored again once before the end of their program year, subject to the following exceptions:

- (i) All first year (540 hours school year) VPK providers will be monitored at a minimum two times per program year. First visit will be before the end of the calendar year and the second visit before the end of their program year.
- (ii) All Low Performing Providers (540 hours-school year) will be monitored at a minimum once a month during their program year.

(iii) All VPK providers who have had a prior contract terminated by the Coalition and submitted a corrective action plan will be monitored a minimum of once per month.

B. Non-compliance scenario

A provider who remains in noncompliance at the first follow up monitoring will be placed on probation for the remainder of the program year. Such providers will be given a probation notice by the Coalition and an additional 20 day period to bring their VPK program into full compliance. Such providers will be monitored again following such 20 day period (Second follow-up monitoring).

6.1(a) (III) Second Follow Up Monitoring

If required, the second follow-up monitoring will occur after the 20 calendar day period following the first follow-up monitoring has expired.

A. Compliance scenario

If the provider is in full compliance at the second follow up monitoring, the provider will remain on probation until the end of the program year and subsequently monitored a minimum of once per month. Any class 1 violations present during the probationary period will result in the termination of the provider's VPK contract 10 calendar days from date of the violation. Parents will be informed of the contract termination date and will have 10 calendar days to transfer their child/children to another VPK provider. Parents will not be required to come to the office for a transfer certificate.

B. Non-compliance scenario

If any class 1 violations are found at the second follow up monitoring, the monitor will inform the center staff that their VPK contract will be terminated 10 calendar days from date of the violation. Parents will be informed of the contract termination date and will have 10 calendar days to transfer their child/children to another VPK provider. Parents will not be required to come to the office for a transfer certificate. The Coalition will send the provider a formal letter of contract termination and a re-instatement procedure packet for the next contract year.

6.1(b) Class 2 Violations

Class 2 violations include failure to meet any of the following requirements: (1) center attendance policy signed by parents (2) random sample of eligibility certificates, (3) signed Parent Attendance Verification Forms (4) use of a developmentally appropriate curriculum

6.1(b) (I) Initial Monitoring Results

A. Compliance scenario

If the VPK provider is fully compliant at the initial monitoring, the provider will not be monitored again during the program year, unless there are class 1 violations that need to be corrected.

B. Non-compliance scenario

If class 2 violations are found during the initial monitoring, provider will be given a 20 Calendar Day Warning Notice to bring their VPK program into full compliance. If the missing or

corrected information is provided to the Coalition within 20 calendar days the provider will be marked in compliance unless there are outstanding class 1 violations. If the missing or corrected information is not provided to the Coalition within 20 calendar days, the Coalition's attendance monitor will be sent to the site for further attendance monitoring. A continuous failure to correct class 2 violations could result in termination of the provider's contract.

6.2 300 Hour Program-Summer

6.2(a) Class 1 Violations

6.2(a) (I) Initial Monitoring Results

A. Compliance scenario

If the VPK provider is fully compliant at the initial monitoring, the provider will not be monitored again during the program year, subject to the following exceptions:

- (i) All first year (300 hours summer) VPK providers will be monitored at a minimum two times during the summer program.
- (ii) All Low Performing Providers (300 hours summer) will be monitored twice a month during the summer program.
- (iii) All VPK providers who have had a prior contract terminated by the Coalition and submitted a corrective action plan will be monitored a minimum of once per week.

B. Non-compliance scenario

Providers who are out of compliance at the initial monitoring including the exceptions listed above will be given a 5 Calendar Day Warning Notice to bring their VPK program into full compliance, and will be monitored again subsequent to expiration of the 5 day period (First follow-up monitoring).

6.2(a) (II) First follow-up monitoring

If required, the first follow-up monitoring will occur after the 5 calendar day period following the initial monitoring has expired.

A. Compliance scenario

If the provider is found to be in full compliance (no class 1 violations observed) at the first follow up monitoring, the provider will be monitored again once before the end of their summer session, subject to the following exceptions:

- (i) All first year (300 hour summer) VPK providers will be monitored a minimum of two times per program year.
- (ii) All Low Performing Providers (300 hours summer) will be monitored twice a month during their summer program.
- (iii) All VPK providers whose contracts were terminated by ELC and submitted a corrective action plan will be monitored weekly.

B. Non-compliance scenario

A provider who remains in noncompliance at the first follow up monitoring will be placed on probation for the remainder of the program year. Such providers will be given a probation

notice by the Coalition and an additional 5 day period to bring their VPK program into full compliance. Such providers will be monitored again following such 5 day period (Second follow-up monitoring).

6.2(a) (III) Second Follow Up Monitoring

If required, the second follow-up monitoring will occur after the 5 calendar day period following the first follow-up monitoring has expired.

A. Compliance scenario

If the provider is in full compliance at the second follow up monitoring, the provider will remain on probation until the end of the program year and subsequently monitored a minimum of once per week. Any class 1 violations present during the probationary period will result in the termination of the provider's VPK contract 5 calendar days from date of the violation. Parents will be informed of the contract termination date and will have 5 calendar days to transfer their child/children to another VPK provider. Parents will not be required to come to the office for a transfer certificate.

B. Non-compliance scenario

If any class 1 violations are found at the second follow up monitoring, the monitor will inform the center staff that their VPK contract will be terminated 10 calendar days from date of the violation. Parents will be informed of the contract termination date and will have 10 calendar days to transfer their child/children to another VPK provider. Parents will not be required to come to the office for a transfer certificate. The Coalition will send the provider a formal letter of contract termination and a re-instatement procedure packet for the next contract year.

6.2(b) Class 2 Violations

Class 2 violations include failure to meet any of the following requirements: (1) center attendance policy signed by parents (2) random sample of eligibility certificates, (3) signed Parent Attendance Verification Forms (4) use of a developmentally appropriate curriculum

6.2(b) (I) Initial Monitoring Results

A. Compliance scenario

If the VPK provider is fully compliant at the initial monitoring, the provider will not be monitored again during the program year, unless there are class 1 violations that need to be corrected.

B. Non-compliance scenario

If class 2 violations are found at the initial monitoring, the provider will be given a 5 Calendar Day Warning Notice to bring their VPK program into full compliance. If the missing or corrected information is provided to the Coalition within 5 calendar days the provider will be marked in compliance unless there are outstanding class 1 violations. If the missing or corrected information is not provided to the Coalition within 20 calendar days, the Coalition's attendance monitor will be sent to the site for further attendance monitoring. A continuous failure to correct class 2 violations could result in termination of the provider's contract.

Article 7: Re-Instate Process

7.1 VPK providers who have their contract terminated during the contract year (school year and summer) cannot reapply to participate for the remainder of the contract year (school year and summer).

7.2 VPK providers who have their contract terminated during the contract year (school year and summer) and who wish to participate in the program anytime thereafter must submit a corrective action plan to the Coalition re-instatement committee for approval. The corrective action plan must address the cause/prevention of contract termination including:

- (a) Class 1 violations
- (b) Class 2 violations
- (c) DCF violations

7.3 The re-instatement committee will evaluate all corrective action plans within 15 business days of receipt and decide the provider's status for the next program year. The committee will send written notification to the provider of its status within 5 business days of the committee's decision.