

Provider: _____ **Year:** 2009-2010

These are the documents that are to be provided by a pre-school to the Early Learning Coalition of Escambia County as part of their VPK Application

For the Facility:

	✚ VPK 10 Form
	✚ Copy of License or License Exemption
	✚ Copy of Gold Seal / Accreditation Certificate (if applicable)
	✚ Director's Credential
	✚ Written Attendance/Absence Policy
	✚ List of Holidays for the VPK Classroom (similar to the Public School list)
	✚ Completed Calendar Worksheet With Non-VPK Days Marked
	✚ Provider Profile

For Each Classroom:

	✚ VPK 11 Form For Each Classroom
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Lead Teacher and Lead teacher substitutes

	✚ Copy Of Completed Background Screening (dated within the last five (5) years)
	• FBI- Amanda Maddox letter
	• FDLE Clearance
	• Local Clearance
	• Attestation of Good Moral Character (dated August of current school year)
	✚ Educational Credentials (FCCPC, CDA or CDAE (current); AA/AS, BA/BS, etc.)
	✚ 5-Hour Literacy Training Certificate
	✚ Certificate For VPK Standards Training

Assistant teacher and assistant teacher substitutes

	✚ Copy Of Completed Background Screening (dated within the last five (5) years)
	• FBI- Amanda Maddox Letter
	• FDLE Clearance
	• Local Clearance
	• Attestation of Good Moral Character (dated August of current school year)
	✚ 5-Hour Literacy Training Certificate
	✚ Certificate Or Paid Registration For VPK Standards Training (suggested)

Questions? Contact Linda Hoff, VPK Provider Support Coordinator at (850) 595-5438