



Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

VPK Provider Audit Tool – Private Provider

Date of Desk Review: _____ Date of Site Review: _____

Name of VPK Program: _____ Name of VPK Director: _____

Address _____
Street City State Zip Code

Phone Number: _____ Class Identifier: _____ Certified Curriculum _____

Lead Instructor's Name: _____ Assistant Instructor's Name: _____

Section 1: Program Requirements

Criteria	Compliance	Non-Compliance	Notes
Current child care license is on file with the Coalition, as applicable			
Proof of accreditation or applicable documentation is on file with the Coalition			
The Pre-Kindergarten Director background screening meets program requirements and is on file with the Coalition			
The pre-kindergarten director VPK director credential is on file with the Coalition			
The VPK provider's attendance policy has been adopted and meets program requirements			

Section 2: Instructor Requirements

Criteria	Compliance	Non-Compliance	Notes
The VPK director on site is the same VPK director on file with the Coalition			
The lead and assistant instructors in the classroom are the same instructors on file with the Coalition, or the substitute instructor meets program requirements			
The lead instructor's credentials (including the emergent literacy training) meet program requirements and are on file with the Coalition			
The lead and assistant instructors' background screening meet program requirements and is on file with the Coalition			

Section 3: Classroom Requirements

Criteria	Compliance	Non-Compliance	Notes
The classroom annual schedule includes 540 hours for school year programs and 300 hours for summer programs. The program hours to date are in accordance with the approved schedule on file with the Coalition.			
The daily classroom schedule includes the correct number of instructional hours based on the programs annual schedule			
The provider attendance verification documents meet program requirements			
The instructor to child ratio meets program requirements			
The classroom composition meets program requirements			
The classroom curriculum listed on file with the Coalition is the same curriculum utilized in the classroom			

Desk Auditor's Name (Print)

Auditor's Signature

Date

Site Auditor's Name (Print)

Site Auditor's Signature

Date

Provider's Name (Print)

Provider's Signature

Date

Executive Director's Name (Print)

Executive Director's Signature

Date Reviewed