Early Learning Coalition of the Nature Coast

Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

VPK Provider Audit Tool – Public Schools

Date of Review: _____

Name of VPK Site: _____ Name of VPK Coordinator/Principal: _____

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
The School District has reduced the average class size in each classroom in accordance with section 1003.03(FS)			
The School District has sufficient satisfactory educational facilities and capital outlay funds to continue reducing the average class size in each classroom in the District's elementary schools for each year in accordance with the schedule for class size reduction and to achieve full compliance with the maximum class sizes in s. 1(a), Art. IX of the State Constitution by the beginning of the 2010-2011 school year.			
The School District's VPK Attendance Policy has been adopted and meets program requirements.			

Section 2: Instructor Requirements

Criteria	Compliance	Non-Compliance	Notes
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 as listed in s.1002.55(3)(c)			
The lead and assistant instructors' background screening meet program requirements as listed in s.1002.63(6)			

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.			

Additional Comments:

Site Auditor's Name (Print)	Site Auditor's Signature	Date
Principal's Name (Print)	Principal's Signature	Date
Program Manager's Name (Print)	Program Manager's Signature	Date
Executive Director's Name (Print)	Executive Director's Signature	Date Reviewed