



Early Learning Coalition of the Nature Coast
 Serving Citrus-Dixie-Gilchrist-Levy-Suwannee Counties
VPK Activity Quick Reference Guide for Providers

Example	Eligibility Considerations	VPK Form	Comments and Notes
<p><u>DELAYED ENROLLMENT</u> VPK class starts 8/15/11. Child does not enroll in the class until 8/22/11.</p>	<p>Delayed Enrollment - The child has joined a VPK class AFTER the class has commenced and will NOT receive the full number of hours for their chosen program. (Full number of hours is 540 year round, 300 summer program).</p> <p>Parents sign AWI-VPK 04 Informed Parental Consent for Delayed Enrollment . By signing Form VPK 04, the parent acknowledges that the child will not receive the full 540 or 300 hours of VPK instruction.</p>	<p>Form AWI-VPK 04 Dated 9/21/05</p>	<p>Based on a 3 hour VPK instructional day Monday-Friday, the child in this scenario will receive only 525 hours of VPK instruction if the child remains with the same VPK provider for the duration of the class. (540-15=525).</p> <p>For delayed enrollment at least 10% of the instructional hours must remain for the CHOSEN VPK class. (54 hours for a 540 hour class, 30 hours for a 300 hour class).</p> <p>Delayed enrollment does not limit the parent's right to withdraw and re-enroll their child in another VPK program if re-enrollment requirements are met (see below).</p> <p>The parent and provider receive a copy of AWI-VPK 04 Informed Parental Consent for Delayed Enrollment . Elapsed and remaining instructional hours are noted on the form.</p>
<p><u>CLASS TRANSFER-SAME PROVIDER</u> Child begins VPK at a VPK site with multiple VPK classes and is enrolled in Class A. After receiving 30 hours of VPK instruction in Class A, the child is moved to VPK Class B at the same VPK provider site.</p>	<p>It is NOT re-enrollment if a provider transfers a VPK student from one class to another class at the same provider location.</p>	<p><u>Provider completes</u> ELCNC-258: VPK Notice of Class Transfer</p>	<p>This is a transfer from one classroom to another at the SAME VPK PROVIDER SITE. It is NOT processed as a re-enrollment.</p> <p>Provider is required to submit ELCNC-258: VPK Notice of Class Transfer to the Coalition.</p> <p>There is no limit to the number of VPK class transfers per child. The Coalition must be notified of each change to reflect enrollment status accurately in EFS.</p>
<p><u>RE-ENROLLMENT FOR GOOD CAUSE</u> A child is enrolled in a VPK year round class on 8/15/11. After the child attends 54 hours of VPK instruction (18 instructional days, 3 hours per day), the parent wants their child to attend another provider because they change their residence from Inverness to Crystal River.</p>	<p>Acceptable Reasons for Re-enrollment for Good Cause listed in 60BB-8.210 FAC:</p> <ul style="list-style-type: none"> • The illness of the student, an individual living in the student's household, an individual which the student's parent or guardian is responsible for caring for or the student's parent, guardian, sibling, grandparent, step-parent, step-sibling or step-grandparent. • A disagreement between the parent or guardian and the VPK provider or school concerning policies, practices or procedures at the provider's or school's VPK program. 	<p>Form AWI-VPK 05 Dated 4/9/10</p>	<p>Eligibility for Re-enrollment <u>for Good Cause:</u> THE FOLLOWING MUST APPLY:</p> <ul style="list-style-type: none"> • The child has not "substantially completed" the VPK program type (not completed more than 70 % of the hours they are entitled to for that program type. 70% is 378 hours completed for a 540 hour class or 210 hours completed for a summer class). • The child was not previously re-enrolled due to good cause or extreme hardship (re-enrollment can occur one time only). • The REASON for the re-enrollment for good cause falls within the examples listed under "Eligibility Considerations" (left). <p><u>Important Notes-Re-enrollment for Good Cause:</u></p>

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	<ul style="list-style-type: none"> • A change in the student's residence. • A change in the employment schedule or place of employment of the student's parent or guardian. • The VPK provider's inability to meet the student's health or educational needs. • The termination of the student's VPK class before 70% of the class instructional hours is delivered. • The student is dismissed by a VPK provider for failure to comply with the provider's attendance policy. • The provider's designation as a low performing provider under Florida Statute. • Any condition described as an extreme hardship (see below). • Any other reason not expressly outlined (above) which prevents the student from attending the VPK provider's class or which prevents the VPK provider from serving the student in accordance with the requirements of the VPK program. 		<p>A re-enrollment for good cause MUST OCCUR WITHIN THE SAME PROGRAM TYPE, either school year or summer. (The child cannot begin VPK in a year round program then re-enroll in a Summer program under a good cause re-enrollment).</p> <p>The student's parent or guardian completes the Re-enrollment Application (Form AWI-VPK 05 and submits it to the Coalition as documentation that the student was or is exiting their prior VPK class for a GOOD CAUSE. Supporting documentation is NOT required.</p> <p>A good cause re-enrollment ONLY allows the new VPK provider to use the VPK student's REMAINING FUNDING from that student's enrollment with the previous VPK provider. (This is DIFFERENT to re-enrollment due to extreme hardship).</p> <p>Eligibility determination and enrollment procedures are conducted and a Certificate of Eligibility is issued.</p> <p>When re-enrollment for good cause occurs, THE VPK PROVIDER AND PARENT RECEIVE A COPY OF AWI-VPK 05 Re-enrollment Application <i>at the time of re-enrollment</i> as CONFIRMATION OF THE VPK INSTRUCTIONAL HOURS REMAINING FOR THE CHILD.</p> <p>Children may begin VPK in one coalition's service area and re-enroll with another coalition if all eligibility requirements are met. The Client Services Counselor establishes the number of hours remaining to the child based on services/ information provided by the exiting coalition.</p>

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<p><u>RE-ENROLLMENT DUE TO EXTREME HARDSHIP</u> A child was enrolled with a VPK provider, was a passenger in a serious automobile accident and spent a prolonged period of time in hospital and then additional time at home recuperating. 200 hours of VPK instruction was missed at the year-round program in which they were enrolled.</p>	<p>Acceptable Reasons for Re-enrollment due to Extreme Hardship listed in 60BB-8.210 FAC:</p> <ul style="list-style-type: none"> • The illness of the STUDENT as documented by a licensed physician, ONLY if the illness would result in the student being absent for more than 30 % of the number of hours in the program type in which the student is enrolled (i.e. 162 hours year round, 90 hours summer) • The PROVIDER'S misconduct or non-compliance, which results in the provider's inability to offer the VPK program, as documented by the coalition. • The PARENT'S/GUARDIAN'S inability to meet the basic needs of the student, including but not limited to: lack of food, shelter, clothing, or transportation, as documented by a federal, state or local governmental official. • The PROVIDER'S inability to meet the student's educational needs due to the student's learning or developmental disability as documented in writing by a federal, state or local governmental official. • The PROVIDER'S inability to meet the student's health needs as documented by a licensed physician or a federal, state or local governmental official. • DISPLACEMENT of the student from his or her place of residence or CLOSURE of the student's VPK provider as the result of a STATE OF EMERGENCY as declared by a federal, state or local governmental official. 	<p>Form AWI-VPK 05 Dated 4/9/10</p>	<p>Eligibility for Re-enrollment DUE TO <u>Extreme Hardship</u>:</p> <p>THE FOLLOWING MUST APPLY:</p> <ul style="list-style-type: none"> • The child has not "substantially completed" the VPK program type (not completed more than 70 % of the hours they are entitled to for that program type. 70% is 378 hours completed for a year round class or 210 hours completed for a summer class). • The child was not previously re-enrolled due to good cause or extreme hardship (re-enrollment can occur one time only). • The REASON for the re-enrollment due to extreme hardship falls within the examples listed under "Eligibility Considerations" (left). A VPK student MAY NOT be re-enrolled except as described (left). <p><u>Important Notes-Re-enrollment due to Extreme Hardship:</u> A student who QUALIFIES for an EXTREME HARDHIP RE-ENROLLMENT MUST REENROLL IN A SUMMER VPK PROGRAM.</p> <p>The student's second VPK provider is eligible to receive a NEW FTE (Summer Program =300 hours) for that child. (This is DIFFERENT to re-enrollment for good cause).</p> <p>The student's parent or guardian completes the Re-enrollment Application (Form AWI-VPK 05) and submits it to the Coalition as documentation that the student was or is exiting their prior VPK class due to extreme hardship. SUPPORTING DOCUMENTATION IS REQUIRED.</p> <p>Eligibility determination and enrollment procedures are conducted by the Coalition and a Certificate of Eligibility issued.</p>