



Early Learning Coalition of the Nature Coast
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

Provider Alert #41

Date: September 5, 2008
Subject: VPK Non Credentialed Substitute Teacher Report

When a credentialed VPK instructor (lead teacher) is absent and a VPK provider is unable to find a substitute who has the required VPK credentials, the VPK provider must notify the Coalition. (OEL Policy: OEL-PI-0040-06)

An ELCNC VPK Non-Credentialed Substitute Teacher Report is attached to this notice. Part A must be filled out and sent to the Coalition by fax or mail when efforts to find a credentialed substitute are unsuccessful and a non-credentialed teacher is temporarily assigned as lead teacher in a VPK class.

If the non-credentialed teacher is assigned for more than 10 consecutive days the VPK provider is required to re-submit the form (filling out Part B) giving the Coalition a written description of efforts to find a credentialed instructor. Enforcement action may be taken if the provider after 20 consecutive instructional days does not assign a substitute instructor who has the credentials required by law-CDA or greater degree and 5 hour Emergent Literacy Course.

If you have any questions or concerns related to this Alert please contact Susan Jaquith at 352-563-9939 Ext. 234 or sjaquith@elc-naturecoast.org

Thank you

Susan Jaquith
Contract Coordinator



Early Learning Coalition of the Nature Coast
Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties
VPK Non-Credentialed Substitute Teacher Report

When a credentialed VPK instructor (lead teacher) is absent and a provider is unable to find a substitute instructor who has the required VPK credentials **the provider must notify the Coalition. (Part A)**

If a temporary non-credentialed substitute teacher is assigned for more than **10 consecutive instructional days** the provider is required to **re-submit** this form giving the Coalition a **written description** of efforts to find an instructor who has the required credentials (**see Part B below**). Enforcement action may be taken if the provider, after 20 consecutive instructional days does not assign a substitute instructor who has the credentials required by law -CDA or greater degree and 5 hour Emergent Literacy Course. **(Part B)**

Part A Please fill out Part A if you assign a non-credentialed instructor to a VPK class and submit the form to the Coalition immediately by fax or mail.

Date non-credentialed VPK substitute teacher assignment began: _____

Provider Name: _____ Telephone: _____

Credentialed VPK Instructor Name: _____ VPK Class: _____

Substitute Teacher Name: _____

Reason for Absence: _____

Required: Non-Credentialed Substitute Teacher Background Screenings:

Background Screening: GM _____ Date _____ Local _____ Date _____ FDLE _____ Date _____ FBI _____ Date _____

Please fax or mail to: ELC of the Nature Coast
1564 N. Meadowcrest Blvd
Crystal River, FL 34429
Tel: (352) 563-9939
Fax: (352) 563-5933

ELC of the Nature Coast
122 North Main Street
Chiefland, FL 32626
Tel: (352) 490-5855
Fax: (352) 490-6762

Provider Signature Part A: _____ Date: _____

Part B. Please fill out Part B in accordance with the following:

Re-submit (below) with written description of efforts to find an instructor if the non-credentialed teacher listed above has been assigned to the VPK class for 10 consecutive instructional days from their assignment date (above)

Provider Signature Part B: _____ Date: _____