

# VPK DOCUMENTS

## Required of ALL VPK providers:

<b>Folder Name</b>	<b>Document Type</b>
<b>License, Exemption and Gold Seal</b>	License -OR-
	Accreditation -OR-
	Gold Seal
<b>Insurance</b>	General Liability Insurance
<b>Banking Information</b>	W-9
	Direct Deposit
	Voided Check
	Advance Payment Option Form
<b>Screenings</b>	DCF Clearance Letter (for all VPK staff)
	Affidavit of Good Moral Character (for all VPK staff)
<b>Credentials</b>	Transcript showing Director Credential with Endorsement
	Transcript showing Staff Credential (for each VPK lead teacher)
<b>VPK Calendar</b>	Calendar Z (DCPS) -OR-
	Calendar Worksheet (if not following DCPS calendar)