

Voluntary Pre-Kindergarten Site Monitoring Tool Early Learning Coalition of Duval

Coalition Staff:

Monitoring Date:

Program Year: 2022- 2023

I. Parties and Terms of Contract (OEL-VPK 20, #1 - #6)

Provider name:

Time In:

Time Out:

Location Address:

Provider ID:

Provider EIN:

License/License Exempt ID:

If applicable, GS exp. date?

Provider Phone:

Program Type:

School Year

Summer

Director's Name	Director on Site? If not, why not? (OEL-VPK20PP)	Director's Credent # and Expiration Date	Affidavit of GMC	Background Screening	Comments

II. Provider Eligibility (OEL-VPK 20, #7 - #8)

Provider Type:

Public/Non Public School

Private Provider

- Required form/notice of change.** Provider certifies that it has registered with the Coalition on forms prescribed by OEL, that any forms supplied by the Provider are accurate and complete, and that Provider notified Coalition of any change in information. Changes implemented by Provider prior to notification to Coalition that fail to comply with all VPK qualifications and requirements shall result in financial consequences (paragraph 51) and corrective action (paragraph 53). Changes were submitted to the Coalition prior to implementing? Yes No NA

Notes:

- All changes to the VPK program comply with VPK qualifications and requirements.** Yes No NA

Notes:

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IV. Monitoring, Auditing and Access (OEL-VPK 20, #29 - #31)

- | | | | |
|-----|-------------------------------------------------|-----|----|
| 13. | Monitor has immediate access to facility | Yes | No |
| 14. | Monitor has immediate access to records | Yes | No |

Notes:

V. Maintenance of Records, Data and Confidentiality (OEL-VPK 20, #32 - #34)

15. **Maintaining Records.** Maintains records, including enrollment and attendance records for children funded by the VPK program; records of each VPK child, VPK instructor, substitute instructor or VPK director for five (5) years.
- | | | |
|--|-----|----|
| | Yes | No |
|--|-----|----|

Records are backed up on a regular basis to safeguard against loss.

	Yes	No
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Notes:

VI. Provisions for Providers on Probation (OEL-VPK 20, #49 - #50)

16. **Readiness Rate.** Provider's kindergarten readiness rate falls below the minimum readiness rate established by OEL and has been placed on probation.

Provider is on probation and is following their improvement plan including the use of an approved curriculum or a staff development plan.

Yes

No

N/A

Provider services to address

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VII. Insurance Requirements (OEL-VPK 20PP, #63)

17. **Liability Insurance.** Provider demonstrates current general liability insurance information. Yes No
18. **Notice of Liability Coverage changes.** Provider notified Coalition within 10 calendar days of cancellation or changes to GLI coverage.
Yes No N/A
19. **Worker's Compensation.** Provider demonstrates proof of workers compensation or exemption from workers compensation. Yes No
20. **Reemployment Insurance.** Provider demonstrates proof of reemployment insurance. Yes No
- If provider claims 1099 employees, please sign WC/1099 Form

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VIII. Monitoring Review Acknowledgement

Follow-up required? Yes No

Description of follow-up required:

Technical assistance provided:

Acknowledged by:

Printed Name and Title of
Coalition Representative

Signature of Coalition Representative

Date

Acknowledged by:

Printed Name and Title of
Program Provider Representative

Signature of VPK Program Representative

Date

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Risk Indicator	VPK Program Risk Assessment	"X" of non-compliance	Comments
#1	Required forms/Notice of Change. Changes were submitted prior to being implemented. ***High Risk***		
#2	Changes comply with VPK qualifications and requirements. ***High Risk***		
#3	Pre-assessment and post-assessment have been implemented.		
#4	OEL-VPK 02 or 04 form has been obtained and is complete with parent signature.		
#5	Daily/Monthly attendance has been documented daily and monthly.		
#6	Attendance Policy is signed and dated by parent at the time child is admitted into VPK program.		
#7	Provider utilizing curriculum identified on VPK 11A form.		
#8	Evidence of curriculum implementation. Current and dated lesson plan available. ***High Risk***		
#9	VPK schedule is posted and being followed at time on monitoring.		
#10	Centers available and accessible. Posters and artwork displayed. Character development dialogue documented.		
#11	Instructors all have required credentials.		
#12	VPK class size follows VPK statutes ***High Risk***		
#13	Access to Facility		
#14	Access to Records		
#15	Maintaining records for five (5) years		
#16	Readiness Rate. Provider is following their improvement plan (approved curriculum and/or staff development plan)		
#17	Liability insurance and automotive insurance		
#18	Notified Coalition of change to liability insurance		
#19	Workers Compensation		
#20	Reemployment Insurance		
	Total # of non-compliance observations		

***Indicates high risk and follow up will be required.