

# VPK Provider on Probation

POP  
2025-2026



# 6M-8.700 VPK Education Program

Provider with Incomplete Status, Provider on Probation and Good Cause Exemption

- (2) Probation. Any VPK provider assigned a performance metric designation of below expectations or unsatisfactory for a program type (school-year or summer), must be placed on probation by the applicable early learning coalition (coalition).
- (a) Beginning with performance metric designations assigned in 2024-2025, a provider must remain on probation until it is assigned a performance metric designation of meets expectations, exceeds expectations or excellent, transfers ownership to an individual not associated with the provider as described in Rule 6M-8.301, F.A.C., or completes a period of removal from VPK program eligibility as described in Rule 6M-8.702, F.A.C.

# POP Plans- Must do all 3

- **Curriculum**-This plan requires a provider on probation to select and implement a curriculum from the list of approved curricula for providers on probation in accordance with s. 1002.68(5)(b)3., F.S., and to provide information about training staff on the curriculum. The list of approved curricula is available at <https://www.fldoe.org/schools/early-learning/providers/vpk-curriculum.shtml>
- **Staff development**- This plan requires a provider on probation to complete a staff development plan. The list of staff development activities approved by the department for use in improvement plans is available at <https://origin.fldoe.org/schools/early-learning/vpk-accountability.shtml>
- **Communication**- This form requires a provider on probation to complete a communication plan that acknowledges that the provider will notify families of its performance metric designation and the requirement to implement an improvement plan.

**All plans due by  
September 12th.**

# Curriculum Plan

STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM  
IMPROVEMENT PLAN: CURRICULUM

**PROVIDER INFORMATION** – Coalition must annually receive this plan no later than 30 calendar days after the most recent release of the performance metric designation.

1. Provider Name: Type Provider Name.	2. Provider ID: Type Provider ID.	3. Accountability ID: Type Accountability ID.
4. Improvement Plan Type: Select Plan Type	5. VPK Program Type: Select Session.	6. Program Year: Select Program Year

**APPROVED CURRICULUM**

7. Selected Curriculum: Click or tap here to enter text.

**PROVIDER CERTIFICATION**

By signing below, PROVIDER certifies that PROVIDER has read and understood Rule 6M-8.700, Florida Administrative Code (F.A.C.). PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of Rule 6M-8.700, F.A.C., may result in the termination of the PROVIDER'S current contract and removal of PROVIDER from VPK program eligibility for the applicable program type, in accordance with Section 1002.68(5)(c), Florida Statutes.

VPK Director Print Name	VPK Director Signature	Signature Date
-------------------------	------------------------	----------------

**COALITION APPROVAL**

By signing below, COALITION certifies that COALITION has reviewed this document and confirmed it meets the requirements of Rule 6M-8.700, F.A.C.

Coalition Staff Print Name	Coalition Staff Signature	Signature Date
----------------------------	---------------------------	----------------

**IMPLEMENTATION** – Coalition must annually receive this update by the timelines established by the department and available at:

<https://origin.fldoe.org/schools/early-learning/vpk-accountability.shtml>.

Deliverable	PROVIDER must complete this section and submit updated form with supporting documentation to coalition as evidence of implementation.		COALITION must complete this section after reviewing PROVIDER implementation documents.	
	8. Completion Date	9. Evidence of Completion (Attached)	10. Verified By (Initials)	11. Verified Date
Obtain Curriculum	Select Date			Select Date
Schedule Curriculum Training	Select Date			Select Date
Complete Curriculum Training	Select Date			Select Date
Implement Curriculum	Select Date			Select Date

# Documentation: Curriculum

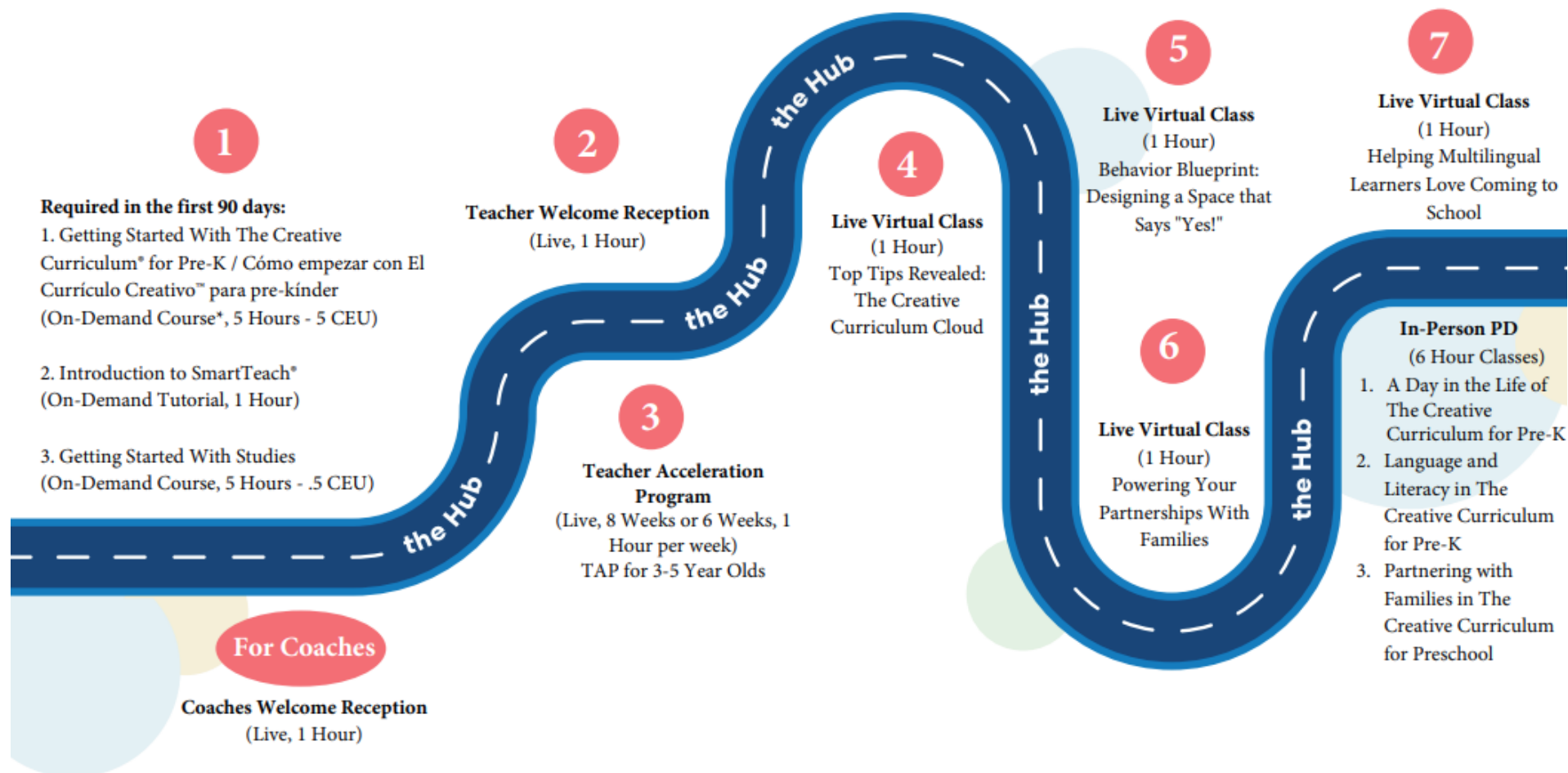
- **Obtain Curriculum** (no later than 90 calendar days of release **November 12**): receipt, proof of purchase, signed proof of donation, onsite verification from ELC staff member- *must be from approved list*
- **Schedule Training** (initial AND ongoing): Written verification that training is planned within 90 days (**November 12**).
- **Complete Training** (no later than 90 calendar days of release **November 12**): Certificate of completion, issued by the curriculum publisher or publisher approved trainer- can be used for staff development training as well.
- **Implementation** (no later than 120 calendar days of release **December 12**):
  - Observation checklists completed by VPK director or publisher trained coach **OR**
  - Agenda and notes for meeting on curriculum implementation between staff and VPK director **OR**
  - Completed lesson plans utilizing publisher template **OR**
  - Completed self-analysis or reflections based on implementation and child data (**FAST**) **OR**
  - Professional learning logs signed by VPK director

# Approved Curriculum

Name	Curriculum \$	Training \$	Total
Ready to Advance 2022	4,510.00	3,100.00	7,610.00
Frog Street Dual 2020	4,599.00	3,650.00	8,249.00
Frog Street English 2020	3,999.00	3,650.00	7,649.00
InvestiGator Club 2025	3,299.00	Included	3,299.00
Scholastic PreK On My Way 2021	2,950.00	3,299.00	6,249.00
Explore and Learn 2025	3,399.98	3,000.00	6,399.98
Launch for PreK online 2024	329.00 Per child	10,000.00	10,329.00
The Creative Curriculum 2024	3,915.00	Included	3,915.00

# The Creative Curriculum® Pre-K Professional Development Learning Path

This professional learning path is designed for teachers beginning their implementation of *The Creative Curriculum® for Pre-K* at the start of the school year. It will guide you in scheduling professional learning and implementation action steps to provide a solid foundation for success. Step 1 includes three courses that are required. Steps 2-7, and the welcome reception for coaches, are highly recommended and are also Approved Staff Development Activities.



\* Live Virtual Course or In-Person options available.

# Staff Development Plan

STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM  
IMPROVEMENT PLAN: STAFF DEVELOPMENT PLAN

**PROVIDER INFORMATION** – Coalition must annually receive this plan no later than 30 calendar days after the most recent release of the performance metric designation.

1. Provider Name: Type Provider Name.	2. Provider ID: Type Provider ID.	3. Accountability ID: Type Accountability ID.
4. Improvement Plan Type: Select Plan Type	5. VPK Program Type: Select Session.	6. Program Year: Select Program Year

## STAFF DEVELOPMENT

Reference #	7. Deliverable - Staff Development Activity	8. Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		

## PROVIDER CERTIFICATION

By signing below, PROVIDER certifies that PROVIDER has read and understood Rule 6M-8.700, Florida Administrative Code (F.A.C.). PROVIDER certifies that all information provided is true and correct and agrees that noncompliance with the requirements of Rule 6M-8.700, F.A.C., may result in the termination of the PROVIDER'S current contract and removal of PROVIDER from VPK program eligibility for the applicable program type, in accordance with Section 1002.68(5)(c), Florida Statutes.

\_\_\_\_\_  
VPK Director Print Name

\_\_\_\_\_  
VPK Director Signature

\_\_\_\_\_  
Signature Date

## COALITION APPROVAL

By signing below, COALITION certifies that COALITION has reviewed this document and confirmed it meets the requirements of Rule 6M-8.700, F.A.C.

\_\_\_\_\_  
Coalition Staff Print Name

\_\_\_\_\_  
Coalition Staff Signature

\_\_\_\_\_  
Signature Date

Each VPK staff member must complete 20 hours of approved staff development: Director, Leads, and Aides. Substitutes are not required to take training, but it is encouraged. Training must occur **AFTER** June 30, 2025



## Staff Development Plan Continued

STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM  
IMPROVEMENT PLAN: STAFF DEVELOPMENT PLAN

**IMPLEMENTATION** - *Coalition must annually receive this update by the timelines established by the department and available at:*  
<https://origin.fldoe.org/schools/early-learning/vpk-accountability.shtml>.

Reference #	PROVIDER USE ONLY: DELIVERABLE IMPLEMENTATION		COALITION USE ONLY: VERIFICATION	
	9. Completion Date	10. Evidence of Completion (Attached)	11. Verified By (Initials)	12. Verified Date
1	Select Date			Select Date
2	Select Date			Select Date
3	Select Date			Select Date
4	Select Date			Select Date
5	Select Date			Select Date
6	Select Date			Select Date
7	Select Date			Select Date
8	Select Date			Select Date
9	Select Date			Select Date

Must be completed before the end of the program.

# Documentation: Staff Development

- DCF training transcript **OR**
- Certificate of training completion **OR**
- Sign-in sheets provided by the publisher or approved trainer which include **OR**
  - Name of training
  - Training date
  - Number of hours
  - Trainer name
  - Printed and signed names of all attendees
- Coaching/Technical assistance log provided by the coalition, school district or VPK Regional facilitator which includes:
  - Coaching date and topic
  - Number of hours
  - Coach name
  - Printed and signed name of VPK staff
  - Attendance records from online learning or meeting platform

# Staff Development Options

- Coaching and Technical Assistance (must be pre-approved with your ECS and Cheryl)
- Curriculum training- follow curriculum training guidelines
- Educator Academy Courses (FAST)
- Teachstone approved Courses
- FL Early Childhood Professional Development Registry Courses (DCF)
- VPK Regional Facilitator Network Courses
- University of FL Lastinger Learning Courses- must already be enrolled

*\*\*Please see **Appendix B** of the 24-25 Guide for VPK Providers with Incomplete Status and Providers on Probation, for specific titles of Trainings\*\**

# Additional Information

- Provider must provide documentation of a change in individual's employment status and the date of the change when submitting documentation of implementation
- New staff members must complete the curriculum and staff development training by either the implementation deadline or 90 days after their start date, whichever comes later
- Please turn in training documents as they are completed

# Communication Plan

STATE OF FLORIDA  
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM  
IMPROVEMENT PLAN: COMMUNICATION PLAN

**PROVIDER INFORMATION** – *Coalition must annually receive this plan no later than 30 calendar days after the most recent release of the performance metric designation.*

1. Provider Name: Type Provider Name.	2. Provider ID: Type Provider ID.	3. Accountability ID: Type Accountability ID.
4. Improvement Plan Type: Select Plan Type	5. VPK Program Type: Select Session.	6. Program Year: Select Program Year

**COMMUNICATION PLAN**

PROVIDER must notify families of its performance metric designation and the requirement to implement a provider improvement plan. Notification must be in writing and no later than 14 calendar days after the coalition’s approval of the improvement plan or child’s enrollment, whichever occurs later.

**PROVIDER ATTESTATION**

By signing below, PROVIDER attests that PROVIDER has read and understood Rule 6M-8.700, Florida Administrative Code (F.A.C.). PROVIDER agrees that noncompliance with the requirements of Rule 6M-8.700, F.A.C., may result in the termination of the PROVIDER’S current contract and removal of PROVIDER from VPK program eligibility for the applicable program type, in accordance with Section 1002.68(5)(c), Florida Statutes.

\_\_\_\_\_  
VPK Director Print Name

\_\_\_\_\_  
VPK Director Signature

\_\_\_\_\_  
Date

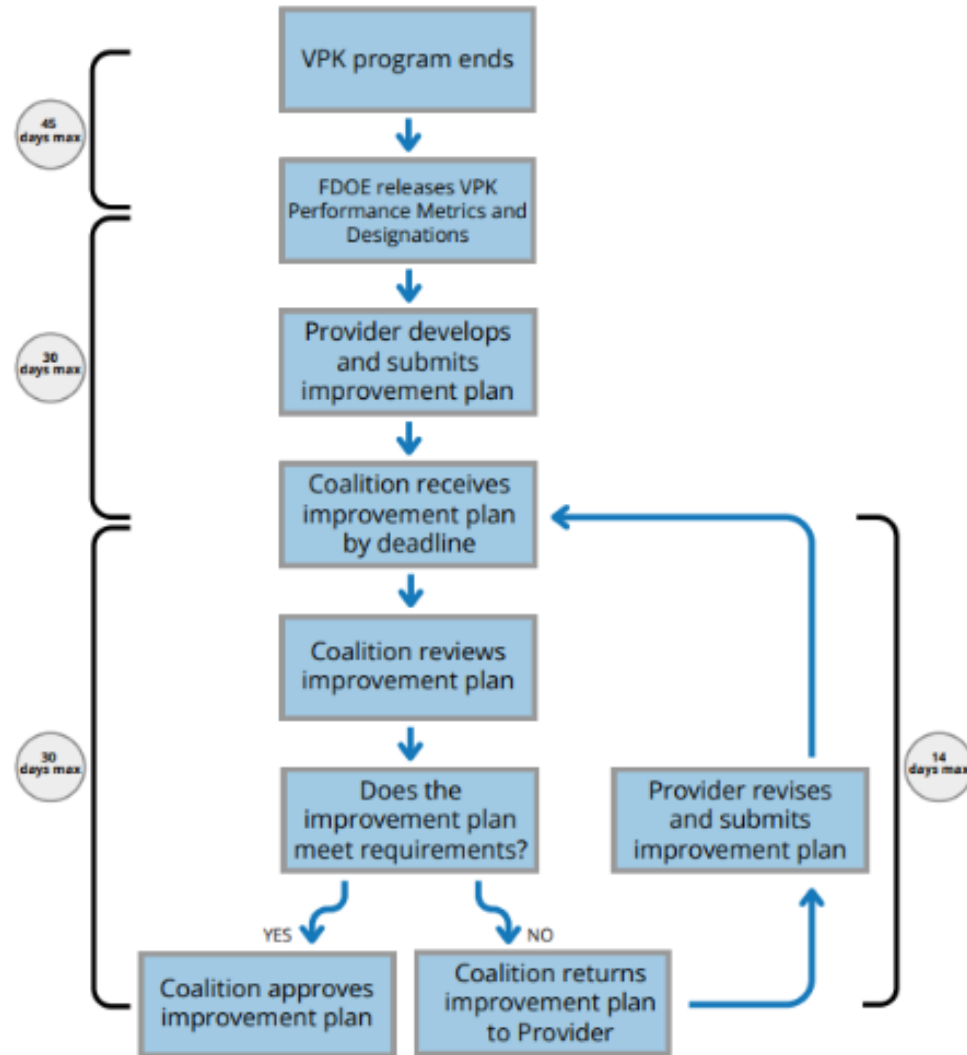


# Communication Plan

- Must occur in writing, must include your performance metric designation and the requirement to implement an improvement plan
- Provided to families no later than 14 calendar days after receipt of ELC approval (current children) or child's enrollment (new enrollments)
- Posting to social media or your website is not sufficient unless additional communication with a link to that notification is provided directly to families
- You are not required to submit evidence of implementation; however, we may request to review evidence of implementation

# Timelines

## VPK Provider on Probation Improvement Plan Submission and Approval Timeframe



# Submitting Documentation

Receipts, Training Certificates, copies of correspondence, etc.

- All documentation (Proof of curriculum purchase, training certificates, letter to parents etc.) must be turned into [Sherry.Shupp@elcofswfl.org](mailto:Sherry.Shupp@elcofswfl.org) AND [Meghan.Cole@elcofswfl.org](mailto:Meghan.Cole@elcofswfl.org) on or before **September 12.**
- For more information, please see your ECS or [Sarah.Bedard@elcofswfl.org](mailto:Sarah.Bedard@elcofswfl.org)



# Dates to remember

- All **plans** due: September 12
- Curriculum purchase: November 12
- Curriculum training: November 12
- Curriculum implementation: No later than December 12 and ongoing
- Staff PD: by end of school year
- Communication plan: 14 days after plan is approved or date of child enrollment i.e. new enrollments must be notified.

# Questions?

We encourage you to collaborate with the Coalition to develop and implement an improvement plan aimed at enhancing success in the upcoming program year.

Thank you for your continued dedication to the children in our community.

DEL Resources: [VPK Program Accountability](#)

Forms: <https://www.elcofswfl.org/voluntary-prekindergarten-for-providers>

Make sure your name and center are in the chat before signing off.

