



Episcopal Children's Services

VPK PROVIDER CHECKLIST

Provider Name: _____

AWI-VPK 10

- AWI-VPK 10 is complete in its entirety and typed/printed clearly and it is free of erasures and/or corrections.
- Corporate Name and Employer Identification Number (EIN) are completed in all pages of the form.

Helpful Hints for Completing: *(all numbers correspond to those on the AWI-VPK 10)*

1. *New or updated application:* Mark "New", if you have NOT previously submitted this form for the 2007-8 School Year (ALL PROVIDERS MUST COMPLETE A NEW APPLICATION FOR THE 2007-8 SCHOOL YEAR).
Mark "Updated", if you have already submitted this application for the 2007-8 School Year and have since had revisions.
3. *Employer Identification Number:* this is your tax ID number. If you are a licensed family day care provider this is your social security number.
4. *Common Name:* Must match name as listed on your DCF license or, if religious exempt, as stated on the Religious Exemption Annual Statement issued by DCF.
23. *DCF Identification Number:* as stated on your DCF license. If religious exempt, identification number as stated on your Religious Exemption Annual Statement issued by DCF.
46. *Director's credential:* As of January 01, 2007, all Private Providers (including religious exempt) MUST a director's credential.

Attachments that MUST be submitted with AWI-VPK 10:

- Copy of current DCF license (if licensed by DCF) **OR**
- Copy of current Gold Seal Certificate, if applicable
- Copy of current Accreditation Certificate, if applicable
- Copy of current Director's Credential *(if the Director's credential was issued AFTER December 31, 2006, then it MUST possess the VPK Director's endorsement)*



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AWI-VPK 11 (One VPK classroom per application)

- Calendar Worksheet has been completed and it adds up to exactly 540 instructional hours for each classroom and the total hours are evenly divisible by the total number of days.
- All instructors' legal names and social security numbers are provided.

Helpful Hints to complete: *(All numbers correspond to those on the AWI-VPK 11)*

2. *New or updated registration:* Mark "New", if you have NOT previously submitted this form for the 2007-8 School Year (ALL PROVIDERS MUST COMPLETE A NEW APPLICATION FOR THE 2007-8 SCHOOL YEAR).
Mark "Updated", if you have already submitted this application for the 2007-8 School Year and have since had changes to your program.
3. *Class identifier:* each classroom must be on its OWN form 11
11. *Credentialed VPK instructor:* This is your lead teacher (TBA will NOT be accepted)
- 13-15. *Total class size:*
 13. VPK should be the maximum number of children in this class receiving VPK funding.
 14. Non-VPK should be the number of children in this class who will not be funded by VPK.
 15. Total should be 13+14 (not to exceed 10 if only a credentialed instructor is listed or 18 with a credentialed instructor & assistant)
16. *Secondary VPK instructor:* This is your assistant teacher. This individual is only required to have an up-to-date Level II background clearance (TBA will NOT be accepted).
19. *VPK start date:* Cannot be before 08/01/07
20. *VPK end date:* Cannot be after 06/30/08
27. *Non-instructional Dates:* Must fill out & turn in the VPK Calendar Worksheet (this form was created by ECS).

Attachments that MUST be submitted with AWI-VPK 11:

For EACH credentialed (lead) teacher:

- Copy of current educational credential (*one of the following*)
 - If, CDA, CDAE or Nation CDA, document must state date the credential was received
 - If formal education, attach from DCF-5206, diploma or transcripts
 - If certified teacher, copy of current certificate
- Copy of proof of 5 hour mandated literacy course (*If the instructor's has a CDA(E)*)
 - If completed before April 01, 2005 (5 hr. Early Literacy for 0-3 yrs. old course is accepted).
 - If completed after April 01, 2005 (must be the 5 hr. Emergent Literacy for VPK instructors).
- Copy of current FBI background screening clearance letter (dated within the last 5 years)
- Copy of current FDLE background screening clearance letter (dated within the last 5 years)
- Copy of current Local background screening clearance letter (dated within the last 5 years)
- Copy of current DCF Affidavit of Good Moral Character (dated within the last year)

For EACH non-credentialed (assistant) teacher:

- Copy of current FBI background screening clearance letter (dated within the last 5 years)
- Copy of current FDLE background screening clearance letter (dated within the last 5 years)
- Copy of current Local background screening clearance letter (dated within the last 5 years)
- Copy of current DCF Affidavit of Good Moral Character (dated within the last year)