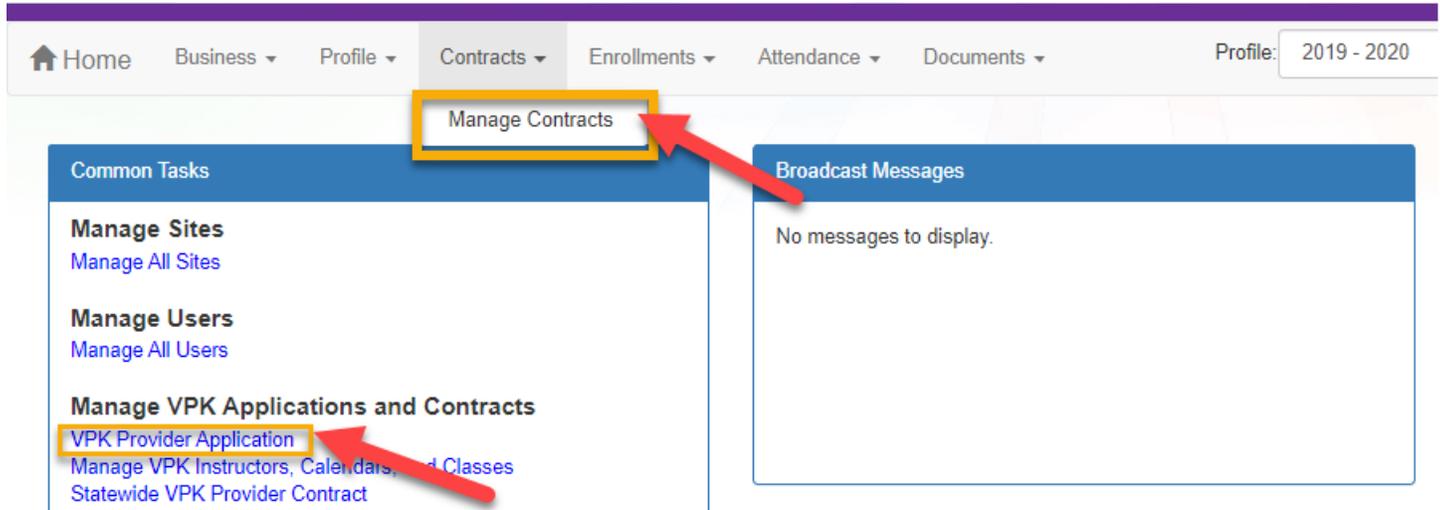


Part Two

VPK Providers – Updating VPK Class Calendar(s)

1. On the Provider Portal dashboard select **Contracts > Manage Contracts** or click the **VPK Provider Application** link under Common Tasks.



2. Click the **Edit** button for the VPK-APP.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
7114	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	View	Download	12/04/2017		2017 - 2018
29714	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	View	Download	08/30/2018		2018 - 2019
48837	VPK	OEL-VPK 20	ELC of Brevard	Certified	08/15/2019	View		08/15/2019		2019 - 2020
2054	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	05/15/2018	Edit	Download	12/05/2017		2017 - 2018
10206	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	11/28/2018	Edit	Download	08/14/2018		2018 - 2019
17900	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	08/13/2019	Edit	Download	08/20/2019		2019 - 2020

3. Click the **VPK Calendars** tab to open the calendar section.

The screenshot shows the top navigation bar with tabs: Home, Business, Profile, Contracts, Enrollments, Attendance, Documents, Profile: 2019 - 2020, Hello, and Log Off. Below this is a secondary navigation bar with tabs: Attendance Policy, VPK Director, VPK Instructors, VPK Calendars (highlighted with a yellow box and a red arrow), VPK Class(es), Review, and Certify and Submit. The main content area is titled "Attendance Policy Submission" and lists requirements for VPK providers:

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

4. Click the **Edit** button to make changes to the calendar(s).

The screenshot shows the "VPK Calendars" tab selected in the navigation bar. A blue button labeled "+ Add New Calendar" is visible. Below it is a checkbox for "Show removed calendars". The main content area displays a calendar for "August 2019" under the heading "Non-Instructional, Site Closures and Exceptional Instructional Days:". The calendar grid shows days from Sunday (28) to Saturday (17). To the left of the calendar is a table of instructional days:

Day	Start Time	End Time	Total Hours
Monday	09:00 AM	12:00 PM	3
Tuesday	09:00 AM	12:00 PM	3
Wednesday	09:00 AM	12:00 PM	3
Thursday	09:00 AM	12:00 PM	3
Friday	09:00 AM	12:00 PM	3
Saturday			0

At the top left of the calendar grid, there are buttons for "Edit" (highlighted with a yellow box and a red arrow) and "Remove".

5. Click the arrow to scroll to the particular calendar month to make edits/changes.
 - a. **Note:** The system defaults to the first calendar month of the class.

2019 - 2020 (Certified)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Calendar ID: A

Calendar Name: Fall

Program Type: School-Year (540 hours)

Calendar Start Date: 08/12/2019 Calendar End Date: 05/28/2020

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Tuesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Wednesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Thursday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Friday	09:00 AM	12:00 PM	3
<input type="checkbox"/> Saturday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

6. Select the desired emergency closure day(s) by clicking on the day(s) within the calendar.
 - a. **Note:** Multiple days may be selected by clicking and dragging days.

2019 - 2020 (Certified)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Calendar ID: A

Calendar Name: Fall

Program Type: School-Year (540 hours)

Calendar Start Date: 08/12/2019 Calendar End Date: 05/28/2020

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Tuesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Wednesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Thursday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Friday	09:00 AM	12:00 PM	3
<input type="checkbox"/> Saturday			0

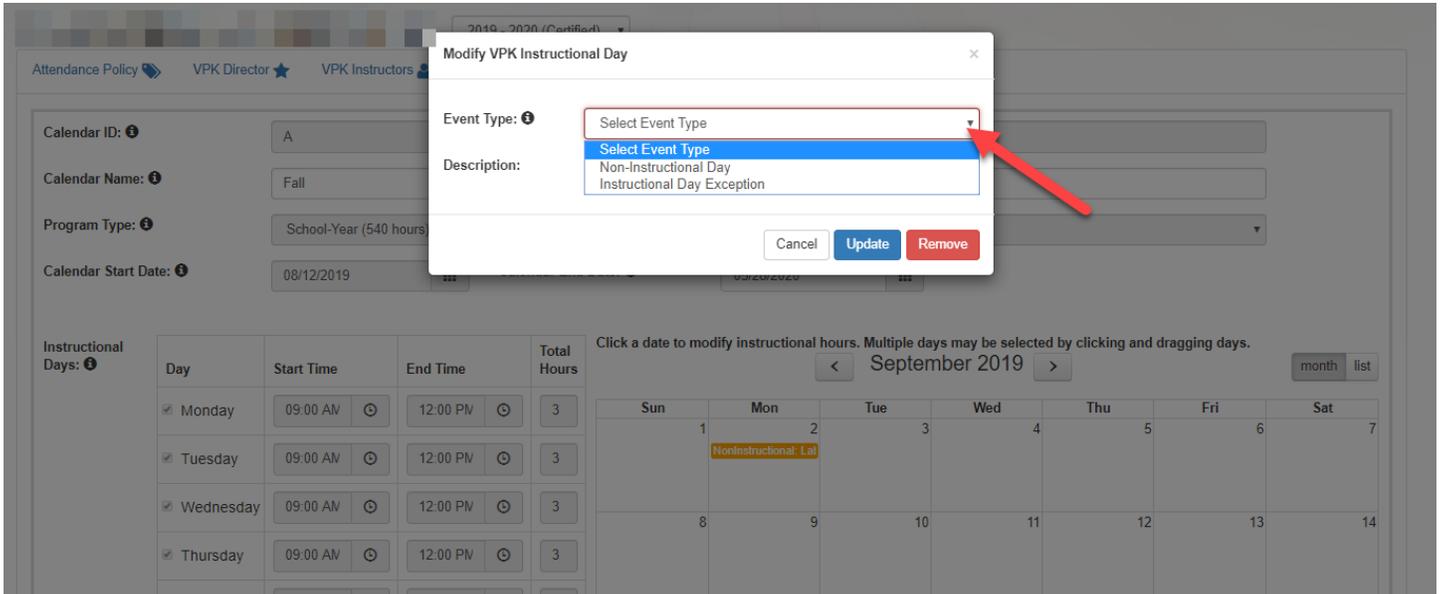
Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10				14
15	16	17				21

Ex: Site closed Tuesday thru Thursday. Click on Tuesday and drag cursor to Thursday so that all three days are highlighted.

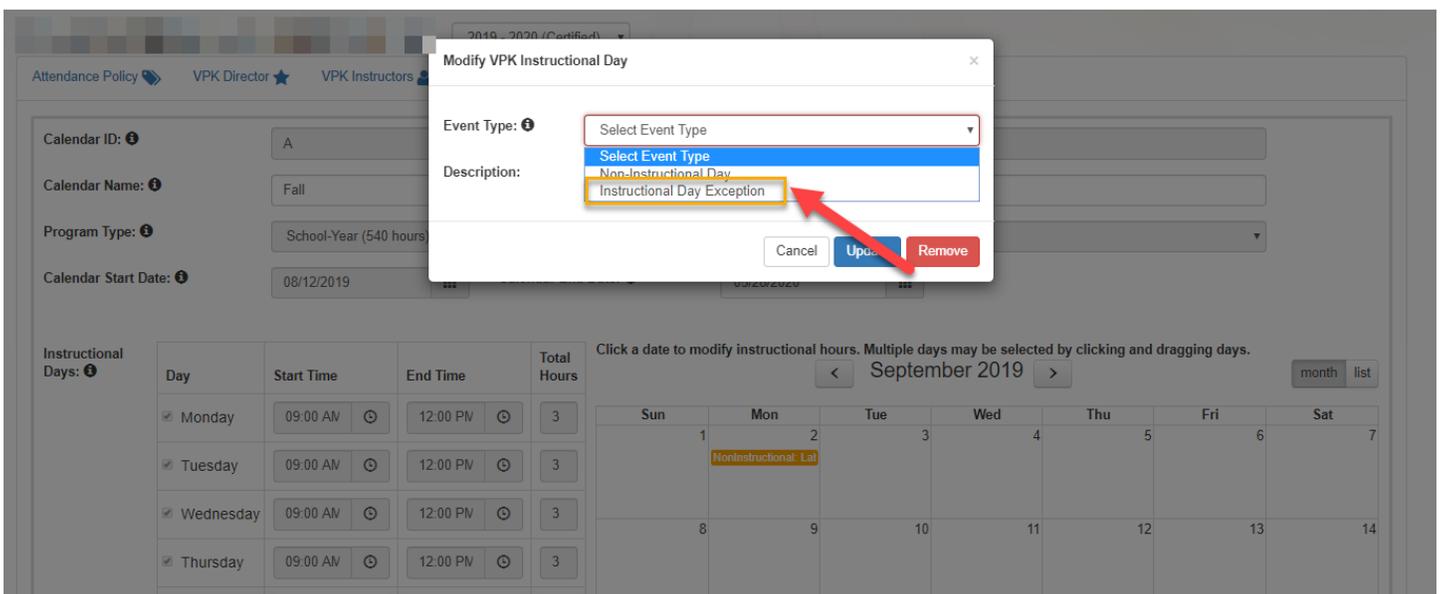
7. After selecting a day, a pop up window will appear. There are two event types available.
 - a. **Instructional Day Exception** – use if provider does not plan to make up calendar days for the emergency closure (up to 5 days permitted).
 - b. **Non-Instructional Day** – use if provider plans to deduct the calendar hours for the emergency closure days and revise its class calendar to restore days.



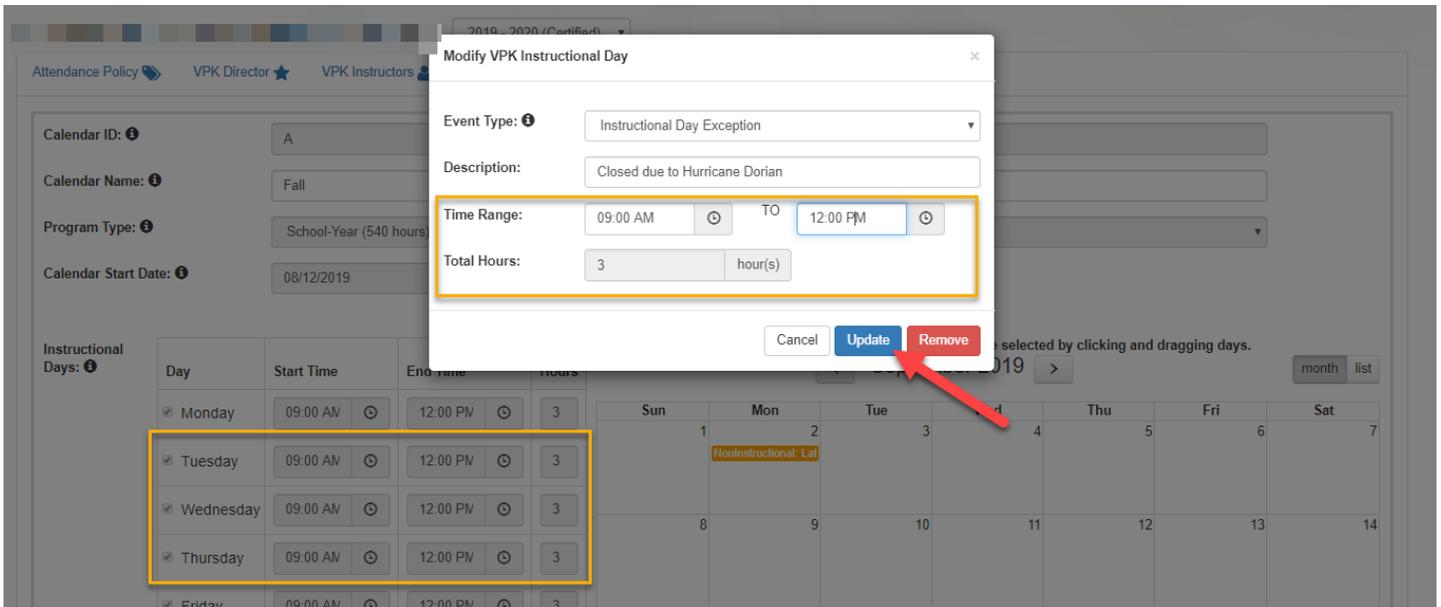
Steps for using each of these event types are included below. State Rule *6M-8.204 Uniform Attendance Policy for Funding the VPK Program* is included in Appendix A.

Instructional Day Exception

1. For closures that do not reduce hours, select **Instructional Day Exception** as the event type.



2. Once the **Instructional Day Exception** is selected, the provider will enter a description and time range for the particular day(s) they were closed. In the image below, the description example uses the verbiage “Closed due to Hurricane Dorian.” The provider will have to choose the same time range for the days as they listed on their calendars. Any hours chosen outside of their Start and End times will change their total calculated hours. Click **Update**.
 - a. **Note:** If the provider has different instructional hours per day, a separate exception day event should be created for each day (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours) so that the exact hours of the instructional day are entered for the exception day event.



3. The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed. Click **Save**.
 - a. **Note:** These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Tuesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Wednesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Thursday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Friday	09:00 AM	12:00 PM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

Open a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional. Lat	3 9a Exception: Closed	4 9a Exception: Closed	5 9a Exception: Closed	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

The closure days have been added to the calendar without changing the total class hours or instructional days.

Total Calculated Hours: 540.00
Total VPK Instructional Days: 180

4. When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information and click the **Submit VPK Provider Application** button.

2019 - 2020 (Certified)

Attendance Policy | VPK Director | VPK Instructors | VPK Calendars | VPK Class(es) | Review | **Certify and Submit**

Certify and Submit

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

Provider Signature

Signer's Name*

Day Time Phone Number*

Electronic Signature *

Check this box to certify by electronic signature

Application Completion Date *

07/31/2019