

VPK Substitute Instructor Policy



A Voluntary Prekindergarten (VPK) substitute must be of Good Moral Character and be screened using the level 2 screening requirements before employment as a substitute. This information must be submitted for approval prior to assigning a substitute to any VPK classroom.

A VPK substitute must meet the qualifications of a credentialed instructor **OR** successfully complete one or more of the following, depending on which program they are substituting in (School Year program or Summer program):

- School Year Program:
 - An Associate's or higher degree in any field **OR**
 - A Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition **OR**
 - A Child Development Associate Equivalency credential as approved by the Dept. of Children and Families (DCF) **OR**
 - A DCF 40-clock-hour Introductory Child Care Training course **OR**
 - A DCF 30-clock-hour Family Child Care Home training
 - Current Attestation of Good Moral Character-signed annually to cover the length of VPK Class
 - Level 2 Background Screening- FBI, FDLE and Local Law within 5yrs of result date
- Summer Program:
 - An Associate's degree or higher in any field
 - A Child Development Associate (CDA) credential issued by the National Credentialing Program of the Council for Professional Recognition **OR**
 - A Child Development Associate Equivalency credential as approved by the Department of Children and Families (DCF)
 - Current Attestation of Good Moral Character-signed annually to cover the length of VPK Class
 - Level 2 Background Screening- FBI, FDLE and Local Law within 5yrs of result date

Circumstances: The substitute instructor may be assigned only if the credentialed instructor is **ABSENT** from the premises.

Time Limitation: A substitute instructor may be assigned to substitute for an absent credentialed instructor for no more than 30% of the VPK program. Thirty percent of the School Year (540 hour) program is 162 hours. Thirty percent of the Summer (300 hour) program is 90 hours. It is your responsibility to maintain a record of the number of hours a substitute instructor has been assigned to each VPK classroom. This record will be reviewed during the annual monitoring visit and must be kept for three years. If Lead Instructor absences will exceed 30% of the program, a new CREDENTIALLED instructor must be approved. All changes must be submitted in advance to allow time for processing.

Secondary Instructors: Substitutes for secondary instructors must be of Good Moral Character, screened using level 2 screening requirements, and must meet Department of Children & Families requirements before employment as a substitute. Substitute hours for secondary instructors are not required to be tracked.

Prior Approval: All substitute instructors must have their screenings and credentials submitted for approval to Coalition prior to being used as a substitute in a VPK classroom. Assigning a substitute to a VPK classroom without prior approval will result in a loss of funding in Manatee County.

*The official 60BB policy can be found at:

<https://www.flrules.org/gateway/readFile.asp?sid=0&tid=7460675&type=1&File=60BB-8.410.doc>

