

# FLORIDA DEPARTMENT OF EDUCATION



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December 6, 2005

## MEMORANDUM #05-08

**TO:** District School Superintendents  
Early Learning Coalition Executive Directors

**FROM:** Shan Goff, Executive Director  
Office of Early Learning

**SUBJECT:** *Summer Voluntary Prekindergarten (VPK) Planning Tool; December 2005*

Consistent with our goal to provide leadership and support to implement Florida's Voluntary Prekindergarten (VPK) Education program, we are pleased to provide a tool to facilitate planning for all aspects of implementation of the 2006 Summer VPK Program by public and private VPK providers. This *Planning Tool* contains information and planning questions regarding: Timelines; Participation Estimates; Classrooms, Schools, and Contracting with Private Providers; Personnel and Training; Materials and Supplies; Meals and Transportation; Beginning and Ending Dates and Instructional Time; and Budget.

A successful Summer VPK program begins with collaborative planning between the early learning coalitions and VPK providers, particularly district public schools. Section 1002.53(6)(b), Florida Statutes, requires that, "...the school district must provide for the admission of every eligible child within the district whose parent enrolls the child in a summer prekindergarten program delivered by a public school..." The information contained in the *Summer VPK Planning Tool* is designed to assist districts in meeting this requirement.

Additional copies of the Summer VPK Planning Tool may be downloaded from the Office of Early Learning website: <http://www.myfloridaeducation.com/earlylearning/>. Please contact us at (850) 245-0445 if you need further information or assistance.

Enclosure

cc: Gladys Wilson, Deputy Director, Agency for Workforce Innovation  
Debby Russo, Director, Child Care Program Office  
Mary Bryant, Head Start Collaborative Office  
Assistant Superintendents for Curriculum and Instruction  
District Finance Officers  
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