

VOLUNTARY PREKINDERGARTEN (VPK) 2009 EDUCATIONAL SUMMER SERVICES

In collaboration with The Miami-Dade Community Action Agency, Head Start/Early Head Start Program, the Miami-Dade County Public Schools Summer VPK Program will be housed at Head Start Facilities in the northern, central, and southern portions of the county.

Weekdays: June 9, 2009 – August 4, 2009 (300 hours) 7:30 a.m. – 4:00 p.m.
No school on July 3, 2009

Instructional Time: 300 Instructional Hours for Students – 40 days (7.5 hours of instruction per day and 60 minutes for rest/quiet time)

CURRICULUM

The prekindergarten program of Miami-Dade County Public Schools (M-DCPS) utilizes the High/Scope Preschool Curriculum which provides experiences for oral language and concept and skills development through active manipulation of materials. The curriculum provides opportunities for children to make decisions, initiate activities, solve problems, develop a positive sense of self, and practice critical and creative thinking.

Additionally, the literacy instruction will be provided through the use of the Houghton-Mifflin Pre-K program. This program focuses on these four major areas of literacy development: oral language and vocabulary, phonological awareness, comprehension, letter recognition. The components foster the cognitive and literacy learning skills needed for success in kindergarten. The themes that will be used for the summer are:

Theme 6: Construction Zone
Theme 9: Growing and Changing
Theme 10: Ready for Kindergarten!

STAFFING

- Certified teachers, with priority given to those certified in early childhood and experience in prekindergarten. Each teacher will have a class with a maximum of 12 children and will teach either Block 1 or Block 2. This means that a given class of students will have two teachers throughout the day.

Teacher Block 1 Hourly (daily rate) on P payroll 7:15 a.m. – 12:15 p.m.

Teacher Block 2 Hourly (daily rate) on P payroll 11:15 a.m. – 4:15 p.m.

- Minimum of 4 students in a class
 - Maximum of 12 students in a class
 - If enrollment exceeds the maximum per class (12), another teacher must be hired. The number of children enrolled and in attendance must be divided among all of the teachers to ensure that at least 4 children are in each class.
 - If enrollment drops below the minimum of 4 children per teacher, classes must be consolidated and appropriate personnel reduction action taken.
- VPK Summer Program employment is contingent upon student enrollment.**

- June 8, 2009, Professional Development Day for VPK teachers

NOTE: Two classes (2 teachers/maximum 24 children) may share a classroom. Student Instructional Hours: 7:30 a.m. – 4:00 p.m. Monday through Friday.

PAYROLL SCHEDULE AND PROCEDURES

All personnel for the VPK Summer Program must be hired using program number **8504** with the following payroll codes.

PAYROLL CODES	TITLES	
P	Hourly Rated	Instructional/Non-instructional

Payroll Code “P”

This page represents what the “automated summer payroll” (PARS) will reflect for each pay period. The payroll clerks must enter write-ins to pay additional days/hours worked. To properly identify these transactions, please indicate “VPK” in the comment section of the write-ins.

PAY PERIOD	AUTOMATED SUMMER PAYROLL (PARS)	WRITE-INS REQUIRED
5/29-6/11	0 Days	4 Days (6/8, 6/9, 6/10 and 6/11)
6/12-6/25*	4 Days	6 Days
6/26-7/9*	9 Days (6/26-7/9) No payment for 7/3/09	None
7/10-7/23*	10 Days	None
7/24-8/6*	1 Day 7/24	7 Days

***NOTE:** Payroll Code “P” – there will be no need for write-ins for these pay periods, as the “P” will be included in the automated summer payroll (PARS). The location can report all hours worked in the automated summer payroll (PARS). Follow the Payroll Processing Schedule for payroll due dates.

STUDENT ATTENDANCE

Students must be entered into Location Number **9003**.

When entering the students into ISIS, the school must utilize program code "V" and course code number 5100590. The "O" status code indicates that the student is not counted in the school's attendance for FTE purposes. The VPK Summer Program does not generate FTE/FEFP. The Certificate of Eligibility (COE) number must be entered into ISIS to complete the child's registration.

PARENT ACTION

- Parents must get a Certificate of Eligibility (COE) from CDS by calling 305-373-3521 or visiting www.vpkhelp.org for current locations and procedures.
- Parents must present a COE for the 2008-2009 school year for children who turned 4 years old on or before September 1, 2008. Children attending the program are entering kindergarten for the 2009-2010 school year and have never attended a 2008-2009 public or private VPK program.
- Parents must present complete school registration documents.

TRANSPORTATION

No transportation will be provided for prekindergarten students.

FOOD SERVICES

Meal services will be provided by the CAA Head Start/Early Head Start.

CHILDREN WITH SPECIAL NEEDS

The Summer VPK Program is not equipped to provide services prescribed on an Individual Education Plan (IEP) or ESY. Please refer to Chapter 3, page 11 for ESY services from the Prekindergarten Program for Children with Disabilities. Other questions regarding Summer VPK for Children with Disabilities may be answered at www.vpkhelp.org.

VPK SUMMER PROGRAM 2009 PRE-K CENTERS

Head Start Center	Address
Colonel Zubkoff Comprehensive Center	55 N.W. 199 Street Miami, FL 33169-2917
Bethune Enrichment Center	2900 N.W. 43 Terrace Miami, FL 33142-4414
Isaac A. Withers Enrichment Center	21300 S.W. 122 Avenue Goulds, FL 33170-5803



2009 Summer Implementation Document