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## **Helpful Hints for Early Learning Coalition (ELC) Implementation of Classroom Assessment Scoring System (CLASS) in Voluntary Prekindergarten (VPK) Classrooms**

When implementing CLASS in VPK classrooms, here are a few tips for ELCs to keep in mind.

- ✚ ELCs can use the Schedule CLASS Observation Helper tool in the Web-based Early Learning System (WELS) system to assist in scheduling.
- ✚ Observations can begin no earlier than fifteen (15) instructional days after the start date for school year programs and no earlier than five days for summer programs.
- ✚ A window for observation should be agreed upon by the observer, the provider, the teacher, and should consider classroom schedules. Early Learning Coalitions or their designee shall provide notification to providers of upcoming observation at least two (2) weeks prior to the scheduled observation date.
- ✚ Prioritize VPK only providers when scheduling. Also, prioritize VPK programs with earlier end dates.
- ✚ All VPK classrooms must be observed and calculated in the Composite score.
- ✚ If observing dually funded VPK/School Readiness (SR) classrooms, be sure the observation takes place during approved VPK instructional hours.
- ✚ The approved lead instructor must be present during the observation. Observers should confirm the lead teacher is present with the VPK director prior to beginning the observation.
- ✚ Observers will enter all dimension scores and notes into WELS within 3 business days.

## WELS Tips for VPK Program Assessment

- 1) Lead teachers only are loaded into WELS since they are required to be present during the observation.
- 2) There is a possibility of rooms being duplicated between VPK and QPS. The ELCs can merge them within WELS.



Please note: merging is easy, unmerging is not. Be sure the SR room and the VPK room are the same room BEFORE merging. Check twice, get someone else to check behind you before merging.

A suggestion is to work with your VPK only sites since ongoing improvements will be made to WELS which may identify the rooms automatically and make the step above unnecessary.

- 3) SR and VPK assessments can be re-used by updating the phase of the assessment.
- 4) More VPK data was requested by the ELC testers (such as Teacher credentials, room sessions, enrollment data)
- 5) Null names – the room is missing the full classroom name. It will just show the VPK room code that EFSMod is using.
- 6) Missing EFSMod ID –will be inserted.
- 7) The language of instruction is not captured in EFS Mod at this time. ELCs will have to confirm this with providers.

Contact [VPKCLASS@oel.myflorida.com](mailto:VPKCLASS@oel.myflorida.com) with any policy questions.