



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FL

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**Action By:**  
**June 30, 2024**

**TO:** Elementary School Principals

**FROM:** Edward C. Tierney / Deputy Superintendent/Chief of Schools

**SUBJECT:** **NEW HEALTH AND SAFETY PRE-SERVICE TRAINING MANDATES FOR VPK INSTRUCTORS**

To align with changes in federal regulations, the Florida Division of Early Learning (DEL) revised Rule 6M-4.620, F.A.C., to include new health and safety pre-service training mandates for all personnel directly supervising children in contracted School Readiness (SR) program classrooms. To comply, all District VPK teaching team members, including certified teachers, Early Childhood Professionals, and paraprofessionals, must complete mandated training by Sunday, June 30, excluding personnel in Head Start classrooms (not contracted SR programs).

**Current VPK instructors** must complete two new health and safety pre-service courses by Sunday, June 30. These free courses are hosted in the [Florida Early Childhood Professional Development Registry](#) (PD Registry) where each VPK instructor already has or needs to create a personal account. The Florida Department of Children and Families (DCF) will record course completions on instructors' official DCF Training Transcripts, accessible to VPK instructors through their PD Registry accounts. Regardless of the completion of prior pre-service training, all VPK instructors must complete these two new courses: Health and Nutrition in the School Readiness Program (4 hours) and Safety Practices in the School Readiness Program (5 hours).

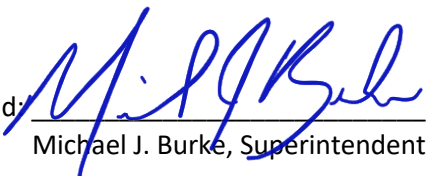
**New VPK instructors** must complete specified health and safety pre-service training courses within 90 days of initial employment through one of two options:

- Option 1 (Recommended): Complete all free pre-service courses listed under the School Readiness Preservice heading in the PD Registry, including:
  1. Child Development in the School Readiness Program (4 hours)
  2. Safe Sleep Practices in Child Care (2 hours)

3. (NEW) Health and Nutrition in the School Readiness Program (4 hours)
4. (NEW) Safety Practices in the School Readiness Program (5 hours)
- Option 2: Complete existing DCF Introductory Child Care Training courses (plus corresponding exams) for \$10 per course, listed under the Child Care Facility Part I heading in the PD Registry, along with the two new health and safety courses listed under the School Readiness Pre-service heading, including:
  1. Health, Safety, and Nutrition
  2. Child Growth and Development
  3. Behavioral Observation and Screening
  4. Identifying and Reporting Child Abuse and Neglect
  5. (NEW) Health and Nutrition in the School Readiness Program (4 hours)
  6. (NEW) Safety Practices in the School Readiness Program (5 hours)

**Current VPK instructors with exemptions** from completing the DCF Introductory Child Care Training courses based on educational credentials or passing of competency examinations per 402.305(2), F.S., may be required to complete all mandated training listed in either Option 1 or Option 2 above by Sunday, June 30, or within 90 days of initial employment. DCF will contact these instructors directly to inform them of required training courses; however, all VPK instructors, including those with exemptions, must complete the two new health and safety pre-service courses by Sunday, June 30.

**All VPK instructors must submit their updated DCF Training Transcripts to the Department of Early Childhood Education (ECE) via [earlychildhooded@palmbeachschools.org](mailto:earlychildhooded@palmbeachschools.org) no later than Sunday, June 30.** To meet this deadline, certified teachers should complete the health and safety training requirements during scheduled professional development days or other non-student contact times at the discretion of their principals. To help create non-student contact times for VPK instructors without access to professional development days, ECE has placed funding in school budgets for use by principals to hire substitutes.

Approved:   
Michael J. Burke, Superintendent