



Voluntary Pre-Kindergarten Temporary Provider Program Closure Documentation

Provider Name:
Street Address:
City: Zip Code: County:
Authorized Personnel Submitting Documentation:

6M-8.204

(4) **Temporary Closures.** A closure is temporary if the VPK provider or class resumes instruction following the closure.

(a) *Temporary Closures Due to a Declared State of Emergency.* A closure is due to a declared state of emergency when a federal, state, or county official for the area in which the VPK provider is located declares a state of emergency. Such closure must result in the complete closure of the provider’s physical location or the closure of one or more VPK classes.

1. A student is considered to have attended all VPK program hours offered during such closure for a combined total of five (5) instructional days, or the number of total days authorized by the Florida Department of Education (Department) if the provider submits the notification described in paragraph (5)(a). A provider may revise its class schedule to restore the VPK instructional days lost as a result of such closure instead of accepting payment for the closure.

2. For lost VPK instructional days exceeding five (5) or the number of total days authorized by the Department, a provider must revise its class schedule as described in paragraph (5)(b).

(b) A temporary closure not due to a declared state of emergency as described in paragraph (4)(a) is not payable.

(5) Modifying VPK Class Schedules Following a Temporary Closure.

(a) A provider may modify its schedule as frequently as necessary to restore VPK instructional days lost as a result of a temporary closure due to a declared state of emergency. No later than two (2) business days following resumption of VPK instruction, the provider must submit a resumption notification to the early learning coalition indicating the provider’s name and address, the VPK class(es) resuming instruction, the date(s) which each VPK class did not offer instruction as previously scheduled, and a revised class schedule which indicates the date(s) and times added to the schedule as revised to restore the hours lost as a result of the closure.

(b) When a closure is beyond the control of the VPK provider and is not due to a declared state of emergency or is a partial closure, a provider may modify its class schedule up to three (3) times. A provider must revise its class schedule to receive payment for VPK instructional days it restores following all other temporary closures.

Documentation of Closure must be submitted to the Coalition within three (3) business days of closure.

VPK Closure Date: _____

VPK Program Re-Opened Date: _____

I certify that the VPK program named above was temporarily closed due to the following reason(s): *(Explain reason for program closure and attach required documentation):* _____

Identify which classrooms were closed: _____

Please select one of the following. You can select both if days closed exceed the five (5) instructional days authorized for the fiscal year and a VPK Calendar adjustment is needed.

I would like to receive payment for this closure for Emergency Circumstances. I certify this request does not exceed a total of five (5) authorized days this fiscal year/school year. List Dates: _____

I would like to revise my VPK Program Calendar to restore the following instructional days lost. (You must revise your VPK Calendar in your VPK Application on the provider portal. List Dates: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____

Coalition Use Only:

Approved: Denied: Reason Denied: _____

Processed by (Coalition Staff Signature): _____ Date: _____