

VOLUNTARY PREKINDERGARTEN PROGRAM DOCUMENTATION OF TEMPORARY CLOSURE



Provider Information

Name: _____

Address: _____

Phone: _____ Email: _____

TEMPORARY CLOSURE (Rule 6M-8.204)

Temporary Closure Caused by Emergency Circumstances

A closure is caused by emergency circumstances when a state of emergency is declared by federal, state or local officials for the areas in which the provider is located. A VPK student is considered to have attended all VPK program hours offered during a temporary closure caused by emergency circumstances for a combined total of FIVE (5) instructional days for each VPK class if the private provider or school district submits notification documenting the dates of closure. A private provider or school district may revise its class schedule to restore the instructional days lost as a result of the temporary closure by emergency circumstances instead of accepting payment for a temporary closure.

Temporary Closure Caused by Other Circumstances

A temporary closure is not payable unless it is caused by emergency circumstances. A private provider or school district shall revise its class schedule to receive payment for days that are restored. To modify a VPK class schedule, private providers and school districts may submit a notice in writing up to TWO (2) times for any reason other than temporary closure caused by emergency circumstances.

I certify that the facility named above was temporarily closed from _____ to _____ due to the following emergency circumstance:

Signature of
Owner/Operator: _____ Date _____

Submit form with attendance sheets to: Community Coordinated Care for Children (4C)

Mail to Orlando Office at:
3500 W. Colonial Drive, Orlando, FL 32808

OR

Deliver to Kissimmee Office at:
2220 E. Irlo Bronson Memorial Hwy Unit 7
Kissimmee, FL 34744

For Office Use Only

Date Received: _____

Received By: _____

Processed By: _____

Date Processed: _____

Effective 2-16