





VPK Advance Payment Timeline Chart For Processing Certificates

<p>To Receive an Advance Payment for the Month of:</p> 	<p>Data, (i.e. certificates, class information) Must Be Processed <i>BEFORE</i> the 30th of:</p> 	<p>End of Month Payment Funds Will Be Received:</p> 	<p>Advance Payment Processing Deadline Missed? Payment for That Child Will Be Made In:</p> 
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August	June	July	September
September	July	August	October
October	August	September	November
November	September	October	December
December	October	November	January
January	November	December	February
February	December	January	March
March	January	February	April
April	February	March	May
May	March	April	June
June	April	May	July
July	May	June	August

- Attendance Sheets **MUST** be in the VPK Accounting Office at 3500 West Colonial Drive, Orlando by 12:00 pm (noon) on the 3rd of each month for processing or at one of our convenient drop boxes.
- Classroom changes, dismissals/transfers, new certificates, and any other changes to be made **MUST** be received by the VPK Coordinator before the last day of each month.
- If an Advance Payment deadline is missed, the child will be enrolled and paid through the normal attendance payment schedule (See schedule above)
- You may contact your VPK Accounting Representative to discontinue the Advance Payment option.