



**ATTACHMENT 1**  
**Voluntary Prekindergarten Notification Requirements**

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**Child Transfers** (Item 29 part a - AWI-VPK-20)

**Transferring a child from one classroom to another (AWI-VPK 06)**

Transferring a child from one classroom to another requires the completion of the Informed Parental Consent for Class Transfers form (Form AWI-VPK 06). This must be submitted to the VPK Provider Enrollment Specialist at the time of the transfer.

**Changes For Staff and Center Director** (Item 29 part b – AWI-VPK-20)

PROVIDER agrees it will follow the requirements of the law when notifying the COALITION of any changes to the information found on Form AWI-VPK 10 and Form AWI-VPK11, including Rule 60BB-8.300, which establishes required timelines for submission of notification and documentation. PROVIDER may comply with the requirements of law by submitting an updated AWI-VPK 10, AWI-VPK 11A & AWI-VPK 11B.

COALITION requests that information be updated on the applications AWI-VPK 10, AWI-VPK 11A & AWI-VPK 11B be submitted with supporting documentation within 2 business days of the change. Changes can be faxed or mailed to the Provider Enrollment Specialist.

If new ownership changes occur, the new owner should submit an entire VPK packet with all the required documentation to receive a new vendor account number.

If a new director is hired, an application AWI-VPK 10 should be submitted along with required Director Credentials that are acceptable for the VPK program.

**Changes in Class Calendars** (Item 29 part c - VPK-20)

PROVIDER agrees it will follow the requirements of the law when notifying COALITION of changes in VPK class calendars. The PROVIDER may comply with the requirements of law by submitting a revised Form AWI-VPK 11B. The request should be sent within two (2) business days of the occurrence.

Providers may offer more instructional hours than required; however, the Coalition will only accept calendars that contain 540 hours for school-year and 300 hours for summer VPK Programs. Hours for each day of the program must divide evenly for the total number of days in the 540-hour school-year program or in the 300-hour summer program. Any calendar not reflecting full days will be returned to the provider for revisions.

**Temporary Closure** (Item 29 part d – AWI-VPK-20)

A letter of intent to temporarily close for non-emergency reasons must be sent to COALITION before COALITION’s close of business on the first day of the closure. If the closure is expected, COALITION requests that the letter of intent to close be sent at least fourteen days before the closure. If the closure is unexpected, the letter should be sent as soon as the Provider is aware of the need to close. A letter of intent to close should contain, at a minimum, a description of:

- The procedure the Provider intends to follow in notifying the parents of all affected children of the closure of the program and of its intent to ensure as little interference with the administration of the VPK program to the affected children;
- Any and all efforts the Provider intends to make in placing or relocating all affected children;
- The Provider’s plan to ensure that each of its obligations to the State, Coalition, parents, and children are satisfied; and
- The Provider’s written plan for re-opening, including time frames and any calendar adjustments.

In the event of an emergency or non-emergency temporary closure, PROVIDER must submit a notification of schedule modification no later than two business days following resumption of VPK instruction. Notification of schedule modification and resumption of instruction shall indicate the provider’s name and address, the 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.

Providers should consult with the Coalition’s Provider Enrollment Specialist in establishing the required plans and procedures.

If a Provider receives unearned funds as the result of a permanent closure, the Provider shall return unearned funds to COALITION. If the Provider fails to return unearned funds, the Coalition shall implement its debt collection processes against the Provider.

**Dismissal of Children** (Item 29 part e – AWI-VPK-20)

If a child is dismissed or is withdrawn from the VPK program, PROVIDER must notify the VPK Enrollment Specialist in writing. The information can be faxed to the VPK office to remove the child from your center and stop payment on the child’s last day in attendance. It is important to include the last day of attendance to coincide with your attendance sheets, daily sign in/out and monthly verification forms signed by the parent.

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Provider Name

\_\_\_\_\_  
Printed Name of Provider Representative

\_\_\_\_\_  
Signature of Authorized Provider Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Coalition Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Coalition Representative