TEMPORARY CLOSURE

A Voluntary Prekindergarten Education Program Provider may be reimbursed up to a total of five days for temporary closures due to emergency circumstances if the Provider is located in a county in which a state of emergency is declared by federal, state, or local officials. A Provider may only be reimbursed for a temporary closure caused by emergency circumstances if students attend instruction following the closure.

A Provider which temporarily closes for reasons other than emergency circumstances may not receive reimbursement for the days the Provider was closed.

In addition to submitting notice of a temporary closure, in order to restore lost instructional days, a Provider which closes temporarily must submit notification of schedule modification to the Coalition no later than two (2) days following resumption of VPK Instruction. Notification of schedule modification must be submitted in writing.

Date(s) of Closure ____________________________________________

Date facility will reopen (if available) __________________________________

VPK Classes Impacted by Closure ______________________________________

Signature of Owner/Operator ____________________________ Date ____________

Submit by mail or fax to: For Official Use Only

Early Learning Coalition of Brevard
ATTN: Reimbursement Department
PO Box 560692
Rockledge, FL 32956
Fax: (321) 637-7243

Date Received __________________________
Received By __________________________
Processed By __________________________
Date Processed ________________________