



**EARLY LEARNING COALITION OF BREVARD COUNTY  
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM  
NOTICE OF TEMPORARY CLOSURE**

**Provider Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 City \_\_\_\_\_ Email \_\_\_\_\_  
 State \_\_\_\_\_  
 Zip Code \_\_\_\_\_

**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**

Date Received \_\_\_\_\_

ATTN: Reimbursement Department

Received By \_\_\_\_\_

PO Box 560692

Rockledge, FL 32956

Processed By \_\_\_\_\_

Fax: (321) 637-7243

Date Processed \_\_\_\_\_