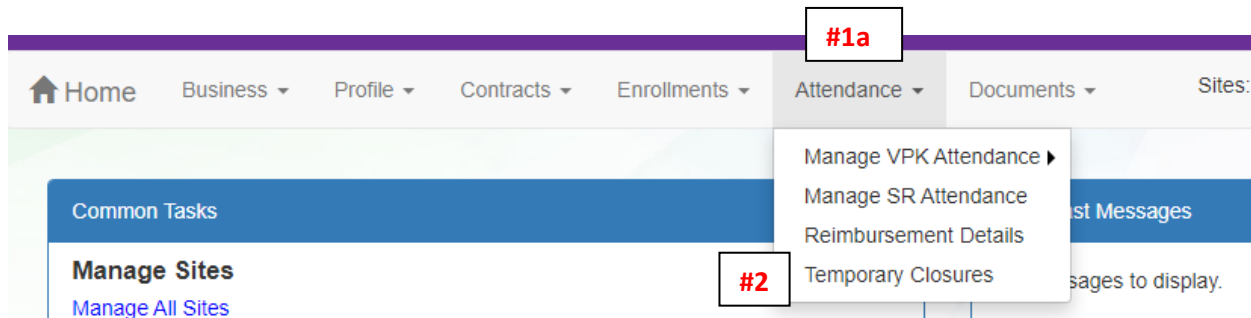


Quick Guide to Request Temporary Closure

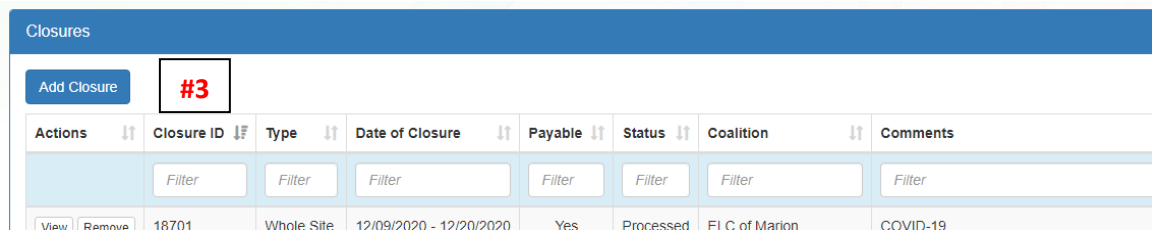
PURPOSE: How to request a temporary / emergency closure. This **MUST** be completed and approved before attendance is submitted for the month of the closure. State Guidance on last page.

Contract Language: Paragraph 72. Section (c) **Providing notice to the COALITION** of temporary emergency closings of the SR Program **within two (2) calendar days.**

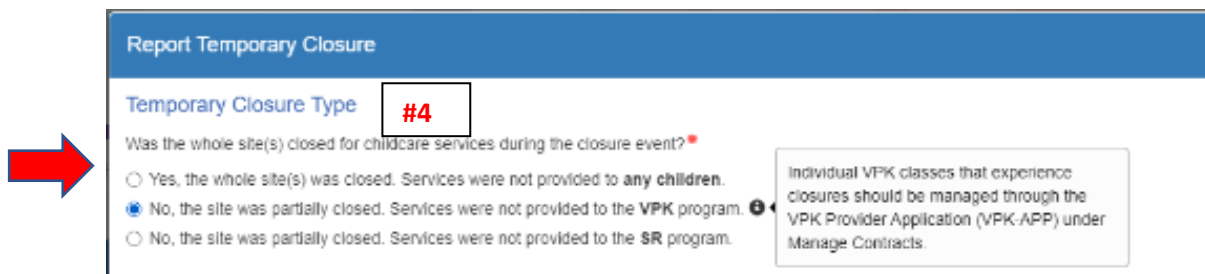
- 1) From your provider dashboard
 - a. Click on **Attendance Tab**
- 2) Click the **Temporary Closure Tab**



- 3) Click the **Add Closure** button



- 4) Click on the answer to best describe your sites closure type.




Quick Guide to Request Temporary Closure

- 5) Click on the carrot to select the site/(s) that have been affected by the closure.
- 6) Select the [Closure Dates](#)
 - a. **Closed From**: Enter the first day of the closure
 - b. **Closed To**: Enter the last day the site was closed **IF** the site was closed for only 1 day this date should match the *Closed From* date
 - c. **Anticipated Reopen Date** – Enter the day you anticipate the site will open (if you do not know the reopen date, use your best estimate)

Closed Provider Site(s) #5

Select Providers *



#6 Closure Details

Closed From ⓘ * #6a

Closed To * #6b

Anticipated Reopen Date ⓘ * #6c

- 7) [Closure Reasons](#) – Select all that apply

<ol style="list-style-type: none"> a. Exposure to Covid-19 b. Schedule deep-cleaning due to Covid-19 c. Lack of child attendance d. Lack of staff availability e. Declared state of emergency other than Covid-19 (Hurricane / Weather) f. Other (beyond the control of the provider) <ol style="list-style-type: none"> i. Example of payable closures: Property damage that can cause health and safety concerns, death of an immediate family member. 	<p>Closure Reasons (select all that apply) *</p> <p><input type="checkbox"/> Exposure to COVID-19</p> <p><input type="checkbox"/> Scheduled deep-cleaning due to COVID-19</p> <p><input type="checkbox"/> Lack of child attendance</p> <p><input type="checkbox"/> Lack of staff availability</p> <p><input type="checkbox"/> Declared state of emergency other than COVID-19 (such as a hurricane)</p> <p><input type="checkbox"/> Other</p>
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Quick Guide to Request Temporary Closure

- 8) Documentation: Click the *upload document* button. This will allow you to browse your computer to select the document that you need to upload.
- 9) Type in comments to explain the details of the closure.
- 10) Click *Submit to Coalition* when you are complete. If you click *save* this will **NOT** submit to the coalition but will allow you to go back and make changes to the request.

Documentation
Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document... #8

Comments (limit 1000 characters)

#9

#10

- 11) Sign and Certify
 - a. Type in your *Full Name*
 - b. Click the *Certify* button to certify that you read the statement above
 - c. Click the *Submit* button

Temporary Closure ~ Sign and Certify

By signing this form I certify that:

- I certify that the temporary closure was due to the circumstances as described above and the information provided is true and correct.
- I understand the coalition will determine reimbursement eligibility based on 6M-8.204 Uniform Attendance Policy for Funding the VPK Program and 6M-4.501 Reimbursement During Emergency Closures for the SR program.
- I understand child attendance records will not be collected for closure days.
- I understand the VPK Provider Application classroom calendars must be modified to restore instructional hours in excess of the allotted emergency closure days in order to receive reimbursement.

Authorized Electronic Signature

Full Name * #11a

Certify by Electronic Signature *

Submission Date

#11c

Quick Guide to Request Temporary Closure

6M-4.501 Reimbursement During Emergency Closures.

(1) Each coalition shall maintain a Continuation of Operations Plan (C.O.O.P.) to be used in the event of emergency closings due to catastrophic events. Providers shall be reimbursed at the rate normally received during non-emergency hours when a coalition activates its Continuation of Operations Plan (C.O.O.P.).

(2) The coalition **may** consider reimbursement, in accordance with Federal and State law, for circumstances of temporary closure for individual providers when closure is **beyond the control of the provider** or the closure is caused by emergency circumstances, including but not limited to **the declaration of a state of emergency by federal, state, or local officials**, or **the closure of public schools in the area in which the provider is located**. In no circumstances may a coalition reimburse in excess of the pre-existing approved hours for an individual child during the temporary closure.

Rulemaking Authority 1001.213(2) FS. Law Implemented 1002.82(2)(c), 1002.82(2)(f)1.a.(III), 1002.82(2)(p) FS. History—New 2-2-05, Formerly 60BB-4.501, Amended 1-1-15.

6M-8.204 Uniform Attendance Policy for Funding the VPK Program

(5) Closures.

(a) Temporary Closures Caused by Emergency Circumstances.

1. A 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 in writing to the coalition the dates which the provider was closed**.

a. A closure is temporary if the provider resumes instruction following the closure.

b. A closure is caused by emergency circumstances when **a state of emergency is declared by federal, state or local officials** for the area in which the provider is located.

2. A temporary closure caused by emergency circumstances is **not payable** for any student who does not attend a VPK instructional day following the closure.

3. A private provider or school district **shall revise** its class schedule to restore VPK instructional days which are lost due to temporary closures caused by emergency circumstances **in excess of a total of five (5) instructional days** for a VPK class.

4. A private provider or school district may revise its class schedule to restore the instructional days lost as a result of a temporary closure caused by emergency circumstances instead of accepting payment for a temporary closure.

(b) Temporary Closures 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 VPK class schedule and receive payment for days it restores in accordance with subsection (4) following a closure.