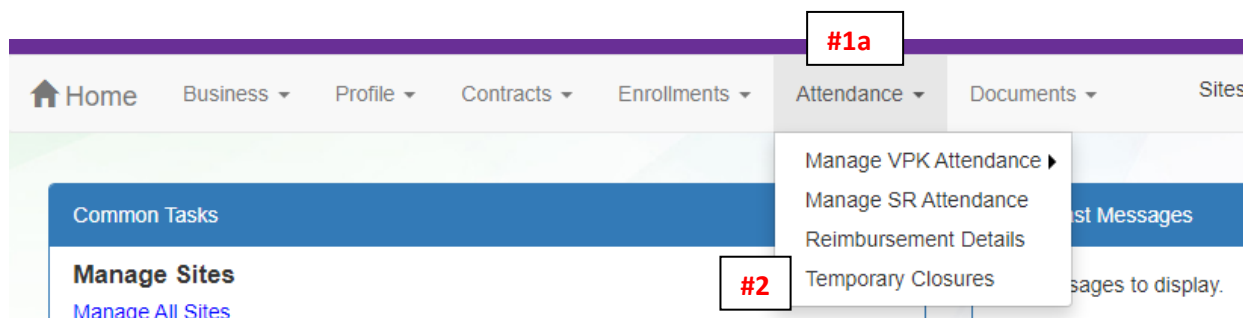


# Quick Guide to Request Temporary Closure

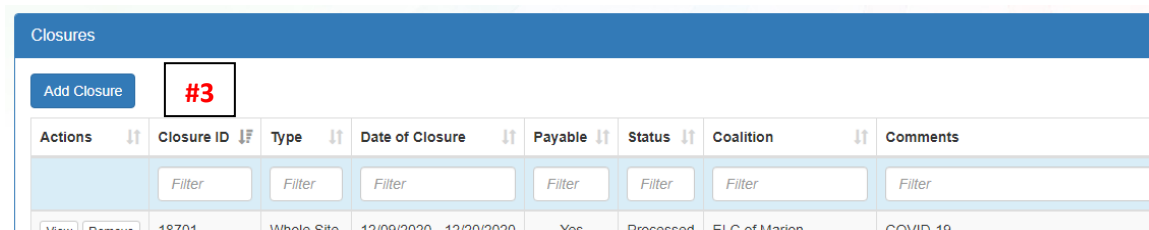
**PURPOSE:** How to request a temporary / emergency closure. This ***MUST*** be completed and approved before attendance is submitted for the month of the closure. State Guidance on last page.

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

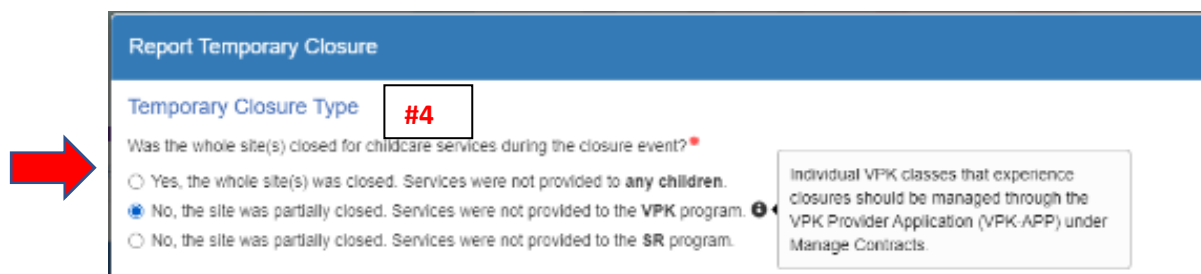
- 1) From your provider dashboard
  - a. Click on **Attendance Tab**
- 2) Click the **Temporary Closure Tab**



- 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

- 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**)
  - i. Example of payable closures: Property damage that can cause health and safety concerns, death of an immediate family member.

**Closure Reasons** (select all that apply) \*

- ☐ Exposure to COVID-19
- ☐ Scheduled deep-cleaning due to COVID-19
- ☐ Lack of child attendance
- ☐ Lack of staff availability
- ☐ Declared state of emergency other than COVID-19 (such as a hurricane)
- ☐ Other

## 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**

#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**

12/12/2020

Submit

#11c #1

#11b

Cancel

## 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.

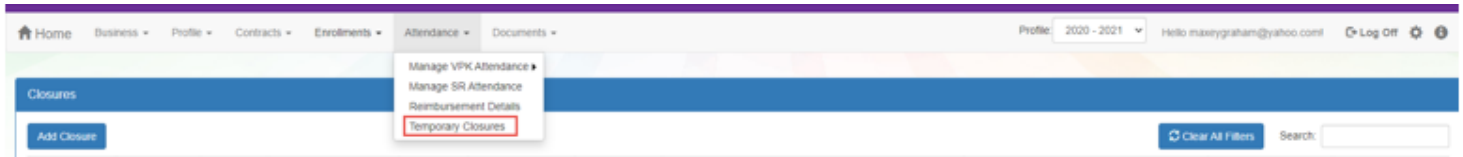
## Temporary Closures

### Creating a Temporary Closure

Temporary closures must be created when the whole site or program is temporarily closed due to emergency circumstances. Provider and Coalition users can initiate temporary closures.

**NOTE:** Temporary closures must be created BEFORE attendance is submitted for the month in which the closure occurs.

To add a closure, navigate to **Attendance > Temporary Closures**. Click the **Temporary Closures** submenu item.



Click the **Add Closure** button.

A screenshot of the 'Temporary Closures' table. The 'Add Closure' button is highlighted with a red box. The table has columns for Actions, Closure ID, Type, Date of Closure, Payable, Status, Coalition, Comments, Providers, Last Modified Date, and Last Modified By. The table contains several rows of data, including closures for 'Whole Site' and 'Partial VPK' with various dates and statuses. A comment about Hurricane Dorian is visible in the 'Comments' column.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a> <a href="#">Remove</a>	12511	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:56:16 AM	
<a href="#">View</a> <a href="#">Remove</a>	12510	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:55:44 AM	
<a href="#">View</a> <a href="#">Remove</a>	12509	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:55:02 AM	
<a href="#">View</a> <a href="#">Remove</a>	12507	Partial VPK	10/22/2020 - 10/24/2020	Yes	Processed				10/21/2020 8:54:23 AM	
<a href="#">View</a>	12506	Partial VPK	10/22/2020 - 10/24/2020		Coalition Reviewing				10/21/2020 8:52:15 AM	
<a href="#">View</a> <a href="#">Remove</a>	12504	Whole Site	10/22/2020 - 10/23/2020	Yes	Processed				10/21/2020 8:49:32 AM	
<a href="#">View</a>	1437	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian 9/3/2019 (workaround for last 40 providers)		10/3/2019 10:10:11 AM	

The **Report Temporary Closure** pop up message will appear.

### Report Temporary Closure

#### Temporary Closure Type

Was the whole site(s) closed for childcare services during the closure event? \*

☐ Yes, the whole site(s) was closed. Services were not provided to **any children**.

☐ No, the site was partially closed. Services were not provided to the **VPK** program. ⓘ

☐ No, the site was partially closed. Services were not provided to the **SR** program.

#### Closed Provider Site(s)

Select Providers \*

#### Closure Details

Closed From ⓘ \*

Closed To \*

Anticipated Reopen Date ⓘ \*

#### Closure Reasons (select all that apply) \*

☐ Exposure to COVID-19

☐ Scheduled deep-cleaning due to COVID-19

☐ Lack of child attendance

☐ Lack of staff availability

☐ Declared state of emergency other than COVID-19 (such as a hurricane)

☐ Other

#### Documentation

Attach the documentation necessary to establish proof of site closure.

##### Closure Documents

Upload Document...

Comments (limit 1000 characters)

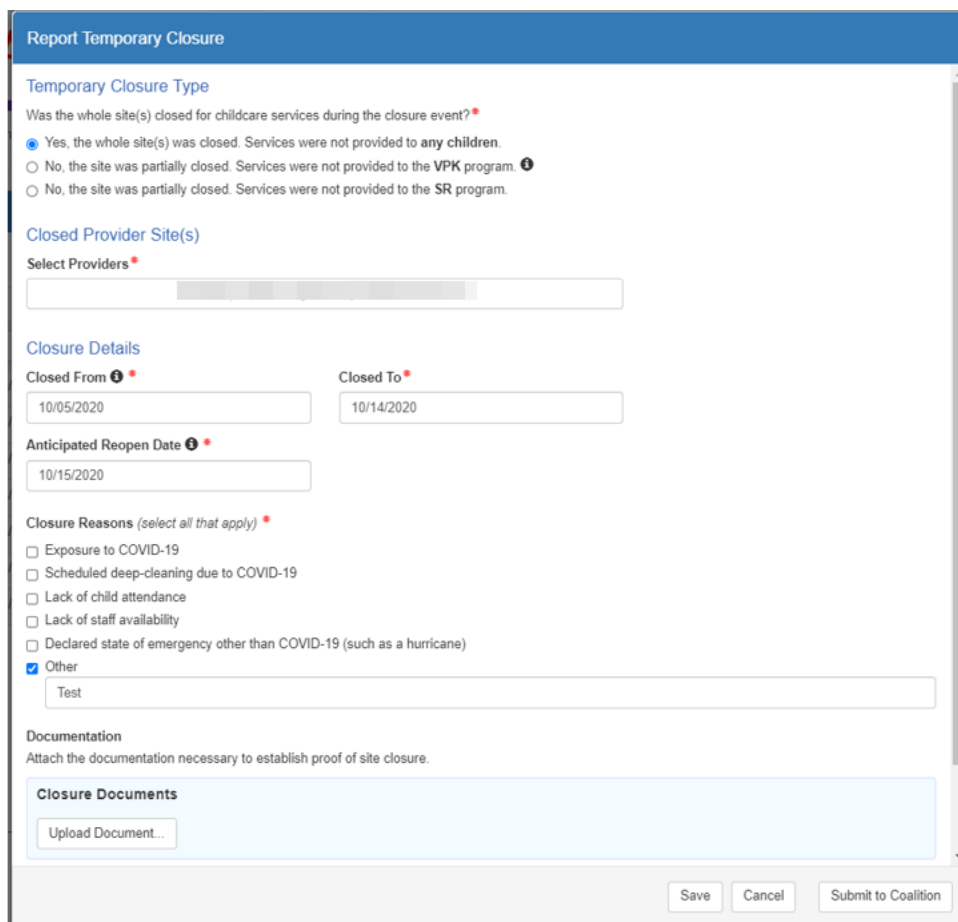
Save

Cancel

Submit to Coalition

Complete the form. Hover over the information icons  for additional information.

- Temporary Closure Type – When an entire site is temporarily closed due to emergency circumstances, where all programs and children are impacted, select “Yes, the whole site was closed. Services were not provided to any children.”
- Closed Provider Site(s) – Select the site(s) that were completely, temporarily closed due to emergency circumstances. Each site that the user has access to is listed. **NOTE:** If providers were closed for different dates, they should be unchecked and have separate closure events created.
- Closure Details – Enter the closure date range. The “From” date is the first day of the closure and the “To” date is the last day of the closure. A single day closure would have the same “From” and “To” date. No services are rendered on dates included in the closure date range. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, you will need to create an additional closure to cover that time period.
- Closure Reasons – Select the applicable reasons. If the ‘Other’ option is checked, enter comments.
- Documentation – Click the **Upload Document** button to upload necessary documents (not mandatory).
- Comments – Enter comments (Not mandatory).




**Report Temporary Closure**

**Temporary Closure Type**

Was the whole site(s) closed for childcare services during the closure event? \*

☒ Yes, the whole site(s) was closed. Services were not provided to any children.


☐ No, the site was partially closed. Services were not provided to the VPK program. 

☐ No, the site was partially closed. Services were not provided to the SR program.

**Closed Provider Site(s)**

Select Providers \*


**Closure Details**

Closed From  \*

10/05/2020

Closed To \*

10/14/2020

Anticipated Reopen Date  \*

10/15/2020

**Closure Reasons (select all that apply) \***

☐ Exposure to COVID-19

☐ Scheduled deep-cleaning due to COVID-19

☐ Lack of child attendance

☐ Lack of staff availability

☐ Declared state of emergency other than COVID-19 (such as a hurricane)

☒ Other

**Documentation**

Attach the documentation necessary to establish proof of site closure.

**Closure Documents**

Click the **Save** button to save the record. The message closes and the record appears in the grid with “Incomplete” status.

Closures											
Add Closure		Clear All Filters Search									
Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
<a href="#">Edit</a> <a href="#">Remove</a>	12537	Whole Site	10/07/2020 - 10/08/2020		Incomplete				10/22/2020 5:15:44 PM		
<a href="#">View</a> <a href="#">Remove</a>	11200	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:28 PM		
<a href="#">View</a> <a href="#">Remove</a>	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:52:35 AM		
<a href="#">View</a> <a href="#">Remove</a>	4529	Whole Site	03/16/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:57 AM		
<a href="#">View</a>	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM		

## Editing a Temporary Closure

To edit a temporary closure record, click the **Edit** button. The closures listed are specific to the provider site selected.

Add Closure		Clear All Filters Search									
Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By	
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	
<a href="#">Edit</a> <a href="#">Remove</a>	12537	Whole Site	10/07/2020 - 10/08/2020		Incomplete				10/22/2020 5:15:44 PM		



Edit the closure details and click **Submit to Coalition**.

**Edit Temporary Closure**

☒ Yes, the whole site(s) was closed. Services were not provided to any children.  
☐ No, the site was partially closed. Services were not provided to the VPK program. ⓘ  
☐ No, the site was partially closed. Services were not provided to the SR program.

**Closed Provider Site(s)**

Select Providers \*

**Closure Details**

Closed From ⓘ \* 10/07/2020  
Closed To \* 10/08/2020  
Anticipated Reopen Date ⓘ \* 10/12/2020

**Closure Reasons** (select all that apply) \*

☒ Exposure to COVID-19  
☐ Scheduled deep-cleaning due to COVID-19  
☐ Lack of child attendance  
☐ Lack of staff availability  
☐ Declared state of emergency other than COVID-19 (such as a hurricane)  
☐ Other

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

**Closure Documents**

Upload Document...

**Comments** (limit 1000 characters)

Save Cancel **Submit to Coalition**

After clicking the **Submit to Coalition** button, the **Sign and Certify** message appears. Fill in the Sign and Certify fields and 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 \*  
\_\_\_\_\_  
☐ Certify by Electronic Signature \*

Submission Date  
10/22/2020

**Submit**

Cancel

The record changes to **Submitted** status.

Closures											
Add Closure											
Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By	
<a href="#">View</a>	12537	Whole Site	10/01/2020 - 10/09/2020		Submitted				10/22/2020 5:27:54 PM		
<a href="#">View</a> <a href="#">Remove</a>	11208	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:28 PM		
<a href="#">View</a> <a href="#">Remove</a>	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:02:35 AM		
<a href="#">View</a> <a href="#">Remove</a>	4529	Whole Site	03/16/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM		
<a href="#">View</a>	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM		

Once the submitted record is processed by the coalition, the record changes to **Processed** status.

#### NOTE:

1. When the status of the record is **Submitted**, there is only a [View](#) button. The provider cannot edit or delete a temporary closure record that is in **Submitted** or **Coalition Reviewing** status.
2. Only **Processed** records will have a value in the Payable field.
3. **Incomplete** and **Processed** records can be deleted.
4. When a coalition adds more providers to the closure that the provider user does not have access to, there will not be a [Remove](#) button.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a>	12537	Whole Site	10/01/2020 - 10/09/2020		Submitted				10/22/2020 5:27:54 PM	
<a href="#">View</a> <a href="#">Remove</a>	11208	Whole Site	05/01/2020 - 05/15/2020	Yes	Processed		Closed due to COVID-19		5/28/2020 5:34:28 PM	
<a href="#">View</a> <a href="#">Remove</a>	8461	Whole Site	04/01/2020 - 04/30/2020	Yes	Processed		Closed due to COVID-19		4/30/2020 11:02:35 AM	
<a href="#">View</a> <a href="#">Remove</a>	4529	Whole Site	03/16/2020 - 03/31/2020	Yes	Processed		Closed due to COVID-19		4/14/2020 11:32:07 AM	
<a href="#">View</a>	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM	

## Updating VPK Class Calendar

After the coalition processes a temporary closure, VPK providers have additional steps to complete the process.

On the Provider Portal dashboard select **Contracts > Manage Contracts** or click the VPK Provider Application link under Common Tasks.

[Home](#)
[Business](#)
[Profile](#)
[Contracts](#)
[Enrollments](#)
[Attendance](#)
[Documents](#)

Profile: 2019 - 2020

Manage Contracts

Common Tasks

Manage Sites

[Manage All Sites](#)

Manage Users

[Manage All Users](#)

Manage VPK Applications and Contracts

[VPK Provider Application](#)

[Manage VPK Instructors, Calendars, and Classes](#)

[Statewide VPK Provider Contract](#)

Broadcast Messages

No messages to display.

Click the **Edit** button for the VPK-APP.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
7114	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	<a href="#">View</a>	<a href="#">Download</a>	12/04/2017		2017 - 2018
29714	VPK	OEL-VPK 20	ELC of Brevard	Certified	05/24/2019	<a href="#">View</a>	<a href="#">Download</a>	08/30/2018		2018 - 2019
48837	VPK	OEL-VPK 20	ELC of Brevard	Certified	08/15/2019	<a href="#">View</a>		08/15/2019		2019 - 2020
2054	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	05/15/2018	<a href="#">Edit</a>	<a href="#">Download</a>	12/05/2017		2017 - 2018
10206	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	11/28/2018	<a href="#">Edit</a>	<a href="#">Download</a>	08/14/2018		2018 - 2019
17900	VPK-APP	VPK 10,11A,11B	ELC of Brevard	Certified	08/13/2019	<a href="#">Edit</a>	<a href="#">Download</a>	08/20/2019		2019 - 2020

Click the VPK Calendars tab to open the calendar section.

[Home](#)
[Business](#)
[Profile](#)
[Contracts](#)
[Enrollments](#)
[Attendance](#)
[Documents](#)
Profile
2019 - 2020
Hello
[Log Off](#)

2019 - 2020 (Certified)

[Attendance Policy](#)
[VPK Director](#)
[VPK Instructors](#)
[VPK Calendars](#)
[VPK Class\(es\)](#)
[Review](#)
[Certify and Submit](#)

### Attendance Policy Submission

A VPK Provider must

- ✓ Adopt an attendance policy that aligns with VPK rules and statutes and requires parents to verify the child's attendance each month on forms required by Rule 6M-8.305, F.A.C.
- ✓ Provide a copy of its attendance policy to the early learning coalition before executing a contract by uploading to the portal (below)
- ✓ Provide a copy of this policy to parents of each VPK child admitted into the provider's VPK program (at the time of enrollment)
- ✓ Not amend its attendance policy for its VPK program duration of the VPK contract

Click the **Edit** button to make changes to the calendar. Click the arrow to scroll to the particular calendar month to make edits/changes.

**NOTE:** The system defaults to the first calendar month of the class.

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

+ Add New Calendar

Show removed calendars

Calendar ID: A

Calendar Name: Fall

Program Type: School Year (540 hours)

Calendar Start Date: 08/12/2019

Calendar End Date: 05/28/2020

Non-Instructional, Site Closures and Exceptional Instructional Days: August 2019

month list

Day	Start Time	End Time	Total Hours
Monday	09:00 AM	12:00 PM	3
Tuesday	09:00 AM	12:00 PM	3
Wednesday	09:00 AM	12:00 PM	3
Thursday	09:00 AM	12:00 PM	3
Friday	09:00 AM	12:00 PM	3
Saturday			0

Sun Mon Tue Wed Thu Fri Sat

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

Select the desired emergency closure day(s) by clicking on the day(s) within the calendar.

**NOTE:** Multiple days may be selected by clicking and dragging days.

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

Calendar ID: A

Calendar Name: Fall

Program Type: School Year (540 hours)

Calendar Start Date: 08/12/2019

Calendar End Date: 05/28/2020

Instructional Days:

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Tuesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Wednesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Thursday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Friday	09:00 AM	12:00 PM	3
<input type="checkbox"/> Saturday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

month list

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

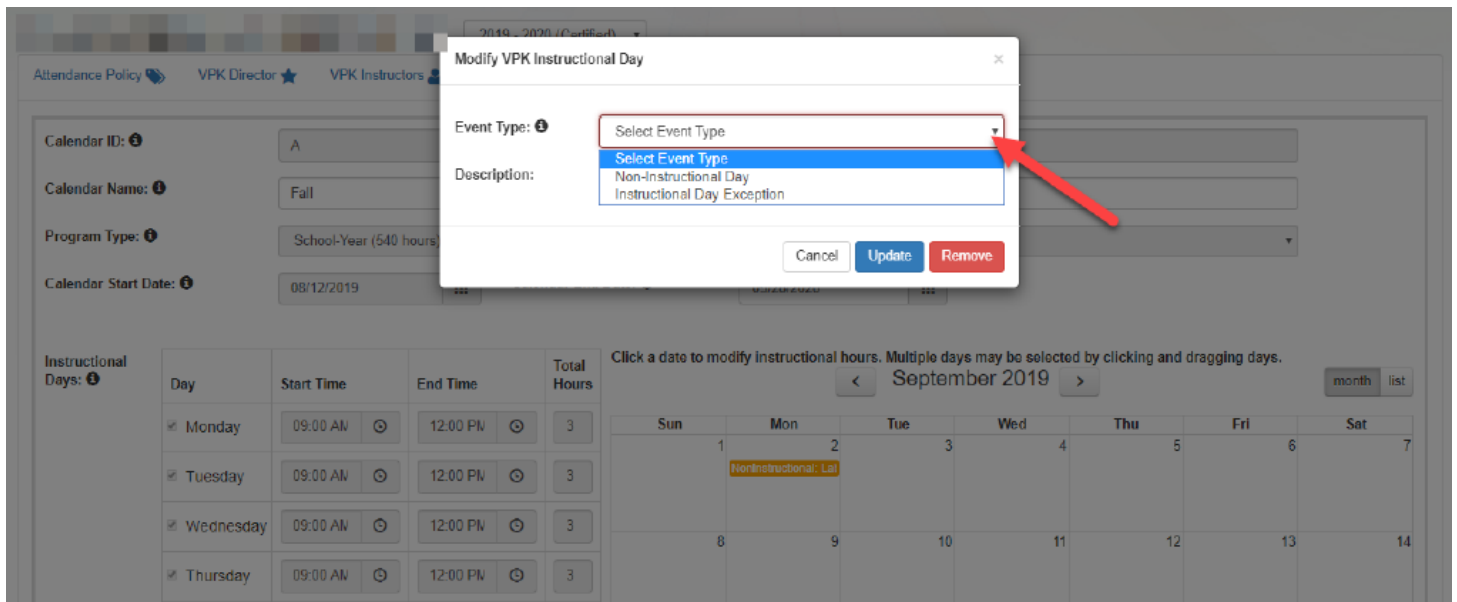
Noninstructional: List

Ex: Site closed Tuesday thru Thursday. Click on Tuesday and drag cursor to Thursday so that all three days are highlighted.

After selecting a day, a pop-up will appear. There are two event types available.

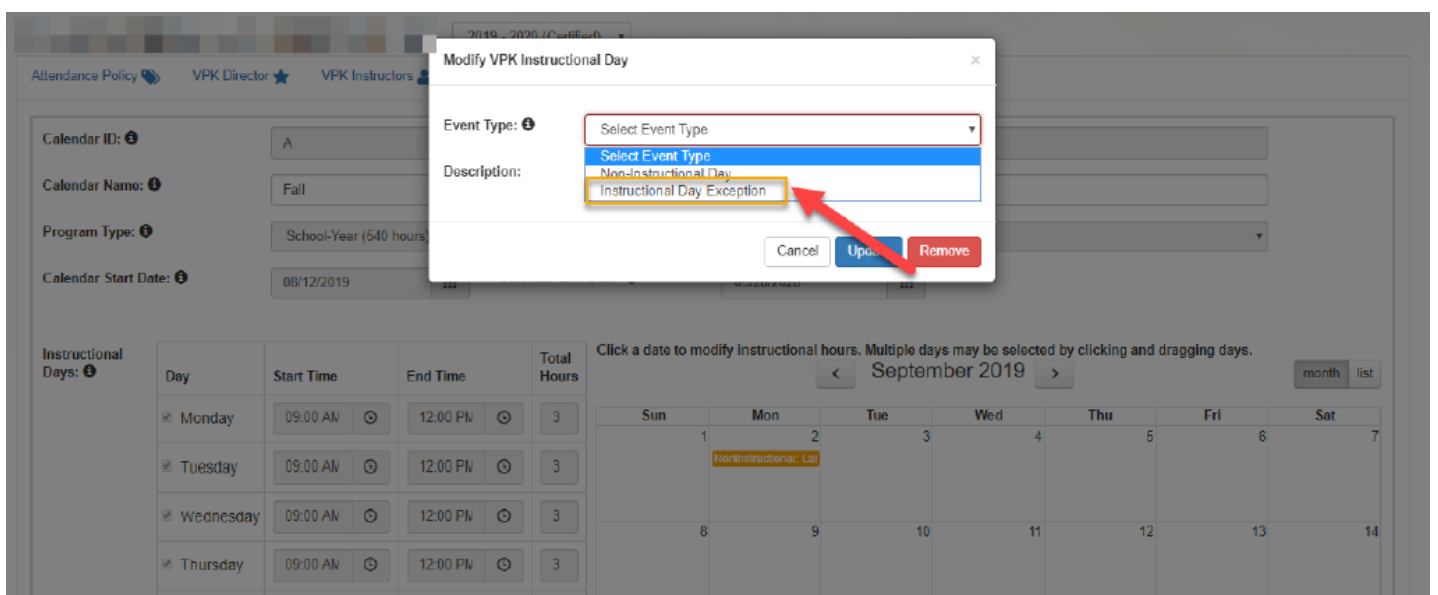
Instructional Day Exception – use if provider does not plan to make up calendar days for the emergency closure (up to 5 days permitted).

Non-Instructional Day – use if provider plans to deduct the calendar hours for the emergency closure days and revise its class calendar to restore days.



### Instructional Day Exception

For closures that do not reduce hours, select Instructional Day Exception as the event type.



Once the Instructional Day Exception is selected, the provider will enter a description and time range for the particular day(s) they were closed. In the image below, the description example uses the verbiage “Closed due to Hurricane Dorian.” The provider will have to choose the same time range for the days as they listed on their calendars. Any hours chosen outside of their Start and End times will change their total calculated hours. Click **Update**.

**NOTE:** If the provider has different instructional hours per day, a separate exception day event should be created for each day (i.e. Mondays are 3 hours and Tuesdays are 3.5 hours) so that the exact hours of the instructional day are entered for the exception day event.

The screenshot shows a web application interface for managing VPK instructional days. A modal dialog titled "Modify VPK Instructional Day" is open, allowing for the creation or modification of an "Instructional Day Exception".

**Form Fields:**

- Event Type:** A dropdown menu set to "Instructional Day Exception".
- Description:** A text input field containing "Closed due to Hurricane Dorian".
- Time Range:** Two time pickers set to "09:00 AM" and "12:00 PM", separated by a "TO" label.
- Total Hours:** A numeric input field set to "3", followed by a "hour(s)" label.

At the bottom of the dialog are three buttons: "Cancel", "Update" (highlighted in blue), and "Remove" (highlighted in red with a red arrow pointing to it).

**Background Interface:**

- On the left, a sidebar contains "Attendance Policy", "VPK Director", and "VPK Instructors".
- Below the sidebar, form fields for "Calendar ID" (A), "Calendar Name" (Fall), "Program Type" (School-Year (540 hours)), and "Calendar Start Date" (08/12/2019) are visible.
- The main area features a calendar grid. The "Instructional Days" section is highlighted with a yellow box, showing a table with columns for Day, Start Time, End Time, and Hours.
- The calendar grid below shows days from Sunday to Saturday. Monday through Friday are marked with a checkmark and a yellow box, indicating they are instructional days. Monday is highlighted with a yellow box. Tuesday through Friday show a "Noninstructional Lab" label.

The information is displayed on the calendar. The total calculated class hours and total instructional days have not changed. Click **Save**.

**NOTE:** These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

**Instructional Days:**

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Tuesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Wednesday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Thursday	09:00 AM	12:00 PM	3
<input checked="" type="checkbox"/> Friday	09:00 AM	12:00 PM	3
<input type="checkbox"/> Saturday			0
<input type="checkbox"/> Sunday			0

September 2019
month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 NonInstructional Lat	3 Sa Exception, Closed	4 Sa Exception, Closed	5 Sa Exception, Closed	6	7
8	9	10	11	12	13	14
15	16				20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

The closure days have been added to the calendar without changing the total class hours or instructional days.

Total Calculated Hours: 540.00  
Total VPK Instructional Days: 180  

Save
Cancel

When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

Attendance Policy
VPK Director
VPK Instructors
VPK Calendars
VPK Class(es)
Review
Certify and Submit

**● Certify and Submit**

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

**Provider Signature**

Signer's Name
Day Time Phone Number
Electronic Signature
☒ Check this box to certify by electronic signature
Application Completion Date
07/31/2019

Submit VPK Provider Application

## Non-Instructional Day

For providers that will deduct the calendar hours for those days and revise its class schedule to restore days, select Non-Instructional Day as the event type.

The screenshot shows the 'Modify VPK Instructional Day' dialog box. The 'Event Type' dropdown is open, showing three options: 'Select Event Type', 'Non-Instructional Day', and 'Instructional Day Exception'. 'Non-Instructional Day' is highlighted with a blue background. A red arrow points to this option. The background shows a calendar for September 2019 with a 'Non-Instructional Day' label on Monday, September 2nd.

Calendar ID: A  
Calendar Name: M-F 8:30am - 11:30am  
Program Type: School-Year (540 hours)  
Calendar Start Date: 08/12/2019

Event Type: Select Event Type  
Description: Non-Instructional Day  
Instructional Day Exception

Buttons: Cancel, Update, Remove

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	08:30 AM	11:30 AM	3
Tuesday	08:30 AM	11:30 AM	3
Wednesday	08:30 AM	11:30 AM	3
Thursday	08:30 AM	11:30 AM	3

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

Once the Non-Instructional Day type is selected, the provider will enter a description for the particular day(s) they were closed. In the image below, the description example uses the verbiage "Closed due to Hurricane Dorian." Click Update.

The screenshot shows the 'Modify VPK Instructional Day' dialog box. The 'Event Type' dropdown is set to 'Non-Instructional Day'. The 'Description' field contains the text 'Closed due to Hurricane Dorian'. A red arrow points to the 'Update' button. The background shows a calendar for September 2019 with a 'Non-Instructional Day' label on Monday, September 2nd. A yellow box highlights the 'Tuesday' row in the 'Instructional Days' table.

Calendar ID: A  
Calendar Name: M-F 8:30am - 11:30am  
Program Type: School-Year (540 hours)  
Calendar Start Date: 08/12/2019

Event Type: Non-Instructional Day  
Description: Closed due to Hurricane Dorian

Buttons: Cancel, Update, Remove

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	08:30 AM	11:30 AM	3
Tuesday	08:30 AM	11:30 AM	3
Wednesday	08:30 AM	11:30 AM	3
Thursday	08:30 AM	11:30 AM	3
Friday	08:30 AM	11:30 AM	3
Saturday			0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

September 2019

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21



The totaled calculated hours will be reduced for each non-instructional day based on the hours defined for the day. Next, make the appropriate change to the calendar to add the make-up days. This can be accomplished in a variety of ways such as canceling previously identified non-instructional days, extending the class end date, or even extending the time on some instructional days (by creating exception days with different hours). When complete, click **Save**.

**NOTE:** These steps must be completed for each impacted calendar. For example, some providers may have a morning VPK class using calendar A and an afternoon VPK class using calendar B. Since both calendars were impacted due to the closure, both calendars must be edited.

Instructional Days: ⓘ

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:30 AM ⌚	11:30 AM ⌚	3
<input checked="" type="checkbox"/> Tuesday	08:30 AM ⌚	11:30 AM ⌚	3
<input checked="" type="checkbox"/> Wednesday	08:30 AM ⌚	11:30 AM ⌚	3
<input checked="" type="checkbox"/> Thursday	08:30 AM ⌚	11:30 AM ⌚	3
<input checked="" type="checkbox"/> Friday	08:30 AM ⌚	11:30 AM ⌚	3
<input type="checkbox"/> Saturday	⌚ ⌚	⌚ ⌚	0
<input type="checkbox"/> Sunday	⌚ ⌚	⌚ ⌚	0

Click a date to modify instructional hours. Multiple days may be selected by clicking and dragging days.

< September 2019 >

month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional: Lab	3 Noninstructional: Closed due to Hurricane I	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Total Calculated Hours: 534.00

The Total Calculated Hours are less than the hours allotted for the VPK Program Type selected. Please correct if needed.

Total VPK Instructional Days: 178

Save

Cancel

When all impacted calendars are updated, click on the Certify and Submit tab. Complete the signature information and click the **Submit VPK Provider Application** button.

The screenshot shows the 'Certify and Submit' tab selected in the top navigation bar. Below the navigation bar, the 'Certify and Submit' section is highlighted. It contains a list of certification statements and a form for provider signature information. The form includes fields for 'Signer's Name', 'Day Time Phone Number', 'Electronic Signature' (with a checked checkbox for electronic signature), and 'Application Completion Date' (07/31/2019). A green button labeled 'Submit VPK Provider Application' is at the bottom, with a red arrow pointing to it.

2019 - 2020 (Certified)

Attendance Policy VPK Director VPK Instructors VPK Calendars VPK Class(es) Review Certify and Submit

**Certify and Submit**

By signing this form I certify that:

- To the best of my knowledge and belief, the information provided is true and correct.
- If any information changes, I (PROVIDER) will notify the COALITION within 14 days of the change.
- I understand that if changes implemented prior to receipt of COALITION approval may result in noncompliance with VPK requirements.
- Each VPK instructor listed has submitted an attestation of good moral character, has provided documentation to be maintained in the files of the PROVIDER/DISTRICT and the COALITION documenting that the individual has undergone a Level 2 background screening within the previous five (5) years in accordance with section 435.04, F.S., which demonstrates that the individual is not ineligible to act as a VPK instructor; and is not ineligible to teach in a public school because the instructor's educator certificate has been suspended or revoked.
- Each credentialed VPK instructor listed has the credentials required for the VPK program.
- I understand that my information will be shared with the Department of Children and Families, Office of Child Care Regulation, for inclusion in the CARES system.

**Provider Signature**

Signer's Name \*

Day Time Phone Number \*

Electronic Signature \*

☒ Check this box to certify by electronic signature

Application Completion Date \*

07/31/2019

**Submit VPK Provider Application**