

Early Learning Coalition



of Pinellas County, Inc.

Policy: ELCPC-710.3	Title: VPK Provider Calendar Changes	
	Review Date: June 8, 2010	Next Review Date:

References: AWI VPK20 Provider Agreement
Pinellas Attachment 1

Purpose: To address calendar changes after the start of a VPK program.

Background:

Each year, providers who wish to offer the Voluntary Prekindergarten program submit the Class Registration Application (Form AWI- VPK 11) and identify all non-instructional dates. As defined in the Statewide Provider Agreement, instructional hours for school year programs must total 540 instructional hours and for summer programs must total 300 instructional hours. After approval, providers have been changing calendar dates with little or no notice to the Coalition and/or its designee. These frequent changes have become a costly administrative expense.

Policy:

VPK providers are prohibited from making changes to their calendar once approved. Exceptions may include natural disasters such as hurricane closure, flood, etc. Should a program be monitored by the Coalition and found to not be offering VPK instructional hours as identified on the Class Registration Application (Form AWI – VPK 11), the program will lose funding for the day and can not make up the day. Effective 2009-2010 VPK program year. Effective School Year 09-10.

Procedures:

1. Temporary closure affecting scheduled instructional hours that are **within** the control of the provider will not receive reimbursement for the instructional time disrupted by the closure. Notification of such closures must be submitted to the Coalition in writing within two days following resumption of VPK instruction.

2. Temporary closure affecting instructional hours due to circumstances **outside** the control of the provider must be provided to the Coalition in writing within two days following resumption of VPK instruction according to the [AWI VPK 20](#).

Providers may apply for a waiver to allow the provider to modify their schedule if the closure is due to circumstances beyond their control. Exceptions must be approved by the Executive Director.

The waiver request must be submitted in writing within two days following resumption of

VPK instruction and include:

- Provider's Name and Address
- VPK class that was affected
- Dates that VPK was not offered
- Revised schedule indicating when the provider would like to restore the hours lost due to the closure.

3. Temporary closures caused by Extreme Circumstances as defined in [60BB-8.204](#) Uniform Attendance Policy for Funding the VPK Program will be addressed in accordance with AWI Rule.

Exhibits: None