



VPK Contract Attachment B

Notification Requirements for Changes to VPK Program

In accordance with the requirements of the VPK program, the provider must notify the coalition of changes to their VPK program within 14 calendar days of the changes(s). Coalition strongly recommends that all changes be submitted to the coalition for review prior to implementation. Implementation of changes prior to review which the coalition later determines to be out of compliance with the requirements of the VPK program, may result in withholding of reimbursement, non-reimbursement or termination of the agreement.

1. Providing Notice of Class Transfers of children at the same provider location:

- Provider is strongly encouraged to submit a completed Form AWI-VPK 06 “Parental Consent of Classroom Transfer Form” to the Coalition prior to any classroom transfer of a child(ren). Coalition requests Provider submit these forms in person when submitting the monthly attendance roster.

2. Providing notice of changes to information provided on Form AWI-VPK 10:

- Provider agrees it will follow the requirements of the law when notifying the coalition of any changes to the information found on Form AWI-VPK 10. Applicable requirements of law include rule 60BB-8.300, Florida Administrative Code, which establishes required timelines for submission of notification and documentation.
- PROVIDER may comply with the requirements of law by submitting an updated Form AWI-VPK 10 prior to initiating any changes.
- The updated application should include required documentation supporting the change.

3. Providing notice of changes to Form AWI-VPK 11A:

- PROVIDER agrees it will follow the requirements of the law when notifying the COALITION of any changes to the information found on Form AWI-VPK11A. Applicable requirements of law include rule 60BB-8.300, Florida Administrative Code, which establishes required timelines for submission of notification and documentation.
- PROVIDER may comply with the requirements of law by submitting an updated Form AWI-VPK-11A prior to initiating any changes.
- The updated application must include the following applicable required documentation:
 - Current Level 2 background screening



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- Affidavit of Good Moral Character
- Educational credentials
- Documentation of Literacy Training

4. Providing notice of class calendar changes to Form AWI-VPK 11B:

- PROVIDER agrees it will follow the requirements of the law when notifying the COALITION of any changes to the information found on Form AWI-VPK11B. Applicable requirements of law include rule 60BB-8.300, Florida Administrative Code, which establishes required timelines for submission of notification and documentation.
- PROVIDER may comply with the requirements of law by submitting an updated Form AWI-VPK 11B prior to close of business the first day of closure.
- Calendars and schedules can only be changed **two times** per program year for any reason other than a temporary closure caused by emergency circumstances. (60BB-8.204(4)(a)).

5. Providing notice and documentation of dismissal of students:

- Provider must complete and submit a Notice of Dismissal of Student Form within fourteen calendar days of the dismissal, preferably with the monthly attendance roster if doing so would comply with the fourteen calendar day limit specified in paragraph 15 of the Form AWI-VPK 20.