

# Notification Requirements



**1. The PROVIDER agrees that it shall follow the notification requirements adopted by the COALITION for completing the class transfer of a child.**

- When a child transfers from one VPK class to another VPK class within the **same site** with the **same number** of VPK hours, the Provider will notify the Coalition in writing with the effective date and if required, written parent consent, within two (2) business days. (OEL-PI-0035-06)
- When a child transfers from one VPK class to another VPK class within the **same site** with a **different number** of VPK hours, the Provider will notify the Coalition in writing with the effective date and if required, written parental consent, within two (2) business days. (OEL-PI-0035-06)

**2. The PROVIDER agrees that it shall follow the notification requirements adopted by the COALITION for submitting written documentation given to the PROVIDER describing a child's absences for "good cause".**

- When a child is absent from a Provider and does not attend at least one instructional day during the month, payment for the child will be suspended. Payment for the child will resume when the child returns to the program. All documentation and the attendance roster(s) must be submitted to the Coalition for reconciliation before payment can be received.

**3. The PROVIDER agrees that it shall follow the requirements adopted by the COALITION for notifying the COALITION of all changes in VPK class schedules.**

- When a change occurs to the VPK class schedule, the Provider will need to complete a new VPK-11B form and submit it to the ELC-Manatee Compliance Department by fax at (941) 757-2919 or email to [compliance@elc-manatee.org](mailto:compliance@elc-manatee.org). All planned changes should be submitted at least 10 days prior to the month in which the change occurs.

**4. The PROVIDER agrees that it shall follow the requirements adopted by the COALITION for notifying the COALITION of all changes in prekindergarten instructors and prekindergarten directors.**

- When a change occurs to the VPK class **instructor(s)**, the PROVIDER will notify the Early Learning Coalition by submitting a VPK-11A to the ELC Compliance Department and verify by calling before implementation. Required documentation must also be submitted before (pre)payment can be received.
- When a change occurs to the VPK site's **Director/Operator/Principal**, the PROVIDER will notify the Early Learning Coalition by submitting a VPK-10 to the ELC Compliance Department and verify by calling before implementation. Required documentation must also be submitted before (pre)payment can be received.

**NOTE: If the Statewide Provider Agreement (AWI- VPK 20) was signed by the previous Director/Operator/Principal, a new Statewide Provider Agreement must be signed.**



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- All changes must be submitted within fourteen (14) calendar days.

**5. The PROVIDER agrees that it shall follow the requirements adopted by the COALITION for submitting written documentation demonstrating the temporary closure of the PROVIDER's VPK site which is beyond the PROVIDER's control.**

- When a change occurs to the VPK class schedule **outside** of the PROVIDER's control, the PROVIDER will notify the Early Learning Coalition's Provider Reimbursement Department by calling (941) 757-2900 x230 before (pre)payment can be received.
- All changes should be submitted no later than 5 days of occurrence.

**6. The PROVIDER understands that failure to follow the COALITION's notification requirements is noncompliance with this Agreement and may result in corrective action under Paragraphs 37-43.**

I hereby affirm that I have read, understand and accept all terms within this document. I agree to comply with the Coalition's policies and procedures regarding the Voluntary Prekindergarten Program.

\_\_\_\_\_  
Name of Director/ Operator/ Principal or Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

