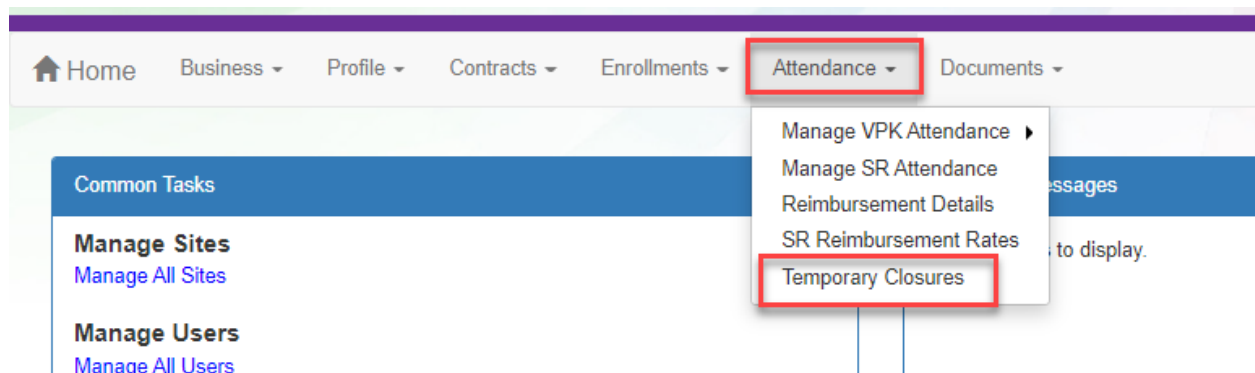


## Temporary Closures

Temporary closures must be created when the whole site or program or specific classroom 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 **Add Closure** button.

A screenshot of the 'Closures' page. At the top left, the 'Add Closure' button is highlighted with a red box. Below the header, there is a table with 11 columns: Actions, Closure ID, Type, Date of Closure, Status, Coalition, Comments, Providers, Last Modified Date, and Last Modified By. The table contains 7 rows of data. At the bottom left, it says 'Showing 1 to 7 of 7 entries.' At the bottom right, there are 'Previous', '1', and 'Next' navigation links.

Actions	Closure ID	Type	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">View</a> <a href="#">Remove</a>	16283	Some VPK	11/09/2020 - 11/09/2020	Processed		ETA closure approved for 11/...		11/23/2020 9:21:33 AM	
<a href="#">View</a> <a href="#">Remove</a>	10875	Whole Site	05/01/2020 - 05/29/2020	Processed		Closed due to Covid-19		5/28/2020 7:44:42 AM	
<a href="#">View</a> <a href="#">Remove</a>	8558	Whole Site	04/01/2020 - 04/30/2020	Processed		covid-19		4/30/2020 1:15:31 PM	
<a href="#">View</a> <a href="#">Remove</a>	2650	Whole Site	03/30/2020 - 03/31/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:12:06 AM	
<a href="#">View</a> <a href="#">Remove</a>	2647	Whole Site	03/16/2020 - 03/20/2020	Processed		Closure Reimbursable (CR) - ...		3/31/2020 11:10:32 AM	
<a href="#">View</a>	1076	Whole Site	09/03/2019 - 09/05/2019	Processed		Closure Reimbursable due to ...		9/27/2019 11:55:05 AM	
<a href="#">View</a>	670	Whole Site	07/04/2018 - 07/04/2018	Processed		SITE CLOSED FOR SUMMER		9/11/2019 1:50:53 PM	

The Report Temporary Closure pop-up window opens.

**Report Temporary Closure**

**Temporary Closure Type**

Select the type of childcare services closure that occurred during the closure event. \*

- ☐ The whole site(s) was closed. Services were not provided to any children.
- ☐ The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
- ☐ The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

**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**

Save Cancel Submit to Coalition

### Creating a Temporary Closure for a Whole Site Closure

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 “The whole site was closed. Services were not provided to any children.”
  - When only the VPK program or only some VPK classes were closed, select “The site was partially closed. Services were not provided to all or some VPK classes.”
  - When only the SR program or only some SR classes were closed, select “The site was partially closed. Services were not provided to all or some SR care levels.”
- **Closed Provider Site(s)** – Select the site(s) that were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with VPK or SR enrollments display in the dropdown list. **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 “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.
- **Closure Reasons** – Select the applicable reason(s) for closure. If ‘Other’ is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.

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 \*

10/05/2020

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

Test

Documentation

Attach the documentation necessary to establish proof of site closure.

Closure Documents

Upload Document...

Save

Cancel

Submit to Coalition

Clicking the **Save** button on the Report Temporary Closure form saves the record in “Incomplete” status. Incomplete closure forms can be seen by the coalition for assistance. To edit a temporary closure record, click the **Edit** button on the incomplete record.

Actions	Closure ID	Type	Date of Closure	Payable	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By
<a href="#">Edit</a> <a href="#">Remove</a>	12537	Whole Site	10/5/2020 - 10/08/2020	Yes	Incomplete				10/22/2020 5:15:44 PM	
<a href="#">View</a> <a href="#">Remove</a>	11298	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 11:58:00 AM	

Edit the closure details and click **Submit to Coalition**. After clicking the **Submit to Coalition** button, the Sign and Certify message appears. Complete the authorized electronic signature fields, then click **Submit**.

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 temporary closure is submitted to the coalition. The record appears in the Submitted closures queue in “Submitted” status.

## Creating a Temporary Closure for all or some SR Care Levels.

Report Temporary Closure

Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. \*

☐ The whole site(s) was closed. Services were not provided to any children.
 ☐ The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
 ☒ The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)

Select Providers \*

Evergreen Academy of Zion Lutheran Church (18332) ▼

Closure Details

Closed From ⓘ \*

06/09/2021

Closed To \*

06/10/2021

Anticipated Reopen Date ⓘ \*

06/11/2021

Care Levels and Reimbursement Requests \*

Use the care level check boxes to select one or more care levels involved in the closure and enter the reimbursement request per closure day.

Care Levels

☐ INF - Infant  
☐ TOD - Toddler  
☐ 2YR - 2 Year Old  
☐ PR3 - Preschool 3  
☐ PR4 - Preschool 4  
☐ PR5 - Preschool 5  
☐ SCH - School Age  
☐ SPCR - Special Needs

June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Save

Cancel

Submit to Coalition

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

- Temporary Closure Type** – When services were not provided to all or some SR Care Levels, select ‘The site was partially closed. Services were not provided to all or some SR Care Levels.’
- 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. Only providers with a certified contract display in the dropdown list. **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 “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen. **NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, additional closure is needed to cover that time period.
- Care Levels and Reimbursement Requests** – Select the care level(s) impacted by the closure. Check the checkbox for the care levels to include it in the closure. **NOTE:** The days default to ‘CR’.

### Care Levels and Reimbursement Requests\*

Use the care level check boxes to select one or more care levels involved in the closure and enter the reimbursement request per closure day.

#### Care Levels

- ☒ INF - Infant
- ☒ TOD - Toddler
- ☒ 2YR - 2 Year Old
- ☐ PR3 - Preschool 3
- ☐ PR4 - Preschool 4
- ☐ PR5 - Preschool 5
- ☐ SCH - School Age
- ☐ SPCR - Special Needs

#### 2YR June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9 CR	10 CR	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Save

Cancel

Submit to Coalition

- Clicking on CR changes the value to CR and vice versa.
- **Closure Reasons** – Select the applicable reason(s) for closure. If 'Other' is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure.
- Clicking the **Submit** button submits the closure to the coalition. The record appears in the Closures grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.
- **NOTE:** **Save** button saves the record in 'Incomplete' status.
- Complete the authorized electronic signature fields, then check the Certify by Electronic signature box, then 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

Submit

Cancel

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.

Closures										
<a href="#">Add Closure</a>		<a href="#">Clear All Filters</a> Search: <input type="text"/>								
Show 10 entries										
Actions	Closure ID	Type	Date of Closure	Status	Coalition	Comments	Providers	Last Modified Date	Last Modified By	
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	
<a href="#">View</a>	23850	Some SR	06/01/2021 - 06/04/2021	Submitted		Closure added by provider user		6/29/2021 11:03:16 PM		
<a href="#">View</a>	23849	Some SR	06/01/2021 - 06/03/2021	Submitted		Closure added by provider user		6/29/2021 11:01:12 PM		

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. **Incomplete** and **Processed** records can be deleted.
3. If 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
	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="Filter"/>
<a href="#">View</a>	12537	Whole Site	10/01/2020 - 10/08/2020		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> <a href="#">Remove</a>	1271	Whole Site	09/03/2019 - 09/03/2019	Yes	Processed		Hurricane Dorian Closure		10/1/2019 11:50:00 AM	

## Creating a Temporary Closure for all or some VPK Classes.

### Report Temporary Closure

#### Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. \*

☐ The whole site(s) was closed. Services were not provided to any children.
   
☒ The site was partially closed. Services were not provided to all or some VPK classes. ⓘ
   
☐ The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

#### Closed Provider Site(s)

Select Providers \*

Evergreen Academy of Zion Lutheran Church (18332)
 ▼

#### Closure Details

Closed From ⓘ \*

Closed To \*

Anticipated Reopen Date ⓘ \*

#### Classes and Reimbursement Requests \*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

##### Classes

☐ AF20 - VPK A
   
☐ BF20 - VPK B
   
☐ CF20 - VPK C

##### June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Save

Cancel

Submit to Coalition

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

- **Temporary Closure Type** – When services were not provided to all or some VPK classes, select “The site was partially closed. Services were not provided to all or some VPK Classes.”
- **Closed Provider Site(s)** – Select the site where some or all VPK classes were temporarily closed due to emergency circumstances. Each site that the user has access to is listed. Only providers with enrollments display in the dropdown list.
- **Closure Details** – Enter the closure date range. The “Closed From” date is the first day of the closure and the “Closed To” date is the last day of the closure. A single day closure would have the same “Closed From” and “Closed To” date. No services are available on dates included in the closure date range. The “Anticipated Reopen Date” is the date the provider expects to reopen.  
**NOTE:** The closure date range is limited to a single month. If the closure crosses into the next month, an additional closure is needed to cover that time period.



- **Classes and Reimbursement Requests** – Select the class(es) impacted by the closure using the checkbox.
  - The Missed Instructional Hours pop-up window opens.
    - Selecting 'Yes', marks the day as 'Closure Non-Reimbursable' (CN) in the calendar.
    - Selecting 'No', marks the days as 'Closure Reimbursable' (CR) in the calendar.

Report Temporary Closure

Missed Instructional Hours

Do you plan to make up any of the missed instructional hours?

Yes

No

Cancel

Closed From

08/11/2021

Anticipated Reopen Date

08/12/2021

Classes and Reimbursement Requests\*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

Classes

☒ AF21 - Red Room

☐ BF21 - Blue Room

AF21 August 2021

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
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Total Processed Closure Reimbursable (CR) Days in Class: 0 ⓘ

CR

 = Closure Reimbursable.
 

CN

 = Closure Non-Reimbursable.

Save

Cancel

Submit to Coalition

- The days populate as CN – Closure Non-Reimbursable or as CR – Closure Reimbursable.
- Clicking on CN changes the value to CR and vice versa.

Report Temporary Closure

Temporary Closure Type

Select the type of childcare services closure that occurred during the closure event. \*

☐ The whole site(s) was closed. Services were not provided to any children.

☒ The site was partially closed. Services were not provided to all or some VPK classes. ⓘ

☐ The site was partially closed. Services were not provided to all or some SR care levels. ⓘ

Closed Provider Site(s)

Select Providers \*

Evergreen Academy of Zion Lutheran Church (18332) ▼

Closure Details

Closed From ⓘ \*

06/01/2021

Closed To \*

06/02/2021

Anticipated Reopen Date ⓘ \*

06/03/2021

Classes and Reimbursement Requests \*

Use the class check boxes to select one or more classes involved in the closure and enter the reimbursement request per closure day. ⓘ Please review the corresponding VPK provider application for the selected provider.

Classes

- ☒ AF20 - VPK A
- ☒ BF20 - VPK B
- ☐ CF20 - VPK C

AF20 June 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 CN	2 CN	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Save

Cancel

Submit to Coalition

- **Closure Reasons** – Select the applicable reason(s) for closure. If “Other” is selected as the closure reason, then a comment is required.
- **Documentation** – Click the **Upload Document** button to upload necessary documents (optional).
- **Comments** – Enter comments related to the closure. If no comments are entered when the form is saved or submitted, the system will enter “Closure added by provider user” in the comments.
- After clicking the **Submit to Coalition** button, the **Sign and Certify** message appears.
- **NOTE:** Clicking the **Save** button saves the record in “Incomplete” status. The coalition can view incomplete forms.

Report Temporary Closure

22	23	24	25	26	27	28
29	30	31	1	2	3	4

Total Processed Closure Reimbursable (CR) Days in Class: 0

CR = Closure Reimbursable. CN = Closure Non-Reimbursable.

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 authorized electronic signature information, then 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

- Clicking the **Submit** button submits the closure to the coalition. The record appears in the grid with "Submitted" status. It is available in Coalition's 'Submitted' queue.




## VPK Non-Reimbursable Temporary Closures

After the coalition approves a temporary closure that has non-reimbursable (CN) days, VPK providers must take additional steps to complete the process. When the temporary closure with non-reimbursable days is set to “Processed”:

1. The provider’s VPK provider application (VPK-APP) is changed to “Incomplete” status.
2. If the class(es) associated with the non-reimbursable closure shares a calendar with another class, the system separates the calendar so that each class that shared the calendar will have its own calendar. In other words, the original class calendar is cloned as many times as needed and each cloned calendar is assigned to a class so that all classes involved in the closure have its own calendar. (One of the classes will keep the original calendar.)
  - A new cloned calendar’s name consists of the original calendar’s name followed by the associated class’s name in parenthesis.
  - If the original calendar does not have a name, the cloned calendar’s name will only consist of the associated class’s name in parenthesis.

Example:

### Original Calendar:




  

Calendar Name: 3hr AM  
Program Type: School Year (540 hours)  
Calendar Start Date: 08/10/2021  
Calendar End Date: 05/27/2022

Non-Instructional, Site Closures and Exceptional Instructional Days:  
August 2021 >

Sun	Mon	Tue	Wed
1	2	3	4

### Cloned Calendar assigned to class AF21:

Calendar Name: 3hr AM (AF21)  
Program Type: School Year (540 hours)  
Calendar Start Date: 08/10/2021  
Calendar End Date: 05/27/2022

Non-Instructional, Site Closures and Exceptional Instructional Days:  
August 2021 >

Sun	Mon	Tue	Wed
1	2	3	4

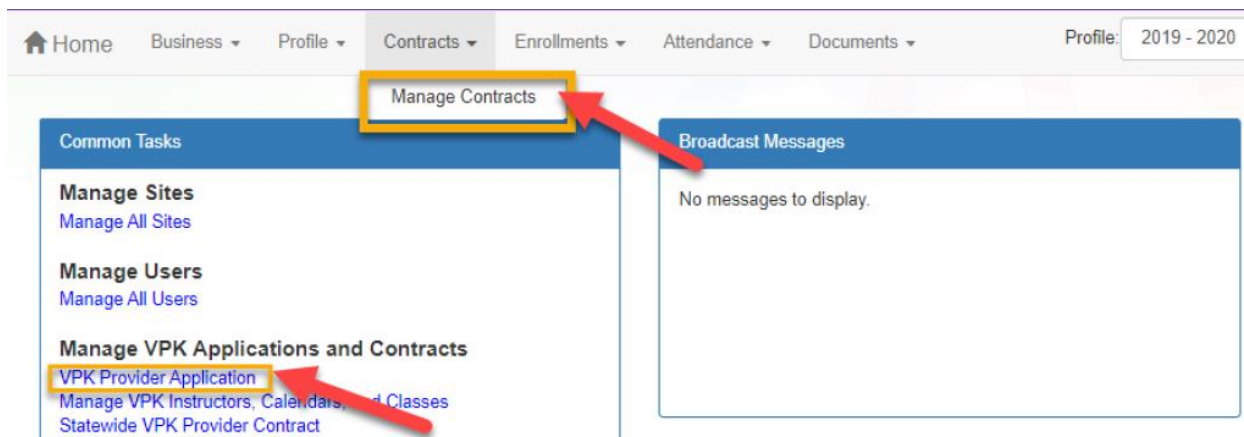
3. The non-reimbursable temporary closures for each class are automatically written to the original and/or cloned calendar as “**Non-Instructional: Temporary Closure Added**” in the correct service period month.

**NOTE:** When non-instructional temporary closure days are added to a VPK calendar, the Total Calculated Hours are reduced, so the provider must adjust the calendar to restore the calculated hours to “540”.

4. An email notification is sent to the provider advising that their VPK-APP is in non-certified status due to a temporary closure. The provider is instructed to log into the account to update and submit the VPK-APP to the coalition.

## Update VPK Class Calendar

Providers must revise their VPK class calendar(s) in their VPK-APP to make up the hours for the non-instructional day(s) due to temporary closure (CN days). In the Provider Portal, navigate to the **Contracts > Manage Contracts**. Or, on the home page Common Tasks section, click the VPK Provider Application link.



On the Manage Contracts page, click the **Edit** button for the incomplete VPK-APP.

The screenshot shows the 'Manage Contracts' page. It features a table with the following columns: Contract ID, Type of Contract, Contract Name, Coalition, Status, Last Updated, Action, View Contract, Effective Date, Termination Date, and Program Year. The first row of the table is highlighted, showing a contract with ID 29683, Type VPK-APP, Name VPK 10,11A,11B, Status Incomplete, and Last Updated 8/29/2021. The 'Edit' button for this contract is highlighted with a red box. Below the table, it says 'Showing 1 to 5 of 5 entries (filtered from 17 total entries)'. There are also pagination controls: First, Previous, 1, Next, Last.

Contract ID	Type of Contract	Contract Name	Coalition	Status	Last Updated	Action	View Contract	Effective Date	Termination Date	Program Year
29683	VPK-APP	VPK 10,11A,11B		Incomplete	8/29/2021	<a href="#">Edit</a>				2021 - 2022
24341	VPK-APP	VPK 10,11A,11B		Certified	6/30/2021	<a href="#">Edit</a>	<a href="#">Download</a>	8/10/2020		2020 - 2021
16030	VPK-APP	VPK 10,11A,11B		Certified	6/24/2020	<a href="#">Edit</a>	<a href="#">Download</a>	8/12/2019		2019 - 2020
7313	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	<a href="#">Edit</a>	<a href="#">Download</a>	8/13/2018		2018 - 2019
7110	VPK-APP	VPK 10,11A,11B		Certified	7/11/2019	<a href="#">Edit</a>	<a href="#">Download</a>	5/29/2018		2017 - 2018

Click the **VPK Calendars** tab to open the calendars page.

The screenshot shows the 'VPK Calendars' page. At the top, there is a dropdown menu showing '2021 - 2022 (Incomplete)'. Below this, there is a navigation bar with tabs: Attendance Policy, VPK Director, VPK Instructors, VPK Calendars, VPK Class(es), Review, and Certify and Submit. The 'VPK Calendars' tab is highlighted. Below the navigation bar, there is a section titled 'Attendance Policy Submission' with a list of requirements for VPK Providers.

**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

Identify the calendar(s) with the non-instructional temporary closure days. Click the **Edit** button to make changes to a calendar. The system defaults to the first calendar month of the class. Click the forward arrow if needed to view the month with the closure.

Non-Instructional, Site Closures and Exceptional Instructional Days: August 2021

Calendar Name: 3hr AM  
 Program Type: School-Year (540 hours)  
 Calendar Start Date: 08/10/2021  
 Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday	08:15 AM	11:15 AM	3
Tuesday	08:15	11:15	3

The Totaled Calculated Hours will be reduced for each non-instructional day based on the hours defined for the day.

Calendar Name: 3hr AM  
 Program Type: School-Year (540 hours)  
 Calendar Start Date: 08/10/2021  
 Calendar End Date: 05/27/2022

Instructional Days:

Day	Start Time	End Time	Total Hours
<input checked="" type="checkbox"/> Monday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Tuesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Wednesday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Thursday	08:15 AM	11:15 AM	3
<input checked="" type="checkbox"/> Friday	08:15 AM	11:15 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.

August 2021

NonInstructional Ten

Total Calculated Hours are reduced by the NonInstructional Day(s) due to the temporary closure.

Total Calculated Hours: 537.00

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

Total VPK Instructional Days: 179

Make adjustments to the calendar to restore the hours to 540. This can be accomplished in a variety of ways such as:

- Canceling previously identified future non-instructional days
- Extending the class end date
- Extending the time on instructional days by creating Instructional Day Exceptions with different class hours

When the changes are done and the calculated hours are restored, click the **Save** button.

**NOTE:** These steps must be completed for each impacted calendar.

When all impacted calendars are updated, click on the **Certify and Submit** tab. Complete the signature information, then 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 \*

08/29/2021

**Submit VPK Provider Application**

After clicking **Submit VPK Provider Application**, the VPK-APP status changes to “Submitted” and the application is available for the coalition to review.

**NOTE:** Since reimbursable temporary closure (CR) days do not reduce the total class hours, they will not be added to the VPK calendar.

## Attendance Rosters

After the temporary closure is processed by the coalition, the temporary closure days will show on SR and/or VPK attendance rosters as CR or CN.

**NOTE:** For VPK, if there were any CN days, the coalition must review the provider's updates to the VPK calendar and set the VPK-APP status to Certified before attendance can be done.

In the blue header, the temporary closure details display:

- Closure ID
- Closure Dates

### SR Attendance Roster:

Program Type \* : SR

Service Period \* : July 2021

Coalition \* : ELC of St. Lucie

School Readiness (SR)

Due Date : 8/4/2021

Summary

Attendance has NOT been submitted to ELC of St. Lucie.

Care Level : TOD, 2YR, PR3, PR4, PR5

Hours Of Operation : M-F 7:00am-5:30pm

SR/Local Funding Students : 6

Paid Holidays : 2021-07-05

Temporary Closure 25338: 07/26/2021 - 07/27/2021

Temporary Closure 25339: 07/28/2021 - 07/29/2021

Search:

1 to 6 of 6 enrolled

	Child Name	DOB	Age	Billing Group	Status
1.		2y	BG1		
2.		2y	BG1		
3.		2y	BG1		
4.		3y	BG1		
5.		4y	BG1		
6.		3y	BG1		
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

Attendance Calendar

July 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27						
				X	*	*
				FT		
4	H	X	X	X	X	*
		FT	FT	FT	FT	
11	X	X	X	X	X	*
	FT	FT	FT	FT	FT	
18	X	X	X	X	X	
	FT	FT	FT	FT	FT	
25	CR	CR	CR	CR	X	
					FT	

Whole Site

Partial Site

Child's Current Information

Name

DOB

Age

Copay \$6.30

BGrp BG3

Status Enrolled

Monthly Attendance Summary

Anticipated Start Date 6/7/2021

Days Absent 2

Days Present 16

Reimbursed Holidays 1

Non-Reimbursable Days 0

RWA No

Schedule Note N/A

Reject Reason



## VPK Attendance Roster:

PreKindergarten (VPK)

Due Date : 9/3/2021

Summary

**Class** AF21-3hr AM **Max Class Size** 20

**Start Date** 8/10/2021 **End Date** 5/27/2022

**Curriculum** Mother Goose Time **Edition** 2017

**Temporary Closure (ID: 25242) 08/13/2021 - 08/20/2021**

*Class attendance has NOT been submitted to Coalition at this time.*

Indicate the child's attendance below. Supporting documentation may be uploaded to the Document Management Library as needed.

**Attendance Calendar**

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 *	2 *	3 *	4 *	5 *	6 *	7 *
8 *	9 *	10 X	11 X	12 X	13 CR	14 *
15 *	16 CR	17 CR	18 CR	19 CR	20 CN	21 *
22 *	23 X	24 X	25 X	26 X	27 X	28 *
29 *	30	31	1	2	3	4

**Child's Current Information**

**Name** [REDACTED]

**DOB** [REDACTED] **Age** 4

**Status** Enrolled **BGrp** VPK

**Cert** VPK [REDACTED]-2021

**Class** AF21-3hr AM

**Monthly Attendance Summary**

**Days Present** 8

**Days absent** 0

**Reject Reason** N/A

**Reject Comment** N/A

After each child's attendance for the month is reviewed, it can be submitted to the coalition.