



Early Learning Coalition of Southwest Florida

Subject: SR/VPK Provider Notification Requirements Policy		
Policy #: 220.12 ELCSWF-EL0034-09	Category: Program Quality and Standards	Reference #: OEL-EL-220
Approval: Nov. 4, 2009	Effective Date: December 1, 2009	Replaces (policy # and date):

POLICY:

In order for the Coalition to ensure quality and accountability, the Coalition hereby sets forth the following timeframes, to all providers serving children in the School Readiness and Voluntary Prekindergarten programs, to notify the Coalition in writing:

1. Change in ownership, corporate structure or location: Provider will report any change of location or ownership to the COALITION or designee at least ten (10) calendar days PRIOR to the change. For VPK Providers, notification of change includes a Form VPK-10.

2. Change or loss of Director, VPK teacher or VPK secondary teacher: Provider will notify the Coalition or designee within twenty-four (24) hours of the change in the positions of Director, VPK lead teacher and VPK secondary teacher. For VPK Providers, notification of change includes a Form VPK-11.

(The 24 - Hour time frame does not apply to Public School districts who have internal procedures based on their responsibility for monitoring the schools operated within the school district. However receipt of VPK 11 changes must be made within 14 business days of the change.)

3. Other Changes: Provider will notify the Coalition or designee within twenty-four (24) hours of all changes that directly affect the operation of their program (i.e. emergency closure) or the ability to be contacted (i.e. telephone numbers, mailing address, etc.).

Associated Documents

VPK Statewide Provider Registration Application (VPK-10)
VPK Provider Agreement (VPK-20) and Addendum
SR Provider Agreement (SR-1004) and Addendum
VPK Class Registration Application (VPK -11)

Citation History: 411.01, F.S.; 1002.55-79 F.S.