DISMISSAL OF CHILD FROM THE VPK PROGRAM

The PROVIDER certifies that if it chooses to remove a student admitted to PROVIDER's VPK program class(es), the PROVIDER will submit to the COALITION documentation specifying reasons for removing the student from the class.

Notification of change must be submitted within (fourteen) 14 calendar days after the dismissal of a child from the VPK program. For best practices and to ensure your Provider file remains in compliance, it is requested that the Provider submits the documentation and this form within two (2) calendar days of the dismissal of a child from the VPK program.

Please contact Dr. Carol Wasserman PRIOR to the dismissal of a child at 954-821-1694 (cell) to inform her of the possibility of or actual dismissal of a child from the VPK program. If a dismissal will occur, please fax this completed form with back up documentation per the directions above to 954-724-4628. Keep a copy on file for on-site audit purposes. If the dismissal needs to take place on the same day, please call Dr. Wasserman on her cell phone at 954-821-1694 to notify her.

Provider Name: _____ Date: _____

Provider Address: _____

Name of Child: _____ _____
(Last Name) (First Name)

Name of Parent: _____ _____
(Last Name) (First Name)

Last Day of Attendance: _____

Documentation: Please attach all documentation which supports the dismissal of a child from the VPK program.

Director's/Owner's Printed Name: _____

Director's/Owner's Signature: _____

FCI/VPK use only:

APPROVED by: _____
NOT APPROVED by: _____
Effective date: _____