



NOTIFICATION OF VOLUNTARY PREKINDERGARTEN (VPK) PROVIDER ACTION- ADDITIONAL CLASSES, DELETION OF A CLASS AND CHANGE IN CLASS SIZE

The PROVIDER agrees that it shall follow the requirements adopted by the COALITION for notifying the COALITION of all changes in the VPK Class Schedules.

The information listed below is an update to my VPK program information submitted for original verification. I understand that I must get approval from Family Central by phone and/or in writing prior to my making the changes detailed below.

Provider Name _____ Date _____

ADDITIONAL CLASSROOMS

Add a New Class-

1. Complete a new AWI-VPK 11.
2. Attach all appropriate documentation for Lead and secondary instructors if needed
3. Submit the original of this attachment and the original VPK 11 to Family Central.

Family Central must review the completed application and all instructor credential information and background screening information. Authorization must be obtained from Family Central **PRIOR** to a new class beginning.

Add Class Identifier _____ Start Date _____ End Date _____

DELETION OF CLASS

Family Central must receive notice, in writing, when a classroom is being deleted. Submit original of this attachment to Family Central.

Delete: Class Identifier _____ Effective Date: _____

Instructor Name: _____ Reason for Deletion: _____

CHANGE IN CLASS SIZE

CLASS SIZE: Providers must:

1. Submit a new VPK 11 (page 1) completing #1-10b and #13, #14, & # 15.
2. An authorized representative (Director or Owner) must sign in the white area at the bottom of Page 1 of the VPK 11.
3. Submit the original VPK 11 along with the original of this attachment to Family Central for approval.

Class Identifier _____ New VPK Class size _____ Previous VPK Class size _____

** If you are increasing a class capacity of 10 students you must add a secondary instructor and submit their background screening as well as completing #11-17 of the VPK 11. **

Signature _____

Title _____

Printed name _____

Date _____

FCI/VPK use only:	
Approved by _____	_____
Effective Date _____	_____
Not Approved _____	_____
Revised 3/10/10	