VPK
VOLUNTARY PREKINDERGARTEN

# MEMORANDUM

**TO:** VPK Program Providers

**FROM:** Gina Carello, Manager- Child Care Assistance, Reimbursement and Education

**DATE:** July 25, 2011

**SUBJECT:** Calendar Changes

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**Often providers make changes to their VPK calendar and do not notify Family Central until they submit their attendance. This memo is to advise you of the uniform attendance policy (60BB-8.204) and how it affects the daily operations of your VPK program.**

- **Providers are limited to only 2 calendar revisions during their School Year or Summer Program sessions.**
- **Providers must notify Family Central in writing of a change to their calendar either before the change occurs or before close of business on the same day.**
- **If a Provider fails to notify Family Central within these guidelines the provider forfeits the ability to modify their calendar and make- up the VPK hours.**

**Providers may notify Family Central staff of a calendar change by submitting Attachment 1 and a revised VPK 11-B. These notifications must be submitted by the close of business on the first day of the closure.**

**Notifications of changes may be faxed or emailed to:**

**Latasha Hall – Program Liaison – Providers (K-V) – 561-514-3378 –lhall@familycentral.org**
**Ivania Fernandez – Program Assistant – Providers (A-J & W-Z) – 561-514-3356 – ifernandez@familycentral.org**

**We would like to thank you for your continued participation in the Voluntary Prekindergarten (VPK) program. Your participation will help ensure that more children are ready to begin kindergarten.**