

## COALITION NOTIFICATION REQUIREMENTS

**X. Notification**, paragraphs 40-44 require notification to the Coalition, or their designee at the provider's earliest convenience but no later than five (5) working days. All notifications must be in writing. Failure to submit changes timely will cause providers to be in breach of their Provider Agreement.

40. **Class transfer of a child** -- AWI/OEL Policy number OEL-PI-0035-06\*, Re-enrollment in the VPK program after withdrawal or dismissal from the program. See page 6, Section (8) Class transfers.
41. **Child's absences for "good cause"** – Florida Administrative Code Chapter 60BB-8.204, or most current guidance from AWI-OEL, Uniform attendance policy for funding the VPK Program. See page 128.
42. **Changes in VPK class schedules** – Form AWI-VPK 11 (01/17/2006) or most current guidance from AWI-OEL, Class Registration Application. See page 2 of 2, Section (IV) Certification.
43. **Changes in prekindergarten instructors and prekindergarten directors** – Form AWI-VPK 10 (01/17/2006) or most current guidance from AWI-OEL, Statewide Provider Registration Application. See page 3 of 3, Section (VII) Certification.
44. **Submitting written documentation demonstrating the temporary closure of the PROVIDER'S VPK site which is beyond the PROVIDER'S control** – Florida Administrative Code Chapter 60BB-8.204, or most current guidance from AWI-OEL, Uniform attendance policy for funding the VPK program. See page 129, Section e & f.

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\* AWI policies and procedures may be viewed at: <http://www.floridajobs.org/earlylearning/IMPI.html>.