



Notification of Temporary Closure

The information provided below is to serve as a written notice by the provider to temporarily close the Voluntary Prekindergarten Facility during the scheduled program day(s). Please mail this form to: **ATTN: Shannon Brown, Compliance Monitoring Director, 107 Tupelo Avenue, Fort Walton Beach, FL 32548**, or fax to: **850-833-3632**.

Facility Name: _____ **Today's Date:** _____

Facility Phone: _____ **Facility's Fax:** _____

Day(s) Closed: _____

Date(s) of Reopening: _____

Resulting Calendar / Schedule Changes ("Make-up" Days):

(*The provider must notify parents in writing of make-up days, and a copy of that correspondence must be sent to the coalition to be maintained on file)

Reason for Temporary Closure(s):

Director Name: _____

Director Signature: _____

(For Coalition Use)

Signature of ELC Representative

Date