



1130 N Eglin Pkwy  
Shalimar, FL 32579  
Office: (850) 833-3627  
Fax: (850) 833-9344

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## Notification of Temporary Closure

**Please remember all calendar changes must be made into the on the Provider Portal**

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 upload this form along with correspondence to parents to Sharefile or mail to:

**ATTN: Terry McDonald, Compliance Coordinator, 1130 N Eglin Parkway, Shalimar, FL 32579**

**Provider Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Provider Phone #:** \_\_\_\_\_ **Provider Fax #:** \_\_\_\_\_

**Day(s) Closed:** \_\_\_\_\_

**Date(s) of Reopening:** \_\_\_\_\_

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

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**The provider must notify parents in writing of make-up days. Please send a copy of that correspondence to the coalition to be maintained on file.**

**Reason for Temporary Closure**

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**Director name:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_

*For Coalition Use*  
**ELC Representative Signature** \_\_\_\_\_

**Date** \_\_\_\_\_