



107 Tupelo Ave. SE
Fort Walton Beach, Florida 32548
Office: (850) 833-3627
Fax: (850) 833-9344

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: Terry McDonald, Compliance Coordinator, 107 Tupelo Ave, Fort Walton Beach, FL 32548 OR
Fax to: 850-833-3991

Provider Name: _____ Today's Date: _____

Provider Phone #: _____ Provider 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. Please send a copy of that correspondence to the coalition to be maintained on file.

Reason for Temporary Closure

Director name: _____

Director Signature: _____

For Coalition Use

ELC Representative Signature _____

Date _____