

VPK CLOSURE INSTRUCTIONS

If you close/do not follow the established VPK calendar, you are required to notify the Coalition IN WRITING by close of business on the closure day.

State of Emergency Declared

If there is a state of emergency declared by the state or local government, complete the [Temporary Program Closure Documentation form](#). Claim "C" on the day/days you were closed on your Enrollment/Attendance Certification (roster). The paperwork is required to be submitted within 2 days of resuming the VPK Program. You must attach a copy of the state of emergency. You can claim up to 5 days per VPK Program year for payment without making up the VPK hours, or you can schedule make-up days. Please make your selection on the Temporary Program Closure paperwork and upload to the [Coalition Document Exchange](#) in the 2017-18 VPK Contract folder.

NO State or Local Declaration of a State of Emergency

If there is **NO** state or local declaration of a state of emergency, you must schedule a VPK make-up date. Please mark "N" on the Enrollment/Attendance Certification (roster). You must contact [Michelle Shadoan](#) to schedule the VPK make-up date.

You will need to revise the OELVPK11B to indicate:

- VPK make-up date scheduled for DATE or DATES from _____ to _____.
- Upload the paper version of the form to the Coalition Document Exchange in the 2017-18 VPK Contract folder.

Then, in the [NEW OEL Provider Portal](#), you will need to edit the VPK application to show the closure day as NON-INSTRUCTIONAL and schedule the VPK make-up date. You will select the make-up date, and mark it as a VPK Exception day. Indicate the make-up hours until the calendar again says 540 hours. Click Update Calendar to save the changes.