

# VPK PROGRAM CHANGES

Updated 4/28/08

Provider name:

Contact person:

Phone:

Fax:

Email:

Go to [www.earlylearningcoalitionsarasota.org](http://www.earlylearningcoalitionsarasota.org) to download forms and get information

**Note: Coalition must give prior approval *before* teachers start.  
Coalition must be informed when teachers leave.**

Call the Coalition Office at 954-4830 ext. 4 and leave a detailed message. Then fax form to the Coalition at [954-4831](tel:954-4831) or email [jsmirnov@earlylearningcoalitionsarasota.org](mailto:jsmirnov@earlylearningcoalitionsarasota.org)

**Teacher Changes**      **Date** \_\_\_\_\_

**Teacher left– COALITION MUST BE INFORMED!**

Teacher's name:

VPK Class:

**Teacher added – COALITION MUST GIVE PRIOR APPROVAL!**

Teacher's name:

VPK Class:

Documentation sent to ELC:      Yes      No

**Note: Child Care Connection must give prior approval *before* children are switched from one class to another.**

Call Joyce Miller-Porter at 556-1600 ext. 110 for approval, then fax form to Child Care Connection at [556-1606](tel:556-1606) or email [jmiller@childcareconnectionsarasota.org](mailto:jmiller@childcareconnectionsarasota.org)

**Child Changes**      **Date** \_\_\_\_\_

**Switched Classes – CCC MUST GIVE PRIOR APPROVAL!**

Child's name:

From VPK Class:

To VPK Class:

**Disenrolled from VPK Program– CCC MUST BE INFORMED!**

Child's name:

VPK Class: