

VPK-APP: Three Options for Hurricanes

Option 1: Make up all of the hours.

Option 2: Use some or all of the five emergency closure days, assuming not all five have been used yet.

Option 3: Use a combination of Options 1 & 2.

Option 1: Making up all the hours

A provider may choose to make up all of the hours that are missed due to a declared state of emergency.

Steps:

1. Mark the days that are being made up as non-instructional
2. Add the hours from the now non-instructional days back into the calendar on future dates (dates that have not yet occurred)
 - This is accomplished by either opening future dates to be instructional days or adding time to currently open days through Instructional Day Exceptions
3. Save the calendar and wait to visually confirm the save was successful.
4. Once all affected calendars are successfully saved, the VPK-APP can be submitted for review.

Verified By grant.thompson@elcofswfl.org, On

October 2024

month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Total Calculated Hours: 540.00
Total VPK Instructional Days:

NonInstructional: Hurricane Milton - NO VPK

9a Exception: (5 hrs) Hurricane Maki

Option 2: Using Emergency Closure Days (up to 5 per VPK year per VPK class)

A provider may choose to use some or all of their five (5) Emergency Days, assuming one (1) or more Emergency Days are left

This option, when all closed days are covered, is done solely through the Temporary Closure Feature on the Provider Services Portal. The days that are closed remain as instructional on the VPK calendar as they are not being made up.

If the provider is closed for more than five (5) days total during the year due to a declared state of emergency or chooses to make up one (1) or more day with emergency days remaining, then Option 3 will be needed as it is a hybrid of Options 1 & 2.

Non-Instructional, Site Closures and Exceptional Instructional Days: < September 2024 > month list

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Noninstructional: Labor Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Instructional Days:

Day	Start Time	End Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Total Calculated Hours: 540.00
Total VPK Instructional Days: 0

