



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

Notification of Temporary Closure

The information provided below is to serve a written notice by the provider to temporarily close facility during scheduled program days(s). If we do not receive this form before processing attendance you may not be paid for the closure.

Please upload and email this form and any correspondence to parents to compliance@elc-ec.org

Provider Name _____ Todays Date _____

Provider Email _____ Provider Phone # _____

Whole Site Closure? Yes No

If partial please list the closed classrooms:

If this closure affects VPK please contact us to make any needed changes to the Classrooms and Calendar

Day(s) Closed: _____

Date(s) of Reopening: _____

Reason for Temporary Closure _____

Director Name: _____

Director Signature: _____ Date _____

ELC Signature: _____ Date _____