



Planning a Big Change at Your Center?

Closing, relocating, or changing ownership?
Please notify the ELC Sarasota before
changes take effect.

30
CALENDAR
DAY
NOTICE
REQUIRED

OWNERSHIP CHANGES

Your SR & VPK contract is nontransferable.

While we work on establishing a contract with a new owner, a gap between contracts will likely occur and we cannot pay for VPK and/or School Readiness services during this time.

The ELC will notify families that your SR and/or VPK contracts will be ending 14 days prior to the last day of the contract.

CLOSURE OR CONTRACT ENDING

The ELC will notify families your contract will be ending 14 days prior to the last day of the contract.

Options for your families:

Families will have the option to suspend services or transfer their child(ren) to a new provider with any of the given changes mentioned above.

LOCATION CHANGES

You will need a new SR and/VPK contract.

The ELC will notify families your contract will be ending 14 days prior to the last day of the contract.

Communicate contract changes to your families in a timely manner so child care arrangements can be made.

QUESTIONS?

contracts@elcsarasota.org

IMPORTANT

Once the 30-day notice has been submitted, please stay in close communication with your contract specialist throughout the process to ensure a smooth transition. Please note that a provider cannot create a new account until their license is fully operational, in accordance with DCF Child Care Licensing requirements. If these steps are not completed, a longer lapse in the contract is likely to occur.