

SUSPENDED ENROLLMENT REQUEST

Please read, complete (in full), sign and upload request through their parent portal

Suspended Enrollment allows families to maintain childcare scholarship eligibility during verified scheduled temporary breaks in the child's attendance. Parent/Guardian(s) who anticipate absences of 10 to 90 days may be granted a Suspended Enrollment.

1. Parent(s)/Guardian(s) are required to submit the request form completed and signed to the Early Learning Coalition (ELC) **at least 10 days before** the date the suspended enrollment is needed. If request is submitted after the suspended enrollment date you may be responsible for any charges that may be incurred.
2. It is the **parent(s)/guardian(s) responsibility** to make the childcare provider aware of requested dates of absence. If your redetermination date falls during the period of the suspended enrollment, it is your responsibility to ensure that you complete your redetermination timely. The ELC will not pay for any childcare costs if for whatever reason you are not able to re-establish your eligibility.
3. Parent(s)/Guardian(s) need to contact the ELC prior to returning your child to care to request a new certificate. Failure to do so could result in the loss of your child care scholarship and you may have to re-apply to be placed on the WaitList.
4. Please note that ELC will not pay your childcare provider for maintaining your child's slot during your absence.
5. Parent(s)/Guardian(s) need to be aware that ELC cannot guarantee that your child (ren) will be able to return to the same childcare provider or that funding will be available at the time of your return.
6. Please complete all information on the Suspended Enrollment Request form attached.
7. If you have any questions, please contact the Early Learning Coalition at (561)514-3300.

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This form must be completed and uploaded to your family portal account within 10 days before the start of the suspended enrollment period.

Parent/Guardian Name: _____

Child _____ Provider _____

Dates out of care: From _____ to: _____

Child: _____ Provider _____

Dates out of care: From _____ to: _____

Child: _____ Provider _____

Dates out of care: From _____ to: _____

Reason for Suspended Enrollment: (Required)

Suspended enrollment of childcare is to allow families to maintain childcare scholarship eligibility during verified scheduled temporary breaks in the child's attendance. Parent/Guardians may be granted a suspended enrollment if the child is anticipated to be out of care for 10 to 90 days.

Please contact the Early Learning Coalition Family Services Department at 561-514-3300 if you have any questions.

Parent/Guardian Signature: _____ Date: _____