




Charlie Crist
Governor
Cynthia Lorenzo
Interim Director

MEMORANDUM

Date: March 16, 2009
To: Early Learning Coalition Executive Directors and Interested Parties
From: Matt Guse, Program Director, Office of Early Learning 
Re: Publication and Product Distribution

We are pleased to announce the publication of our updated program brochures, including the VPK Handbook, Quality Checklist, Family Guide, School Readiness Brochure and VPK Brochure. Enclosed is a master DVD that includes "print ready" copies of these brochures in both English and Spanish. Also included in this DVD is a new, short form of the VPK Parent Handbook for use during the VPK registration process. This short form is economical to reproduce and is an efficient way to ensure that parents understand their rights and responsibilities related to participation in VPK. This form is attached to this email and available on the Office of Early Learning's website.

In accordance with the Agency's recently revised print distribution plan, the Office of Early Learning will not print copies of the brochures. However, coalitions are under no obligation to print these materials. Instead, we encourage creative options for low-cost distribution such as electronic dissemination via email or computer kiosk in reception and waiting areas. These materials are available on our website for download and we encourage the posting of these materials on websites.

If you require any additional information, please contact Noelle Bee, Program and Services Director, at (850) 921-3398 or Noelle.Bee@flaawi.com.

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