



DAILY ATTENDANCE CODES AND APPROVED STANDARD REIMBURSABLE HOLIDAYS LISTING

Daily Attendance Codes

Attendance must be recorded using the codes listed below:

- X = Reimbursable day a child is present
- E = Reimbursable excused absence (Days 1 through 3)
- A = Reimbursable absence beyond three days (Days 4 through 10) to be approved by the Coalition with appropriate documentation.
- N = Enrolled, not reimbursable and provider voluntary closure
- H = Reimbursable holiday (The Coalition recognizes twelve (12) Holidays per year which are identified below on the Standard Holidays Listing)
- T = Day child is dis-enrolled (taken out of care)
- D = Disaster or Hurricane (Days have to be approved by the Early Learning Coalition of Miami-Dade and Monroe, Inc.)

APPROVED STANDARD REIMBURSABLE HOLIDAYS LISTING

The following is the list of twelve (12) Standard Holidays approved by the Early Learning Coalition of Miami-Dade and Monroe, Inc. for the 2017-2018 contract year.

Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Veteran’s Day Observed	Friday, November 10, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day After Thanksgiving Day	Friday, November 24, 2017
Christmas Eve’ Observed	Friday, December 22, 2017
Christmas Day’	Monday, December 25, 2017
New Year’s Day	Monday, January 1, 2018
Martin L. King’s Birthday	Monday, January 15, 2018
President’s Day	Monday, February 19, 2018
Good Friday	Friday, March 30, 2018
Memorial Day	Monday, May 28, 2018

**** Please note the days granted for Christmas and New Year ****

Reimbursement will be paid for each day a child is authorized for care. Reimbursement may be paid automatically for a total of three (3) absences per child per calendar month. (Attendance Code “E” must be used for such days).

Absences beyond three (3) days will be honored only in the event of extraordinary circumstances (i.e., illness, medical emergency, death in family, etc.) (Attendance Code “A” must be used for such days). All absences beyond three (3) days must be recorded on the “Approval of Absenteeism” form and submitted monthly with the corresponding back-up documentation. A copy of the submitted Approval of Absenteeism form must be maintained on file by the provider for auditing purposes.