



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 2018-2019 contract year.

Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving Day	Thursday, November 22, 2018
Day After Thanksgiving Day	Friday, November 23, 2018
Christmas Eve	Monday, December 24, 2018
Christmas Day	Tuesday, December 25, 2018
New Year's Day	Tuesday, January 1, 2019
Martin L. King's Birthday	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019

**** 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.