

DAILY ATTENDANCE CODES AND APPROVED STANDARD REIMBURSABLE HOLIDAYS LISTING

Daily Attendance Codes

Attendance must be recorded in blue or black ink on a daily basis 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 Central Agency with appropriate documentation.
- N = Enrolled, not reimbursable and provider voluntary closure
- H = Reimbursable holiday (Miami-Dade County 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. in concurrence with the Miami-Dade County Department of Human Services Child Development Services Bureau for the 2011-2012 contract year.

Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veteran's Day	Friday, November 11, 2011
Thanksgiving Day	Thursday, November 24, 2011
Day After Thanksgiving Day	Friday, November 25, 2011
Christmas Day	Monday, December 26, 2011
New Year's Day	Monday, January 2, 2012
Martin L. King's Birthday	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Good Friday	Friday, April 6, 2012
Memorial Day	Monday, May 28, 2012

**** 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 Provider Attendance Roster, Parental Signature Sheets and the appropriate back-up documentation (i.e., doctor's note, emergency room slip, obituary, court documents, etc.) A copy of the submitted Approval of Absenteeism form must be maintained on file by the provider for auditing purposes.