



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 2010-2011 contract year.

Independence Day	Monday, July 5, 2010
Labor Day	Monday, September 6, 2010
Columbus Day	Monday, October 11, 2010
Veteran's Day	Thursday, November 11, 2010
Thanksgiving Day	Thursday, November 25, 2010
Day After Thanksgiving Day	Friday, November 26, 2010
Christmas Day	Friday, December 24, 2010
New Year's Day	Friday, December 31, 2010
Martin L. King's Birthday	Monday, January 17, 2011
President's Day	Monday, February 21, 2011
Good Friday	Friday, April 22, 2011
Memorial Day	Monday, May 30, 2011

Teacher's Planning Day

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.