



## 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 2016-2017 contract year.

Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Day After Thanksgiving Day	Friday, November 25, 2016
Christmas Eve' Observed	Friday, December 23, 2016
Christmas Day' Observed	Monday, December 26, 2016
New Year's Day Observed	Monday, January 2, 2017
Martin L. King's Birthday	Monday, January 16, 2017
President's Day	Monday, February 20, 2017
Good Friday	Friday, April 14, 2017
Memorial Day	Monday, May 29, 2017

**\*\* 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.