



**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 Department of Human Services Child Development Services Bureau for the 2009-2010 contract year.

Independence Day	Friday, July 3, 2009
Labor Day	Monday, September 7, 2009
Columbus Day	Monday, October 19, 2009**
Veteran's Day	Wednesday, November 11, 2009
Thanksgiving Day	Thursday, November 26, 2009
Day After Thanksgiving Day	Friday, November 27, 2009
Christmas Day	Friday, December 25, 2009
New Year's Day	Friday, January 1, 2010
Martin L. King's Birthday	Monday, January 18, 2010
President's Day	Monday, February 15, 2010
Good Friday	Friday, April 02, 2010
Memorial Day	Monday, May 31, 2010

** 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.