

Early Learning Coalition of Indian
River, Martin and Okeechobee
Counties



Attendance
and
Reimbursement
Procedures

School Readiness Program

Attendance Sheets

- ⇒ Attendance sheets are due to the Coalition no later than the second business day of the month.
- ⇒ Attendance sheets submitted after the second business day of the month may not be processed until the following month.
- ⇒ All enrolled children who attend should be listed on the attendance sheet.
- ⇒ Children not on the pre-printed attendance sheet should be written in (verify if the child is eligible).
- ⇒ The child's legal name must appear on the attendance sheet—nicknames will not be accepted.
- ⇒ Some children may appear twice on your monthly attendance if they have a birthday during that particular month.
- ⇒ Please do not write in the "Days Attnd" space. This is for use by the Data Specialists in our office.
- ⇒ All attendance sheets must be signed or they will not be processed.
- ⇒ Attendance sheets may be faxed, mailed, hand delivered or emailed.

Fax numbers: (772) 220-1229 or (772) 223-3865

Note: Adjustments must be received with supporting documentation and completed adjustment form within sixty (60) days of reimbursement in order to be processed. Any adjustments requested after sixty (60) days may not be reimbursed.

School Readiness Attendance Codes

X—Enrolled, Present

E—Excused Absence(3 allowed, no note required)

A—Authorized Absences beyond 3 days.....(2 allowed, documentation required)

H—Reimbursable Holiday..... (Holidays specified in contract)

T—Terminated.....(Termination form required)

N—Non-Reimbursable (Enrolled not terminated)

SR Reimbursement Procedures

School Readiness Absences

- ⇒ Reimbursement will be provided for up to three (3) unexcused days of absences per calendar month.
- ⇒ Payment for a child will start only after the first day of attendance.
- ⇒ Reimbursement will be provided for an additional two (2) days per calendar month with the proper documentation:
 - ⇒ Hospitalizations—medical documentation
 - ⇒ Doctor excused illness—medical documentation
 - ⇒ Communicable illness—signed letter/form from parent stating child was absent due to illness that required home stay
 - ⇒ Parent Visitation—court ordered or legal document
 - ⇒ Death directly affecting the child’s parent/guardian—letter from program stating reason, must be signed by director and parent
 - ⇒ Child required to be in court—case file notes
 - ⇒ Unforeseen documented military deployment or exercise of parent

School Readiness Extraordinary Pre-Approved Excused Absences

- ⇒ In the event of extraordinary circumstances an additional five (5) days per calendar month may be reimbursed. Extraordinary circumstances documentation and the “Pre-Approved Extended Absent Request Form” must be submitted to the Coalition for pre-approval.
- ⇒ Hospitalizations—medical documentation
- ⇒ Chronic or Communicable illness—medical documentation
- ⇒ Death directly affecting the child’s parent/guardian—letter from program stating reason, must be signed by director and parent

** Note: All preapproved reimbursable absences are based on fund availability.*

VPK Voluntary Pre-Kindergarten

Attendance Sheets

- ⇒ Attendance sheets are due to the Coalition no later than the second business day of the month.
- ⇒ Attendance sheets submitted after the second business day of the month may not be processed until the following month.
- ⇒ All enrolled children who attend should be listed on the attendance sheet
- ⇒ Children not on the pre-printed attendance sheet should be written in (verify if the child is eligible)
- ⇒ The child's legal name must appear on the attendance sheet—nicknames will not be accepted
- ⇒ Some children may appear twice on your monthly attendance is they have a birthday during that particular month
- ⇒ Please do not write in the "Days Attnd" space. This is for use by the Data Specialists in our office
- ⇒ All attendance sheets must be signed or they will not be processed
- ⇒ Attendance sheets may be faxed, mailed, hand delivered or emailed

Fax numbers: (772) 220-1229 or (772) 223-3865

Note: Adjustments must be received with supporting documentation and completed adjustment form within sixty (60) days of reimbursement in order to be processed. Any adjustments requested after sixty (60) days may not be reimbursed.

Voluntary Pre-Kindergarten Attendance Codes

- X—Enrolled, Present.....(days child is receiving instruction)
- E—Excused Absence(all days child is not in attendance)
- H—Reimbursable Holiday..... (Holidays specified in contract)
- T—Terminated.....(Termination form required)

VPK Reimbursement Procedures

VPK Certificates

- ⇒ Authorization for care is verified by the VPK Certificate of Eligibility issued to the parent/guardian. Authorization for care will not begin before the “Date Issued” on the VPK Certificate of Eligibility.
- ⇒ If you have children enroll during the month; fax the VPK certificate the day of enrollment and write the new VPK student’s name on the attendance sheet for the month.

VPK Absences

Uniform Attendance Policy (Rule 60BB-8.204)

- ⇒ Each month, and at the end of the VPK program’s instruction for the year, an 80/20 formula will be applied to calculate the VPK provider’s monthly payment.
- ⇒ The 80/20 formula is calculated based on the child’s hours of attendance, not the total hours of the program. A minimum of 80% (*432 hours school year/240 hours summer*) and a maximum of 20% (*108 hours school year/60 hours summer*) of the VPK provider’s per student payment is applicable to the instructional days that a child is absent. These figures are an example of percentages and hours if the child attends the entire year, including the first and last days of the class.
- ⇒ Payment for a child will be suspended if the child does not attend at least one (1) instructional day during a calendar month. All payments for the child, including payments for absences accruing while payment is suspended, will resume when the child subsequently attends the program.
- ⇒ **Absences are not payable for an instructional day before the first day or after the last day of a child’s attendance.**
- ⇒ Unless a child does not attend at least one (1) instructional day during the calendar month or a child misses more than 20% of the VPK program’s instructional hours, providers are paid the entire per-student allocation.
- ⇒ If a child exceeds the 20% threshold for absences, hours are deducted to bring the absences to the allowable 20%.
- ⇒ These deduction will be marked as “adjustments” on the reimbursement reports and may be for portions of the program’s instructional hours or for full days of instruction.
- ⇒ If a child’s over-all absences are less than 20% for the entire year, the provider will receive a reconciliation reimbursement and necessary adjustments will be made to return funds deducted in previous months.
- ⇒ Any instructional hours that a child is absent beyond the 20% allowed is not payable, regardless of the reason.
- ⇒ Child absence excuses no longer need to be submitted.

Parent Sign In and Out Sheets

School Readiness and VPK Program

The State of Florida as well as other funders mandate that child care providers caring for children in the School readiness, VPK and other funded programs are signed in and out each and every day. This serves as proof that they have attended your program. ELC is contracted to monitor providers for compliance with this regulation.

⇒ All children must be signed in and out every day.

⇒ Sign in and out sheets must include:

1. Name of child
2. Date
3. Time In/Time Out
4. Signature of person dropping or picking up child (authorized person only)
5. Name of Facility
6. Month and Year

⇒ Electronic sign in and out sheets may be used in lieu of manual sign in and out sheets. All of the above rules apply.

⇒ White-out may not be used. If an error occurs, cross through and make correction above.

⇒ All children require an individual sign in and out sheet. Siblings require their own sheet.

⇒ School Readiness sign in and out sheets are to be maintained for five (5) years.

⇒ VPK sign in and out sheets are to be maintained for a three (3) years.

ELC is authorized and may require an adjustment, under certain circumstances, including but not limited to:

⇒ No sign in and out sheets in use

⇒ Missing sign in and out sheets

⇒ Children present but not signed in during on-site visits

⇒ Discrepancies between attendance records and sign in and out sheets

⇒ Parents signing children in and out *in advance*

⇒ Providers signing children out

⇒ Failure to allow ELC staff access to sign in and out sheets when requested

Contact the coalition immediately if any of the records are damaged due to fire, natural disaster, etc.

ELC recommends that providers establish procedures to ensure parents and guardians are signing their children in and out properly each and every day. Upon request, ELC will be glad to assist providers in developing procedures that suits their facilities.

Coalition Locations and Contact Information



Administrative Office
10 SE Central Parkway, Suite 400
Stuart, FL 34994
Phone (Local): 772-220-1220
Toll Free: 877-220-1223
Fax: 772-220-1229

Okeechobee
308 NW 5th Street
Okeechobee, FL 34972
Phone: 863-357-1133
Fax: 772-567-7420

Indian River
1858 Old Dixie Highway
Vero Beach, FL 32960
Phone: 772-567-7480
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Please visit www.elcirmo.org for news and information!